

# **POSTAL BULLETIN**

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**Rate, Fee, and  
Classification Changes**

**June 30, 2002**

**Implementation Kit  
page 197**

# New Rates and Fees Effective June 30, 2002

The Board of Governors of the Postal Service has acted on recommendations from the Postal Rate Commission to change domestic rates, fees, and classifications for all classes of mail and special services. It has directed that these changes be implemented at **12:01 a.m. on Sunday, June 30, 2002.**

This special *Postal Bulletin* contains information about implementation resources available to customers and employees: the new domestic postal rates, fees, and classifications; the implementation of the *Domestic Mail Manual* (DMM); and copies of revised postage statements. Changes in this *Postal Bulletin* revising the DMM will be incorporated into DMM 57, effective June 30, 2002.

— *Mail Preparation and Standards,  
Pricing and Classification, 5-9-02*

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## *Implementation Resources*

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### **Implementation Kit**

The R2001-1 implementation kit for field employees begins on page 197 of this *Postal Bulletin*. The kit includes a number of different communications tools, such as standup talks, frequently asked questions, letter templates, and fact sheets.

### **Domestic Mail Manual Revisions**

The printed version of *Domestic Mail Manual* (DMM) 57, which contains all rate and classification changes included in this *Postal Bulletin*, will arrive at Post Offices beginning in August 2002. DMM 57 will also contain all revisions published in the *Postal Bulletin* since the publication of Issue 56 (1-7-01) and through *Postal Bulletin* 22075 (5-9-02).

Electronic versions (in PDF and HTML formats) of DMM 57 will be posted on the Postal Explorer Web site (<http://pe.usps.gov>) by the third week of May. Postal Service employees should share this information throughout their districts and with customers so that everyone can prepare for the new rate and classification changes.

DMM 57 will be included in Postal Explorer 14.0 (CD-ROM and LAN versions).

### **Implementation Coordinators**

If you have questions about rate implementation not answered by this *Postal Bulletin* or other materials, please contact your R2001-1 district implementation coordinator. A list of coordinators appears as part of the Implementation Kit at the end of this *Postal Bulletin* and on the Postal Service Web site at [www.usps.com/ratecase](http://www.usps.com/ratecase).

### **Disposition of Surplus Material**

If a postal facility receives too many copies of any implementation resource (this *Postal Bulletin*, *Domestic Mail Manual*, or other publications), please send them to your district Marketing manager or district Business Mail Entry manager. Those managers can redistribute the extra copies to customers and employees as needed. **Please do not send extra copies back to Postal Service Headquarters.** Doing so does not help to get implementation resources into the hands of those who need them.

If you would like to change the quantity of implementation materials received at your facility, please send an e-mail to: RATESINFO. In the subject line, type "Quantity." In the body of the message, include the size of office (CAG and level), the title of the publication, the quantity received, and the quantity desired for future distributions.

— *Pricing and Classification Implementation,  
Pricing and Classification, 5-9-02*

# Mail Acceptance

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## Acceptance Periods and Policies

### Business Mail Entry Units

Mailings presented to any business mail entry unit (BMEU), detached mail unit (DMU), or other acceptance location will be verified for rate eligibility and mail preparation using the existing procedures established by the Office of Business Mail Acceptance, Postal Service Headquarters.

### Pieces Metered at Old Rates

A licensee of a postage metering system may have pieces on hand that bear postage at old rates. The Postal Service will accept these pieces for mailing until August 1, 2002, if the mailer pays the difference between the meter postage affixed and the applicable new rates and fees (as described below) before entering the mailing into the mailstream. When a date is required as part of the meter impression, the date must appear as required in DMM P030.9.12 and 9.13.

### Postage Difference — Individual Pieces

The difference in postage may be paid on individual postage-affixed pieces (single-piece rate or presorted rate) by applying a meter impression or meter strip in the correct amount to each mailpiece. The date in the meter impression must appear as required in DMM P030.9.12 and 9.13.

### Postage Difference — Presorted Pieces

The difference in postage for all pieces in a single mailing claimed at a presorted rate may be paid by affixing postage stamps or meter tapes to the accompanying postage statement in the amount of the total postage difference for all pieces in the mailing, rounded up to the full cent. Postal Service acceptance personnel must verify the amount affixed and the computations on the postage statement to ensure that the correct additional postage is paid. If a mailer affixes postage stamps to the postage statement, the acceptance employee must cancel the stamps. Until August 1, 2002, the total difference in postage may be paid through an advance deposit account and reported on an additional postage statement as described in Handbook F-1, *Post Office Accounting Procedures*, section 723.

### Actions by Postmasters Not at Origin Office

Until August 15, 2002, postmasters at offices other than the office of origin who find metered pieces in the mailstream that bear an old presort rate or precanceled postage should assume that the difference in postage was paid at the time of mailing.

### Postage Statements

A series of revised postage statements, along with several new statements, have been issued. Complete information about the revised postage statements begins on page 112 of this *Postal Bulletin*. Reproductions of all postage statements appear on pages 117–196 of this *Postal Bulletin* and on the Postal Service Web site at [www.usps.com/ratecase](http://www.usps.com/ratecase).

### Plant-Verified Drop Shipment

Plant-verified drop shipment (PVDS) mailings will be verified and accepted by Postal Service employees as follows:

- a. PVDS mailings verified and paid for before June 30, 2002, will be accepted into the mailstream at destination entry postal facilities through July 15, 2002, if presented with appropriate documentation of verification and payment (PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*).
- b. PVDS mailings may be verified and paid for beginning June 1, 2002, under the rates and preparation standards that take effect June 30, 2002, provided the shipments are not deposited at destination entry postal facilities until June 30, 2002, or later.

— *Business Mail Acceptance,  
Marketing Technology and Channel Management, 5-9-02*

## Retail Information

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### IRT and POS ONE Procedures

#### IRT Coordinator Procedures

Rate change diskettes for all integrated retail terminal (IRT) types will be distributed in the same manner as all other IRT software updates. The diskettes will be sent to district IRT coordinators in bulk via Express Mail® service. IRT coordinators will be advised by e-mail of the expected mailing date.

IRT coordinators who do not receive their diskettes by the expected date or who receive an insufficient quantity of diskettes should contact the Unisys IRT hotline (see telephone number in the following section).

Each shipment will include release notes, which provide software installation instructions and a summary of changes in the software. The IRT coordinator will send one diskette and one copy of the release notes to each IRT site.

#### IRT Retail Site Procedures

Each retail site will install the IRT update after close of business on Saturday, June 29, 2002, or before opening for business on or after Sunday, June 30, 2002. Sites that do not receive update diskettes by Friday, June 28, 2002, should contact their district IRT coordinators for guidance.

Sites that have difficulty installing the update should contact the appropriate IRT hotline. Any site that discovers at the last minute that its update diskette is faulty should consider borrowing an update diskette from a neighboring retail unit. This will be faster than waiting for a diskette to be mailed out by the district or hotline personnel.

**Unisys hotline: 1-800-247-6478**

#### POS ONE Software Updates

IBM and NCR will distribute new software for the rate change via a download over the network. Although the rate changes will take effect on June 30, 2002, the downloads will occur in advance of that date. More details will be provided to POS ONE sites as well as to area and district POS ONE coordinators prior to the rate change. Help desk support will also be available, if necessary, at the number shown below.

**POS ONE help desk: 1-800-USPS-HELP**

— *Customer Service Systems Support,  
Delivery and Retail, 5-9-02*

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### New Express Mail and Priority Mail Envelopes

#### Supply Items EP 13F and EP 14F

The 12-1/2" x 9-1/2" Express Mail® and Priority Mail® flat-rate cardboard envelopes for are revised to remove the weight references (i.e., Two-Pound Flat Rate) from the graphics. The Express Mail flat-rate envelope is supply item EP 13F and the Priority Mail flat-rate envelope is supply item EP 14F. The new versions of both these flat-rate envelopes are dated February 2002.

Post Offices should use all older versions of these products displaying the words "Two-Pound Flat Rate" prior to June 30, 2002. Please do not return unused products to the supply center. Recycle all unused Express Mail and Priority

Mail envelopes containing the words "Two-Pound Flat Rate" after the June 30, 2002, rate implementation.

#### Supply Items EP 13A and EP 14G

After the new rates take effect on June 30, 2002, the need for Express Mail cardboard envelope item EP 13A and Priority Mail cardboard envelope item EP 14G is expected to be reduced. Therefore, the production of the EP 13A and EP 14G will be limited unless the need dictates otherwise.

— *Package Services,  
Product Development, 5-9-02*

## Summary of Changes by Class of Mail

The following information details the R2001-1 changes organized by class of mail or special service category. This information is intended as an overview only and should not be viewed as defining every DMM revision adopted.

### Express Mail

#### a. Express Mail Rate Highlights

Overall, Express Mail® rates will increase an average of 9.4 percent. The most significant change to the Express Mail rate structure will be to the flat-rate envelope. Currently, the rate for the Express Mail flat-rate envelope is the same as the applicable 2-pound rate. The rate for the flat-rate envelope will be the 1/2-pound rate, which is the lowest available rate for each Express Mail service. The rate for the flat-rate envelope will decrease for Post Office to Addressee service from \$16.25 to \$13.65, but the size of the envelope will remain the same. The Express Mail flat-rate envelope will continue to be the EP 13F envelope that is available from the Postal Service.

The indemnity included in the price of Express Mail service will be reduced from \$500 to \$100 for both merchandise and document reconstruction. This adjustment will more closely align with general industry practice. The fee for every \$100 increment of additional merchandise insurance desired above the standard \$100 and up to \$5,000 will be \$1.

#### b. Express Mail Rate Structure

There will be no changes to the rate structure of Express Mail service.

#### c. Express Mail Preparation Changes

There will be no changes to mail preparation requirements for Express Mail service.

### Priority Mail

#### a. Priority Mail Rate Highlights

Overall, Priority Mail® rates will increase an average of 13.5 percent. Currently, the rate for the Priority Mail flat-rate envelope is the same as the 2-pound rate. Because of the rezoning of all rates from 2 to 5 pounds, the rate for the flat-rate envelope will be tied to the 1-pound rate. The 1-pound rate will increase from \$3.50 to \$3.85 and remain an unzoned rate. The rate for the flat-rate envelope will decrease from \$3.95 to \$3.85, but the size of the envelope will

remain the same. The Priority Mail flat-rate envelope will continue to be the EP 14F envelope that is available from the Postal Service.

#### b. Priority Mail Rate Structure

Currently, Priority Mail rates are not zoned for pieces weighing 5 pounds and under, but they are zoned for pieces weighing more than 5 pounds. Weight increments over 1 pound and up to 5 pounds will be zoned to more accurately reflect actual costs to the Postal Service for transportation and handling.

#### c. Priority Mail Preparation Changes

There will be no changes to mail preparation requirements for Priority Mail service.

### First-Class Mail

#### a. First-Class Mail Rate Highlights

Overall, First-Class Mail® rates will increase an average of 7.9 percent. The single-piece 1-ounce First-Class Mail rate will increase from \$0.34 to \$0.37, and the single-piece card rate from \$0.21 to \$0.23. The additional ounce rate for single-piece First-Class Mail items will remain at \$0.23. There will be a lower additional ounce rate for Presorted and automation First-Class Mail items.

Business mailers will see larger automation presort discounts. The carrier route automation discount and the nonautomation presort discount will remain at current levels. The proposed increase in automation discounts and the proposed half-cent reduction in the workshare additional-ounce rate will result in more attractive rate incentives, especially for large-volume First-Class Mail service users who presort and mail heavier pieces.

The presort mailing fee will increase from \$125 to \$150.

#### b. First-Class Mail Rate Structure and Mail Preparation

##### (1) Lower Additional Ounce for Presorted and Automation Rates

Currently, there is a single additional ounce rate for all pieces mailed at First-Class Mail rates. For Presorted and automation pieces weighing more than 2 ounces, a heavy piece discount is deducted.

The Postal Service will implement a lower additional ounce rate for workshare First-Class Mail items. Pieces mailed at single-piece rates will pay \$0.23 for each additional ounce; pieces mailed at any workshare rate will pay \$0.225 for each additional ounce. This change affects only postage rates.

(2) *Automation Basic Rate Split Into Two New Rates*

For automation cards and letters, the current rate structure contains a 5-digit, 3-digit, and basic rate. The new rate structure will split the basic rate into an automated area distribution center (AADC) rate (for all pieces in an AADC tray) and a mixed AADC rate (for all pieces in a mixed AADC tray). The AADC rate also will apply to pieces in a less-than-full 3-digit tray. There are no sortation changes for automation cards and letters. The 5-digit sort level will still be optional; all other sort levels will be required.

For automation flats, the current rate structure contains a 5-digit, 3-digit, and basic rate. The new rate structure will split the basic rate into an area distribution center (ADC) rate (for all pieces in an ADC package or tray) and a mixed ADC rate (for all pieces in a mixed ADC package or tray). The ADC rate also will apply to pieces in a less-than-full 3-digit tray. There are no sortation changes for automation flats. The 5-digit sort level still will be optional; all other sort levels will be required.

(3) *Nonmachinable Surcharge*

The definition of the current nonstandard surcharge will be expanded to include certain physical criteria that could make a mailpiece nonmachinable. Pieces that are nonmachinable are excluded from automated processing and must be handled manually. Nonmachinable pieces also may impede mail flow or damage the mail or mail processing equipment. Manual pieces are considerably more costly to process than machinable letters.

The criteria for nonmachinable letter-size pieces will be listed in DMM C050.2.2. The nonmachinable surcharge will apply to single-piece and Presorted rate letters that weigh 1 ounce or less and meet one or more of the criteria in that section. Machinable pieces are not subject to any restrictions regarding the OCR read area or barcode clear zone.

The nonmachinable surcharge also will apply to single-piece, Presorted, and automation rate nonletters (flats and parcels) that weigh 1 ounce or less if any one of the following applies:

- (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.

The nonmachinable surcharge will be \$0.12 for single-piece rate pieces and \$0.055 for Presorted and automation rate pieces.

The nonmachinable criteria in C050.2.2 do not apply to pieces mailed at any card rate.

The nonmachinable surcharge will apply to letter-size pieces (but not card-rate pieces) for which the mailer has chosen the manual only (do not automate) option. For card-rate pieces, a mailer can specify manual handling, but they will not be charged a surcharge.

This change is consistent with the addition of a nonmachinable surcharge for Standard Mail service.

In conjunction with this change, trays of machinable and nonmachinable letters will be prepared and labeled differently. The preparation for machinable letters will be similar to the current preparation for upgradable letters (e.g., no packaging, optional 5-digit sort level); the preparation for nonmachinable pieces will be similar to the current package-based preparation for Presorted letters. The current weight limit for upgradable letters (2.5 ounces) will be replaced with a weight limit of 3.3 ounces for machinable letters. Letters heavier than 3.3 ounces and less than 1/4-inch thick will use the nonmachinable preparation and labeling but will not pay the surcharge (because it applies only to pieces that weigh 1 ounce or less).

On tray labels, the current "NON BC" (not barcoded) designation will be replaced with one of two designations: "MACH" for machinable pieces or "MANUAL" for nonmachinable pieces. Although card-rate pieces will not be subject to the surcharge, mailers will be required to show on the tray label whether or not those pieces are machinable (for instance, a double card that is not tabbed is not machinable). The "MANUAL" designation will help the Postal Service direct trays of mail to the appropriate mail processing operation. As is currently required, mailers who

choose the “do not automate” option will show “MANUAL” on Line 2 of the tray label.

Barcoded tray labels are allowed, but are not required, for trays of First-Class Mail machinable letters. Zebra codes must not be used on trays of First-Class Mail machinable letters. (Zebra codes indicate that the tray contains automation rate prebarcoded mail.)

Software vendors should note that machinable and nonmachinable (manual) letters will use different content identifier numbers (CINs) (see M032 Exhibit 1.3a).

There are no preparation or labeling changes for Presorted flats or parcels subject to the surcharge.

Mail preparation instructions for Presorted letter-size pieces subject to the nonmachinable surcharge will be included in DMM M130. Preparation instructions for automation flats subject to the nonmachinable surcharge will not change (see current DMM M820).

The nonmachinable surcharge will be assessed on any piece mailed out as a different class of mail and returned as a First-Class Mail item (for instance, a Standard Mail item endorsed “Return Service Requested”) if the piece weighs 1 ounce or less and meets the criteria for nonmachinability in C050.2.2. Pieces returned at First-Class Mail card rates will not be subject to the nonmachinable surcharge.

The nonmachinable surcharge will take effect when new rates are implemented; however, mailers have until January 1, 2003, to comply with the mail preparation and tray labeling changes.

(4) *Delivery Confirmation and Signature Confirmation for First-Class Mail Parcels*

The Postal Service will add two new special service options for First-Class Mail parcels: Delivery Confirmation™ service and Signature Confirmation™ service. Both services will be available in manual (retail) and electronic options. The fees for Delivery Confirmation service will be \$0.55 (retail) and \$0.13 (electronic). The fees for Signature Confirmation service will be \$1.80 (retail) and \$1.30 (electronic).

For the purposes of adding Delivery Confirmation service or Signature Confirmation service, a

First-Class Mail parcel is defined as any piece that:

- (a) Has an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label; and
- (b) Is in a box or, if not in a box, is greater than 3/4-inch thick at its thickest point.

This definition will provide mailers many different packaging options for their First-Class Mail parcels.

(5) *Containerization and Labeling*

For letter-size pieces, a full tray will be defined as one that is 100 percent full, with a range between 75 percent and 100 percent. The recommended default for presort software will be 85 percent. In addition, after the minimum volume for rate eligibility is reached (i.e., 150 pieces for a 3-digit area), overflow will be optional for all sort levels of letter trays. Also, mailers will be required to use as few trays as possible: Under current standards, a mailer could prepare one full 1-foot tray plus one less-than-full 1-foot tray; new standards will result in the preparation of a single less-than-full 2-foot tray.

On all First-Class Mail letter trays, “LTRS” will change to “LTR” and “CR-RTS” will change to “CR-RT.” This change is necessary to allow more room for other information on the tray label. Mailers have until January 1, 2003, to comply with these labeling changes.

(6) *Documentation*

Mailers will no longer be required to present a hard copy PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*, with their mailings. Instead, mailers or mailer agents will continue to keep this documentation on file for 1 year from the date of mailing and make it available to the Postal Service on 24-hour notice.

Software vendors and mailers should note that changes will be made to manifest keyline rate codes (DMM P910.3.0) and multiline optical character reader (MLOCR) rate markings (DMM P960.3.0) to reflect the new First-Class Mail rate categories.



## Periodicals

### a. Periodicals Rate and Fees Highlights

The overall average increase for Periodicals items will be 10 percent. Outside-County postage will increase on average 10.3 percent, while In-County postage will increase on average 1.7 percent. The destination delivery unit (DDU) discount will increase (from \$0.017 to \$0.018), while the destination sectional center facility (DSCF) discount will remain at \$0.008. The new destination area distribution center (DADC) discount will be \$0.002. The new pallet discount will be \$0.015 per addressed piece for destination entry pallets and \$0.005 per addressed piece for all other pallets (nondestination entry).

Original entry and additional entry application fees will increase from \$350 to \$375 and from \$50 to \$60, respectively, while the fees for re-entry and news agent registry will remain at \$40.

### b. Periodicals Rate Structure

#### (1) Changes

Changes to the rate design for Periodicals items are as follows:

- (a) There will be a new DADC advertising pound rate and a per piece discount for each Outside-County addressed piece.
- (b) Destination rates and discounts will be limited to mail entered at the actual destination entry facility (DADC, DSCF, and DDU), unless designated otherwise by the Postal Service.
- (c) There will be a new per piece pallet discount for each addressed nonletter-size piece (flat-size or irregular parcels) prepared in packages on pallets (nondestination entry) that contain at least 250 pounds of mail. This discount will apply to all pallet levels. The discount will not apply to pieces in sacks on pallets or in trays on pallets.
- (d) A new destination entry per piece pallet discount will apply to each addressed piece of nonletter-size mail (flat-size or irregular parcels) prepared in packages on any destination entry pallet of at least 250 pounds of mail. The discount is not available for pieces in sacks or trays on pallets. For DDUs that cannot accept pallets, mailers may claim the pallet discount on DDU mail of at least 250 pounds to the DDU when presented as prescribed by the Postal Service.

In conjunction with the nonmachinable surcharge, a Periodicals mailpiece returned to the sender at First-Class Mail rates is subject to the nonmachinable surcharge if the piece weighs 1 ounce or less and meets one or more of the nonmachinable characteristics in C050.2.2.

#### (2) Periodicals Ride-Along

The ride-along experiment will become a permanent classification. There will be no changes in the current eligibility standards. However, publishers will no longer be required to complete a data collection questionnaire, provide a sample mailpiece in addition to the marked copy, or submit PS Form 3541-X (postage statement). PS Form 3541-X will be discontinued and mailers will use PS Form 3541. The standards for ride-along will be relocated to new DMM E260. The ride-along rate will increase from \$0.10 to \$0.124 per piece.

#### (3) Containerization

For letter-size pieces, a full tray will be defined as one that is 100 percent full, with a range between 75 percent and 100 percent. The recommended default for presort software will be 85 percent. In addition, after the minimum volume for rate eligibility is reached (i.e., 150 pieces for a 3-digit area), overflow will be optional for all sort levels of letter trays. Also, mailers will be required to use as few trays as possible. Under current standards, a mailer could prepare one full 1-foot tray plus one less-than-full 1-foot tray; new standards will result in the preparation of a single less-than-full 2-foot tray.

We have added an option to measure the minimum volume of trays on pallets in linear feet. The pallet minimum can be met with 3 layers of trays or 36 linear feet of trays. A mailer must make a pallet for a particular presort destination when they have 6 layers of trays or 72 linear feet of trays.

#### (4) Documentation

Mailers will no longer be required to present a hard copy PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*, with their mailings. Instead, mailers or mailer agents will continue to keep this documentation on file for 1 year from the date of mailing and make it available to the Postal Service on 24-hour notice.

## Standard Mail

### a. Standard Mail Rate Highlights

Overall, Standard Mail rates will increase an average of 7.1 percent. On average, rates for flat-size mail will increase more than rates for letter-size mail. Regular and nonprofit rates will increase an average of 7.5 percent and Enhanced Carrier Route (ECR) rates will increase an average of 6.2 percent. Greater destination entry discounts will provide an incentive for mailers to use their own or third-party transportation to move Standard Mail items closer to the point of delivery.

The annual mailing fee will increase from \$125 to \$150.

### b. Standard Mail Rate Structure and Mail Preparation

#### (1) *Automation Basic Letter Rate Split Into Two New Rates*

For automation letter-size pieces, the current rate structure contains 5-digit, 3-digit, and basic rates. The new rate structure splits the basic rate into an AADC rate (for all pieces in an AADC tray) and a mixed AADC rate (for all pieces in a mixed AADC tray). The AADC rate also will apply to all pieces in any less-than-full origin or entry 3-digit or 3-digit scheme tray. There will not be any sortation changes for automation letter-size pieces. The 5-digit sort level will still be optional; all other sort levels will be required.

The DSCF discount is not available for pieces mailed at the mixed AADC rate. This is because mixed or working trays must be entered at the origin facility, and no pieces in the mixed AADC tray would be addressed for delivery within the SCF service area. In addition, the DSCF discount is available for pieces mailed at the AADC rate only when those pieces are in an origin or entry 3-digit tray. It is not available for pieces mailed at the AADC rate that are in an AADC tray.

Unlike in First-Class Mail service, where the ADC and mixed ADC rates will apply to automation flats, there will not be any changes to the rate structure for Standard Mail automation flats.

#### (2) *Nonmachinable Surcharge*

A nonmachinable surcharge will apply to some Standard Mail letter-size pieces mailed at Presorted rates; the definition will include certain physical criteria that could make a mailpiece nonmachinable. Pieces that are nonmachinable are excluded from automated processing and must be handled manually. Nonmachinable

pieces also may impede mail flow or damage the mail or mail processing equipment. Manual letters are considerably more costly to process than machinable letters.

The criteria for nonmachinable letter-size pieces will be listed in DMM C050.2.2. The nonmachinable surcharge will apply to Presorted rate letter-size pieces (including cards) that weigh 3.3 ounces or less and meet one or more of the criteria in that section. Machinable pieces are not subject to any restrictions regarding the OCR read area or barcode clear zone. This classification change is consistent with the nonmachinable surcharge for First-Class Mail items.

Unlike First-Class Mail service, where the nonmachinable surcharge will apply to flats, Standard Mail service doesn't have a nonmachinable surcharge on flats. The Standard Mail rate structure includes separate rates for letters and nonletters and factors in the extra costs of handling nonmachinable nonletters.

The nonmachinable surcharge will be \$0.04 per piece for regular Presorted rate pieces and \$0.02 per piece for nonprofit Presorted rate pieces (see DMM R600).

The nonmachinable surcharge will apply to Presorted rate letter-size pieces for which the mailer has chosen the manual only (do not automate) option.

The nonmachinable surcharge will not apply to pieces mailed at any ECR rate or to automation rate letters (which are by definition machinable).

In conjunction with this change, trays of machinable and nonmachinable letters will be prepared and labeled differently.

The preparation for machinable letters will be similar to the current preparation for upgradable letters (e.g., no packaging, optional 5-digit sort level); the preparation for nonmachinable pieces will be similar to the current package-based preparation for Presorted letters. The current weight limit for upgradable letters (2.5 ounces) will be replaced with a weight limit of 3.3 ounces for machinable letters.

On tray labels, the current "NON BC" (not bar-coded) designation will be replaced with one of two designations: "MACH" for machinable pieces or "MANUAL" for nonmachinable pieces. The "MANUAL" designation will help the Postal

Service direct the trays of mail to the appropriate mail processing operation. As is currently required, mailers who choose the "do not automate" option will show "MANUAL" on Line 2 of the tray label.

Barcoded tray labels are allowed, but are not required, for trays of Standard Mail machinable letters. Zebra codes must not be used on trays of Standard Mail machinable letters. (Zebra codes indicate that the tray contains automation rate prebarcoded mail.)

Software vendors should note that machinable and nonmachinable (manual) letters will use different CINs (see M032 Exhibit 1.3a).

Mail preparation instructions for Standard Mail pieces subject to the nonmachinable surcharge will be included in DMM M610.

In a mailing of nonmachinable letter-size pieces, residual Standard Mail pieces sent at First-Class Mail rates will be subject to the First-Class Mail nonmachinable surcharge only if the pieces weigh 1 ounce or less. Heavier pieces will not be subject to the First-Class Mail nonmachinable surcharge, even though those same pieces would have been subject to the Standard Mail nonmachinable surcharge if they had remained in the Standard Mail mailing. Additionally, residual Standard Mail pieces mailed at First-Class Mail card rates will not be subject to the nonmachinable surcharge.

Mailers should note that residual pieces from a Standard Mail automation flats mailing could be subject to the nonmachinable surcharge if the residual is mailed at Presorted letter piece rates. For example, a barcoded piece that is 8-1/2 by 5-1/2 inches and bears an address parallel to the shorter edge could be mailed as an automation flat. Pieces in this job that cannot be barcoded would fall to Presorted rates; the mailer would then have the option of paying the letter piece rate plus the nonmachinable surcharge (because the address is parallel to the shorter dimension) or the nonletter piece rate.

Standard Mail pieces that are returned as First-Class Mail items (for instance, an

undeliverable piece endorsed "Return Service Requested") will be charged the nonmachinable surcharge if the piece weighs 1 ounce or less and meets the criteria for nonmachinability in C050.2.2. The nonmachinable surcharge also will be figured into the calculation for the weighted fee for pieces that weigh 1 ounce or less. The nonmachinable surcharge will not be charged on pieces returned at First-Class Mail card rates.

The nonmachinable surcharge will take effect when new rates are implemented; however, mailers have until January 1, 2003, to comply with the mail preparation and tray labeling changes.

(3) *Heavier Letters Are Eligible for Automation Rates*

The maximum weight limit for automation letters will increase from 3.3 ounces to 3.5 ounces (inclusive). These pieces will be charged 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 corresponding automation letter piece rate (3.3 ounces or less) for the appropriate sort level. This change applies to regular and nonprofit automation letters, and to automation carrier route letters.

Mailers who choose to take this discount for heavy automation letters will be required to use a new postage statement designed for this purpose. On the permit imprint postage statement, the discount is precalculated and has been deducted from the piece rate. The example below follows that same model. Mailers should note that for nonprofit 5-digit automation letters the discount is larger than the piece rate; therefore, subtracting the discount from the piece rate results in a negative number.

Mailers who choose the postage affixed (metered postage) option will be required to affix the full postage amount to each piece (see DMM P600.2.2).

As an example, a regular automation letter weighing 3.45 ounces that is sorted in a 3-digit tray for DSCF entry will be charged:

	Calculation for 1 piece	Calculation for 10,000 pieces
Nonletter piece rate (more than 3.3 ounces), 3/5 rate	\$0.115	\$1,150.00
Minus		
A discount that equals the 3/5 nonletter piece rate (3.3 ounces or less) for DSCF entry minus the 3-digit letter piece rate (3.3 ounces or less) for DSCF entry (0.235 minus 0.177)	- .058	- 580.00
Equals		
Adjusted piece rate (as will appear on permit imprint postage statement)	0.057	570.00
Plus		
Pound rate (more than 3.3 ounces), 3/5 rate, DSCF entry (3.45 ounces divided by 16 ounces equals 0.215625 pounds, rounded to 0.2156 pounds, multiplied by \$0.583 per pound)	0.1256948	1,256.948
Equals total postage	\$0.1827	\$1,826.948

This change will allow mailers to avoid the substantial rate increase for letter-size pieces exceeding 3.3 ounces. Under the current rate schedule, once an automation letter exceeds the 3.3-ounce maximum weight, the piece becomes subject to the piece/pound rates.

There are no mail preparation changes that accompany this change; these heavy letters will be required to meet the current standards for heavy automation letters in DMM C810.7.5 and will use the existing mail preparation sequence and labeling for automation letters. Current standards for mixed-rate mailings will not change. Residual pieces from a heavy automation letter mailing that cannot be barcoded can be mailed at single-piece First-Class Mail rates or prepared as a Presorted Standard Mail letter mailing with postage paid at the piece/pound rate (for pieces over 3.3 ounces). Like today, these residual pieces will not need to meet a separate 200-piece or 50-pound minimum (see DMM E620.1.2) and will be reported on separate postage statements.

*(4) Barcode Requirement for ECR Letter-Size Pieces*

ECR letter-size pieces mailed at high-density and saturation piece (letter) rates will be

required to meet the physical standards for automation-compatible mail in DMM C810 and will be required to have a delivery point barcode. Pieces using simplified address will not be required to have a delivery point barcode and therefore will not need to meet the physical standards for automation-compatible mail to qualify for letter rates.

This change will apply to both ECR and nonprofit ECR.

Requiring high density and saturation letters to be prebarcoded gives the Postal Service operational flexibility and eliminates the need to barcode these pieces if they are sent to delivery point sequencing (DPS). The requirement for automation-compatibility corresponds to the requirement for a delivery point barcode. For the Postal Service to read the barcode, the piece must be compatible with automated mail sorting equipment. These requirements will not apply to detached address labels (DALs) that accompany flat-size pieces or irregular parcels. Even though the DAL itself is letter-size, technically it is the label for the larger piece.

Pieces that do not meet the physical standards in C810 or that do not contain a delivery point barcode will be subject to the corresponding ECR high density or saturation nonletter rate. Pieces that are letter-size but claimed at the nonletter rates will be marked, sorted, and trayed as letters.

There are no changes to the sequencing requirements, markings, or sortation for ECR pieces. Tray labels will change to reflect whether the pieces in the tray are barcoded (“BC”), not barcoded but machinable (“MACH”), or nonmachinable, regardless of whether the pieces are barcoded (“MANUAL” or “MAN”). These designations help the Postal Service direct the trays of mail to the appropriate mail processing operation. Mailers will be required to use barcoded tray labels.

Pieces with a simplified address format do not contain the necessary address elements to generate a delivery point barcode. To qualify for the saturation letter rate, those pieces will not have to bear a delivery point barcode, will not have to be automation-compatible, and will be labeled “MAN” (even if the pieces are machinable).

Pieces with exceptional or “occupant” addresses (A040) do contain enough address elements to generate a delivery point barcode and therefore

must be automation-compatible and must bear a delivery point barcode in order to claim the high density or saturation letter rates.

Software vendors should note that within each of the three processing options (BC/MACH/MAN), the same CIN will be used for all direct carrier route trays (see DMM Exhibit M032.1.3a).

Mailers will not be permitted to combine bar-coded and nonbarcoded pieces into the same mailing. Therefore, nonbarcoded pieces will have to be presented as a separate mailing, but will not need to meet a separate 200-piece or 50-pound minimum volume requirement.

The new requirements for high density and saturation letter rates will take effect the day new rates are implemented; however, mailers have until January 1, 2003, to comply with the tray labeling changes.

(5) *Heavier Automation-Compatible ECR Letters Are Eligible for Letter Rates*

The maximum weight limit for automation-compatible ECR letters will increase from 3.3 ounces to 3.5 ounces (inclusive). These pieces will be charged postage equal to the nonletter piece/pound rate and receive a discount equal to the nonletter piece rate (3.3 ounces or less) minus the corresponding letter piece rate (3.3 ounces or less) for the appropriate sort level. This change applies to regular and nonprofit ECR saturation and high density letters.

For regular ECR, the discount will be \$0.005 per piece for high density letters and \$0.008 per piece for saturation letters. For nonprofit ECR, the discount will be \$0.008 per piece for high density letters and \$0.009 per piece for saturation letters.

This change also will apply to pieces mailed at the ECR automation basic rate, but the calculation is slightly different because there are no corresponding piece/pound and nonletter rates with which to perform the calculation. These pieces will be charged postage equal to the basic ECR piece/pound rate and receive a discount equal to the basic nonletter rate minus the automation basic letter rate. For regular ECR, the discount will be \$0.023 per piece. For nonprofit ECR, the discount will be \$0.015 per piece.

As a result of other classification changes (see item 4 above), all pieces mailed at high density and saturation letter rates will be barcoded and automation-compatible; therefore, this change is consistent with the change for Standard Mail

regular automation letters. This change will not apply to letter-size pieces that are mailed at the nonletter rates (i.e., pieces that are not automation-compatible or do not have a barcode).

This change will not apply to pieces mailed at the ECR basic letter rate (because the letter and nonletter rates are the same, there is no discount to subtract).

Mailers who choose to take this discount for heavy ECR letters will be required to use a new postage statement designed for this purpose. On the permit imprint postage statement, the discount is precalculated and has been deducted from the piece rate. The example below follows that same model.

Mailers who choose the postage affixed (metered postage) option will be required to affix the full postage amount to each piece (see P600.2.2).

As an example, a high density letter weighing 3.45 ounces that is prepared for DSCF entry will be charged:

	Calculation for 1 piece	Calculation for 10,000 pieces
Nonletter piece rate (more than 3.3 ounces), high density	\$0.043	\$430.00
Minus		
A discount that equals the high density nonletter piece rate (3.3 ounces or less) for DSCF entry minus the high density letter piece rate (3.3 ounces or less) for DSCF entry (0.143 minus 0.138)	- .005	- 50.00
Equals		
Adjusted piece rate (as will appear on permit imprint postage statement)	0.038	380.00
Plus		
Pound rate (more than 3.3 ounces), high density, DSCF entry (3.45 ounces divided by 16 ounces equals 0.215625 pounds, rounded to 0.2156, multiplied by \$0.485 per pound)	0.104566	1,045.66
Equals postage per piece	\$0.1426	\$1,425.66

This change will allow mailers to avoid the substantial rate increase for letter-size pieces exceeding 3.3 ounces. Under the current rate schedule, once an ECR letter exceeds the 3.3-ounce maximum weight, the piece becomes subject to the piece/pound rates.

There are no mail preparation changes that accompany this change; these heavy letters will be required to meet the current standards for heavy automation letters in DMM C810.7.5 and

will use the existing mail preparation sequence and labeling for ECR letters.

(6) *Containerization and Labeling*

For letter-size pieces, a full tray will be defined as one that is 100 percent full, with a range between 75 percent and 100 percent. The recommended default for presort software will be 85 percent. In addition, after the minimum volume for rate eligibility is reached (i.e., 150 pieces for a 3-digit area), overflow will be optional for all sort levels of letter trays. Also, mailers will be required to use as few trays as possible. Under current standards, a mailer could prepare one full 1-foot tray plus one less-than-full 1-foot tray; new standards will result in the preparation of a single less-than-full 2-foot tray.

We have added an option to measure the minimum volume of trays on pallets in linear feet. The pallet minimum can be met with three layers of trays or 36 linear feet of trays. A mailer must make a pallet for a particular presort destination when they have six layers of trays or 72 linear feet of trays.

On all Standard Mail letter trays, "LTRS" will change to "LTR" and "CR-RTS" will change to "CR-RT." This change is necessary to allow more room for other information on the tray label. Mailers have until January 1, 2003, to comply with these labeling changes.

(7) *Documentation*

Mailers will no longer be required to present a hard copy PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*, with their mailings. Instead, mailers or mailer agents will continue to keep this documentation on file for 1 year from the date of mailing and make it available to the Postal Service on 24-hour notice.

Software vendors and mailers should note that changes are proposed for manifest keyline rate codes (DMM P910.3.0) and MLOCR rate markings (DMM P960.3.0) to reflect the new Standard Mail rate categories.

## Package Services

There are four subclasses of Package Services: Parcel Post®, Bound Printed Matter, Media Mail, and Library Mail. Each subclass is addressed separately in items 7 through 10.

## Parcel Post

### a. Parcel Post Rate Highlights

Parcel Post rates will increase an average of 6.4 percent. The nonmachinable surcharge for Inter-BMC Parcel Post will increase from \$2.00 to \$2.75 per parcel. The Intra-BMC and destination bulk mail center (DBMC) nonmachinable surcharges will remain at their current levels: \$1.35 for Intra-BMC parcels and \$1.45 for DBMC parcels. The Parcel Post Origin BMC Presort and BMC Presort discounts will increase from \$0.90 to \$1.17 and \$0.23 to \$0.28 per piece, respectively. The barcoded discount for qualifying Parcel Post (including Parcel Select®) machinable parcels will remain at \$0.03 per piece. The destination entry mailing fee will increase from \$125 to \$150. The Parcel Post pickup fee will increase from \$10.25 to \$12.50.

### b. Parcel Post Rate Structure

Three changes will be made. First, a separate rate will be available for parcels weighing less than 1 pound. Second, Parcel Select pieces will be eligible for no-fee electronic Delivery Confirmation service. The final change will create a DSCF rate for nonmachinable parcels sorted to 3-digit ZIP Code prefixes and entered at destination SCFs. Nonmachinable DSCF Parcel Select pieces will be subject to a surcharge of \$1.09 per parcel in addition to the applicable DSCF rate.

### c. Parcel Post Mail Preparation Changes

Except for a new 3-digit nonmachinable parcel preparation option added for DSCF rate mail, there will be no other changes to the preparation requirements for Parcel Post and Parcel Select.

## Bound Printed Matter

### a. Bound Printed Matter Rate Highlights

The Bound Printed Matter (BPM) rates will increase an average of 9 percent. There are two major changes to BPM rates: separate rates for BPM flats and parcels, and a new POSTNET barcoded discount for single-piece rate and Presorted rate BPM flats. The parcel barcode discount for BPM single-piece and Presorted rate machinable parcels will remain at \$0.03 per piece. The destination entry mailing fee will increase from \$125 to \$150.

### b. Bound Printed Matter Rate Structure

Rates for flat-size BPM will be lower than the rates for BPM parcels in all three rate categories (single-piece, Presorted, and carrier route) and in the three available destination entry rates (DDU, DSCF, and DBMC). A \$0.03 discount will be available for

single-piece and Presorted rate BPM flats prepared with a POSTNET barcode. To qualify for the barcoded discount, BPM flats will be required to meet the standards in DMM C820 for flat sorting machine (FSM) 881 processing.

**c. Bound Printed Matter Mail Preparation Changes**

BPM barcoded flats will be prepared using the standards in DMM M820.

## Media Mail

**a. Media Mail Rate Highlights**

Media Mail rates will increase an average of 4 percent. The mailing fee for Presorted Media Mail will increase from \$125 to \$150.

**b. Media Mail Rate Structure**

There will be one fundamental change to the Media Mail rate structure. The 5-digit rate will be retained, but the BMC rate will be renamed the basic rate.

**c. Media Mail Preparation Changes**

There will be three changes to the preparation requirements for Media Mail. First, Media Mail will no longer be sorted to the 5-digit and BMC levels. Media Mail will now be sorted to the 5-digit, 3-digit, ADC or BMC, and mixed ADC or mixed BMC levels, as appropriate. This adjusts the presort requirements for Media Mail to reflect current postal processing. Machinable parcels will continue to be presorted to BMCs using the new basic rate level.

The second change eliminates the requirement for separate minimum volumes for each presort level and reduces the minimum volume requirement for a mailing from 500 to 300 pieces. To qualify for Presorted Media Mail rates, mailers will be required to have a minimum of 300 properly prepared and presorted pieces. Pieces in the mailing that meet 5-digit rate requirements will be eligible for the 5-digit rate. The remaining pieces in the mailing will be eligible for the basic rate.

The last change reinstates the option to allow mailers to prepare sacks of Media Mail using a minimum of 1,000 cubic inches of mail.

## Library Mail

**a. Library Mail Rate Highlights**

Library Mail rates will increase an average of 3.3 percent. The mailing fee for Presorted Library Mail will increase from \$125 to \$150.

**b. Library Mail Rate Structure**

There will be one fundamental change to the Library Mail rate structure. The 5-digit rate will be retained, but the BMC rate will be renamed the basic rate.

**c. Library Mail Preparation Changes**

There will be three changes to the preparation requirements for Library Mail. First, Library Mail will no longer be sorted to the 5-digit and BMC levels. Library Mail will now be sorted to the 5-digit, 3-digit, ADC or BMC, and mixed ADC or mixed BMC levels, as appropriate. This adjusts the presort requirements for Library Mail to reflect current postal processing. Machinable parcels will continue to be presorted to BMCs using the new basic rate level.

The second change eliminates the requirement for separate minimum volumes for each presort level and reduces the minimum volume requirement for a mailing from 500 to 300 pieces. To qualify for Presorted Library Mail, mailers will be required to have a minimum of 300 properly prepared and Presorted pieces. Pieces in the mailing that meet the 5-digit rate requirements will be eligible for the 5-digit rate. The remaining pieces in the mailing will be eligible for the basic rate.

The last change reinstates the option to allow mailers to prepare sacks of Library Mail using a minimum of 1,000 cubic inches of mail.

## Special Services and Other Services

**a. Special Services Highlights**

(1) *Bulk Parcel Return Service (DMM S924)*

The annual accounting fee for bulk parcel return service (BPRS) will increase from \$375 to \$475. The annual permit fee will increase from \$125 to \$150 and the per piece charge will increase from \$1.62 to \$1.80. See DMM R900.3.0.

(2) *Business Reply Mail (DMM S922)*

The per piece charge for the high volume qualified business reply mail (QBRM) category with the quarterly fee will decrease from \$0.01 to \$0.008. The QBRM quarterly fee of \$1,800 for that category will remain the same. The basic QBRM per piece charge for the category without the quarterly fee will increase from \$0.05 to \$0.06. The non-QBRM per piece fee with an advance deposit account will remain at \$0.10. The annual permit fee for all business reply mail (BRM) will increase from \$125 to \$150. The monthly fee for bulk weight averaged nonletter-size BRM will increase from \$600 to \$750, while the per piece charge of \$0.01 will remain the same. The annual accounting fee for advanced deposit accounts will increase from \$375 to \$475. The regular BRM per piece charge without an annual accounting fee will increase from \$0.35 to \$0.60 per piece. See DMM R900.4.0.

*(3) Certificate of Mailing (DMM S914)*

Certificate of mailing fees will increase. For individual pieces, the original certificate will increase from \$0.75 to \$0.90, the firm mailing book (PS Form 3877, *Firm Mailing Book for Accountable Mail*) will increase from \$0.25 to \$0.30 for each piece listed, and the charge for a duplicate copy will increase from \$0.75 to \$0.90.

For bulk pieces (PS Form 3606, *Certificate of Bulk Mailing*), fees for the first 1,000 pieces or fraction thereof will increase from \$3.50 to \$4.50. Each additional 1,000 pieces or fraction thereof will increase from \$0.40 to \$0.50, and the charge for a duplicate copy will increase from \$0.75 to \$0.90. Additionally, mailpieces listed on PS Form 3877 and having postage paid with permit imprint will be permitted to pay the certificate of mailing fee using the permit imprint account. Under this option mailers will no longer be required to affix the fees to PS Form 3877. See DMM R900.6.0.

*(4) Certified Mail (DMM S912)*

The Certified Mail fee will increase from \$2.10 to \$2.30. A service enhancement will allow mailers to access delivery information over the Internet at [www.usps.com](http://www.usps.com). See DMM R900.7.0.

*(5) Collect on Delivery (DMM S921)*

There will be no change to the current collect on delivery (COD) fees. See DMM R900.8.0.

*(6) Delivery Confirmation (DMM S918)*

Retail (manual) and electronic Delivery Confirmation options will be extended to First-Class Mail parcels. For Package Services items, Delivery Confirmation service will be restricted to parcels only and will no longer be available for flat-size mail. For First-Class Mail parcels, the fee will be \$0.13 for the electronic option and \$0.55 for the retail option. The fee for the retail option for Priority Mail service will increase from \$0.40 to \$0.45. For Standard Mail service, the fee for the electronic option will increase from \$0.12 to \$0.13. For Parcel Select service, the electronic option will be included in postage. For all other Package Services items, the fee will increase from \$0.12 to \$0.13 for the electronic option and from \$0.50 to \$0.55 for the retail option. See DMM R900.9.0.

For the purposes of adding Delivery Confirmation service to First-Class Mail items or Package Services items, a parcel will be defined as any piece that has an address side with sufficient surface area to fully display the delivery address, return address, postage, markings and endorsements, and Delivery Confirmation label. The parcel will be required to be in a box or, if not in a box, will be required to be more than 3/4-inch thick at its thickest point.

*(7) Express Mail Insurance (DMM S500)*

Insurance coverage included with Express Mail service will be lowered from \$500 to \$100. Incremental fees will be applied at \$1 per each \$100 of desired merchandise insurance coverage over \$100. Document reconstruction maximum liability will decrease from \$500 to \$100. See DMM R900.11.0.

*(8) Insurance (DMM S913)*

The fee for unnumbered insurance (value up to \$50) with no insured number applied will increase from \$1.10 to \$1.30. The fee for numbered insurance service over \$50 and up to \$100 (insured number applied) will increase from \$2.00 to \$2.20. The incremental fee of \$1 for each \$100 in value over \$100 and up to \$5,000 will remain the same. See DMM R900.12.0.

*(9) Merchandise Return Service (DMM S923)*

The annual accounting fee for merchandise return service will increase from \$375 to \$475. The annual permit fee will increase from \$125 to \$150. See DMM R900.14.0.

*(10) Postal Money Orders (DMM S020)*

There will be two classification changes for money orders. The first change will increase the maximum amount from \$700 to \$1,000 for both domestic and APO/FPO money orders. The second change will introduce a two-level fee structure for domestic money orders. The fee for amounts of \$0.01 to \$500 will be \$0.90, and the fee for amounts of \$500.01 to \$1,000 will be \$1.25. The inquiry fee will increase from \$2.75 to \$3.00. The \$0.25 fee for APO/FPO money orders will remain the same. See DMM R900.16.0.



*(11) Parcel Airlift (DMM S930)*

Parcel Airlift (PAL) fees will increase. For parcels weighing not more than 2 pounds, the fee will increase from \$0.40 to \$0.45. For parcels not more than 3 pounds, the fee will increase from \$0.75 to \$0.85. For parcels not more than 4 pounds, the fee will increase from \$1.15 to \$1.25. For parcels that weigh more than 4 pounds and less than 30 pounds, the fee will increase from \$1.55 to \$1.70. See DMM R900.17.0.

*(12) Registered Mail (DMM S911)*

All Registered Mail fees will increase. The fee for Registered Mail service with no declared value will increase from \$7.25 to \$7.50. The fee for Registered Mail items valued between \$0.01 and \$100 will increase from \$7.50 to \$8.00. The incremental fee for Registered Mail items with insurance per declared value level will increase from \$0.75 to \$0.85. The handling charge per \$1,000 in value or fraction thereof for items valued over \$25,000 also will increase from \$0.75 to \$0.85. A service enhancement will allow mailers to access delivery information over the Internet at [www.usps.com](http://www.usps.com). See DMM R900.21.0.

*(13) Restricted Delivery (DMM S916)*

The fee for restricted delivery will increase from \$3.20 to \$3.50. See DMM R900.22.0.

*(14) Return Receipt (DMM S915)*

The fee for regular return receipt service will increase from \$1.50 to \$1.75. The fee for return receipt after mailing will decrease from \$3.50 to \$3.25. See DMM R900.23.0.

*(15) Return Receipt for Merchandise (DMM S917)*

The fee for return receipt for merchandise will increase from \$2.35 to \$3.00. See DMM R900.24.0.

*(16) Signature Confirmation (DMM S919)*

Retail (manual) and electronic Signature Confirmation options will be extended to First-Class Mail parcels. For Package Services items, Signature Confirmation service will be restricted to parcels only and will no longer be available for flat-size mail. The fees will increase from \$1.25 to \$1.30 for the electronic option and from \$1.75 to \$1.80 for the retail option.

For the purposes of adding Signature Confirmation service to First-Class Mail items or Packages Services items, a parcel will be defined as any piece that has an address side with

sufficient surface area to fully display the delivery address, return address, postage, markings and endorsements, and Signature Confirmation label. The parcel will be required to be in a box or, if not in a box, will be required to be more than 3/4-inch thick at its thickest point. See DMM R900.26.0.

*(17) Special Handling (DMM S930)*

The fees for special handling will increase from \$5.40 to \$5.95 for pieces weighing up to 10 pounds and from \$7.50 to \$8.25 for pieces weighing over 10 pounds. See DMM R900.27.0.

**b. Other Services Highlights***(1) Address Correction Service (DMM F030)*

The fee for manual address correction service (ACS) notices will increase from \$0.60 to \$0.70. The fee for automated ACS will remain the same at \$0.20. See DMM R900.1.0.

*(2) Address Sequencing Service (DMM A920)*

The fee for carrier sequencing of address cards service will increase from \$0.25 to \$0.30 per card. See DMM R900.2.0.

*(3) Caller Service (DMM D920)*

The caller service fee for each separation provided per semiannual period will increase from \$375 to \$412. The fee for each reserved call number per calendar year will increase from \$30 to \$32. See DMM R900.5.0.

*(4) Mailing List Services (DMM A910)*

The charge for correction of mailing lists will increase from \$0.25 to \$0.30 per correction. The minimum per list charge also will increase from \$7.50 to \$9.00 per list. The charge for sortation of mailing lists on cards into groups labeled by 5-digit ZIP Code will increase from \$73 to \$100. The charge for address changes for election boards will increase from \$0.23 to \$0.27. See DMM R900.13.0.

*(5) Meter Service (DMM P030)*

The fee for on-site meter service (per employee, per visit) will increase from \$31 to \$35. The fee for meter resetting and/or examination will increase from \$4 to \$5 per meter. The \$4 fee for checking in or out of service (per meter) will remain the same. See DMM R900.15.0.

*(6) Permit Imprint (DMM P040)*

The permit imprint application fee will increase from \$125 to \$150.

*(7) Pickup Service (DMM D010)*

The fee for pickup service, available for Express Mail, Priority Mail, and Parcel Post items, will increase from \$10.25 to \$12.50 (per pickup). See DMM R900.18.0.

*(8) Post Office Box Service (DMM D910)*

Overall, Post Office (PO) box fees will increase. A new PO box fee category will be introduced for PO box service in the lowest-cost cities and highest-cost rural areas. This new fee group will provide a bridge to eventually move high-cost and low-cost ZIP Codes toward more appropriate fee assignments. PO box key duplication or replacement (after first two keys) will increase from \$4.00 to \$4.40 each. PO box lock replacement will increase from \$10 to \$11.

There will be no change to the no-fee PO box service (Group E). See DMM R900.20.0.

*(9) Shipper Paid Forwarding (DMM F010)*

The accounting fee will increase from \$375 to \$475. See DMM R900.25.0.

*(10) Stamped Cards and Stamped Envelopes*

The fee for stamped cards will remain the same. Special stamped envelopes (i.e., those with holograms or patch-in stamps) are no longer offered. The fees for the other types of available stamped envelopes will remain the same.

— *Mail Preparation and Standards,  
Pricing and Classification, 5-9-02*

## *Summary of Changes by DMM Module*

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The following information details the R2001-1 changes organized by DMM module. This information is intended as an overview only and should not be viewed as defining every DMM revision adopted.

### **A Addressing**

A010 will be revised to remove references to upgradable mail and to include a preferred location for addresses on letter-size pieces.

The title of A800 will be changed to show that the standards apply to all automation-compatible mail, not just mail claimed at automation rates.

A950 will be revised to clarify that the mailer's signature on a postage statement certifies that the mail meets the requirements for the rates claimed and to change the requirements for filing PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*. Mailers will no longer be required to submit PS Form 3553 with each mailing. They will have to retain the form on file for 1 year from the date of mailing and make it available to the Postal Service on 24-hour notice.

### **C Characteristics and Content**

C010 will be revised to show that Standard Mail Enhanced Carrier Route (ECR) letters are subject to the standards for mailpiece dimensions and to remove information about the First-Class Mail® nonstandard surcharge. C050 will be revised to add the nonmachinable characteristics for letters. Exhibit C050.2.0 will be renumbered as Exhibit C050.1.0.

C100.2.7 will be revised to implement the change to the Domestic Mail Classification Schedule (DMCS) for pieces eligible for the First-Class Mail card rates. C100.4.0 will be revised to reflect changes to the nonmachinable surcharge (formerly the nonstandard surcharge) for some First-Class Mail letters and flats.

C700 will be revised to note that mailpieces meeting any of the characteristics listed in C700.2.0 and that are mailed at the DSCF Parcel Select® rate will be subject to the \$1.09 nonmachinable surcharge listed in R700.1.6.

C810 will be revised to remove references to upgradable First-Class Mail service and Standard Mail service, to increase the weight limit for Standard Mail automation letters and ECR letters to 3.5 ounces, and to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

C820 will be revised to add a weight limit for Bound Printed Matter flats claimed at automation flat rates.

C830 will be deleted. C830 contains standards for upgradable mail, including address placement, OCR read area, fonts, and reflectance. Effective June 30, 2002, the upgradable preparation for letters will be replaced with a machinable preparation; the machinable preparation has no requirements for address placement, OCR read area, etc.

C840 will be revised to remove references to upgradable mail.

## D Deposit, Collection, and Delivery

D210.3.4 will be revised to reflect the change that the destination sectional center facility (DSCF) rate will apply to eligible mail entered at the DSCF under exceptional dispatch. D210.4.0 will be revised to show that the DSCF rate will not apply to mail entered at airport mail facilities (AMFs).

The provisions for Periodicals contingency entries will be deleted in D230.2.2 and 4.6.

D500 will be revised to include several additional provisions that affect postage refund requests for Express Mail® service when the service guarantee is not met.

## E Eligibility

### E100

E110.3.0 will be revised to clarify the eligibility of pieces mailed at First-Class Mail card rates.

E120.2.2 will be revised to change the current Priority Mail® flat rate from the 2-pound rate to a 1-pound rate, regardless of the weight of the material placed in the flat-rate envelope. E120.2.4 reflects changes to the postage for keys and identification devices. When they weigh more than 13 ounces and less than 1 pound, they will be returned at the 1-pound Priority Mail rate plus the fee shown in R100.10.0. Keys and identification devices that weigh more than 1 pound but not more than 2 pounds will be charged the 2-pound Priority Mail rate for zone 4 plus the fee in R100.10.0.

E130 will be revised to show that the nonmachinable surcharge will apply to keys and identification devices, certain letter-size and flat-size pieces mailed at single-piece and Presorted rates, and all pieces where the mailer chooses the manual only (do not automate) preparation option. It also will be revised to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

E140 will be revised to reorganize the information about rate application into two separate sections: one for cards and letter-size mail (2.0) and one for flat-size mail (3.0). E140.2.0, Rate Application for Cards and Letters, will be revised to replace the basic rate with the new AADC and mixed AADC rates. E140.3.0, Rate Application for Flats, will be revised to replace the basic rate with the new ADC and mixed ADC rates and to clarify the definition of a piece that is subject to the nonmachinable surcharge. E140 will be revised to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

### E200

E217.1.0 and 3.0 will be revised to reflect references to the new destination area distribution center (DADC) rates and discounts for Outside-County and Outside-County Science-of-Agriculture rates. E217.5.0 will be restructured for clarity and revised to include standards for the new per piece pallet and per piece destination entry pallet discounts.

The standards for combining multiple publications or editions in E220.3.0 and E230.4.0 will be consolidated into the new M230. E220 and E240 will be revised to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

E250 is revised in its entirety to clarify standards for all destination entry Periodicals mailings, to include the new DADC entry rates and discounts, and to reflect that for rate eligibility DSCF pieces must be deposited at the DSCF or a Postal Service-designated facility. E250.1.1 clarifies that for rate eligibility, an individual package, tray, sack, or pallet may contain pieces claimed at different destination entry rates and discounts.

New E260 (former G094) will describe the standards for the Periodicals ride-along classification and rate, which will become a permanent classification. All of G094 will be moved except for 2.0 and 3.0. Former 2.0, which contains the rate information, will appear as part of R200. Former 3.0 will be deleted, as publishers will no longer be required to submit additional documentation with ride-along mailings.

### E500

E500 will be revised to change the current 2-pound Express Mail flat rate to the new 1/2-pound rate regardless of the weight of the material placed in the flat-rate envelope.

### E600

E610.8.0 will be revised to remove references to upgradable Standard Mail service.

E620 will be revised to remove references to upgradable mail and to show that the nonmachinable surcharge may apply to letter-size pieces that weigh 3.3 ounces or less and to all pieces where the mailer chooses the manual only (do not automate) option. E620.1.2 is revised to remove the requirement that residual volumes must appear on the same postage statement.

E630 will be reorganized for clarity. Standards will be added to show that letter-size pieces mailed at saturation and high density letter rates must be automation-compatible and must have a delivery point barcode. New language will be added to explain the discount for automation-compatible pieces that weigh between 3.3 and 3.5 ounces.

E640 will be revised to replace the basic automation letter rate with the new AADC and mixed AADC rates and to add the discount for automation letters that weigh between 3.3 and 3.5 ounces. E640.2.0 will be revised to add the discount for ECR basic automation letters that weigh between 3.3 and 3.5 ounces.

E620 and E640 will be revised to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

## E700

E712.1.1b will be revised to add a weight limit for BPM flats claiming the barcoded discount. E712.1.4, which excluded BPM flats from eligibility to receive an automation rate, will be removed. E712.2.0 will be revised to add a new standard for BPM automation flats. E712.2.0e will be added to include a barcoded discount for automation flats. E712.3.0 will be revised to clarify that the mailer's signature on the postage statement certifies that the mail meets the requirements for the rates claimed.

E713 and E714 will be revised in their entirety to reflect the format used for BPM in E712. E713 and E714 will be revised to change references from "BMC rate" to "basic rate" and from "500 pieces" to "300 pieces."

E751.1.1 will be revised to add provisions to require mail on pallets for 3-digit ZIP Code prefixes to be entered at the SCF. E751.1.4a will be revised to clarify that nonmachinable parcels sorted to 3-digit ZIP Code prefixes must be entered at a designated SCF. In E751.2.2c, d, and e, references will be added to allow the preparation of "3-digit sacks" and "3-digit pallets." E751.5.0 and E753 will be revised to change the references from "BMC rate" to "basic rate."

## F Forwarding and Related Services

F010.4.0 will be revised to remove references to nonstandard mail. F010.5.2 will be revised to show that the nonmachinable surcharge can be charged on Periodicals items returned at First-Class Mail single-piece rates. F010.5.3 will be revised to show that the First-Class Mail single-piece nonmachinable surcharge is included in the calculation of the weighted fee for returned pieces and is charged on some returned Standard Mail pieces. F010.6.0 will be revised to include these same changes.

F030.1.6 will be revised to clarify the circumstances under which address notices are not provided by the Postal Service.

## G General Information

G091.4.0 will be revised to clarify that First-Class Mail automation letter-size pieces and parcels, First-Class Mail automation cards, Standard Mail automation letter-size

pieces, and Standard Mail nonprofit automation letter-size pieces using NetPost Mailing Online will be eligible for the mixed AADC rate. First-Class Mail automation flat-size pieces will be eligible for the mixed ADC rate. Flat-size pieces at the regular and nonprofit Standard Mail automation rates will be eligible for the basic rates. First-Class Mail items that are not eligible for any automation rate will be subject to the applicable single-piece rates.

The ride-along classification will be made a permanent classification. Therefore, the standards currently in G094 will be relocated to new E260.

## L Labeling Lists

The titles and summaries of labeling lists L001, L800, L802, and L803 will be revised, as appropriate, to reflect new mail preparation options.

**Note:** New labeling list L006 and the accompanying 5-digit metro pallet sort for packages of flats took effect on March 31, 2002. Notice of this change was published in *Postal Bulletin* 22066 (12-27-01).

## M Mail Preparation and Sortation

### M000

M011.1.3 will be revised to show that a full letter tray is defined as one that is between 75 percent and 100 percent full. M011.1.4 will be revised to remove references to upgradable mailings, to show that machinable and nonmachinable pieces cannot be part of the same mailing, and to show that ECR letter rate pieces cannot be part of the same mailing as nonletter rate pieces. M012.2.0 will be revised to update information about multiline optical character reader (MLOCR) markings. M012.3.3 will be revised to include additional rate markings for BPM Presorted automation flats and BPM carrier route flats. M012.4.5 will be deleted to remove references to upgradable mail.

The summary for M020 will be revised to include references to Media Mail and Library Mail. M020.1.6 will be revised to include Media Mail and Library Mail in the package-size requirements. In addition, the maximum weight for packages in sacks will be 20 pounds unless otherwise noted, and packages of BPM automation flats must meet the preparation requirements in M820. M020.2.0 will be revised to include additional standards for packaging Media Mail and Library Mail. M020.2.1 will be revised to remove references to the upgradable preparation for First-Class Mail items and Standard Mail items and to show that nonmachinable and "manual only" pieces must be packaged. M020.2.2 will be revised to require that Media Mail and Library Mail pieces meet specific weight limits when placed in sacks or on pallets.

The container labeling requirements in M031.5.0 will revise the Line 2 codes for “carrier routes,” “letters,” and “machinable” and add a new Line 2 code for “manual.” Exhibit M032.1.3a will be revised to change the content identifier number (CIN) codes for the new machinable and nonmachinable preparation for First-Class Mail and Standard Mail letter-size pieces. The exhibit also will be revised to add new CIN codes for Standard Mail ECR letters and designate CIN codes for certain Package Services flat-size pieces. M033.2.0 will be revised to clarify standards for filling letter trays.

M041.5.0 will be revised to show that the minimum volume for letter trays on pallets is measured in linear feet, not by the number of layers of trays on the pallet. M041.5.5 will be revised to clarify the maximum load of a pallet. M045.3.2 will be revised to show that pallets with carrier route mail must show whether the mail is barcoded, machinable, or manual. M045.3.3 through 3.5 will show revised titles that will additionally encompass Media Mail and Library Mail. M045.6.0 will be removed and included in the aforementioned sections. M050.4.1 will be revised to show that signing a postage statement certifies that the mail meets the requirements for the rates claimed.

### **M100**

M130 will be substantially revised to show the packaging, traying, and labeling standards for machinable, nonmachinable, and “manual only” letter-size mail.

### **M200**

To reduce redundancy, the standards for combining multiple publications or editions in M210.6.0 and M220.6.0 will be consolidated and relocated in new M230.

### **M600**

M610 will be substantially revised to show the packaging, traying, and labeling standards for machinable, nonmachinable, and “manual only” letter-size mail. M630 will be revised to show the new Line 2 labeling for trays of ECR letter-size pieces.

### **M700**

M710.2.1 will be revised to add provisions for a 3-digit sort level for nonmachinable parcels claiming DSCF rates.

M730 and M740 will be revised to change references from “BMC rate” to “basic rate” and to include separate preparation standards for Media Mail and Library Mail flats, irregular parcels, and machinable parcels. The option to prepare sacks based on a minimum of 1,000 cubic inches of mail is restored for both Media Mail and Library Mail and is reflected in M730 and M740.

## **M800**

M810.1.0 will be revised to replace references to the automation basic rate for letter-size pieces with the new AADC and mixed AADC rates. M810.2.0 will be revised to show the new Line 2 labeling format for First-Class Mail and Standard Mail carrier route automation letters.

M820.1.0 will be revised to replace references to the automation basic rate for flat-size pieces with the new ADC and mixed ADC rates. M820.6.1 will be revised to provide packaging and sacking standards for flat-size pieces eligible for the Bound Printed Matter automation rates.

## **P Postage and Payment Methods**

### **P000**

P011.1.0 will be revised to reflect that the nonstandard surcharge will be replaced with the new nonmachinable surcharge. P012.2.0 will be revised to require standardized documentation for Bound Printed Matter flats entered at automation rates. P012.2.0 will be revised to add new rate level abbreviations for the AADC, ADC, mixed AADC, and mixed ADC rates. P012.3.0 will be revised to reflect references to the new DADC rate for Periodicals.

P012.4.0 will be revised to clarify the standards for facsimile postage statements. P013.1.0 is revised to clarify the rate calculation and computation standards. P013.2.0 will be revised to reflect the new zoning of Priority Mail rates affecting all pieces that weigh more than 1 pound and less than 5 pounds. This section will also be revised to reflect that each addressed Express Mail or Priority Mail flat-rate envelope will be charged the Express Mail rate for 1/2-pound or the Priority Mail rate for 1 pound, as applicable, regardless of the actual weight.

P013.8.0 will be revised to show how to calculate postage for Standard Mail automation rate letter-size pieces and ECR automation-compatible letter-size pieces that weigh more than 3.3 ounces.

P014.5.0 will be revised to expand the circumstances under which the Postal Service may deny Express Mail postage refund requests when the service guarantee is not met.

P021.3.1 will be revised to note the availability of stamped cards.

### **P100**

P100.4.0 and 5.0 will be revised to change “nonstandard surcharge” to “nonmachinable surcharge.”

**P200**

P200.1.5 will be revised to include requirements for separating DADC entry pieces if the mailing is not presented with mailing documentation at the time of postal verification. New P200.1.8 will contain the standards relocated from P200.2.4 for the waiving of the nonadvertising rates.

**P600**

P600.2.0 will be revised to include standards for the new nonmachinable surcharge for Standard Mail items and to add calculations for automation and ECR heavy letters.

**P900**

P910 will be revised to add new rate category abbreviations for the AADC, ADC, mixed AADC, and mixed ADC rates for First-Class Mail items and Standard Mail items.

P950 will be revised in its entirety to clarify the standards that apply to plant-verified drop shipment (PVDS).

P960 will be revised to clarify when MLOCR markings must appear on mailpieces and to add new markings for the AADC, ADC, mixed AADC, and mixed ADC rates for First-Class Mail items and Standard Mail items.

**R Rates and Fees**

The entire R Module will be revised to reflect the new rates and fees for all classes of mail and special services.

**S Special Services**

S020 will be revised to increase the maximum amount of a single postal money order from \$700 to \$1,000.

S010 and S500 will be revised to reduce the indemnity included in the base price of Express Mail service from \$500 to \$100.

S911 and S912 will be revised to include the new service enhancement for Registered Mail and Certified Mail. This enhancement will allow mailers to obtain delivery information over the Internet at *www.usps.com* by entering the article number shown on the mailing receipt.

S918 and S919 will be revised to extend Delivery Confirmation™ service and Signature Confirmation™ service to First-Class Mail parcels, and also to limit this service to parcels only in the Package Services mail class. S918 and S919 will also specify that for the purposes of adding Delivery Confirmation service or Signature Confirmation service to First-Class Mail items or Package Services items, a parcel will be required to meet the definition in C100.5.0 or C700.1.0, as appropriate.

— *Mail Preparation and Standards, Pricing and Classification, 5-9-02*

*Domestic Mail Manual Text*

Effective June 30, 2002, the *Domestic Mail Manual* (DMM) is revised as follows:

**A Addressing**

**A000 Basic Addressing**

**A010 General Addressing Standards**

**1.0 ADDRESS CONTENT AND PLACEMENT**

\* \* \* \* \*

*[Renumber 1.3 through 1.6 as 1.4 through 1.7, respectively. Add new 1.3 to show the preferred location for an address on a letter-size piece (this information has been pulled out of C830.1.1). Also renumber Exhibit A010.4.5 as A010.1.3 and rename it as "Recommended Address Placement."]*

**1.3 Recommended 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 1.3):

- 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.

*[In renumbered 1.4, revise the title and content to replace "nonstandard" with "nonmachinable." No other changes to the text.]*

\* \* \* \* \*

**2.0 ZIP CODE**

\* \* \* \* \*

*[Revise the title and text of 2.3 to remove obsolete information about the DPBC numeric equivalent.]*

**2.3 Numeric DPBC**

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in C840. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

*[Remove 2.4, Class and Rate Standards.]*

\* \* \* \* \*

**4.0 RETURN ADDRESS**

\* \* \* \* \*

*[Remove 4.5, Upgradable Mail.]*

\* \* \* \* \*

*[Revise the title of A800 to show that the unit contains standards that apply to any barcoded pieces, not just mail claimed at automation rates.]*

**A800 Addressing for Barcoding**

**1.0 ACCURACY**

\* \* \* \* \*

**1.3 Numeric DPBC**

*[Revise 1.3 to remove obsolete information about the DPBC numeric equivalent.]*

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in C840. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

\* \* \* \* \*

**A950 Coding Accuracy Support System (CASS)**

\* \* \* \* \*

**3.0 DATE OF ADDRESS MATCHING AND CODING**

**3.1 Update Standards**

*[Revise 3.1 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

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 to include the new information in their address matching systems. 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.

\* \* \* \* \*

**5.0 DOCUMENTATION**

**5.1 Form 3553**

*[Revise 5.1 to show that mailers must complete and retain Form 3553 and annotate the postage statement with the date that address matching is performed, and to show that signing a postage statement certifies that the mail meets the requirements for the rates claimed.]*

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 (this information is shown on Form 3553, Section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

**5.2 Retention Period**

*[Revise 5.2 to show that Form 3553 does not have to be submitted with the mailing, but must be retained by the mailer or mailer's agent for 1 year.]*

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.

\* \* \* \* \*

**5.5 Using a Single List**

*[Revise 5.5 by adding retention requirements to read as follows:]*

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 Form 3553 must be retained with the documentation for each mailing.

**5.6 Using Multiple Lists**

*[Revise 5.6 by adding retention requirements to read as follows:]*

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.

*[Remove current 5.7, redesignate 5.8 as 5.7, and revise to read as follows:]*

**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.

\* \* \* \* \*

**C Characteristics and Content**

**C000 General Information**

**C010 General Mailability Standards**

**1.0 MINIMUM AND MAXIMUM DIMENSIONS**

\* \* \* \* \*

**1.3 Length and Height**

*[Revise item b to replace "pieces" with "flats." There are no other changes to the text. Standard Mail ECR high density and saturation letters will be subject to the standards pertaining to length and height.]*

\* \* \* \* \*

*[Remove 1.6, Nonstandard Surcharge.]*

\* \* \* \* \*

**6.0 SPECIAL MAILING ENVELOPES**

**6.1 Window Envelope**

*[Revise 6.1 to remove references to upgradable mail:]*

Any window envelope used for letter-size or flat-size mail must meet the following standards and, for automation-compatible mail, the physical standards in C800:

\* \* \* \* \*

**C020 Restricted or Nonmailable Articles and Substances**

\* \* \* \* \*

**C024 Other Restricted or Nonmailable Matter**

\* \* \* \* \*

*[Delete 18.0, Odd-Shaped Items in Letter-Size Mailpieces. Renumber 19.0 and 20.0 as 18.0 and 19.0, respectively.]*

\* \* \* \* \*

**C050 Mail Processing Categories**

**1.0 BASIC INFORMATION**

*[Revise 1.0 to add a reference to new Exhibit 1.0 (redesignated Exhibit 2.0).]*

Every mailpiece is assigned to one of the mail processing categories in the following sections. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece. Exhibit 1.0 shows the minimum and maximum dimensions for some mail processing categories.

*[Redesignate Exhibit 2.0, Mail Dimensions, as Exhibit 1.0.]*

**2.0 LETTER-SIZE MAIL**

*[Revise section 2.0 to add the characteristics for nonmachinable letters and to clarify the requirements for automation letters to read as follows:]*

**2.1 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, 6-1/8 inches high, and 1/4-inch thick.

**2.2 Nonmachinable Criteria**

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see C010.1.1 for how to determine the length, height, top, bottom, and sides 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.
- 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. For folded self-mailers, the folded edge is perpendicular to the address, regardless of the use of tabs, wafer seals, or other fasteners.



- i. For booklet-type pieces, the bound edge (spine) is the shorter dimension of the piece or is at the top, regardless of the use of tabs, wafer seals, or other fasteners.

**2.3 Automation Rates**

Letters and cards mailed at automation rates must meet the standards in C810.

\* \* \* \* \*

**C100 First-Class Mail**

\* \* \* \* \*

**2.0 CARDS CLAIMED AT CARD RATES**

\* \* \* \* \*

**2.7 Tearing Guides**

*[Revise 2.7 to read as follows:]*

A card may have perforations as long as they do not eliminate or interfere with any address element, postage, or postal markings and do not compromise the physical integrity of the card.

\* \* \* \* \*

*[Revise the title and text of 4.0 to reflect the new nonmachinable surcharge for some First-Class Mail letters and flats to read as follows:]*

**4.0 NONMACHINABLE PIECES**

Letter-size pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2 may be subject to the nonmachinable surcharge (see E130 and E140). Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge if any one of the following applies (see C010.1.1 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.

*[Redesignate section 5.0, Facing Identification Mark (FIM), as 6.0. Add new 5.0, Parcels, to read as follows:]*

**5.0 PARCELS**

For the purposes of adding Delivery Confirmation or Signature Confirmation, a First-Class Mail parcel is defined as any piece that:

- a. Has an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label; and,

- b. Is in a box or, if not in a box, is more than 3/4-inch thick at its thickest point.

\* \* \* \* \*

**C200 Periodicals**

**Summary**

*[Revise the Summary in C200 to read as follows:]*

C200 describes permissible mailpiece components (e.g., enclosures, attachments, and supplements), impermissible or prohibited components, and mailpiece construction.

\* \* \* \* \*

**C600 Standard Mail**

**1.0 DIMENSIONS**

**1.1 Basic Standards**

These standards apply to Standard Mail:

\* \* \* \* \*

*[Redesignate items 1.1c and 1.1d as items 1.1d and 1.1e, respectively. Redesignate Exhibit 1.1d as Exhibit 1.1e. Add new item 1.1c to require that ECR letters meet the physical standards for automation-compatible mail in C810 and barcode readability in C840.]*

- c. ECR pieces mailed at high density and saturation letter rates must meet the standards for automation-compatible mail in C810 and barcoding in C840.

\* \* \* \* \*

*[Redesignate 3.0, Postal Inspection, and 4.0, Enclosures, as 4.0 and 5.0, respectively. Add new 3.0, Nonmachinable Pieces, to reflect the new nonmachinable surcharge for some Standard Mail letters to read as follows:]*

**3.0 NONMACHINABLE PIECES**

Letter-size pieces that weigh 3.3 ounces or less and meet one or more of the nonmachinable characteristics in C050.2.2 may be subject to the nonmachinable surcharge (see E620).

\* \* \* \* \*

**C700 Package Services**

**1.0 PACKAGE SERVICES**

These standards apply to Package Services:

\* \* \* \* \*

*[Insert new item 1.0h to read as follows:]*

- h. For the purposes of adding Delivery Confirmation or Signature Confirmation, a Package Services parcel is defined as any piece that:

- (1) Has an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label; and,
- (2) Is in a box or, if not in a box, is more than 3/4-inch thick at its thickest point.

\* \* \* \* \*

[Revise the title of 2.0 to read as follows:]

**2.0 NONMACHINABLE SURCHARGE**

[Revise the first sentence of 2.0 to read as follows:]

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 R700 unless the applicable special handling fee is paid.\*\*\*

\* \* \* \* \*

[Revise the title of C800 by adding "Machinable" to read as follows:]

**C800 Automation-Compatible and Machinable Mail**

**C810 Letters and Cards**

**1.0 BASIC STANDARDS**

[Revise 1.0 to show that some ECR letters must meet the standards for automation-compatible mail in this unit.]

Letters and cards claimed at automation rates and at some Standard Mail Enhanced Carrier Route rates must meet the standards in 2.0 through 8.0. Pieces claimed at First-Class Mail automation card rates also must meet the standards in C100. Unless prepared under 7.2 through 7.4, each mailpiece must be prepared either as a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued on all four sides.

**2.0 DIMENSIONS**

\* \* \* \* \*

**2.4 Maximum Weight**

[Revise 2.4 to replace the weight limit for upgradable letters with the weight limit for machinable letters, to raise the weight limit for Standard Mail automation heavy letters and ECR heavy letters to 3.5 ounces, and to add a weight limit for ECR high density and saturation letters.]

Maximum weight limits are as follows:

- a. First-Class Mail:
  - (1) Machinable Presorted: 3.3 ounces (0.2063 pound).
  - (2) Automation (see 7.5 for pieces heavier than 3 ounces): 3.3 ounces (0.2063 pound).
- b. Periodicals automation (see 7.5 for pieces heavier than 3 ounces): 3.3 ounces (0.2063 pound).

- c. Standard Mail:
  - (1) Machinable Presorted: 3.3 ounces (0.2063 pound).
  - (2) Automation (see 7.5 for pieces heavier than 3 ounces): 3.5 ounces (0.2188 pound).
  - (3) Enhanced Carrier Route high density and saturation and automation carrier route (see 7.5 for pieces heavier than 3 ounces): 3.5 ounces (0.2188 pound).

\* \* \* \* \*

**8.0 ENCLOSED REPLY CARDS AND ENVELOPES**

**8.1 Basic Standard**

[Revise the first paragraph of 8.1 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]

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 C810. 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:

\* \* \* \* \*

**C820 Flats**

\* \* \* \* \*

**2.0 DIMENSIONS AND CRITERIA FOR FSM 881 PROCESSING**

\* \* \* \* \*

**2.4 Maximum Weight**

[Revise 2.4 to add a weight limit for BPM flats by adding new item d to read as follows:]

- d. For Bound Printed Matter flat-size pieces claiming the barcode discount, 16 ounces.

\* \* \* \* \*

[Delete C830 in its entirety. C830 contains standards for upgradable mail, including address placement, OCR read area, fonts, and reflectance. Effective June 30, 2002, the upgradable preparation for letters will be replaced with a machinable preparation; the machinable preparation has no requirements for address placement, OCR read area, etc. References to C830 throughout the DMM will be revised.]

**C840 Barcoding Standards for Letters and Flats**

\* \* \* \* \*

**2.0 BARCODE LOCATION FOR LETTER-SIZE PIECES**

**2.1 Barcode Clear Zone**

*[Revise the first paragraph in 2.1 to remove references to show that Standard Mail ECR pieces must have a barcode clear zone and to remove references to upgradable mail.]*

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 5.0. 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:

\* \* \* \* \*

**2.2 General Standards**

*[Revise 2.2 to show that these standards for delivery point barcodes also would apply to ECR saturation and high density rate pieces.]*

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.

\* \* \* \* \*

**5.0 REFLECTANCE**

**5.1 Background Reflectance**

*[Revise 5.1 to delete item c to remove references to upgradable mail. No other changes to the text.]*

\* \* \* \* \*

**5.4 Dark Fibers and Background Patterns**

*[Revise 5.4 to include references to ECR saturation and high density rate pieces. Delete item c to remove references to upgradable mail.]*

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.

- b. The area of the address block or the area of the mail-piece where the barcode appears on a flat-size piece in an automation rate mailing.

\* \* \* \* \*

*[Revise the title and summary text of C850 by replacing "Standard Mail" and "Package Services" with "Parcels" to read as follows:]*

**C850 Barcoding Standards for Parcels**

**Summary**

C850 describes the technical standards for barcoded parcels. It defines parcel barcode characteristics, location, and content.

**1.0 GENERAL**

**1.1 Basic Requirement**

*[Revise 1.1 to remove references to specific classes of mail to read as follows:]*

Every parcel eligible for a barcode discount must bear a properly prepared barcode that represents the correct ZIP Code information for the delivery address on the mailpiece plus the appropriate verifier character suffix or application identifier prefix characters as described in 1.0 through 4.0. The combination of appropriate ZIP Code and verifier or application identifier characters uniquely identifies the barcode as the postal routing code.

\* \* \* \* \*

**1.4 Use With Delivery Confirmation and Signature Confirmation Services**

*[Revise 1.4 to remove references to specific classes of mail to read as follows:]*

A mailer may qualify for the machinable parcel barcode discount and may apply Delivery Confirmation and Signature Confirmation barcodes in one of the following ways:

\* \* \* \* \*

*[Revise item 1.4c to delete references to specific classes of mail (to allow integrated barcodes for First-Class Mail parcels) to read as follows:]*

- c. A single integrated barcode may be used by Delivery Confirmation electronic option mailers who choose to combine Delivery Confirmation or Signature Confirmation service with insurance. Mailers printing their own barcodes and using the electronic option must meet the specifications in S918, S919, and Publication 91 with these modifications:
  - (1) The text above the barcode must identify the other service requested.

(2) The service-type code in the barcode must identify the class of mail and/or type of special service combined with Delivery Confirmation or Signature Confirmation.

\* \* \* \* \*

**D Deposit, Collection, and Delivery**

\* \* \* \* \*

**D200 Periodicals**

**D210 Basic Information**

\* \* \* \* \*

**3.0 EXCEPTIONAL DISPATCH**

\* \* \* \* \*

**3.4 Destination Rates**

*[Revise 3.4 by deleting the first sentence and revising the remaining sentence to read as follows:]*

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 E250 are met.

\* \* \* \* \*

**4.0 DEPOSIT AT AMF**

**4.1 General**

*[Revise 4.1 by deleting the reference to SCF rates to read as follows:]*

A publisher that airfreights copies of a Periodicals publication to an airport mail facility (AMF) must be authorized additional entry at the verifying office (i.e., the post office where the copies are presented for postal verification). Postage must be paid at that office unless an alternative postage payment method is authorized. Copies presented at an AMF may be eligible for the delivery unit rate, subject to the applicable standards.

\* \* \* \* \*

**D230 Additional Entry**

\* \* \* \* \*

**2.0 DISTRIBUTION PLAN**

\* \* \* \* \*

*[Remove 2.2, Contingency Entries, and redesignate 2.1 as 2.0 by deleting the words "Basic Standard" and section number "2.1".]*

\* \* \* \* \*

**4.0 USE OF ENTRY**

\* \* \* \* \*

*[Remove 4.6, Contingency Entry and redesignate 4.7 as 4.6.]*

\* \* \* \* \*

**D500 Express Mail**

**1.0 SERVICE OBJECTIVES AND REFUND CONDITIONS**

**1.1 Express Mail Same Day Airport Service**

*[Revise 1.1 to read as follows:]*

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 when the item was accepted at origin, unless the delay was caused by one of the situations in 1.6.

**1.2 Express Mail Custom Designed Service**

*[Revise 1.2 to read as follows:]*

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 1.6.

**1.3 Express Mail Next Day and Second Day Services**

*[Revise 1.3 to read as follows:]*

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 1.6.

**1.4 Express Mail Military Service**

*[Revise 1.4 to read as follows:]*

For Express Mail Military Service (EMMS), items presented at APO/FPO facilities before the published cutoff time are delivered the second day after acceptance. If presented after the published cut-off time, such items 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 1.6.

\* \* \* \* \*

**1.6 Postage Not Refunded**

[Revise 1.6 to add the additional limitations for Express Mail refunds to read as follows:]

Postage refunds may not be available if delivery was attempted within the times required for the specific service, or if the item was:

- a. Properly detained for law enforcement purposes.
- b. Delayed because of a strike or work stoppage.
- c. Delayed because of an incorrect Zip Code or address.
- d. Forwarded or returned after it was made available for claim.
- e. Unable to be delivered although attempts were made to deliver the item within the times required for the specific service.
- f. Delayed because of a delayed or cancelled flight.
- g. Delayed due to governmental action beyond the control of the USPS or air carriers.
- h. Delayed by war, insurrection, or civil disturbance.
- i. Delayed by a breakdown of a substantial portion of the USPS transportation network resulting from events or factors outside the control of the USPS.
- j. Delayed by acts of God.

Attempted delivery occurs under any of these situations when the delivery is physically attempted, but cannot be made; when the shipment is available for delivery, but the addressee made a written request that the shipment be held for a specific day or days; or when the delivery employee discovers that the shipment is undeliverable as addressed before leaving on the delivery route.

\* \* \* \* \*

**E Eligibility**

**E000 Special Eligibility Standards**

\* \* \* \* \*

**E070 Mixed Classes**

\* \* \* \* \*

**2.0 ATTACHMENTS OF DIFFERENT CLASSES**

\* \* \* \* \*

**2.2 Rate Qualification**

If a Periodicals, Standard Mail, or Package Services host piece qualifies for:

\* \* \* \* \*

[Revise item d by revising the first sentence and removing the second sentence to read as follows:]

- 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.

\* \* \* \* \*

**E100 First-Class Mail**

**E110 Basic Standards**

\* \* \* \* \*

[Revise 3.0 to read as follows:]

**3.0 CARD RATE**

To be eligible for a card rate, a stamped card, postcard, and each part of a double (reply) card must meet the physical standards in C100. The reply half of a double card need not bear postage when originally mailed, but it must bear postage at the applicable rate when returned, unless prepared as business reply mail (S922) or as a merchandise return service label (S923.5.4).

\* \* \* \* \*

**E120 Priority Mail**

\* \* \* \* \*

**2.0 RATES**

\* \* \* \* \*

**2.2 Flat-Rate Envelope**

[Revise 2.2 by changing "2-pound" to "1-pound" to read as follows:]

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 actual weight of the mailpiece.

\* \* \* \* \*

**2.4 Keys and Identification Devices**

[Revise 2.4 to show that the 2-pound rate is a zoned rate, to read as follows:]

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 shown in R100.10.0. 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 in R100.10.0. 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.

**E130 Nonautomation Rates**

\* \* \* \* \*

**2.0 SINGLE-PIECE RATE**

\* \* \* \* \*

**2.2 Keys and Identification Devices**

*[Revise 2.2 to change “nonstandard” to “nonmachinable” to read as follows:]*

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh 13 ounces or less are mailed at the applicable single-piece letter rate plus the fee in R100.10.0, and if applicable, the nonmachinable surcharge. The keys and identification devices must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery.

\* \* \* \* \*

*[Add new 2.4 to show that letter-size pieces may be subject to the nonmachinable surcharge to read as follows:]*

**2.4 Nonmachinable Surcharge—Letter-Size Pieces**

The nonmachinable surcharge in R100.11.0 applies to letter-size pieces:

- a. That weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2. 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.

*[Add new 2.5 to show that flats may be subject to the nonmachinable surcharge to read as follows:]*

**2.5 Nonmachinable Surcharge—Nonletters**

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.1 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.

**3.0 PRESORTED RATE**

\* \* \* \* \*

**3.3 Address Quality**

*[Revise the first paragraph of 3.3 to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed. There are no other changes to this section.]*

The move update standards for address quality are listed below. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.\*\*\*

**3.4 ZIP Code Accuracy**

*[Revise 3.4 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

All 5-digit ZIP Codes included in addresses on pieces claimed at the Presorted rate must be verified and corrected within 12 months before the mailing date using a USPS-approved method. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rate to which the standard applies during the 12-month period after its most recent update.

*[Add new 3.5 to show that letter-size pieces may be subject to the nonmachinable surcharge to read as follows:]*

**3.5 Nonmachinable Surcharge—Letter-Size Pieces**

Letter-size pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2 are subject to the nonmachinable surcharge in R100.11.0. Pieces mailed at the card rate are not subject to the nonmachinable surcharge. Double cards that are not prepared in accordance with C810 are considered nonmachinable; they are not charged the surcharge but must be prepared according to the standards for nonmachinable pieces in M130. Pieces that weigh more than 3.3 ounces but still meet the dimensions for a letter must be prepared according to the standards for nonmachinable pieces in M130.

*[Add new 3.6 to show that flat-size pieces may be subject to the nonmachinable surcharge:]*

**3.6 Nonmachinable Surcharge—Nonletters**

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.1 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.

*[Add new 3.7 to show that the nonmachinable surcharge applies to pieces where the mailer chooses the manual only option to read as follows:]*

**3.7 Manual Only Option**

The nonmachinable surcharge in R100.11.0 applies to any letter-size piece (except card-rate pieces) for which a mailer chooses the manual only (do not automate) option. For card-rate pieces, a mailer can specify manual handling, but a surcharge does not apply.

*[Remove 4.0, Nonstandard Surcharge.]*

**E140 Automation Rates**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.3 Address Quality**

*[Revise the first paragraph of 1.3 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

The move update standards for address quality are listed below. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.\*\*\*

**1.4 Carrier Route Presort**

*[Revise 1.4 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

Carrier route rates are 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 of the USPS City State File used for address coding. Carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route File scheme or another AIS product containing carrier route information, subject to A930 and A950. Carrier route and City State File information must be updated within 90 days before the mailing 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.

\* \* \* \* \*

*[Remove 1.6, Nonstandard Surcharge.]*

*[Revise the title and text of 2.0 to reorganize rate application information for letters and to replace the basic rate with the AADC and mixed AADC rates.]*

**2.0 RATE APPLICATION—CARDS AND LETTERS**

Automation rates apply to each piece that is sorted under M810 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 packages 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 trays 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.

*[Redesignate 2.2 and 2.3, describing rate application for flats, as new 3.0 and revise to replace the basic automation rate with the new AADC and mixed AADC rates and to add the nonmachinable surcharge.]*

**3.0 RATE APPLICATION—FLATS AND OTHER NONLETTERS**

**3.1 Package-Based Preparation**

Automation rates apply to each piece that is sorted under M820.2.0 or M910.1.0 into the corresponding qualifying groups:

- a. Pieces in 5-digit packages 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 packages of 10 or more pieces qualify for the 3-digit rate.
- c. Pieces in ADC packages of 10 or more pieces qualify for the ADC rate.
- d. Pieces in mixed ADC packages qualify for the mixed ADC rate.

**3.2 Tray-Based Preparation**

Automation rates apply to each piece that is sorted under M820.4.0 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.

*[Add new 3.3 to show that flats may be subject to the nonmachinable surcharge to read as follows:]*

**3.3 Nonmachinable Surcharge**

Pieces that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.1 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.

\* \* \* \* \*

**E200 Periodicals**

**E210 Basic Standards**

\* \* \* \* \*

**E217 Basic Rate Eligibility**

*[Revise 1.0 by subdividing the section and revising the text for clarity to read as follows:]*

**1.0 OUTSIDE-COUNTY RATES**

**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 4.0. Outside-County rates consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, and a unzoned charge for the weight of the nonadvertising portion.

**1.2 Nonrequester and Nonsubscriber Copies**

For excess noncommingled mailings under E215, nonrequester and nonsubscriber copies are not eligible for

Periodicals rates unless the publication is authorized under E212.2.0 and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under E215 are subject to Outside-County rates when commingled with requester or subscriber copies, as appropriate.

\* \* \* \* \*

**3.0 OUTSIDE-COUNTY SCIENCE-OF-AGRICULTURE RATES**

\* \* \* \* \*

**3.3 Other Rates**

*[Revise 3.3 by adding the new destination ADC rate, removing the last sentence, and rearranging sentences two and three to read as follows:]*

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 E215. Each piece must meet the standards for the rates or discounts claimed.

*[Remove 3.4, Nonadvertising Discount, and redesignate 3.5 as 3.4.]*

\* \* \* \* \*

**5.0 DISCOUNTS**

*[Revise 5.0 by restructuring for clarity and adding a reference for the new per piece pallet discounts for nonletter-size mail to read as follows:]*

The following discounts are available:

- a. *Nonadvertising.* The nonadvertising discount applies to the Outside-County piece rate and is computed under P013.
- b. *Destination Entry.* Destination entry discounts are available under E250 for copies entered at specific USPS facilities.
- c. *Pallet.* Outside-County rate nonletters (flats and irregular parcels) packaged and placed directly on pallets under the applicable standards in M045 are eligible for one of the pallet discounts in R200. Except for overflow pallets, each pallet must contain a minimum of 250 pounds of addressed pieces. Pieces taken to destination delivery units (DDUs) under the applicable standards in E250, that cannot accept pallets, need only meet 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 G043).

\* \* \* \* \*



**E220 Presorted Rates**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.3 ZIP Code Accuracy**

*[Revise 1.3 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

All 5-digit ZIP Codes in addresses on pieces claimed at the 5-digit, 3-digit, or basic rates must be verified and corrected within 12 months before the mailing date by a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rate to which the standard applies during the 12-month period after its most recent update.

\* \* \* \* \*

*[Remove 3.0, Combining Multiple Publications or Editions. This section has moved to M230.]*

\* \* \* \* \*

**E240 Automation Rates**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.2 Enclosed Reply Cards and Envelopes**

*[Revise 1.2 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

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 C810 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.

\* \* \* \* \*

*[Revise E250 in its entirety to clarify standards for all destination entry Periodicals mailings; to include the new DADC entry rates and discounts; and to reflect that DSCF pieces must be deposited at the DSCF or a USPS-designated facility.]*

**E250 Destination Entry**

**1.0 BASIC STANDARDS**

**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 2.0 and 3.0, respectively. Carrier route rate addressed pieces may qualify for destination delivery unit (DDU) rates and discounts subject to the standards in 4.0. 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 package, 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 E217. In-County carrier route rate addressed pieces may qualify for the DDU discount subject to the standards in 4.0.

**1.2 Documentation of Postage**

Subject to P012, the mailer must be able to show compliance with eligibility requirements (e.g., by package, 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 is separated by zone, rate, and destination entry (if applicable) when presented for mailing.

**2.0 DESTINATION AREA DISTRIBUTION CENTER (DADC)**

**2.1 Definition**

For this standard, DADC includes the facilities listed in L004, or a USPS-designated facility.

**2.2 General Eligibility**

Addressed pieces meeting the standards in 1.0 and 2.0 are eligible for DADC rates when deposited at an ADC (or USPS-designated facility) and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.

**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.

### 3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF)

#### 3.1 Definition

For this standard, DSCF includes the facilities listed in L005 and L006, or a USPS-designated facility.

#### 3.2 General Eligibility

Addressed pieces meeting the standards in 1.0 and 3.0 are eligible for DSCF rates when deposited at an SCF (or USPS-designated facility), and are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.

#### 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.

### 4.0 DESTINATION DELIVERY UNIT (DDU)

#### 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.

#### 4.2 General Eligibility

Addressed pieces, including pieces under exceptional dispatch, meeting the standards in 1.0 and 4.0 are eligible for DDU rates when deposited at the facility where the carrier serving the delivery address on the mail is located.

#### 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.

#### 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 P950. 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.

### 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 the 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 the 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 D210 also serves as a request for standing appointments.

*[Add new E260 (former G094) as follows:]*

### E260 Ride-Along

#### Summary

E260 describes the standards for the Periodicals Ride-Along classification.

#### 1.0 BASIC ELIGIBILITY

##### 1.1 Description

The standards in E260 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.

##### 1.2 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 copies. 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 under E260 must be eligible as Standard Mail and must:

- a. Not exceed any dimension of the host publication.
- 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.

##### 1.3 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 C810 or C820, 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 C820 (FSM 881 or FSM 1000). For example:
  - (1) If, due to the inclusion of a Ride-Along piece, an FSM 881-compatible host piece can no longer be processed on the FSM 881, but must be processed on an FSM 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, an FSM 1000-compatible host piece can no longer be processed on the FSM 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.
  - (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.

**1.4 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, 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.

\* \* \* \* \*

**E500 Express Mail**

**1.0 STANDARDS FOR ALL EXPRESS MAIL**

\* \* \* \* \*

**1.6 Flat-Rate Envelope**

*[Revise 1.6 by changing "2-pound" to "1/2-pound" to read as follows:]*

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.

\* \* \* \* \*

**E600 Standard Mail**

**E610 Basic Standards**

\* \* \* \* \*

**8.0 PREPARATION**

Each Standard Mail mailing is subject to these general standards:

\* \* \* \* \*

*[Revise 8.0e to remove references to upgradable preparation to read as follows:]*

- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Detached address labels may be used subject to A060.

\* \* \* \* \*

**E620 Presorted Rates**

**1.0 BASIC STANDARDS**

**1.1 General**

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

\* \* \* \* \*

*[Revise 1.1c to remove references to upgradable mailings:]*

- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Pieces prepared with detached address labels are subject to additional standards in A060.

**1.2 Residual Volume Requirement**

*[Revise 1.2 to remove the requirement that residual volumes must appear on the same postage statement.]*

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.

\* \* \* \* \*

**1.4 ZIP Code Accuracy**

*[Revise 1.4 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

All 5-digit ZIP Codes included in addresses on pieces claimed at Presorted Regular and Presorted Nonprofit rates must be verified and corrected within 12 months before the mailing date, using a USPS-approved method. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rates to which the standard applies during the 12-month period after its most recent update.

**2.0 RATES**

*[Revise 2.0 by combining 2.0a and 2.0b into new 2.0a and renumbering the remaining items accordingly. This is revised to remove references to upgradable mailings.]*

Presorted Regular or Nonprofit Standard Mail rates apply to Regular or Nonprofit Standard Mail letters, flats, and machinable and irregular parcels weighing less than 16 ounces that are prepared under M045, M610, or (flat-size mail only) under M910, M920, M930, or M940. Basic Presorted rates apply to pieces that do not meet the standards

for the 3/5 Presorted rates described below. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Pieces that do not qualify for the 3/5 rate must be paid at the basic rate and prepared accordingly. Pieces may qualify for the 3/5 rate if they are presented:

- a. In quantities of 150 or more letter-size pieces for a single 3-digit area, prepared in 5-digit or 3-digit trays.

\* \* \* \* \*

*[Redesignate 4.0, Barcoded Discount, as 5.0. Add new 4.0 to show that some Presorted letters are subject to the non-machinable surcharge to read as follows:]*

**4.0 NONMACHINABLE SURCHARGE**

The nonmachinable surcharge in R600.6.0 applies to any letter-size piece (including cards):

- a. That weighs 3.3 ounces or less and meets one or more of the nonmachinable characteristics in C050.2.2.
- b. For which a mailer chooses the manual only (do not automate) option.

\* \* \* \* \*

**E630 Enhanced Carrier Route Rates**

*[Revise E630 in its entirety to reorganize and clarify the current standards and to add standards that require letter-size pieces claimed at high density or saturation rates to be automation-compatible and have delivery point barcodes. Please note that the exception to the sack minimum for saturation rate pieces currently in E630 has been moved to M620.4.1.]*

**1.0 BASIC STANDARDS**

**1.1 General**

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

- a. Meet the basic standards for Standard Mail in E610.
- 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 M045 (if palletized), M620, M920, M930, or M940.
- d. Have a complete delivery address or an alternate address format.

- e. Meet the address quality and coding standards in A800 and A950.

### 1.2 Maximum Size

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 A060.

### 1.3 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 (see E640).

### 1.4 Carrier Route Information

Except for mailings prepared with a simplified address under A040, a carrier route code must be applied to each piece in the mailing using CASS-certified software and the current USPS Carrier Route File scheme, hard copy Carrier Route Files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date.

## 2.0 BASIC RATES

### 2.1 All Pieces

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 M050).

### 2.2 Letter-Size Pieces

Basic rates apply to each piece sorted under M045 or M620 and in a full carrier route tray or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.

### 2.3 Flat-Size Pieces

Basic rates apply to each piece in a carrier route package of 10 or more pieces that is:

- a. Palletized under M045, M920, M930, or M940.
- 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.

### 2.4 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 packages of 10 or more pieces and prepared under A060.

## 3.0 HIGH DENSITY RATES

### 3.1 All Pieces

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see M050).
- 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.

### 3.2 Letter-Size Pieces

High density rates apply to each piece that is automation-compatible according to C810, has a delivery point barcode under C840, and is in a full carrier route tray or in a carrier route package 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 C810 and are not required to have a delivery point barcode.

### 3.3 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.

### 3.4 Flat-Size Pieces

High density rates apply to each piece in a carrier route package of 10 or more pieces that is:

- a. Palletized under M045, M920, M930, or M940.
- 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.

### 3.5 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 packages of 10 or more pieces and prepared under A060.

**4.0 SATURATION RATES**

**4.1 All Pieces**

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see M050).
- 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 A040. Multiple pieces per delivery address do not count toward this density standard.

**4.2 Letter-Size Pieces**

Saturation rates apply to each piece that is automation-compatible according to C810, has a delivery point barcode under C840, and is in a full carrier route tray or in a carrier route package 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 C810 and are not required to have a delivery point barcode.

**4.3 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.

**4.4 Flat-Size Pieces**

Saturation rates apply to each piece in a carrier route package of 10 or more pieces that is:

- a. Palletized under M045, M920, M930, or M940.
- 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.

**4.5 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 packages of 10 or more pieces and prepared under A060.

**5.0 RESIDUAL SHAPE SURCHARGE**

Any piece that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to the residual shape surcharge.

**E640 Automation Rates**

**1.0 REGULAR AND NONPROFIT RATES**

\* \* \* \* \*

**1.2 Enclosed Reply Cards and Envelopes**

*[Revise 1.2 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed.]*

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 C810 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.

*[Revise the title and text of 1.3 to replace the basic rate with the AADC and mixed AADC rates.]*

**1.3 Rate Application—Letter-Size Pieces**

Automation rates apply to each piece that is sorted under M810 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.

*[Redesignate 1.4, Rate Application—Flats, as 1.5. Add new 1.4 for heavy automation letters to read as follows:]*

**1.4 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.

\* \* \* \* \*

**2.0 ENHANCED CARRIER ROUTE RATES**

\* \* \* \* \*

[Add new 2.6 to include the discount for ECR automation basic letters that weigh between 3.3 and 3.5 ounces.]

**2.6 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.

**E700 Package Services**

**E710 Basic Standards**

\* \* \* \* \*

**E712 Bound Printed Matter**

**1.0 BASIC STANDARDS**

**1.1 Description**

Bound Printed Matter (BPM) is a subclass of Package Services. BPM must:

\* \* \* \* \*

[Revise 1.1b to read as follows:]

- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.

\* \* \* \* \*

[Remove 1.4, POSTNET Barcodes on Flats.]

**2.0 RATES**

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:

\* \* \* \* \*

[Revise the heading of item 2.0d by adding "Machinable Parcels" and revise the text to read as follows:]

- d. Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see C050.4.1) that bear a correct, readable barcode under C850 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 M045 and M720. 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.

[Add new item 2.0e to read as follows:]

- e. 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 C840 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 M045 and M820. 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 C820.2.0.

**3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES**

**3.1 ZIP Code Accuracy**

[Revise 3.1 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]

All 5-digit ZIP Codes included in addresses on pieces claimed at Presorted rates must be verified and corrected within 12 months before the mailing date using a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not a specific list or mailing. An address meeting this standard may be used in mailings at any other rates to which the standard applies during the 12-month period after its most recent update.

[Redesignate current 3.2 as 3.3 and add new 3.2 to show CASS certification for automation rate mailings to read as follows:]

**3.2 CASS Certification**

Pieces claiming the barcode discount for flat-size mail must meet the address quality and coding standards in A800 and A950.

[Revise redesignated 3.3 by adding reference to flats to read as follows:]

**3.3 Preparation**

Pieces claiming the Presorted rates must be prepared under M045 or M722 or, for flats claiming the barcode discount under M820.

\* \* \* \* \*

**E713 Media Mail**

*[Redesignate former 2.0 as new 1.0.]*

*[Redesignate former 1.0 as new 2.0 and revise the title and text to read as follows:]*

**2.0 RATES**

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. Single-Piece Rate. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate.
- b. 5-Digit Presort Rate. The 5-digit rate applies to pieces that meet the additional requirements in 3.0 and are prepared and presorted to 5-digit scheme (machinable parcels only) or 5-digit destinations as specified in M730 or M041 and M045.
- c. Basic Presort Rate. The basic rate applies to pieces that meet the additional requirements in 3.0 and are prepared and presorted as specified in M730 or M041 and M045.
- d. Barcoded Discount. The barcoded discount applies to Media Mail machinable parcels (see C050.4.1) 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 C850. The barcoded discount is not available for pieces mailed at 5-digit rates.

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

**3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES**

**3.1 Basic Information**

*[Revise 3.1 to read as follows:]*

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 M730 or M045. 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.

\* \* \* \* \*

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

**3.3 5-Digit Rate**

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 M730 or to 5-digit scheme (machinable parcels only) and 5-digit pallets under M045. All logical 5-digit packages 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.

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

**3.4 Basic Rate**

All pieces prepared and sorted under M730 or M045 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 a BMC as prescribed by the postmaster of the mailing office.

*[Remove former 3.5 and 3.6.]*

**E714 Library Mail**

*[Redesignate former 2.0 as 1.0.]*

*[Redesignate former 1.0 as new 2.0 and revise title and text to read as follows:]*

**2.0 RATES**

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. Single-Piece Rate. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate.
- b. 5-Digit Presort Rate. The 5-digit rate applies to pieces that meet the additional requirements of 3.0 and are prepared and presorted to 5-digit scheme (machinable parcels only) and 5-digit destinations as specified in M740 or M041 and M045.
- c. Basic Presort Rate. The basic rate applies to pieces that meet the additional requirement in 3.0 and are prepared and presorted as specified in M740 or M041 and M045.
- d. Barcoded Discount. The barcoded discount applies to Library Mail machinable parcels (see C050.4.1) 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 C850. The barcoded discount is not available for pieces mailed at 5-digit rates.



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

**3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES**

**3.1 Basic Information**

[Revise 3.1 to read as follows:]

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 M740 or M045. 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.

\* \* \* \* \*

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

**3.3 5-Digit Rate**

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 M740 or to 5-digit scheme (machinable parcels only) and 5-digit pallets under M045. All logical 5-digit packages 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.

[Revise the title and text of 3.4 to read as follows:]

**3.4 Basic Rate**

All pieces prepared and sorted under M740 or M045 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 a BMC as prescribed by the postmaster.

[Remove former 3.5 and 3.6.]

[Remove E715, Bulk Parcel Post.]

**E751 Parcel Select**

**1.0 BASIC STANDARDS**

**1.1 Definitions**

[Revise item 1.1b by adding a sentence after the first one to read as follows:]

- b. \*\*\*Those 5-digit machinable parcels not required to be entered at a BMC under Exhibit 6.0 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.\*\*\*

\* \* \* \* \*

**1.4 DSCF and DDU Rates**

For DSCF and DDU rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following criteria:

[Revise item 1.4a by adding "5-digit scheme" and "5-digit" to the first sentence and adding a new sentence between the first and second sentences, to read as follows. The remainder of the text is unchanged.]

- 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 6.0); addressed for delivery within the ZIP Code service area of that SCF under L005; and prepared under M041, M045, or M710. 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 surcharge in R700.1.6.\*\*\*

\* \* \* \* \*

**2.0 PREPARATION**

\* \* \* \* \*

**2.2 Containers**

[Revise 2.2c, 2.2d, and 2.2e by adding "3-digit sack" after each occurrence of "5-digit sack" and adding "3-digit pallet" after each occurrence of "5-digit pallet" to clarify the eligibility of these presort levels for nonmachinable parcels.]

\* \* \* \* \*

**E752 Bound Printed Matter**

\* \* \* \* \*

**3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF) RATES**

\* \* \* \* \*

[Revise the title and text of 3.2 to add eligibility standards for Presorted automation flats to read as follows:]

**3.2 Presorted and Automation 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. The mail must be entered at the appropriate facility under 3.1.

\* \* \* \* \*

**E753 Combining Package Services Parcels**

\* \* \* \* \*

**1.0 COMBINING PARCELS**

**1.1 General**

*[Revise 1.1 by replacing "BMC rates" with "basic rates."]*

\* \* \* \* \*

**F Forwarding and Related Services**

**F000 Basic Services**

**F010 Basic Information**

\* \* \* \* \*

**4.0 BASIC TREATMENT**

**4.1 General**

*[Revise 4.1 to remove references to nonstandard mail to read as follows:]*

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 4.1. All nonmailable pieces are returned to the sender.

\* \* \* \* \*

**5.0 CLASS TREATMENT FOR ANCILLARY SERVICES**

\* \* \* \* \*

**5.2 Periodicals**

Undeliverable Periodicals (including publications pending Periodicals authorization) are treated as described in the chart below and under these conditions:

\* \* \* \* \*

*[Revise item 5.2e to show that the nonmachinable surcharge can be charged on Periodicals items returned at First-Class Mail single-piece rates to read as follows:]*

- e. 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 E130). When the address correction is provided incidental to the return of the piece, there is no charge for the correction.

\* \* \* \* \*

**5.3 Standard Mail**

Undeliverable Standard Mail is treated as described in the chart below and under these conditions:

\* \* \* \* \*

*[Revise item 5.3g to show that the nonmachinable surcharge is included in the calculation of the weighted fee for returned pieces to read as follows:]*

- g. 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 single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130), 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.

*[Redesignate current item 5.3h as 5.3i, and add new item 5.3h to show that the First-Class Mail nonmachinable surcharge is charged on some returned pieces to read as follows:]*

- h. Returned pieces endorsed "Return Service Requested," are 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 E130).

\* \* \* \* \*

**6.0 ENCLOSURES AND ATTACHMENTS**

**6.1 Periodicals**

*[Revise 6.1 to show that the nonmachinable surcharge can be charged on Periodicals returned at First-Class Mail single-piece rates to read as follows:]*

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 (see E130). The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

**6.2 Standard Mail**

*[Revise 6.2 to show that the nonmachinable surcharge can be charged on Standard Mail returned at First-Class Mail single-piece rates to read as follows:]*

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 (see E130). 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.

\* \* \* \* \*

**F030 Address Correction, Address Change, FASTforward, and Return Services**

\* \* \* \* \*

**1.0 ADDRESS CORRECTION SERVICE**

**1.1 Purposes**

*[Add a new sentence after the first sentence in 1.1 to clarify the conditions under which address notices are provided to read as follows:]*

\*\*\*Address corrections and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see F020.1.0).\*\*\*

\* \* \* \* \*

**G General Information**

**G000 The USPS and Mailing Standards**

\* \* \* \* \*

**G020 Mailing Standards**

\* \* \* \* \*

**2.0 MAILER COMPLIANCE WITH STANDARDS**

*[Revise 2.1 to clarify that signing a postage statement certifies that the mail meets all standards for the rates claimed.]*

**2.1 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). Rates and classification service centers (RCSCs) can help local post offices answer customer

questions on mailing standards (G042 lists the areas served by the RCSCs).

\* \* \* \* \*

**G090 Experimental Classifications and Rates**

**G091 NetPost Mailing Online**

\* \* \* \* \*

**4.0 POSTAGE AND FEES**

**4.1 Postage**

*[Revise 4.1 to show the new automation rate categories for First-Class Mail and Standard Mail.]*

Documents mailed during the experiment are eligible for the following rate categories only:

- a. First-Class Mail automation letters and cards mixed AADC rates.
- b. First-Class Mail automation flats mixed ADC rates.
- c. First-Class Mail single-piece rates.
- d. Regular Standard Mail automation letters mixed AADC rates.
- e. Regular Standard Mail automation flats basic rates.
- f. Nonprofit Standard Mail automation letters mixed AADC rates.
- g. Nonprofit Standard Mail automation flats basic rates.

\* \* \* \* \*

*[Delete G094 in its entirety. The ride-along becomes a permanent classification; the standards are moved to new E260.]*

\* \* \* \* \*

**L Labeling Lists**

\* \* \* \* \*

**L800 Automation Rate Mailings**

\* \* \* \* \*

*[Revise the title and the first sentence in the summary of L802 by adding "Bound Printed Matter" to read as follows:]*

**L802 BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter**

**Summary**

L802 describes the service area by individual 3-digit ZIP Code prefix for mixed automation rate Periodicals, Standard Mail, and Bound Printed Matter mailings entered at an ASF or BMC.

\* \* \* \* \*

[Revise the title and the first sentence in the summary of L803 by adding "Bound Printed Matter" to read as follows:]

**L803 Non-BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter**

**Summary**

L803 describes the service area by individual 3-digit ZIP Code prefix for mixed automation rate Periodicals, Standard Mail, and Bound Printed Matter mailings.

\* \* \* \* \*

**M Mail Preparation and Sortation**

\* \* \* \* \*

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

\* \* \* \* \*

**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.2 Presort Levels**

\* \* \* \* \*

[Revise 1.2e and f by inserting "Bound Printed Matter flats" to read as follows:]

e. 5-digit scheme carrier routes (sacks) for Periodicals flats and irregular parcels, Standard Mail flats and Bound Printed Matter flats:\*\*\*

f. 5-digit scheme (pallets) for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats:\*\*\*

\* \* \* \* \*

**1.3 Preparation Instructions**

For purposes of preparing mail:

\* \* \* \* \*

[Revise item 1.3b to show that a full letter tray can be anywhere between 75 percent and 100 percent full (the preferred default for presort software is 85 percent):]

b. A full letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.

\* \* \* \* \*

**1.4 Mailing**

Mailings are defined as:

\* \* \* \* \*

[Revise item 1.4b to remove references to the upgradable preparation and to show that machinable and nonmachinable pieces cannot be part of the same mailing. Combine item 1.4c, First-Class Cards, with item 1.4b. Redesignate items 1.4d through 1.4f as 1.4c through 1.4e, respectively.]

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 mailing requirements. The following types of First-Class Mail may 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.

\* \* \* \* \*

[Revise redesignated item 1.4d, Standard Mail, to remove references to the upgradable preparation, to show that machinable and nonmachinable pieces cannot be part of the same mailing, and to show that ECR letter rate pieces and ECR nonletter rate pieces cannot be part of the same mailing.]

d. Standard Mail. Except as provided in E620.1.2, the types of Standard Mail listed below may not be part of the same mailing. See M041, M045, M610, and M620 for copalletized, combined, or mixed-rate mailings.

- (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.

\* \* \* \* \*

**M012 Markings and Endorsements**

\* \* \* \* \*

**2.0 MARKINGS—FIRST-CLASS MAIL AND STANDARD MAIL**

\* \* \* \* \*

**2.2 Exceptions to Markings**

*[Revise item 2.2d to update the required MLOCR markings:]*

Exceptions are as follows:

\* \* \* \* \*

d. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The other “AUTO” marking described in 2.1b must be replaced by the appropriate identifier/rate code marking described in P960 on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, MASS/FASTforward System Identifier, postage payment method, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

**3.0 MARKINGS—PACKAGE SERVICES**

\* \* \* \* \*

**3.3 Additional Bound Printed Matter Markings**

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

In addition to the basic marking in 3.1, 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 3.1. 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 M013 or postal carrier route package information under M014. 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 M820, 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”).

\* \* \* \* \*

**4.0 ENDORSEMENTS—DELIVERY AND ANCILLARY SERVICES**

\* \* \* \* \*

*[Remove 4.5, OCR Read Area.]*

\* \* \* \* \*

**M020 Packages**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Revise the title and text of 1.6 to include Media Mail and Library Mail to read as follows:]*

**1.6 Package Size—Bound Printed Matter, Media Mail, and Library Mail**

Each logical package (the total group of pieces for a package destination) of Bound Printed Matter, Media Mail, and Library Mail must meet the applicable minimum and maximum package size standards in M045, M722, M730, M740, or M820. The pieces in the logical package must then be secured in a physical package or packages. Whenever possible, each physical package for a logical package destination should contain at least the minimum package size. The size of each physical package for a specific logical package destination may contain, however, the exact package minimum, more pieces than the package minimum, or fewer pieces than the package 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 packages in sacks is 20 pounds. Except for mixed ADC packages and for carrier route packages prepared in sacks, each physical package of Bound Printed Matter must contain at least two pieces. For carrier route rate Bound Printed Matter prepared in sacks, the last physical package to an individual carrier route may consist of a single addressed piece, provided that all other packages to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical package) meets the carrier route rate eligibility minimum in E712. Packages prepared on pallets must meet the additional packaging requirements under M045 and each physical package, including carrier route rate mail, must always contain at least two pieces.

\* \* \* \* \*

[Revise the title in 2.0 to show that the standards apply to all classes of mail.]

**2.0 ADDITIONAL STANDARDS**

**2.1 Cards and Letter-Size Pieces**

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

\* \* \* \* \*

[Revise item 2.1c to remove references to the upgradable preparation for First-Class Mail and Standard Mail and to show that nonmachinable and "manual only" pieces must be packaged to read as follows:]

- c. Packages must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; for nonmachinable Presorted Standard Mail; for First-Class Mail and Standard Mail pieces where the mailer has requested "manual only" processing; and for nonautomation Periodicals.

\* \* \* \* \*

**2.2 Flat-Size Pieces**

[Revise 2.2 to add references to Media Mail and Library Mail to read as follows:]

Packages of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in M045.
- b. If placed in sacks:
  - (1) For Periodicals and Standard Mail, the specific weight and height limits in 1.8.
  - (2) For Bound Printed Matter, the specific weight limits in M720.
  - (3) For Media Mail and Library Mail, the specific weight limits in M730 and M740, as applicable.

\* \* \* \* \*

**M030 Containers**

**M031 Labels**

\* \* \* \* \*

**4.0 PALLET LABELS**

\* \* \* \* \*

[Revise the title and text of 4.9 for clarity.]

**4.9 Barcoded Status**

Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. Specific Line 2 label information is in M045, M920, M930, and M940.

\* \* \* \* \*

**5.0 SECOND LINE CODES**

The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

[Revise the table in 5.0 to add a second line code for manual letter-size pieces and nonmachinable parcels; to revise the entries for carrier routes, letters, and machinable parcels; and to add a new entry for manual processing. Insert the entries in alphabetical order to read as follows:]

Content Type	Code
Carrier Routes	CR-RT or CR-RTS
Letters	LTR or LTRS
Machinable	MACH
Manual (cannot be processed on automated equipment or mailer requests manual processing)	MAN or MANUAL
Nonmachinable	NON MACH

\* \* \* \* \*

**M032 Barcoded Labels**

\* \* \* \* \*

**1.0 BASIC STANDARDS—TRAY AND SACK LABELS**

**1.1 Use**

[Revise 1.1 to reorganize the section and to show that barcoded tray labels are required for Enhanced Carrier Route high density and saturation letters and for Barcoded Bound Printed Matter flats.]

Only tray labels may be used for trays; only sack labels may be used for sacks. Mailer-produced barcoded tray and sack labels must meet the standards in M032. Information on labels must be machine-printed. Revisions to preprinted barcoded labels (e.g., handwritten changes) are not permitted. Labels must be inserted completely into the label holder to ensure that they do not fall out during processing. The following types of mail must have barcoded tray or sack labels:

- a. Automation First-Class Mail, Periodicals, and Standard Mail letter-size and flat-size pieces.
- b. First-Class Mail flat-size pieces co-trayed under M910.
- c. Periodicals and Standard Mail flat-size pieces co-sacked under M910 or M920.
- d. Standard Mail Enhanced Carrier Route high density and saturation letter-size pieces. (Barcoded tray labels are not required for letter-size pieces mailed at the nonletter rate.)
- e. Barcoded Bound Printed Matter flat-size pieces.

\* \* \* \* \*

**Exhibit 1.3a 3-Digit Content Identifier Numbers**

[Revise Exhibit 1.3a by adding new categories and Content Identifier Numbers. Also, in the human-readable content line for First-Class Mail and Standard Mail letters, replace “LTRS” with “LTR” and “CR-RTS” with “CR-RT.” The footnotes are unchanged.]

Class and Mailing	CIN	Human-Readable Content Line
* * *	* * *	* * *
<b>FIRST-CLASS MAIL</b>		
[For “FCM Letters — Automation,” in the human-readable content line, replace “LTRS” with “LTR” and “CR-RTS” with “CR-RT” for all entries. Revise the human-readable content line for the 5-digit carrier routes tray for consistency.]		
<b>FCM Letters — Automation</b>		
5-digit carrier routes trays	264	FCM LTR 5D CR-RT BC
* * *	* * *	* * *
[For “FCM Letters — Presorted (Basic Preparation),” change the title and human-readable content line information.]		
<b>FCM Letters — Presorted Nonmachinable (requires or requests manual processing)</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
* * *	* * *	* * *
[For “FCM Letters — Presorted (Upgradable Preparation),” change the title and human-readable content line information to read as follows:]		
<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	261	FCM LTR MACH WKG
* * *	* * *	* * *

**STANDARD MAIL**

[For “Enhanced Carrier Route Letters — Automation,” in the human-readable content line, replace “LTRS” with “LTR” and “CR-RTS” with “CR-RT” for all entries. Revise the human-readable content line for the 5-digit carrier routes tray for consistency.]

**Enhanced Carrier Route Letters — Automation**

5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
* * *	* * *	* * *

[For “Enhanced Carrier Route Letters — Nonautomation,” change the title and human-readable content line information to show that saturation and high density letters must be barcoded to read as follows:]

**Enhanced Carrier Route Letters — Barcoded**

saturation rate trays	557	STD LTR BC WSS (1)
high density rate trays	557	STD LTR BC WSH (1)
basic rate trays	557	STD LTR BC LOT (1)
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
* * *	* * *	* * *

[Add the following entry for ECR letters that are not barcoded but are machinable (for mailers who choose not to barcode their machinable pieces):]

**Enhanced Carrier Route Letters — Nonautomation (Not Barcoded but Machinable)**

saturation rate trays	569	STD LTR MACH WSS (1)
high density rate trays	569	STD LTR MACH WSH (1)
basic rate trays	569	STD LTR MACH LOT (1)
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
* * *	* * *	* * *

[Add the following entry for ECR letters that are not machinable (regardless of whether the pieces are barcoded):]

**Enhanced Carrier Route Letters — Nonautomation (Nonmachinable)**

saturation rate trays	608	STD LTR MAN WSS (1)
high density rate trays	608	STD LTR MAN WSH (1)
basic rate trays	608	STD LTR MAN LOT (1)
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN
* * *	* * *	* * *

[For “STD Letters — Automation,” in the human-readable content line, replace “LTRS” with “LTR” for all entries.]

\* \* \* \* \*

[For “STD Letters — Presorted (Basic Preparation)” change the title and the human-readable content line information to read as follows:]

**STD Letters — Presorted Nonmachinable (requires or requests manual processing)**

5-digit trays	604	STD LTR 5D MANUAL
3-digit trays	606	STD LTR 3D MANUAL
ADC trays	607	STD LTR ADC MANUAL
mixed ADC trays	605	STD LTR MANUAL WKG
* * *	* * *	* * *

[Delete the entry for “STD Letters — Presorted (Nonautomation Processing).”]

[For “STD Letters — Presorted (Upgradable Preparation),” change the title and the human-readable content lines information to read as follows:]

**STD Letters — Presorted Machinable**

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
* * *	* * *	* * *

**PACKAGE SERVICES**

[Add the following entries for “Bound Printed Matter Flats — Automation” to read as follows:]

**Bound Printed Matter Flats — Automation**

5-digit sacks	635	PSVC FLTS 5D BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG
* * *	* * *	* * *

[Replace the entries for Media Mail and Library Mail Flats to read as follows:]

**Media Mail and Library Mail Flats — Presorted**

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

\* \* \* \* \*

[Replace the entries for Media Mail and Library Mail Irregular Parcels to read as follows:]

**Media Mail and Library Mail Irregular Parcels — Presorted**

5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
* * * * *		

[Replace the entries for Media Mail and Library Mail Machinable Parcels to read as follows:]

**Media Mail and Library Mail Machinable Parcels — Presorted**

5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit scheme	680	PSVC MACH 5D
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
* * * * *		

[Add the following entry for "Parcel Post — Irregular (Nonmachinable) Parcels" to read as follows:]

**Parcel Post — Irregular**

3-digit sacks	691	PSVC IRREG 3D
* * * * *		

**2.0 ADDITIONAL STANDARDS—BARCODED TRAY LABELS**

\* \* \* \* \*

**2.4 Barcode**

The label barcode must meet these specifications:

[Revise item 2.4b to replace references to upgradable mail with references to machinable mail.]

- b. *Information.* The barcode must represent:
  - (1) The 5-digit ZIP Code destination of the tray (for trays with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros);
  - (2) The 3-digit content identifier number (CIN) applicable to the content of the tray in Exhibit 1.3a; and
  - (3) The applicable 2-digit USPS processing code. The 2-digit processing code "01" is used for automation rate and machinable letters. The 2-digit processing code "01" also is used for First-Class Mail automation rate flats and for First-Class Mail co-trayed automation rate and Presorted rate flats. The processing code "07" is used for all other mail.

**M033 Sacks and Trays**

\* \* \* \* \*

**2.0 FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL**

**2.1 Letter Tray Preparation**

[Revise 2.1 in its entirety to reorganize and clarify the standards for letter trays to read as follows:]

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 MM (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in 1.3. 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, then mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays.
- 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 1.5 and 1.6.
- 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.



\* \* \* \* \*

**M040 Pallets**

**M041 General Standards**

\* \* \* \* \*

**5.0 PREPARATION**

\* \* \* \* \*

**5.2 Required Preparation**

These standards apply to:

*[Revise item 5.2a to show that letter trays on pallets can be measured by linear feet in addition to the number of layers of trays.]*

- 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 packages, sacks, or parcels or 72 linear feet or 6 layers of letter trays. For packages of Periodicals flats and irregular parcels and packages of Standard Mail flats on pallets that are prepared under the standards for package reallocation to protect the SCF pallet (M045.4.0), 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 packages of Standard Mail flats on pallets prepared under the standards for package reallocation to protect the BMC pallet (M045.5.0), 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 under M045, as appropriate.

**5.3 Minimum Load**

These standards apply to:

*[Revise item 5.3a to show that letter trays on pallets can be measured by linear feet in addition to the number of layers of trays.]*

- 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 packages, 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 under M045. *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.

\* \* \* \* \*

**5.6 Mail on Pallets**

These standards apply to mail on pallets:

\* \* \* \* \*

*[Redesignate items 5.6d through 5.6h as items 5.6e through 5.6i, respectively. Add new item 5.6d to show that letter trays on pallets are measured by linear feet or by the number of layers of trays.]*

- 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.

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**3.0 PALLET PRESORT AND LABELING**

\* \* \* \* \*

**3.2 Standard Mail Packages, Sacks, Irregular Parcels, or Trays on Pallets**

Mailers must prepare pallets in the sequence listed below, except that mailings of sacks and trays must be prepared beginning with 3.2c (because scheme sort is not permitted). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the

mailer's option, packages of Standard Mail flats may be palletized using the advanced presort options under M920, M930, or M940.

\* \* \* \* \*

[Revise item 3.2c to show that pallets of carrier route letters must show on Line 2 of the pallet label whether the pieces are barcoded or not barcoded to read as follows:]

c. *5-Digit Carrier Routes*. Required for sacks and packages; optional for trays. May contain only carrier route rate mail for the same 5-digit ZIP Code.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
- (2) Line 2: For flats and irregulars, "STD FLTS" or "STD IRREG"; followed by "CARRIER ROUTES" or "CR-RTS." For trays, "STD LTRS"; followed by "CARRIER ROUTES" or "CR-RTS"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.

\* \* \* \* \*

[Revise items 3.2f through 3.2j to show that pallets that trays of letters must indicate on Line 2 of the pallet label whether the pieces are barcoded ("BC"), machinable ("MACH"), or nonmachinable ("MAN"):]

f. *3-Digit*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use L002, Column A.
- (2) Line 2: For flats and irregulars, "STD FLTS 3D" or "STD IRREG 3D"; 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 rate mail. For letters, "STD LTRS 3D"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.

g. *SCF*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use L002, Column C.
- (2) Line 2: For flats and irregulars, "STD FLTS SCF" or "STD IRREG SCF"; 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 rate mail. For letters, "STD LTRS SCF"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet

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

h. *ASF*. Required, except that an ASF sort may not be required if using package reallocation for flats to protect the BMC pallet under 5.0. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to ASF pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. See E650.5.0 for additional requirements for DBMC rate eligibility.

- (1) Line 1: use L602.
- (2) Line 2: For flats and irregulars, "STD FLTS ASF" or "STD IRREG ASF"; 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 rate mail. For letters, "STD LTRS ASF"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.

i. *BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to BMC pallets based on the "label to" ZIP Code for the AADC destination of the tray in L801. See E650.5.0 for additional requirements for DBMC rate eligibility.

- (1) Line 1: use L601.
- (2) Line 2: For flats and irregulars, "STD FLTS BMC" or "STD IRREG BMC"; 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 rate mail. For letters, "STD LTRS BMC"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.

j. *Mixed BMC (for sacks and trays on pallets only)*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.

- (1) Line 1: use "MXD" followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to

plant serving entry post office if authorized by the processing and distribution manager).

- (2) Line 2: For flats and irregulars, "STD FLTS" or "STD IRREG"; 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 rate mail; followed by "WKG." For letters, "STD LTRS"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters; followed by "WKG."

*[Revise the title of 3.3 and items a, b, c, and e to add BPM in the first sentence in front of flats to show that this sort level is for Bound Printed Matter only to read as follows:]*

### **3.3 Package Services Flats—Packages and Sacks on Pallets**

\* \* \* \* \*

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

### **3.4 Package Services Irregular Parcels—Packages and Sacks on Pallets**

\* \* \* \* \*

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

### **3.5 Machinable Parcels—Standard Mail and Package Services**

\* \* \* \* \*

*[Remove 3.6, Presorted Media Mail and Library Mail.]*

\* \* \* \* \*

*[Revise 12.0 by adding "and 3-digit" following each mention of 5-digit scheme or 5-digit and revise to read as follows:]*

## **12.0 PARCEL POST DSCF RATES—PARCELS ON PALLETS**

### **12.1 Basic Preparation, Parcels on Pallets**

*[Revise 12.1 to read as follows:]*

Unless prepared under 12.2, or in sacks under M710, 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 12.2, each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in 12.2b. 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 12.1b(1) and some pallets under the minimum volume requirement in 12.1b(2). A mailing entered at a destination SCF facility containing pallets prepared under 12.1 also may include mail that is sacked for the DSCF rate under M710. Double stacking is permitted if the requirements of M041 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 M041).
- 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 of the following ways. One or both methods may be used in a single mailing:
- (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 M710. 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 12.1d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit scheme pallet labeling:
- (1) Line 1: use L606, Column B.
  - (2) Line 2: "PSVC PARCELS 5D SCH."
- e. 5-digit pallet labeling:
- (1) Line 1: use city, state, and 5-digit ZIP Code destination of contents.
  - (2) Line 2: "PSVC PARCELS 5D."
- f. 3-digit pallet labeling:
- (1) Line 1: use L002, Column C.
  - (2) Line 2: "PSVC PARCELS 3D."
- g. Separation. If sacks prepared under M710 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 are prepared under the provisions of M710.

**12.2 Alternate Preparation, Parcels on Pallets**

*[Revise 12.2 to read as follows:]*

DSCF rate mailings not prepared under 12.1 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 (nonmachinable) destinations under 12.2 (i.e., mail prepared under 12.1 and mail sacked under M710 must not be included in a mailing prepared under 12.2). For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet when sorted to 5-digit scheme or 5-digit destinations. Double stacking is permitted if the requirements of M041 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 (nonmachinable) must be at least 50.
- c. Overflow. After filling pallets to a 5-digit scheme, 5-digit or 3-digit destinations, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one of the following ways (one or both methods may be used in a single mailing):
  - (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 M710. 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 12.2d 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 the 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 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.

\* \* \* \* \*

**M050 Delivery Sequence Changes**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Revise 1.2 to reinstate the option of placing pieces that cannot be sequenced in ascending order by ZIP+4 sector segments.]*

**1.2 Missing Addresses**

If mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained, then these pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. These pieces must be sequenced alphabetically by complete street name, numerically for numbered streets, and then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

\* \* \* \* \*

**4.0 DOCUMENTATION**

**4.1 General**

*[Revise the first paragraph of 4.1 to clarify that signing a postage statement certifies that the mail meets the requirements for the rates claimed to read as follows:]*

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 (in 4.1a through 4.1e) 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:

\* \* \* \* \*

**M100 First-Class Mail (Nonautomation)**

\* \* \* \* \*

**M130 Presorted First-Class Mail**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Revise the title and text of 1.5 to account for the new preparation for nonmachinable pieces.]*

**1.5 Nonmachinable Pieces**

Nonmachinable cards and letters must use the preparation sequence and tray labeling in 3.0. Nonmachinable flats must use the preparation sequence and tray labeling in 4.0.

*[Redesignate 1.6, Co-Traying With Automation Rate Mail, as 1.7. Add new 1.6 for the manual only option to read as follows:]*

**1.6 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 3.0. The manual only option is not available for flats.

*[Replace section 2.0 with the preparation for cards and machinable letters to read as follows (this preparation is very similar to the current upgradable preparation). Machinable pieces are packaged only to maintain their orientation in the tray.]*

**2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES**

**2.1 Packaging**

Machinable pieces are not packaged, except for (see M020):

- 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.

**2.2 Tray Preparation and Labeling**

Preparation sequence, tray size, and labeling:

- a. 5-digit: optional; full trays only; no overflow.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by prefixes under M031.
  - (2) Line 2: "FCM LTR 5D MACH."
- b. 3-digit: required; full trays only, except for one less-than-full tray for each origin 3-digit(s); no overflow.
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "FCM LTR 3D MACH."
- c. AADC: required; full trays only; no overflow.
  - (1) Line 1: use L801, Column B.
  - (2) Line 2: "FCM LTR AADC MACH."
- d. Mixed AADC: required; no minimum.
  - (1) Line 1: use "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 LTR MACH WKG."

*[Replace section 3.0, Upgradable Preparation, with the preparation instructions for nonmachinable and manual only pieces to read as follows:]*

**3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES**

**3.1 Packaging**

Packaging is required. Mailers who prefer that the USPS not automate letter-size pieces must identify each package with a facing slip on which "MANUAL ONLY" is printed or with a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

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

**3.2 Exception to Packaging**

Under certain conditions, nonmachinable pieces may not need to be packaged (see M020.1.9).

**3.3 Tray Preparation and Labeling**

Preparation sequence, tray size, and labeling:

- a. 5-digit: required; full trays only; no overflow.

- (1) Line 1: use 5-digit city, state, and ZIP Code on mail, preceded for military mail by prefixes under M031.
- (2) Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit: required; full trays only, except for one less-than-full tray for each origin 3-digit(s); no overflow.
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "FCM LTR 3D MANUAL."
- c. ADC: required; full trays only; no overflow.
  - (1) Line 1: use L004, Column B.
  - (2) Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC: required; no minimum.
  - (1) Line 1: use "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 LTR MANUAL WKG."

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

**4.0 PREPARATION—FLATS**

\* \* \* \* \*

[Redesignate 4.2 and 4.3 as 4.3 and 4.4, respectively. Add new 4.2 to show that flats do not have to be packaged under certain conditions:]

**4.2 Exception to Packaging**

Under certain conditions, flat-size pieces may not need to be packaged (see M020.1.9).

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

[Revise the title of M210 to read as follows:]

**M210 Presort Rates**

\* \* \* \* \*

[Remove 5.0, Combining Multiple Publications or Editions. This section has moved to M230.]

**M220 Carrier Route Rates**

\* \* \* \* \*

[Remove 5.0, Combining Multiple Publications or Editions. This section has moved to M230.]

[Add new M230 to read as follows:]

**M230 Combining Multiple Editions or Publications of the Same Publisher**

**1.0 DESCRIPTION**

A combined mailing is a mailing in which two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies of all the publications or editions are presorted together into packages to achieve the finest presort level possible for the combined mailing.

**2.0 VOLUME**

More than one Periodicals publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or package for the rate claimed.

**3.0 EACH PIECE**

Each piece must meet the basic standards in E211 and the specific standards for the rate claimed.

**4.0 DOCUMENTATION**

Presort documentation required under P012 must also show the total number of addressed pieces and copies of each publication or edition mailed to each carrier route, 5-digit, and 3-digit destination. The publisher must also provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces and copies of each publication or edition qualifying for each destination rate.

**5.0 SEPARATE POSTAGE STATEMENTS**

A separate postage statement must be prepared for the per pound postage computations for each publication or edition that is part of the combined mailing. The title and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the postage statements. The per piece postage computations for all other than preferred rate publications must be calculated on the postage statement for the publication containing the higher (or highest) amount of advertising. The per piece postage computations for all preferred rate publications must be calculated on the postage statement for the publication containing the higher (or highest) amount of advertising. The nonadvertising adjustment must be computed on the appropriate postage statement for each rate category based on the publication (or edition, if applicable) containing the higher (or highest) amount of advertising matter for that rate category.

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Presorted Standard Mail**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

[Redesignate 1.5 and 1.6 as 1.6 and 1.7, respectively. Add new 1.5 to account for the new preparation for nonmachinable pieces to read as follows:]

**1.5 Nonmachinable Pieces**

Nonmachinable cards and letters must use the preparation sequence and tray labeling in 3.0.

*[Revise the title and text of the redesignated 1.6 to read as follows:]*

### 1.6 Manual Only Option

Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the packaging and tray preparation sequence for nonmachinable pieces in 3.0. The manual only option is not available for flats.

\* \* \* \* \*

*[Replace section 2.0 with the preparation instructions for machinable cards and letters (this preparation is very similar to the current upgradable preparation). Machinable pieces are packaged only to maintain their orientation in the tray.]*

## 2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

### 2.1 Packaging

Machinable pieces are not packaged, except for (see M020):

- a. Card-size pieces.
- b. All pieces in a less-than-full origin or entry 3-digit tray.
- c. All pieces in a less-than-full mixed AADC tray.

### 2.2 Tray Preparation 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.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
  - (2) Line 2: "STD LTR 5D MACH."
- b. 3-digit: required (no minimum).
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "STD LTR 3D MACH."
- c. Origin 3-digit(s): required (no minimum); optional for entry 3-digit(s) (no minimum).
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "STD LTR 3D MACH."
- d. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix.
  - (1) Line 1: use L801.
  - (2) Line 2: "STD LTR AADC MACH."
- e. Mixed AADC: required (no minimum); group pieces by AADC.
  - (1) Line 1: use L802 (mail entered at an ASF or BMC) or L803.
  - (2) Line 2: "STD LTR MACH WKG."

*[Replace 3.0, Upgradable Preparation, with the new preparation instructions for nonmachinable pieces:]*

## 3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES

### 3.1 Packaging

Packaging is required. Mailers who prefer that the USPS not automate their pieces must identify each package with a facing slip on which "MANUAL ONLY" is printed or with a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

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

### 3.2 Exception to Packaging

Under certain conditions, nonmachinable pieces may not need to be packaged (see M020.1.9).

### 3.3 Tray Preparation and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit: required (full trays); no overflow.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
  - (2) Line 2: "STD LTR 5D MANUAL."
- b. 3-digit: required (no minimum).
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "STD LTR 3D MANUAL."
- c. Origin 3-digit(s): required (one-package minimum); optional for entry 3-digit(s) (no minimum).
  - (1) Line 1, use L002, Column A.
  - (2) Line 2: "STD LTR 3D MANUAL."
- d. ADC: required (full trays); no overflow.
  - (1) Line 1, use L004.
  - (2) Line 2: "STD LTR ADC MANUAL."
- e. Mixed ADC: required (no minimum).
  - (1) Line 1: use "MXD" followed by city, state, and ZIP of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004.
  - (2) Line 2: "STD LTR MANUAL WKG."

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail**

\* \* \* \* \*

**3.0 TRAY PREPARATION—LETTER-SIZE PIECES**

*[Revise current 3.1 and 3.2 into a single section 3.1 and revise the Line 2 information to show the barcoded status:]*

**3.1 Required Tray Preparation**

Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by correct prefix under M031.
  - (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 package.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by prefix under M031.
  - (2) Line 2: “STD LTR 5D CR-RT BC.”
- c. 3-digit carrier routes: optional with minimum one 10-piece package for each of two or more 5-digit areas.
  - (1) Line 1: use city, state, and ZIP shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on package.
  - (2) Line 2: “STD LTR 3D CR-RT BC.”

*[Add new 3.2 to show the Line 2 information for trays containing mail that is machinable but is not barcoded.]*

**3.2 Tray Line 2 for Machinable Nonbarcoded Pieces**

For trays that contain letter-size pieces that are machinable but not barcoded, use “MACH” on Line 2 in place of “BC.”

*[Add new 3.3 to show the Line 2 information for trays containing mail that is nonmachinable (barcoded or not):]*

**3.3 Tray Line 2 for Nonmachinable Pieces**

For trays that contain letter-size pieces that are nonmachinable, use “MAN” on Line 2 in place of “BC.”

*[Add new 3.4 to show the Line 2 information for trays containing mail with a simplified address:]*

**3.4 Tray Line 2 for Pieces with Simplified Address**

For trays that contain letter-size pieces with a simplified address, use “MAN” on Line 2 in place of “BC.”

**4.0 SACK PREPARATION—FLATS**

**4.1 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:

*[Add new item d to show an exception to the sack minimum for saturation rate pieces. This standard was moved from E630.4.1.]*

- 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.

\* \* \* \* \*

**M700 Package Services**

**M710 Parcel Post**

\* \* \* \* \*

**2.0 DSCF RATE**

*[Revise 2.1 to add DSCF rate 3-digit nonmachinable parcels to read as follows:]*

**2.1 General**

To qualify for the DSCF rate, 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 under 2.2 or directly on pallets or in pallet boxes on pallets under M041 and M045. 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 E751.6.0). 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 G043) and Exhibits E751.7.0 and E751.8.0 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 C700.2.0) sorted to 3-digit ZIP Code prefixes in L002, Column C. Machinable parcels may not be sorted to the 3-digit level.

\* \* \* \* \*

## 2.2 DSCF Sack Preparation

*[Revise 2.2 by redesignating "e" as "f" and adding new "e" and revising "f" to add sack preparation requirements for DSCF rate nonmachinable parcels to read as follows:]*

- e. 3-digit nonmachinable sack labeling: Line 1, use L002, Column A; for Line 2, "PSVC IRREG 3D."  
 f. See M045 for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

\* \* \* \* \*

## M720 Bound Printed Matter

## M721 Single-Piece Bound Printed Matter

\* \* \* \* \*

## 1.0 BASIC STANDARDS

### 1.1 General

*[Revise 1.1 by adding a sentence at the end for barcoded single-piece rate Bound Printed Matter to read as follows:]*

\*\*\*Bound Printed Matter claiming a barcoded discount must meet the applicable standards in E712.

\* \* \* \* \*

## M730 Media Mail

\* \* \* \* \*

*[Replace section 1.0 to read as follows:]*

## 1.0 BASIC STANDARDS

### 1.1 General

There are no presort, sacking, or labeling standards for single-piece Media Mail. All mailings of Presorted Media Mail are subject to the standards in 2.0 through 4.0 and to these general requirements:

- Each mailing must meet the applicable standards in E710, E713, and in M010, M020, and M030.
- All pieces in a mailing must be within the same processing category as described in C050. A Media Mail irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. 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 C010 also are irregular parcels.
- All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.

- Each piece claimed at Media Mail rates must be marked "Media Mail" under M012. Each piece claimed at Presorted Media Mail rates also must be marked "Presorted" or "PRSRT" under M012.

## 1.2 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each 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 level at the time of mailing.

*[Replace section 2.0 to read as follows:]*

## 2.0 PREPARATION—FLATS

### 2.1 Packaging

A package 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. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces.

### 2.2 Package Preparation

Packages must be prepared and labeled in the following required sequence:

- 5-digit: optional, but required for 5-digit rate eligibility; red Label D or optional endorsement line (OEL).
- 3-digit: required; green Label 3 or OEL.
- ADC: required; pink Label A or OEL.
- Mixed ADC: required (no minimum); tan Label MXD or OEL.

### 2.3 Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in 2.4 or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

### 2.4 Sack Preparation

Sacks must be prepared and labeled in the following sequence:

- 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum).
  - Line 1: use city, state, and 5-digit ZIP Code on packages, preceded for military mail by correct prefix in M031.
  - Line 2: "PSVC FLTS 5D NON BC."
- 3-digit: required (20-piece minimum).
  - Line 1: use L002, Column A.
  - Line 2: "PSVC FLTS 3D NON BC."

- c. ADC: required (20-piece minimum).
  - (1) Line 1: use L004, Column B.
  - (2) Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
  - (1) Line 1: use "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.
  - (2) Line 2: "PSVC FLTS NON BC WKG."

[Add new 3.0 to read as follows:]

**3.0 PREPARATION—IRREGULAR PARCELS**

**3.1 Packaging**

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces, except that packaging 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 package volume is met. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces. Packaging 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 package 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 package and their total weight.
- c. Mailers must note on the postage statement which sacking method was used.

**3.2 Package Preparation**

Packages must be prepared and labeled in the following sequence:

- a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D 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 (no minimum); tan Label MXD or OEL.

**3.3 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.

**3.4 Sack Preparation**

Sacks must be prepared and labeled in the following sequence:

- 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 packages, preceded for military mail by correct prefix in M031.
  - (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) Line 1: use “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.
- (2) Line 2: “PSVC IRREG WKG.”

*[Add new 4.0 to read as follows:]*

#### 4.0 PREPARATION—MACHINABLE PARCELS

##### 4.1 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 is subject to these additional 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 package 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.

##### 4.2 Sack Preparation

Sacks must be prepared and labeled in the following sequence:

- 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 parcels, preceded for military mail by correct prefix in M031.
  - (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 information in L601, Column B, for BMC serving 3-digit ZIP Code of entry post office.
- (2) Line 2: “PSVC MACH WKG.”

#### M740 Library Mail

\* \* \* \* \*

*[Replace section 1.0 to read as follows:]*

#### 1.0 BASIC STANDARDS

##### 1.1 General

There are no presort, sacking, or labeling standards for single-piece Library Mail. All mailings of Presorted Library Mail are subject to the standards in 2.0 through 4.0 and to these general standards:

- a. Each mailing must meet the applicable standards in E710, E714, and in M010, M020, and M030.
- b. All pieces in a mailing must be within the same processing category as described in C050. A Library Mail irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. 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 C010 are also considered irregular parcels.
- c. All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.
- d. Each piece claimed at Library Mail rates must be marked “Library Mail” under M012. Each piece claimed at Presorted Library Mail rates also must be marked “Presorted” or “PRSRT” under M012.

##### 1.2 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each 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 level at the time of mailing.

*[Replace section 2.0 to read as follows:]*

#### 2.0 PREPARATION—FLATS

##### 2.1 Packaging

A package 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. The maximum weight of each physical package is 20 pounds, except that 5-digit packages, placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces.

**2.2 Package Preparation**

Packages must be prepared and labeled in the following sequence:

- a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D 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 (no minimum); tan Label MXD or OEL.

**2.3 Sacking**

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in 2.4 or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

**2.4 Sack Preparation**

Sacks must be prepared and labeled in the following sequence:

- 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 packages, preceded for military mail by correct prefix in M031.
  - (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) Line 1: use "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.
  - (2) Line 2: "PSVC FLTS NON BC WKG."

*[Add new 3.0 to read as follows:]*

**3.0 PREPARATION—IRREGULAR PARCELS**

**3.1 Packaging**

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces, except that packaging 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 package volume is met. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least

two addressed pieces. Packaging 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 package 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.

**3.2 Package Preparation**

Packages must be prepared and labeled in the following sequence:

- a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D 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 (no minimum); tan Label MXD or OEL.

**3.3 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 package 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.

**3.4 Sack Preparation**

Sacks must be prepared and labeled in the following sequence:

- 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 packages, preceded for military mail by correct prefix in M031.
  - (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) Line 1: use "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.
  - (2) Line 2: "PSVC IRREG WKG."

[Add new 4.0 to read as follows:]

**4.0 PREPARATION—MACHINABLE PARCELS**

**4.1 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 is subject to these additional 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 package 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.

**4.2 Sack Preparation**

Sacks must be prepared and labeled in the following sequence:

- 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 parcels, preceded for military mail by correct prefix in M031.
  - (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 information in L601, Column B, for BMC serving 3-digit ZIP Code of entry post office.
  - (2) Line 2: "PSVC MACH WKG."

**M800 All Automation Mail**

**M810 Letter-Size Mail**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.2 Mailings**

The requirements for mailings are as follows:

\* \* \* \* \*

[Revise items 1.2b and 1.2d to replace the automation basic rate with the new AADC and mixed AADC rates.]

- 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.

\* \* \* \* \*

- d. Standard Mail. Automation carrier route pieces must be prepared as a separate mailing (and meet a separate minimum volume requirement) from pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC rates.

**1.3 Documentation**

[Revise 1.3 to remove references to the basic rate.]

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 P012. *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 mailers may use a single postage statement and a single documentation report (with a separate summary for carrier route and a separate summary for all other rate levels) for both an automation carrier route mailing and a mailing containing pieces prepared at other automation rates when both mailings are submitted for entry at the same time. Combined mailings of more than one Periodicals publication also must be documented under M210 and M220. First-Class Mail and Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under P014 and P960.

\* \* \* \* \*

**2.0 FIRST-CLASS MAIL AND STANDARD MAIL**

\* \* \* \* \*

**2.3 Tray Line 2**

Line 2: "FCM LTR" or "STD LTR" and:

\* \* \* \* \*

[In 2.3, revise the introduction and items b and c to change "LTRS" to "LTR," to change "CR-RTS" to "CR-RT," and to add "5D" to the 5-digit carrier routes tray:]

- b. 5-digit carrier routes: "5D CR-RT BC."
- c. 3-digit carrier routes: "3D CR-RT BC."

\* \* \* \* \*

**M820 Flat-Size Mail**

[Revise Summary to include Bound Printed Matter to read as follows:]

**Summary**

M820 describes the preparation standards for flat-size automation rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter.

**1.0 BASIC STANDARDS**

**1.1 Standards**

[Revise the first sentence of 1.1 by adding text for Bound Printed Matter flats to read as follows:]

Flat-size Bound Printed Matter pieces claiming the bar-coded discount and flat-size automation rate First-Class Mail, Periodicals, and Standard Mail must be prepared under M820 and the eligibility standards for the rate claimed.\*\*\*

**1.2 Mailings**

[Revise 1.2 to replace the First-Class Mail automation basic rate with the new ADC and mixed ADC rates to read as follows:]

All pieces in a mailing must meet the standards in C820 and 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. 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 M011. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

\* \* \* \* \*

**1.4 Marking**

[Revise the last sentence of 1.4 by adding reference P700 to read as follows:]

\*\*\*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 is applied under P100, P600, or P700.

\* \* \* \* \*

[Add new 6.0 for Bound Printed Matter to read as follows:]

**6.0 BOUND PRINTED MATTER**

**6.1 Package Preparation**

Packages must be prepared and labeled in the following sequence:

- a. 5-digit: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); red Label D or optional endorsement line (OEL).
- b. 3-digit: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); green Label 3 or OEL.

- c. ADC: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); pink Label A or OEL.
- d. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label MXD or OEL.

**6.2 Sack Preparation and Labeling**

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 addressed pieces. Preparation sequence, tray size, and labeling:

- a. 5-digit: required.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on packages.
  - (2) Line 2: "PSVC FLTS 5D BC."
- b. 3-digit: required.
  - (1) Line 1: use L002, Column A.
  - (2) Line 2: "PSVC FLTS 3D BC."
- c. SCF: optional.
  - (1) Line 1: use L005, Column B.
  - (2) Line 2: "PSVC FLTS SCF BC."
- d. ADC: required.
  - (1) Line 1: use L004.
  - (2) Line 2: "PSVC FLTS ADC BC."
- e. Mixed ADC: required.
  - (1) Line 1: use "MXD" followed by origin facility in L802 or L803 as appropriate.
  - (2) Line 2: "PSVC FLTS BC WKG."

\* \* \* \* \*

**P Postage and Payment Methods**

**P000 Basic Information**

**P010 General Standards**

**P011 Payment**

\* \* \* \* \*

**1.0 PREPAYMENT AND POSTAGE DUE**

\* \* \* \* \*

*[Revise 1.5 to change the "nonstandard" surcharge to the "nonmachinable" surcharge to read as follows:]*

**1.5 Shortpaid Mail—Basic Standards**

Mail of any class, including mail indicating special 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.

\* \* \* \* \*

*[Revise title and text of 1.8 to show that the nonstandard surcharge is replaced by the nonmachinable surcharge to read as follows:]*

**1.8 Shortpaid Nonmachinable Mail**

Shortpaid nonmachinable First-Class Mail is returned to the sender for additional postage.

\* \* \* \* \*

**P012 Documentation**

\* \* \* \* \*

*[Revise title and text of 2.0 to add Bound Printed Matter flats to read as follows:]*

**2.0 STANDARDIZED DOCUMENTATION — FIRST-CLASS MAIL, PERIODICALS, STANDARD MAIL AND BOUND PRINTED MATTER FLATS**

**2.1 Basic Standards**

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter Flats, \*\*\*

**2.2 Format and Content**

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter Flats, \*\*\*

\* \* \* \* \*

**2.3 Rate Level Column Headings**

The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 2.2 and shown below:

*[Revise 2.3a to add the AADC and mixed AADC rates for automation letters and the ADC and mixed ADC rates automation for flats and revise the entry for Basic.]*

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

Rate	Abbreviation
* * * * *	*
AADC [First-Class Mail letters/cards and Standard Mail letters]	AB
ADC [First-Class Mail flats]	AB
* * * * *	*
Basic [flats]	BB
Mixed AADC [First-Class Mail letters/cards and Standard Mail letters]	MB
Mixed ADC [First-Class Mail flats]	MB
* * * * *	*

**3.0 DETAILED ZONE LISTING FOR PERIODICALS**

**3.1 Definition and Retention**

*[Revise the first sentence of 3.1 by making minor edits and adding DADC rates to read as follows:]*

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.\*\*\*

**3.2 Characteristics**

Report the number of copies mailed to each 3-digit ZIP Code prefix at applicable zone rates using one of the following formats:

\* \* \* \* \*

*[Revise the first sentence of item 3.2b by making minor edits and adding DADC to read as follows:]*

- 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 prefix, listed in ascending numeric order, for each zone.\*\*\*

**3.3 Zone Abbreviations**

Use the actual rate name or the authorized zone abbreviation in the listings in 2.0 and 3.2:

*[Revise the table in 3.3 to include the zone abbreviation, "ADC" and rate equivalent, "outside-county, DADC" to read as follows:]*

Zone Abbreviation	Rate Equivalent
* * * * *	* * * * *
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
* * * * *	* * * * *

**4.0 POSTAGE STATEMENT**

\* \* \* \* \*

*[Revise 4.2 for clarity adding relocated P950.5.5 and 6.11. Add new 4.3 to clarify what is required for facsimile postage statements.]*

**4.2 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. The mailer may submit a computer-generated facsimile (see 4.3). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

*[Add new 4.3 to read as follows.]*

**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. 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. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the New York RCSC.

**P013 Rate Application and Computation**

\* \* \* \* \*

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.2 Expression**

*[Revise 1.2 by adding new d and e, to read as follows:]*

For these standards, express:

- a. Piece counts in whole numbers.
- b. Weights in decimal pounds (e.g., 1.125 pounds) rounded as shown below.
- c. Postage in decimal dollars (e.g., \$0.162) 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 Packages 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 Packages 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.

\* \* \* \* \*

**2.0 RATE APPLICATION—EXPRESS MAIL, FIRST-CLASS MAIL, AND PRIORITY MAIL**

\* \* \* \* \*

**2.4 Priority Mail**

[Revise 2.4 by replacing "5 pounds" with "1 pound" to read as follows:]

Except under 2.5, 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, the rates are based on weight and zone.

**2.5 Flat Rate Envelope**

[Revise 2.5 by changing "2-pound" to "1-pound" to read as follows:]

Each addressed Express Mail flat rate envelope is charged the Express Mail rate applicable to a 1/2-pound piece, regardless of its actual weight. Each addressed Priority Mail flat rate envelope is charged the Priority Mail rate applicable to a 1-pound piece, regardless of its actual weight.

**2.6 Keys and Identification Devices**

[Revise 2.6 by adding "zone rate" to the 2-pound weight to read as follows:]

Keys and identification devices weighing 13 ounces or less are charged First-Class Mail rates per ounce or fraction thereof in accordance with 2.3, plus the fee in R100.10.0. Keys and identification devices weighing more than 13 ounces but not more than 1 pound are mailed at the 1-pound Priority Mail flat rate plus the fee in R100.10.0. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are subject to the 2-pound Priority Mail rate for zone 4 plus the fee in R100.10.0.

\* \* \* \* \*

**5.0 RATE APPLICATION—PACKAGE SERVICES**

\* \* \* \* \*

**5.2 Parcel Post**

[Revise 5.2 by changing "2 pounds" to "1 pound" in the last sentence to read as follows:]

\*\*\*The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound.

**5.3 Single-Piece Bound Printed Matter**

[Revise 5.3 by changing "1.5 pounds" to "1 pound" in the last sentence to read as follows:]

\*\*\*The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound.

\* \* \* \* \*

**7.0 COMPUTING POSTAGE—PERIODICALS**

\* \* \* \* \*

**7.7 Total Postage**

[Revise 7.7 to clarify total postage reporting by separate Outside-County and In-County charges.]

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.

**8.0 COMPUTING POSTAGE—STANDARD MAIL**

\* \* \* \* \*

[Revise 8.3 to include affixing any surcharge.]

**8.3 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.

[Renumber current 8.4 as 8.5. Add new 8.4 to show how to compute affixed postage for heavy automation and ECR letters.]

**8.4 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 8.6. through 8.8); and round the sum up to the next tenth of a cent.

\* \* \* \* \*

*[Add new 8.6 to show how to calculate the discount for heavy automation letters.]*

**8.6 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 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.

*[Add new 8.7 to show how to calculate the discount for heavy automation-compatible ECR letters.]*

**8.7 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.

*[Add new 8.8 to show how to calculate the discount for heavy ECR automation basic letters.]*

**8.8 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.

\* \* \* \* \*

**P014 Refunds and Exchanges**

\* \* \* \* \*

**2.0 POSTAGE AND FEES REFUNDS**

\* \* \* \* \*

**2.7 Unallowable Refunds**

\* \* \* \* \*

*[Add item e, which includes text relocated from P950.4.4, to 2.7 to read as follows:]*

- e. Postage for any failure to provide service caused by any event that occurs before a PVDS shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility.

\* \* \* \* \*

**5.0 EXPRESS MAIL POSTAGE REFUND**

\* \* \* \* \*

**5.2 Conditions for Refund**

*[Revise 5.2 to read as follows:]*

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 D500.1.6, 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.

**5.3 Refunds Not Given**

*[Revise 5.3 to read as follows:]*

A refund claim will not be given if the guaranteed service was not provided due to any of the circumstances in D500.1.6.

\* \* \* \* \*

**P020 Postage Stamps and Stationery**

**P021 Stamped Stationery**

\* \* \* \* \*

**3.0 OTHER STATIONERY**

[Revise title of 3.1 to by adding "s" to "Card" to read as follows:]

**3.1 Stamped Cards**

[Revise 3.1 by adding availability of stamped cards to read as follows:]

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).

\* \* \* \* \*

**P100 First-Class Mail**

\* \* \* \* \*

**4.0 PRESORTED RATE**

\* \* \* \* \*

**4.2 Affixed Postage**

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:

\* \* \* \* \*

[Revise 4.2b to change the "nonstandard" surcharge to the "nonmachinable" surcharge to read as follows:]

- 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.

\* \* \* \* \*

**5.0 AUTOMATION RATES**

\* \* \* \* \*

**5.2 Postage Affixed, Generally**

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:

\* \* \* \* \*

[Revise item 5.2b to change the "nonstandard" surcharge to the "nonmachinable" surcharge to read as follows:]

- b. Flat-size pieces must bear enough postage to include the nonmachinable surcharge if applicable.

\* \* \* \* \*

**P200 Periodicals**

\* \* \* \* \*

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.5 Postage Statement and Documentation**

[Revise the second sentence of 1.5 by adding "DADC" to read as follows:]

\*\*\*The postage statement must be supported by documentation as required by P012 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).\*\*\*

\* \* \* \* \*

[Redesignate 1.8 through 1.12 as 1.9 through 1.13, respectively. Add new 1.8 to read as follows:]

**1.8 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 under, 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.

\* \* \* \* \*

**2.0 MONTHLY POSTAGE STATEMENT**

\* \* \* \* \*

[Remove 2.3, Waiving Nonadvertising Rates, and redesignate 2.4 as 2.3.]

\* \* \* \* \*

**P600 Standard Mail**  
 \* \* \* \* \*

**2.0 PRESORTED AND ENHANCED CARRIER ROUTE RATES**

**2.1 Identical-Weight Pieces**

*[Revise 2.1 to include a reference to surcharges to read as follows:]*

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 P012 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

*[Revise 2.2 to show that when affixing postage, heavy letters must have full postage affixed to every piece in the mailing.]*

**2.2 Nonidentical-Weight Pieces**

Postage for nonidentical-weight pieces subject to the minimum per piece rates may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound rates may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece rate to each piece and pay the pound rate for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, "nonidentical" must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

\* \* \* \* \*  
**P900 Special Postage Payment Systems**  
**P910 Manifest Mailing System (MMS)**  
 \* \* \* \* \*  
**3.0 KEYLINE**  
 \* \* \* \* \*

**Exhibit 3.3a Rate Category Abbreviations — First-Class Mail**

*[Revise Exhibit 3.3a by removing the entry for automation basic and by adding entries for the new AADC, ADC, mixed AADC, and mixed ADC rates.]*

Code	Rate Category
AB	Automation AADC
AB	Automation ADC
MB	Automation Mixed AADC
MB	Automation Mixed ADC

**Exhibit 3.3b Rate Category Abbreviations — Standard Mail**

*[Revise Exhibit 3.3a by adding entries for the new AADC and mixed AADC rates and by revising the entries for automation basic and basic:]*

Code	Rate Category
BB	Automation Basic
BS	Basic
AB	Automation AADC
MB	Automation Mixed AADC

\* \* \* \* \*

*[P950 is revised in its entirety to clarify standards for PVDS. In addition, current P950.4.4, which contained standards regarding refunds, is relocated to P014.2.7. With the elimination of four (separate) Standard Mail Consolidated Postage Statements and the addition of a single Form 3602-C, Consolidated Postage Statement Supplement used with typical Standard Mail postage statements, the separate postage reporting standards in P950 are no longer needed. Also removed was redundant information that appears elsewhere. This revision does not substantially change PVDS standards.]*

**P950 Plant-Verified Drop Shipment (PVDS)**

**Summary**

P950 describes the purpose, program participation, liability, and options.

**1.0 DESCRIPTION**

**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.

### 1.2 Function

Under PVDS:

- a. Mailings are verified at origin by USPS employees assigned either to a detached mail unit (DMU) at a mailer's plant or to the business mail entry unit (BMEU) at the origin post office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.
- b. For Periodicals, postage is paid at a valid original entry or additional entry post office, serving the mailer's plant, unless an alternative postage payment method is authorized.
- c. For Standard Mail and Package Services, postage and fees are paid under a valid permit at the post office serving the mailer's plant, or as designated by the district manager.
- d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

### 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 P200). 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 (and fees) at the destination USPS facility for postage payment.

### 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.

## 2.0 PROGRAM PARTICIPATION

### 2.1 Mailer Responsibility

A mailer participating in PVDS must comply with P950. 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 G020.

### 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.

### 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 item 2.3d, 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 and unload them for verification. When cleared for dispatch, the mailer must reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility.

#### **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 destination facility for the Express Mail or Priority Mail drop shipment). 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.)

#### **2.5 Standard Mail and Package Services**

The mailer must pay any applicable permit fees, mailing fees, and postage for Standard Mail and Package Services PVDS at either the post office serving the mailer's plant or the post office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their release. For Nonprofit Standard Mail rates, a valid authorization must be on file at the post office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited.

#### **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.

#### **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.

#### **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.

#### **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 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.

#### **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 by a 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 appear 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.

#### **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 deposited 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 C023 may not be carried in the same vehicle as PVDS mailings.

## 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.

## 3.0 LIABILITY

The mailer assumes all responsibility and liability for any loss or damage to PVDS before they are deposited and accepted as mail at destination USPS facilities, including third party transportation.

## 4.0 STANDARD MAIL DOCUMENTATION

### 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).

### 4.2 Documentation

In addition to the documentation required in P012, the mailer must also submit the following documentation 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 are used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.
- b. A separate Form 8125 for each PVDS listed on Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on the Form 3602-C (or postage statement register) and the corresponding Form 8125, as appropriate.
- c. A separate postage statement showing the mailing post office as the same office as 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 Form 3602-C and Form 8125.

## 5.0 PACKAGE SERVICES PVDS OPTION

### 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, on the postage statement register that lists these individual statements, and on 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.

### 5.2 Individual Postage Statements

The mailer must produce and 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.

### 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 with 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 that lists 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.

**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.

**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 statements are used to debit the mailer’s account. The following information must be identical for each individual statement consolidated onto a single (consolidated) postage statement:

- a. Mailing date.
- b. Name and location of mailing agent.
- c. Processing category.
- d. Permit imprint number.
- e. Job or mailing cycle description.
- f. Unique USPS mailing number corresponding to the number on related individual postage statements.

**5.6 Consolidated Postage Statement**

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.

**5.7 Calculating and Reporting Data**

Each field on the consolidated postage statement represents the sum total of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with P013. 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.

**5.8 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.

**P960 First-Class or Standard Mail Mailings With Different Payment Methods**

\* \* \* \* \*

**3.0 PRODUCING THE COMBINED MAILING**

**3.1 Mailer Quality Control**

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

\* \* \* \* \*

*[Revise item 3.1i to clarify which markings must appear on mailpieces:]*

- i. When markings are applied by an MLOCR, they properly show the applicable identifier/rate code described in 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.

*[Revise 3.2 to show how markings are applied to pieces in a combined mailing and to add new codes for First-Class Mail and Standard Mail:]*

**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



ZIP+4 file 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 M012.

a. First-Class Mail.

Rate Marking		Rate and Postage Category
Letters	Flats	
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
	FA	Barcoded 10-ounce Permit Imprint
	FB	Barcoded 11-ounce Permit Imprint
	FC	Barcoded 12-ounce Permit Imprint
	FD	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)
S1		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
M8	Presorted 3/5 Meter Regular Postage Affixed
N8	Presorted 3/5 Meter Nonprofit Postage Affixed
M9	Presorted Basic Meter Regular Postage Affixed
N9	Presorted Basic Meter Nonprofit Postage Affixed
SR	Precanceled Regular Rate Stamp Affixed
SN	Precanceled Nonprofit Stamp Affixed

## R000 Stamps and Stationery

### 1.0 PLAIN STAMPED ENVELOPES (P021)

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

### 2.0 PERSONALIZED STAMPED ENVELOPES (P021)

Fee, in addition to the postage value preprinted on the envelope:

Type	Fee	
	50	500
Size 6-3/4	\$3.50	\$17.00
Size 10	3.50	20.00

### 3.0 STAMPED CARDS (P021)

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

#### 4.0 POSTAGE STAMPS

Postage stamps are available in the following denominations:

Form Per Purpose	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) \$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>	
<i>Breast Cancer Research</i> 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.
<i>Heroes of 2001</i> 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 provide assistance to the families of emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001.

## R100 First-Class Mail

### 1.0 NONAUTOMATION—SINGLE PIECE

**Cards** Cards meeting the standards in C100: \$0.23 each.  
1.1

**Letters, Flats, and** Letters, flats, and parcels; nonmachinable surcharge in 11.0 might apply:

<b>Parcels</b>	<b>Weight Increment</b>	<b>Rate</b>
1.2	First ounce or fraction of an ounce	\$0.37
	Each additional ounce or fraction	0.23

### 2.0 NONAUTOMATION—PRESORTED

**Cards** Cards meeting the standards in C100: \$0.212 each.  
2.1

**Letters, Flats, and** Letters, flats, and parcels; nonmachinable surcharge in 11.0 might apply:

<b>Parcels</b>	<b>Weight Increment</b>	<b>Rate</b>
2.2	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

### 3.0 QUALIFIED BUSINESS REPLY MAIL

**Cards** Cards meeting the standards in E150 and S922, in addition to the fees in R900:  
3.1 \$0.200 each.

**Letters** Letter-size single pieces meeting the standards in E150 and S922. See also the  
3.2 fees for QBRM in R900:

<b>Weight Increment</b>	<b>Rate</b>
First ounce or fraction of an ounce	\$0.340
Second ounce or fraction	0.230

**4.0 AUTOMATION—MIXED AADC & MIXED ADC****Cards** Cards meeting the standards in C100: \$0.194 each.

4.1

**Letters** Letter-size pieces:

4.2

<b>Weight Increment</b>	<b>Rate</b>
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

**Flats** Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

4.3

<b>Weight Increment</b>	<b>Rate</b>
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

**5.0 AUTOMATION—AADC & ADC****Cards** Cards meeting the standards in C100: \$0.187 each.

5.1

**Letters** Letter-size pieces:

5.2

<b>Weight Increment</b>	<b>Rate</b>
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

**Flats** Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

5.3

<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

**6.0 AUTOMATION—3-DIGIT****Cards** Cards meeting the standards in C100: \$0.183 each.

6.1

**Letters** Letter-size pieces:

6.2

<b>Weight Increment</b>	<b>Rate</b>
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

**Flats** Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

6.3	<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

### 7.0 AUTOMATION—5-DIGIT

**Cards** Cards meeting the standards in C100: \$0.176 each.

7.1

**Letters** Letter-size pieces:

7.2	<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

**Flats** Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

7.3	<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

### 8.0 AUTOMATION—CARRIER ROUTE

**Cards** Cards meeting the standards in C100: \$0.170 each.

8.1

**Letters** Letter-size pieces:

8.2	<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

**Summary—  
Single-Piece and  
Presorted**

8.3

Weight Not Over (ounces)	Single-Piece	Presorted
	<b>Letters, Flats, and Parcels</b>	
1 <sup>1</sup>	\$0.370	\$0.352
2	0.600	0.577
3 <sup>2</sup>	0.830	0.761
4	1.060	0.986
5	1.290	1.211
6	1.520	1.436
7	1.750	1.661
8	1.980	1.886
9	2.210	2.111
10	2.440	2.336
11	2.670	2.561
12	2.900	2.786
13	3.130	3.011
<b>Cards<sup>3</sup></b>		
	0.230	0.212

1. Nonmachinable surcharge in 11.0 might apply to pieces that weigh 1 ounce or less: single-piece \$0.12; presorted \$0.055.
2. Presorted rates for pieces weighing over 2 ounces reflect a discount of \$0.041 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.

**Summary—  
Automation**

8.4

Weight Not Over (ounces)	Letters <sup>1</sup>					Flats <sup>2</sup>			
	Mixed AADC	AADC	3-Digit	5-Digit	Carrier Route	Mixed ADC	ADC	3-Digit	5-Digit
<b>Letters, Flats, and Parcels</b>									
1	\$0.309	\$0.301	\$0.292	\$0.278	\$0.275	\$0.341	\$0.333	\$0.322	\$0.302
2	0.534	0.526	0.517	0.503	0.500	0.566	0.558	0.547	0.527
3 <sup>3</sup>	0.718	0.710	0.701	0.687	0.684	0.750	0.742	0.731	0.711
4	0.943	0.935	0.926	0.912	0.909	0.975	0.967	0.956	0.936
5	—	—	—	—	—	1.200	1.192	1.181	1.161
6	—	—	—	—	—	1.425	1.417	1.406	1.386
7	—	—	—	—	—	1.650	1.642	1.631	1.611
8	—	—	—	—	—	1.875	1.867	1.856	1.836
9	—	—	—	—	—	2.100	2.092	2.081	2.061
10	—	—	—	—	—	2.325	2.317	2.306	2.286
11	—	—	—	—	—	2.550	2.542	2.531	2.511
12	—	—	—	—	—	2.775	2.767	2.756	2.736
13	—	—	—	—	—	3.000	2.992	2.981	2.961
<b>Cards<sup>4</sup></b>									
	0.194	0.187	0.183	0.176	0.170	—	—	—	—

1. Weight cannot exceed 3.3 ounces.
2. Nonmachinable surcharge in 11.0 might apply to pieces that weigh 1 ounce or less: \$0.055 per piece.
3. Automation rates for pieces weighing over 2 ounces reflect a discount of \$0.041 per piece.
4. 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.

**9.0 PRIORITY MAIL**

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.

Weight Not Over (pounds)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Weight Not Over (pounds)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	36	\$22.25	\$31.10	\$35.85	\$43.55	\$48.65	\$63.85
2	3.95	4.55	4.90	5.05	5.40	5.75	37	22.75	31.95	36.80	44.65	49.90	65.60
3	4.75	6.05	6.85	7.15	7.85	8.55	38	23.30	32.65	37.70	45.85	51.15	67.30
4	5.30	7.05	8.05	8.50	9.45	10.35	39	23.75	33.50	38.65	47.00	52.40	69.05
5	5.85	8.00	9.30	9.85	11.00	12.15	40	24.25	34.30	39.60	48.10	53.60	70.75
6	6.30	8.85	9.90	10.05	11.30	12.30	41	24.70	35.00	40.45	49.25	54.85	72.45
7	6.80	9.80	10.65	11.00	12.55	14.05	42	25.20	35.85	41.35	50.30	56.15	74.20
8	7.35	10.75	11.45	11.95	13.80	15.75	43	25.65	36.60	42.30	51.50	57.40	75.90
9	7.90	11.70	12.20	12.90	15.05	17.50	44	26.15	37.40	43.25	52.60	58.70	77.60
10	8.40	12.60	13.00	14.00	16.30	19.20	45	26.60	38.20	44.15	53.75	59.95	79.35
11	8.95	13.35	13.75	15.15	17.55	20.90	46	27.10	39.00	45.05	54.85	61.20	81.05
12	9.50	14.05	14.50	16.30	18.80	22.65	47	27.55	39.75	46.00	56.05	62.50	82.75
13	10.00	14.75	15.30	17.50	20.05	24.35	48	28.05	40.60	46.95	57.20	63.75	84.50
14	10.55	15.45	16.05	18.60	21.25	26.05	49	28.50	41.35	47.80	58.30	65.05	86.20
15	11.05	16.20	16.85	19.75	22.50	27.80	50	28.95	42.15	48.75	59.45	66.30	87.95
16	11.60	16.90	17.60	20.85	23.75	29.50	51	29.45	42.95	49.65	60.55	67.55	89.65
17	12.15	17.60	18.35	22.05	25.00	31.20	52	29.90	43.75	50.60	61.75	68.80	91.35
18	12.65	18.30	19.30	23.15	26.25	32.95	53	30.40	44.50	51.50	62.85	70.05	93.10
19	13.20	19.00	20.20	24.30	27.50	34.65	54	30.85	45.25	52.45	63.95	71.30	94.80
20	13.75	19.75	21.15	25.35	28.75	36.40	55	31.35	46.10	53.40	65.05	72.50	96.50
21	14.25	20.45	22.05	26.55	30.00	38.10	56	31.80	46.85	54.25	66.25	73.75	98.25
22	14.80	21.15	22.95	27.65	31.20	39.80	57	32.30	47.65	55.15	67.35	75.00	99.95
23	15.30	21.85	23.90	28.80	32.45	41.55	58	32.75	48.45	56.10	68.50	76.25	101.65
24	15.85	22.55	24.85	29.90	33.70	43.25	59	33.25	49.25	57.05	69.60	77.50	103.40
25	16.40	23.30	25.75	31.10	34.95	44.95	60	33.70	50.00	58.00	70.80	78.75	105.10
26	16.90	24.00	26.60	32.25	36.20	46.70	61	34.20	50.85	58.85	71.95	80.00	106.85
27	17.45	24.70	27.55	33.35	37.45	48.40	62	34.65	51.55	59.80	73.05	81.25	108.55
28	18.00	25.40	28.50	34.50	38.70	50.15	63	35.15	52.40	60.75	74.20	82.50	110.25
29	18.50	26.15	29.45	35.60	39.95	51.85	64	35.60	53.20	61.70	75.35	83.70	112.00
30	19.05	26.85	30.35	36.80	41.20	53.55	65	36.10	53.90	62.50	76.45	84.95	113.70
31	19.55	27.55	31.20	37.85	42.40	55.30	66	36.55	54.75	63.45	77.55	86.20	115.40
32	20.10	28.25	32.15	39.00	43.65	57.00	67	37.05	55.60	64.40	78.70	87.45	117.15
33	20.65	28.95	33.10	40.10	44.90	58.70	68	37.50	56.30	65.35	79.80	88.70	118.85
34	21.15	29.70	34.00	41.25	46.15	60.45	69	38.00	57.10	66.25	81.00	89.95	120.55
35	21.70	30.40	34.95	42.40	47.40	62.15	70	38.45	57.95	67.15	82.10	91.20	122.30



**10.0 KEYS AND IDENTIFICATION DEVICES**

<b>Weight Not Over (ounces)</b>	<b>Rate<sup>1</sup></b>
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. Includes \$0.60 fee.
2. Nonmachinable surcharge in 11.0 might apply.
3. Zone 4 postage charged for all pieces. See E120.2.4.

**11.0 NONMACHINABLE SURCHARGES**

Surcharge per piece (see C050.2.2, E130, and E140):

- a. Single-piece rate: \$0.12.
- b. Presorted and automation rate: \$0.055.

**12.0 FEES**

**Presort Mailing Fee** Presort mailing fee, per 12-month period, per office of mailing: \$150.00.  
12.1

**Pickup Fee** Priority Mail only, per occurrence: \$12.50.  
12.2 May be combined with Express Mail and Package Services pickups (see D010).

## R200 Periodicals

### 1.0 OUTSIDE-COUNTY—EXCLUDING SCIENCE-OF-AGRICULTURE

#### Pound Rates

1.1

Per pound or fraction:

a. For the nonadvertising portion: \$0.193.

b. For the advertising portion:

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

#### Piece Rates

1.2

Per addressed piece:

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.373	\$0.281	\$0.325
3-Digit	0.324	0.249	0.283
5-Digit	0.256	0.195	0.226
Carrier Route			
Basic	0.163	—	—
High Density	0.131	—	—
Saturation	0.112	—	—

1. Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

#### Discounts

1.3

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 1.3e): \$0.005.

**Nonprofit** 1.4 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 E215.

**Classroom** 1.5 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 E215.

## 2.0 OUTSIDE-COUNTY—SCIENCE-OF-AGRICULTURE

**Pound Rates** Per pound or fraction:

- 2.1
- a. For the nonadvertising portion: \$0.193.
  - b. For the advertising portion:

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

**Piece Rates** Per addressed piece:

2.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.373	\$0.281	\$0.325
3-Digit	0.324	0.249	0.283
5-Digit	0.256	0.195	0.226
Carrier Route			
Basic	0.163	—	—
High Density	0.131	—	—
Saturation	0.112	—	—

1. Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discounts** Discounts for each addressed piece:

2.3

- 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 2.3e): \$0.005.

**3.0 IN-COUNTY****Pound Rates** Per pound or fraction:

Zone	Rate
DDU	\$0.112
None	0.146

**Piece Rates** Per addressed piece:

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.106	\$0.050	\$0.077
3-Digit	0.097	0.048	0.073
5-Digit	0.087	0.046	0.067
Carrier Route			
Basic	0.050	—	—
High Density	0.034	—	—
Saturation	0.028	—	—

1. Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discount** Destination delivery unit discount for each addressed piece: \$0.006.

3.3

**4.0 RIDE-ALONG RATE (E260)**

Rate per ride-along piece: \$0.124.

**5.0 FEES**

Per application:

- a. Original entry: \$375.00.
- b. News agent registry: \$40.00.
- c. Additional entry: \$60.00.
- d. Reentry: \$40.00.

## R500 Express Mail

### 1.0 EXPRESS MAIL—ALL SERVICE LEVELS

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 of the piece.

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	\$10.70	\$10.40	\$13.65	36	\$73.75	\$73.45	\$76.70
1	14.90	14.60	17.85	37	75.40	75.10	78.35
2	14.90	14.60	17.85	38	77.20	76.90	80.15
3	18.10	17.80	21.05	39	78.95	78.65	81.90
4	21.25	20.95	24.20	40	80.75	80.45	83.70
5	24.35	24.05	27.30	41	82.55	82.25	85.50
6	27.45	27.15	30.40	42	84.40	84.10	87.35
7	30.50	30.20	33.45	43	86.10	85.80	89.05
8	31.80	31.50	34.75	44	87.85	87.55	90.80
9	33.25	32.95	36.20	45	89.45	89.15	92.40
10	34.55	34.25	37.50	46	90.80	90.50	93.75
11	36.25	35.95	39.20	47	92.45	92.15	95.40
12	38.90	38.60	41.85	48	93.90	93.60	96.85
13	40.80	40.50	43.75	49	95.30	95.00	98.25
14	41.85	41.55	44.80	50	96.80	96.50	99.75
15	43.15	42.85	46.10	51	98.40	98.10	101.35
16	44.70	44.40	47.65	52	99.80	99.50	102.75
17	46.20	45.90	49.15	53	101.35	101.05	104.30
18	47.60	47.30	50.55	54	102.80	102.50	105.75
19	49.05	48.75	52.00	55	104.30	104.00	107.25
20	50.50	50.20	53.45	56	105.85	105.55	108.80
21	51.95	51.65	54.90	57	107.30	107.00	110.25
22	53.40	53.10	56.35	58	108.85	108.55	111.80
23	54.90	54.60	57.85	59	110.45	110.15	113.40
24	56.30	56.00	59.25	60	112.20	111.90	115.15
25	57.70	57.40	60.65	61	114.10	113.80	117.05
26	59.20	58.90	62.15	62	115.85	115.55	118.80
27	60.60	60.30	63.55	63	117.55	117.25	120.50
28	62.10	61.80	65.05	64	119.50	119.20	122.45
29	63.55	63.25	66.50	65	121.20	120.90	124.15
30	65.00	64.70	67.95	66	123.10	122.80	126.05
31	66.45	66.15	69.40	67	124.80	124.50	127.75
32	67.95	67.65	70.90	68	126.70	126.40	129.65
33	69.30	69.00	72.25	69	128.45	128.15	131.40
34	70.85	70.55	73.80	70	130.25	129.95	133.20
35	72.20	71.90	75.15				

1. Same Day Airport service is currently suspended.

**2.0 FEES**

**Pickup Fee** Per occurrence: \$12.50.

2.1 May be combined with Priority Mail and Package Services pickups (see D010).

**Fee for Delivery** Custom Designed Service only, each: \$12.50.

**Stops**

2.2

## R600 Standard Mail

### 1.0 REGULAR STANDARD MAIL

#### Letters— 3.3 oz. or Less 1.1

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Presorted <sup>1</sup>		Automation <sup>2</sup>			
	Basic	3/5	Mixed AADC	AADC	3-Digit	5-Digit
None	\$0.268	\$0.248	\$0.219	\$0.212	\$0.203	\$0.190
DBMC	0.247	0.227	0.198	0.191	0.182	0.169
DSCF	0.242	0.222	—	0.186	0.177	0.164

1. Nonmachinable letters are subject to a \$0.04 nonmachinable surcharge.
2. See 1.3 for automation letters weighing over 3.3 ounces.

#### Nonletters— 3.3 oz. or Less 1.2

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Presorted <sup>1</sup>		Automation	
	Basic	3/5	Basic	3/5
None	\$0.344	\$0.288	\$0.300	\$0.261
DBMC	0.323	0.267	0.279	0.240
DSCF	0.318	0.262	0.274	0.235

1. The residual shape surcharge of \$0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

#### Letters and Nonletters— More Than 3.3 oz. 1.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate.

Piece/Pound Rate	Presorted <sup>1,2</sup>		Automation <sup>3</sup>	
	Basic	3/5	Basic	3/5
<b>Per Piece</b>	\$0.198	\$0.142	\$0.154	\$0.115
<b>PLUS</b>	PLUS	PLUS	PLUS	PLUS
<b>Per Pound</b>				
None	\$0.708	\$0.708	\$0.708	\$0.708
DBMC	0.608	0.608	0.608	0.608
DSCF	0.583	0.583	0.583	0.583

1. Residual shape surcharge of \$0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
2. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per piece (see E620).
3. Automation letters weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

## 2.0 ENHANCED CARRIER ROUTE STANDARD MAIL

### Letters— 3.3 oz. or Less 2.1

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Basic	High Density <sup>1</sup>	Saturation <sup>1</sup>	Automation Basic <sup>2</sup>
None	\$0.194	\$0.164	\$0.152	\$0.171
DBMC	0.173	0.143	0.131	0.150
DSCF	0.168	0.138	0.126	0.145
DDU	0.162	0.132	0.120	0.139

1. See 2.3 for letters weighing over 3.3 ounces.
2. Pieces weighing up to 3.5 ounces (inclusive) are charged basic piece/pound postage (see 2.3) minus a discount that equals the basic nonletter piece rate (3.3 oz. or less) minus the automation basic letter piece rate (3.3 oz. or less).

### Nonletters— 3.3 oz. or Less 2.2

For pieces 3.3 ounces (0.2063 pound) or less. Residual shape surcharge of \$0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Destination Entry	Basic	High Density	Saturation
None	\$0.194	\$0.169	\$0.160
DBMC	0.173	0.148	0.139
DSCF	0.168	0.143	0.134
DDU	0.162	0.137	0.128

### Letters and Nonletters— More Than 3.3 oz. 2.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate. Residual shape surcharge of \$0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Piece/Pound Rate	Basic	High Density <sup>1</sup>	Saturation <sup>1</sup>
<b>Per Piece</b>	\$0.068	\$0.043	\$0.034
<b>PLUS</b>	PLUS	PLUS	PLUS
<b>Per Pound</b>			
None	\$0.610	\$0.610	\$0.610
DBMC	0.510	0.510	0.510
DSCF	0.485	0.485	0.485
DDU	0.453	0.453	0.453

1. Letter-rate pieces weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).



**3.0 NONPROFIT STANDARD MAIL**

**Letters—**  
**3.3 oz. or Less**  
 3.1 For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Presorted <sup>1</sup>		Automation <sup>2</sup>			
	Basic	3/5	Mixed AADC	AADC	3-Digit	5-Digit
None	\$0.165	\$0.153	\$0.144	\$0.136	\$0.129	\$0.114
DBMC	0.144	0.132	0.123	0.115	0.108	0.093
DSCF	0.139	0.127	—	0.110	0.103	0.088

1. Nonmachinable letters are subject to a \$0.02 nonmachinable surcharge.
2. See 1.3 for automation letters weighing over 3.3 ounces.

**Nonletters—**  
**3.3 oz. or Less**  
 3.2 For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Presorted <sup>1</sup>		Automation	
	Basic	3/5	Basic	3/5
None	\$0.230	\$0.183	\$0.189	\$0.166
DBMC	0.209	0.162	0.168	0.145
DSCF	0.204	0.157	0.163	0.140

1. Residual shape surcharge of \$0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

**Letters and**  
**Nonletters—**  
**More Than 3.3 oz.**  
 3.3 For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate.

Piece/Pound Rate	Presorted <sup>1,2</sup>		Automation <sup>3</sup>	
	Basic	3/5	Basic	3/5
<b>Per Piece</b>	\$0.110	\$0.063	\$0.069	\$0.046
PLUS	PLUS	PLUS	PLUS	PLUS
<b>Per Pound</b>				
None	\$0.584	\$0.584	\$0.584	\$0.584
DBMC	0.484	0.484	0.484	0.484
DSCF	0.459	0.459	0.459	0.459

1. Residual shape surcharge of \$0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
2. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per piece (see E620).
3. Automation letters weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter rate (3.3 oz. or less).

#### 4.0 NONPROFIT ENHANCED CARRIER ROUTE STANDARD MAIL

**Letters—  
3.3 oz. or Less**  
4.1

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Basic	High Density <sup>1</sup>	Saturation <sup>1</sup>	Automation Basic <sup>2</sup>
None	\$0.126	\$0.102	\$0.095	\$0.111
DBMC	0.105	0.081	0.074	0.090
DSCF	0.100	0.076	0.069	0.085
DDU	0.094	0.070	0.063	0.079

1. See 4.3 for letters weighing over 3.3 ounces.
2. Pieces weighing up to 3.5 ounces (inclusive) are charged basic piece/pound postage (see 2.3) minus a discount that equals the basic nonletter piece rate (3.3 oz. or less) minus the automation basic letter piece rate (3.3 oz. or less).

**Nonletters  
3.3 oz. or Less**  
4.2

For pieces 3.3 ounces (0.2063 pound) or less. Residual shape surcharge of \$0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Destination Entry	Basic	High Density	Saturation
None	\$0.126	\$0.110	\$0.104
DBMC	0.105	0.089	0.083
DSCF	0.100	0.084	0.078
DDU	0.094	0.078	0.072

**Letters and  
Nonletters—  
More Than 3.3 oz.**  
4.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate. Residual shape surcharge of \$0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Piece/Pound Rate	Basic	High Density <sup>1</sup>	Saturation <sup>1</sup>
<b>Per Piece</b>	\$0.050	\$0.034	\$0.028
PLUS	PLUS	PLUS	PLUS
<b>Per Pound</b>			
None	\$0.370	\$0.370	\$0.370
DBMC	0.270	0.270	0.270
DSCF	0.245	0.245	0.245
DDU	0.213	0.213	0.213

1. Letter-rate pieces that weigh up to 3.5 ounces receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

#### 5.0 NONMACHINABLE SURCHARGE

Surcharge per piece:

- a. Presorted Regular: \$0.04.
- b. Presorted Nonprofit: \$0.02.

#### 6.0 RESIDUAL SHAPE SURCHARGE

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.

**7.0 BARCODED DISCOUNT**

Deduct \$0.03 per piece for machinable parcels with a barcode.

**8.0 FEES**

**Mailing Fee** Mailing fee, per 12-month period: \$150.00.  
8.1

**Weighted Fee** For return of pieces bearing the ancillary service markings "Address Service Requested" and "Forwarding Service Requested."  
8.2

Single-Piece Weight Not Over (ounces)	Weighted Fee per Piece <sup>1</sup>
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 (see F010). Nonmachinable surcharge may apply.

## R700 Package Services

### 1.0 PARCEL POST

#### Inter-BMC/ASF Machinable Parcel Post 1.1

For barcoded discount, deduct \$0.03 per parcel (50-piece minimum). For OBMC Presort discount, deduct \$1.17 per parcel. For BMC Presort discount, deduct \$0.28 per parcel.

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 C700.2.0 must pay the rate for a nonmachinable parcel in 1.2.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	\$3.69	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75
2	3.85	3.85	4.14	4.14	4.49	4.49	4.49
3	4.65	4.65	5.55	5.65	5.71	5.77	6.32
4	4.86	5.20	6.29	6.93	7.14	7.20	7.87
5	5.03	5.71	6.94	7.75	8.58	8.64	9.43
6	5.63	6.01	7.44	8.50	9.52	9.90	11.49
7	5.80	6.28	7.91	9.20	10.35	11.39	12.83
8	5.98	6.53	8.30	9.84	11.11	12.54	15.04
9	6.11	6.76	8.74	10.45	11.83	13.38	17.04
10	6.28	7.57	9.10	11.01	12.50	14.17	18.14
11	6.41	7.80	9.47	11.54	13.13	14.92	19.15
12	6.54	8.01	9.80	12.04	13.72	15.62	20.10
13	6.67	8.19	10.12	12.51	14.28	16.27	20.99
14	6.80	8.42	10.43	12.95	14.81	16.90	21.84
15	6.92	8.61	10.73	13.38	15.31	17.49	22.64
16	7.02	8.79	11.00	13.78	15.79	18.05	23.41
17	7.15	8.94	11.28	14.16	16.24	18.59	24.13
18	7.25	9.11	11.52	14.52	16.68	19.09	24.82
19	7.37	9.28	11.77	14.87	17.09	19.58	25.48
20	7.46	9.43	11.98	15.20	17.48	20.05	26.12
21	7.57	9.59	12.20	15.52	17.86	20.49	26.72
22	7.66	9.72	12.42	15.82	18.22	20.92	27.30
23	7.76	9.89	12.65	16.11	18.57	21.32	27.85
24	7.83	10.01	12.83	16.39	18.90	21.72	28.39
25	7.93	10.14	13.03	16.66	19.22	22.09	28.90
26	8.01	10.27	13.21	16.92	19.53	22.46	29.39
27	8.11	10.40	13.38	17.17	19.83	22.81	29.87
28	8.18	10.52	13.58	17.41	20.11	23.14	30.32
29	8.27	10.65	13.75	17.64	20.39	23.47	30.76
30	8.35	10.76	13.90	17.87	20.65	23.78	31.19
31	8.44	10.86	14.06	18.08	20.91	24.08	31.60
32	8.50	10.99	14.22	18.29	21.16	24.37	32.00
33	8.58	11.10	14.38	18.49	21.40	24.65	32.38
34	8.66	11.18	14.51	18.69	21.63	24.93	32.75
35	8.74	11.30	14.66	18.88	21.85	25.19	33.11

For parcels that weigh more than 35 pounds, see 1.2.



**Local and  
Intra-BMC/ASF  
Machinable  
Parcel Post**  
1.3

For parcels that originate and destinate in the same BMC service area.

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 C700.2.0 must pay the rate for a nonmachinable parcel in 1.4.

Weight Not Over (pounds)	Zones				
	Local Zone	1 & 2	Zone 3	Zone 4	Zone 5
1	\$2.81	\$2.96	\$2.99	\$3.05	\$3.14
2	3.13	3.53	3.56	3.63	3.74
3	3.44	4.08	4.11	4.20	4.32
4	3.73	4.28	4.62	4.72	4.86
5	3.99	4.45	5.02	5.15	5.35
6	4.23	4.61	5.38	5.51	5.80
7	4.36	4.76	5.69	5.84	6.21
8	4.46	5.33	5.98	6.14	6.60
9	4.56	5.46	6.22	6.45	6.95
10	4.66	5.63	6.53	6.74	7.28
11	4.74	5.76	6.74	7.00	7.58
12	4.84	5.91	6.94	7.26	7.87
13	4.92	6.04	7.10	7.50	8.13
14	5.00	6.16	7.22	7.75	8.38
15	5.08	6.27	7.39	7.96	8.62
16	5.17	6.38	7.56	8.16	8.84
17	5.23	6.51	7.72	8.38	9.05
18	5.30	6.60	7.87	8.57	9.24
19	5.36	6.72	8.02	8.75	9.43
20	5.46	6.82	8.16	8.91	9.60
21	5.51	6.91	8.30	9.06	9.77
22	5.57	7.02	8.42	9.20	9.92
23	5.64	7.10	8.58	9.34	10.07
24	5.70	7.19	8.70	9.46	10.22
25	5.77	7.27	8.82	9.58	10.35
26	5.82	7.37	8.93	9.71	10.48
27	5.88	7.45	9.06	9.82	10.60
28	5.94	7.52	9.18	9.91	10.72
29	6.01	7.61	9.30	10.02	10.83
30	6.08	7.69	9.40	10.12	10.93
31	6.13	7.77	9.48	10.21	11.04
32	6.18	7.86	9.60	10.31	11.13
33	6.25	7.92	9.70	10.39	11.23
34	6.30	8.00	9.78	10.47	11.31
35	6.35	8.06	9.89	10.55	11.40

For parcels that weigh more than 35 pounds, see 1.4.

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

1.4

Rates shown include the \$1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling. Regardless of weight, a parcel that meets any of the criteria in C700.2.0 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.

Weight Not Over (pounds)						Weight Not Over (pounds)					
	Local Zone	Zones 1&2	Zone 3	Zone 4	Zone 5		Local Zone	Zones 1&2	Zone 3	Zone 4	Zone 5
1	\$4.16	\$4.31	\$4.34	\$4.40	\$4.49	37	\$7.79	\$9.57	\$11.41	\$12.05	\$12.91
2	4.48	4.88	4.91	4.98	5.09	38	7.84	9.63	11.50	12.12	12.98
3	4.79	5.43	5.46	5.55	5.67	39	7.91	9.71	11.60	12.18	13.05
4	5.08	5.63	5.97	6.07	6.21	40	7.96	9.76	11.67	12.24	13.12
5	5.34	5.80	6.37	6.50	6.70	41	8.02	9.85	11.78	12.30	13.19
6	5.58	5.96	6.73	6.86	7.15	42	8.07	9.90	11.85	12.37	13.25
7	5.71	6.11	7.04	7.19	7.56	43	8.12	9.96	11.93	12.43	13.30
8	5.81	6.68	7.33	7.49	7.95	44	8.19	10.03	12.01	12.49	13.35
9	5.91	6.81	7.57	7.80	8.30	45	8.23	10.08	12.08	12.65	13.40
10	6.01	6.98	7.88	8.09	8.63	46	8.27	10.17	12.17	12.70	13.45
11	6.09	7.11	8.09	8.35	8.93	47	8.33	10.24	12.23	12.75	13.50
12	6.19	7.26	8.29	8.61	9.22	48	8.38	10.29	12.32	12.79	13.55
13	6.27	7.39	8.45	8.85	9.48	49	8.42	10.36	12.39	12.84	13.60
14	6.35	7.51	8.57	9.10	9.73	50	8.47	10.39	12.46	12.88	13.65
15	6.43	7.62	8.74	9.31	9.97	51	8.53	10.48	12.52	12.93	13.70
16	6.52	7.73	8.91	9.51	10.19	52	8.56	10.54	12.62	12.97	13.75
17	6.58	7.86	9.07	9.73	10.40	53	8.61	10.57	12.67	13.00	13.80
18	6.65	7.95	9.22	9.92	10.59	54	8.67	10.63	12.71	13.05	13.85
19	6.71	8.07	9.37	10.10	10.78	55	8.72	10.69	12.75	13.10	13.90
20	6.81	8.17	9.51	10.26	10.95	56	8.75	10.75	12.79	13.14	13.95
21	6.86	8.26	9.65	10.41	11.12	57	8.80	10.82	12.81	13.16	14.00
22	6.92	8.37	9.77	10.55	11.27	58	8.85	10.87	12.85	13.20	14.05
23	6.99	8.45	9.93	10.69	11.42	59	8.90	10.92	12.88	13.24	14.10
24	7.05	8.54	10.05	10.81	11.57	60	8.92	10.99	12.91	13.26	14.15
25	7.12	8.62	10.17	10.93	11.70	61	9.01	11.05	12.94	13.30	14.20
26	7.17	8.72	10.28	11.06	11.83	62	9.03	11.10	12.97	13.36	14.25
27	7.23	8.80	10.41	11.17	11.95	63	9.08	11.15	12.99	13.43	14.30
28	7.29	8.87	10.53	11.26	12.07	64	9.13	11.21	13.01	13.48	14.35
29	7.36	8.96	10.65	11.37	12.18	65	9.17	11.26	13.05	13.54	14.40
30	7.43	9.04	10.75	11.47	12.28	66	9.20	11.33	13.07	13.61	14.45
31	7.48	9.12	10.83	11.56	12.39	67	9.27	11.39	13.10	13.68	14.50
32	7.53	9.21	10.95	11.66	12.48	68	9.31	11.41	13.11	13.72	14.55
33	7.60	9.27	11.05	11.74	12.58	69	9.32	11.48	13.13	13.79	14.60
34	7.65	9.35	11.13	11.82	12.66	70	9.33	11.53	13.16	13.85	14.65
35	7.70	9.41	11.24	11.90	12.75	Oversized	23.78	34.47	34.79	35.48	36.53
36	7.75	9.48	11.32	11.97	12.83						

- Parcel Select —** Destination facility ZIP Codes only.
- DBMC** For barcoded discount, deduct \$0.03 per parcel (machinable parcels only).
- 1.5** 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.
- For nonmachinable Parcel Select DBMC parcels, add \$1.45 per parcel. Any parcel that weighs more than 35 pounds or that meets any of the criteria in C700.2.0 must pay the nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

Weight Not Over (pounds)	Zones				Weight Not Over (pounds)	Zones			
	1 & 2	3	4	5		1 & 2	3	4	5
1	\$2.01	\$2.26	\$2.49	\$3.09	37	\$6.95	\$10.03	\$10.66	\$11.53
2	2.24	2.76	3.19	3.69	38	7.03	10.12	10.74	11.60
3	2.49	3.27	3.84	4.28	39	7.11	10.21	10.80	11.68
4	2.72	3.75	4.41	4.81	40	7.19	10.29	10.86	11.74
5	2.94	4.20	4.82	5.30	41	7.27	10.40	10.92	11.80
6	3.15	4.60	5.16	5.75	42	7.34	10.47	10.99	11.87
7	3.34	4.96	5.47	6.18	43	7.42	10.56	11.05	12.16
8	3.53	5.32	5.76	6.56	44	7.49	10.63	11.11	12.45
9	3.71	5.64	6.05	6.91	45	7.56	10.69	11.26	12.76
10	3.88	5.97	6.71	7.24	46	7.63	10.79	11.31	13.06
11	4.04	6.27	6.96	7.54	47	7.70	10.85	11.36	13.37
12	4.20	6.56	7.22	7.84	48	7.77	10.94	11.41	13.69
13	4.35	6.80	7.46	8.10	49	7.84	11.01	11.46	14.01
14	4.50	6.92	7.71	8.35	50	7.91	11.08	11.50	14.35
15	4.64	7.08	7.92	8.58	51	7.97	11.15	11.55	14.68
16	4.77	7.24	8.13	8.81	52	8.04	11.23	11.59	15.02
17	4.91	7.39	8.35	9.01	53	8.10	11.28	11.63	15.38
18	5.03	7.54	8.53	9.21	54	8.16	11.33	11.68	15.74
19	5.16	7.68	8.72	9.40	55	8.23	11.37	11.73	15.89
20	5.28	7.82	8.88	9.56	56	8.29	11.40	11.75	15.96
21	5.40	7.96	9.02	9.73	57	8.35	11.43	11.78	16.06
22	5.51	8.08	9.17	9.89	58	8.41	11.47	11.82	16.14
23	5.62	8.23	9.31	10.05	59	8.47	11.50	11.85	16.21
24	5.73	8.34	9.43	10.18	60	8.52	11.53	11.88	16.30
25	5.84	8.46	9.55	10.32	61	8.58	11.56	11.92	16.38
26	5.94	8.56	9.67	10.45	62	8.64	11.59	11.98	16.44
27	6.05	8.69	9.78	10.57	63	8.69	11.61	12.05	16.52
28	6.14	8.81	9.88	10.68	64	8.75	11.64	12.10	16.59
29	6.24	8.92	10.00	10.79	65	8.80	11.67	12.16	16.65
30	6.34	9.02	10.09	10.90	66	8.86	11.70	12.24	16.74
31	6.43	9.10	10.17	11.01	67	8.91	11.72	12.29	16.79
32	6.52	9.21	10.27	11.11	68	8.96	11.73	12.34	16.86
33	6.61	9.30	10.36	11.19	69	9.01	11.75	12.40	16.93
34	6.70	9.39	10.43	11.28	70	9.06	11.77	12.47	16.99
35	6.78	9.49	10.52	11.37	Oversized	18.14	24.33	32.81	34.10
36	6.87	9.94	10.60	11.45					



**Parcel Select—DSCF**

1.6

Destination facility ZIP Codes only.

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.

For nonmachinable parcels sorted to 3-digit ZIP Code areas, add \$1.09 per parcel. Parcels that weigh more than 35 pounds or that meet any of the criteria in C700.2.0 must pay the nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels sorted to 5-digit containers, mailed at oversized rates, or sent with special handling.

Weight Not Over (pounds)	DSCF	Weight Not Over (pounds)	DSCF	Weight Not Over (pounds)	DSCF
1	\$1.53	25	\$3.90	49	\$5.25
2	1.71	26	3.97	50	5.29
3	1.85	27	4.04	51	5.34
4	1.99	28	4.11	52	5.38
5	2.12	29	4.17	53	5.42
6	2.24	30	4.24	54	5.46
7	2.35	31	4.30	55	5.51
8	2.45	32	4.36	56	5.55
9	2.56	33	4.42	57	5.59
10	2.65	34	4.48	58	5.63
11	2.74	35	4.54	59	5.67
12	2.83	36	4.59	60	5.71
13	2.92	37	4.65	61	5.74
14	3.00	38	4.70	62	5.78
15	3.10	39	4.76	63	5.82
16	3.19	40	4.81	64	5.86
17	3.28	41	4.86	65	5.89
18	3.36	42	4.91	66	5.93
19	3.45	43	4.96	67	5.97
20	3.53	44	5.01	68	6.00
21	3.61	45	5.06	69	6.04
22	3.68	46	5.11	70	6.07
23	3.76	47	5.16	Oversized	11.95
24	3.83	48	5.20		

**Parcel Select—DDU**

Destination facility ZIP Codes only.

1.7

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.

Weight Not Over (pounds)	DDU	Weight Not Over (pounds)	DDU	Weight Not Over (pounds)	DDU
1	\$1.23	25	\$2.00	49	\$2.28
2	1.28	26	2.02	50	2.29
3	1.33	27	2.04	51	2.30
4	1.38	28	2.06	52	2.31
5	1.43	29	2.07	53	2.32
6	1.47	30	2.09	54	2.33
7	1.51	31	2.10	55	2.34
8	1.55	32	2.11	56	2.35
9	1.58	33	2.12	57	2.36
10	1.62	34	2.13	58	2.37
11	1.65	35	2.14	59	2.38
12	1.68	36	2.15	60	2.39
13	1.71	37	2.16	61	2.40
14	1.74	38	2.17	62	2.41
15	1.77	39	2.18	63	2.42
16	1.79	40	2.19	64	2.43
17	1.82	41	2.20	65	2.44
18	1.85	42	2.21	66	2.45
19	1.87	43	2.22	67	2.46
20	1.89	44	2.23	68	2.47
21	1.92	45	2.24	69	2.48
22	1.94	46	2.25	70	2.49
23	1.96	47	2.26	Oversized	6.98
24	1.98	48	2.27		

## 2.0 BOUND PRINTED MATTER

**Single-Piece—Flats** For barcoded discount, deduct \$0.03 per piece (automatable flats only, 50-piece minimum).

### 2.1

Weight Not Over (pounds)	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 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
5.0	2.28	2.43	2.58	2.83	3.08	3.38	3.93
6.0	2.42	2.60	2.78	3.08	3.38	3.74	4.40
7.0	2.56	2.77	2.98	3.33	3.68	4.10	4.87
8.0	2.70	2.94	3.18	3.58	3.98	4.46	5.34
9.0	2.84	3.11	3.38	3.83	4.28	4.82	5.81
10.0	2.98	3.28	3.58	4.08	4.58	5.18	6.28
11.0	3.12	3.45	3.78	4.33	4.88	5.54	6.75
12.0	3.26	3.62	3.98	4.58	5.18	5.90	7.22
13.0	3.40	3.79	4.18	4.83	5.48	6.26	7.69
14.0	3.54	3.96	4.38	5.08	5.78	6.62	8.16
15.0	3.68	4.13	4.58	5.33	6.08	6.98	8.63

**Single-Piece—Parcels** For barcoded discount, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum).

### 2.2

Weight Not Over (pounds)	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 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
5.0	2.36	2.51	2.66	2.91	3.16	3.46	4.01
6.0	2.50	2.68	2.86	3.16	3.46	3.82	4.48
7.0	2.64	2.85	3.06	3.41	3.76	4.18	4.95
8.0	2.78	3.02	3.26	3.66	4.06	4.54	5.42
9.0	2.92	3.19	3.46	3.91	4.36	4.90	5.89
10.0	3.06	3.36	3.66	4.16	4.66	5.26	6.36
11.0	3.20	3.53	3.86	4.41	4.96	5.62	6.83
12.0	3.34	3.70	4.06	4.66	5.26	5.98	7.30
13.0	3.48	3.87	4.26	4.91	5.56	6.34	7.77
14.0	3.62	4.04	4.46	5.16	5.86	6.70	8.24
15.0	3.76	4.21	4.66	5.41	6.16	7.06	8.71

**Presorted and Carrier  
Route—Flats**  
2.3

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). Barcoded discount is not available for flats mailed at carrier route rates.

Rate	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
<b>Per Piece</b>							
Presorted	\$1.078	\$1.078	\$1.078	\$1.078	\$1.078	\$1.078	\$1.078
Carrier Route	0.978	0.978	0.978	0.978	0.978	0.978	0.978
<b>Per Pound</b>	0.090	0.112	0.149	0.198	0.248	0.308	0.419

**Presorted and Carrier  
Route—Parcels**  
2.4

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted machinable parcels, deduct \$0.03 per piece. Barcoded discount is not available for parcels mailed at carrier route rates.

Rate	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
<b>Per Piece</b>							
Presorted	\$1.155	\$1.155	\$1.155	\$1.155	\$1.155	\$1.155	\$1.155
Carrier Route	1.055	1.055	1.055	1.055	1.055	1.055	1.055
<b>Per Pound</b>	0.090	0.112	0.149	0.198	0.248	0.308	0.419

**Destination Entry  
Rates—Flats**  
2.5

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). Barcoded discount is not available for flats mailed at Presorted DDU rates or carrier route rates.

Presorted DDU rate is not available for flats that weigh 1 pound or less.

Rate	DDU	DSCF	DBMC Zone 1 & 2	DBMC Zone 3	DBMC Zone 4	DBMC Zone 5
<b>Per Piece</b>						
Presorted	\$0.532	\$0.603	\$0.818	\$0.818	\$0.818	\$0.818
Carrier Route	0.432	0.503	0.718	0.718	0.718	0.718
<b>Per Pound</b>	0.030	0.060	0.073	0.102	0.139	0.187

**Destination Entry  
Rates—Parcels**  
2.6

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted machinable parcels, deduct \$0.03 per piece. Barcoded discount is not available for parcels mailed at Presorted DDU rates, Presorted DSCF rates, or carrier route rates.

Rate	DDU	DSCF	DBMC Zone 1 & 2	DBMC Zone 3	DBMC Zone 4	DBMC Zone 5
<b>Per Piece</b>						
Presorted	\$0.609	\$0.680	\$0.895	\$0.895	\$0.895	\$0.895
Carrier Route	0.509	0.580	0.795	0.795	0.795	0.795
<b>Per Pound</b>	0.030	0.060	0.073	0.102	0.139	0.187

**3.0 MEDIA MAIL**

For barcoded discount for single-piece and basic rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). Barcoded discount is not available for pieces sent at the 5-digit rate.

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic	Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
1	\$1.42	\$0.80	\$1.12	36	\$12.64	\$12.02	\$12.34
2	1.84	1.22	1.54	37	12.94	12.32	12.64
3	2.26	1.64	1.96	38	13.24	12.62	12.94
4	2.68	2.06	2.38	39	13.54	12.92	13.24
5	3.10	2.48	2.80	40	13.84	13.22	13.54
6	3.52	2.90	3.22	41	14.14	13.52	13.84
7	3.94	3.32	3.64	42	14.44	13.82	14.14
8	4.24	3.62	3.94	43	14.74	14.12	14.44
9	4.54	3.92	4.24	44	15.04	14.42	14.74
10	4.84	4.22	4.54	45	15.34	14.72	15.04
11	5.14	4.52	4.84	46	15.64	15.02	15.34
12	5.44	4.82	5.14	47	15.94	15.32	15.64
13	5.74	5.12	5.44	48	16.24	15.62	15.94
14	6.04	5.42	5.74	49	16.54	15.92	16.24
15	6.34	5.72	6.04	50	16.84	16.22	16.54
16	6.64	6.02	6.34	51	17.14	16.52	16.84
17	6.94	6.32	6.64	52	17.44	16.82	17.14
18	7.24	6.62	6.94	53	17.74	17.12	17.44
19	7.54	6.92	7.24	54	18.04	17.42	17.74
20	7.84	7.22	7.54	55	18.34	17.72	18.04
21	8.14	7.52	7.84	56	18.64	18.02	18.34
22	8.44	7.82	8.14	57	18.94	18.32	18.64
23	8.74	8.12	8.44	58	19.24	18.62	18.94
24	9.04	8.42	8.74	59	19.54	18.92	19.24
25	9.34	8.72	9.04	60	19.84	19.22	19.54
26	9.64	9.02	9.34	61	20.14	19.52	19.84
27	9.94	9.32	9.64	62	20.44	19.82	20.14
28	10.24	9.62	9.94	63	20.74	20.12	20.44
29	10.54	9.92	10.24	64	21.04	20.42	20.74
30	10.84	10.22	10.54	65	21.34	20.72	21.04
31	11.14	10.52	10.84	66	21.64	21.02	21.34
32	11.44	10.82	11.14	67	21.94	21.32	21.64
33	11.74	11.12	11.44	68	22.24	21.62	21.94
34	12.04	11.42	11.74	69	22.54	21.92	22.24
35	12.34	11.72	12.04	70	22.84	22.22	22.54

**4.0 LIBRARY MAIL**

For barcoded discount for single-piece and basic rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). Barcoded discount is not available for pieces sent at the 5-digit rate.

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic	Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
1	\$1.35	\$0.76	\$1.06	36	\$12.16	\$11.57	\$11.87
2	1.75	1.16	1.46	37	12.45	11.86	12.16
3	2.15	1.56	1.86	38	12.74	12.15	12.45
4	2.55	1.96	2.26	39	13.03	12.44	12.74
5	2.95	2.36	2.66	40	13.32	12.73	13.03
6	3.35	2.76	3.06	41	13.61	13.02	13.32
7	3.75	3.16	3.46	42	13.90	13.31	13.61
8	4.04	3.45	3.75	43	14.19	13.60	13.90
9	4.33	3.74	4.04	44	14.48	13.89	14.19
10	4.62	4.03	4.33	45	14.77	14.18	14.48
11	4.91	4.32	4.62	46	15.06	14.47	14.77
12	5.20	4.61	4.91	47	15.35	14.76	15.06
13	5.49	4.90	5.20	48	15.64	15.05	15.35
14	5.78	5.19	5.49	49	15.93	15.34	15.64
15	6.07	5.48	5.78	50	16.22	15.63	15.93
16	6.36	5.77	6.07	51	16.51	15.92	16.22
17	6.65	6.06	6.36	52	16.80	16.21	16.51
18	6.94	6.35	6.65	53	17.09	16.50	16.80
19	7.23	6.64	6.94	54	17.38	16.79	17.09
20	7.52	6.93	7.23	55	17.67	17.08	17.38
21	7.81	7.22	7.52	56	17.96	17.37	17.67
22	8.10	7.51	7.81	57	18.25	17.66	17.96
23	8.39	7.80	8.10	58	18.54	17.95	18.25
24	8.68	8.09	8.39	59	18.83	18.24	18.54
25	8.97	8.38	8.68	60	19.12	18.53	18.83
26	9.26	8.67	8.97	61	19.41	18.82	19.12
27	9.55	8.96	9.26	62	19.70	19.11	19.41
28	9.84	9.25	9.55	63	19.99	19.40	19.70
29	10.13	9.54	9.84	64	20.28	19.69	19.99
30	10.42	9.83	10.13	65	20.57	19.98	20.28
31	10.71	10.12	10.42	66	20.86	20.27	20.57
32	11.00	10.41	10.71	67	21.15	20.56	20.86
33	11.29	10.70	11.00	68	21.44	20.85	21.15
34	11.58	10.99	11.29	69	21.73	21.14	21.44
35	11.87	11.28	11.58	70	22.02	21.43	21.73

**5.0 FEES**

**Destination Entry Mailing Fees** Destination entry mailing fees, per 12-month period:

- 5.1
- a. Parcel Select: \$150.00.
  - b. Bound Printed Matter: \$150.00.

**Pickup Fees** Parcel Post only, per occurrence: \$12.50.

- 5.2
- May be combined with Express Mail and Priority Mail pickups (see D010).

**Presort Mailing Fees** Presort mailing fees, per 12-month period:

- 5.3
- a. Presorted Media Mail: \$150.00.
  - b. Presorted Library Mail: \$150.00.

## R900 Services

### 1.0 ADDRESS CORRECTION SERVICE (F030)

For all classes of mail:

- a. Manual notice, each: \$0.70.
- b. Electronic notice, each: \$0.20.

### 2.0 ADDRESS SEQUENCING SERVICE (A920)

**Basic Service** Each card or address removed because of an incorrect or undeliverable address:  
2.1 \$0.30.

**Blanks for Missing Addresses** Each card or address removed because of an incorrect or undeliverable address:  
2.2 \$0.30.

2.2 Insertion of each blank card for missing or new address: no charge.

**Missing or New Addresses Added** Insertion of each addressed card for missing or new address: \$0.30.  
2.3

### 3.0 BULK PARCEL RETURN SERVICE (BPRS) (S924)

**Permit Fee** Annual permit fee: \$150.00.  
3.1

**Accounting Fee** Annual accounting fee: \$475.00.  
3.2

**Per Piece Charge** For each piece returned, regardless of weight: \$1.80.  
3.3

### 4.0 BUSINESS REPLY MAIL (BRM) (S922)

**Basic BRM** Annual permit fee: \$150.00.  
4.1 Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.60.

**High-Volume BRM** Annual permit fee: \$150.00.  
4.2 Annual accounting fee (for advanced deposit account): \$475.00.  
Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.10.

**Basic Qualified BRM** Annual permit fee: \$150.00.  
4.3 Annual accounting fee (for advanced deposit account): \$475.00.  
Per piece charge (in addition to the automation First-Class Mail QBRM postage (R100.3.0)): \$0.06.



**High-Volume Qualified BRM**  
4.4  
Annual permit fee: \$150.00.  
Annual accounting fee (for advanced deposit account): \$475.00.  
Quarterly fee: \$1,800.00.  
Per piece charge (in addition to the automation First-Class Mail QBRM postage (R100.3.0)): \$0.008.

**Bulk Weight Averaged Nonletter-Size BRM**  
4.5  
Annual permit fee: \$150.00.  
Annual accounting fee (for advanced deposit account): \$475.00.  
Monthly maintenance fee: \$750.00.  
Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.01.

#### 5.0 CALLER SERVICE (D920)

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.

#### 6.0 CERTIFICATE OF MAILING (S914)

**Individual**  
6.1  
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.

**Bulk**  
6.2  
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.

#### 7.0 CERTIFIED MAIL (S912)

Fee, in addition to postage and other fees, per piece: \$2.30.

**8.0 COLLECT ON DELIVERY (COD) (S921)**

Fee, in addition to postage and other fees, per piece:

Amount to be collected or insurance coverage desired, whichever is higher <sup>1</sup>	Fee
\$0.01 to 50.00	\$4.50
50.01 to 100.00	5.50
100.01 to 200.00	6.50
200.01 to 300.00	7.50
300.01 to 400.00	8.50
400.01 to 500.00	9.50
500.01 to 600.00	10.50
600.01 to 700.00	11.50
700.01 to 800.00	12.50
800.01 to 900.00	13.50
900.01 to 1,000.00	14.50
Notice of nondelivery	3.00
Alteration of COD charges or designation of new addressee	3.00
Registered COD <sup>2</sup>	4.00

1. For Express Mail COD shipments of \$100 or less, the COD fee charged is based on the amount to be collected.
2. Fee for registered COD, regardless of amount to be collected or insurance value.

**9.0 DELIVERY CONFIRMATION (S918)**

Fee, in addition to postage and other fees, per piece:

Type	Fee
<b>First-Class Mail<sup>1</sup></b>	
Electronic	\$0.13
Retail	0.55
<b>Priority Mail</b>	
Electronic	0.00
Retail	0.45
<b>Standard Mail<sup>2</sup></b>	
Electronic	0.13
<b>Parcel Select<sup>1</sup></b>	
Electronic	0.00
<b>Other Package Services<sup>1</sup></b>	
Electronic	0.13
Retail	0.55

1. Available only for parcels.
2. Available only for pieces subject to the residual shape surcharge.

**10.0 EXPRESS MAIL INSURANCE (S500)**

Fee, in addition to postage and other fees:

a. For amount of merchandise insurance liability:

Insurance Coverage Desired	Fee
\$ 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

Express Mail merchandise maximum coverage: \$5,000.00.

b. Document reconstruction maximum liability: \$100.00.

**11.0 INSURANCE (S913)**

Fee, in addition to postage and other fees, for merchandise insurance liability, per piece:

Insurance Coverage Desired	Fee	Bulk Insurance Fee
\$ 0.01 to \$ 50.00 <sup>1</sup>	\$1.30	\$0.70
50.01 to 100.00 <sup>2</sup>	2.20	1.40
100.01 to 200.00	3.20	2.40
200.01 to 300.00	4.20	3.40
300.01 to 400.00	5.20	4.40
400.01 to 500.00	6.20	5.40
500.01 to 600.00	7.20	6.40
600.01 to 700.00	8.20	7.40
700.01 to 800.00	9.20	8.40
800.01 to 900.00	10.20	9.40
900.01 to 1,000.00	11.20	10.40
1,000.01 to 5,000.00	11.20 plus \$1.00 per \$100 or fraction thereof over \$1,000 in desired coverage	10.40 plus \$1.00 per \$100 or fraction thereof over \$1,000 in desired coverage

Insured mail maximum coverage: \$5,000.00.

1. For merchandise insured for \$50 or less, Form 3813 is used with an elliptical insured marking (no insured number is assigned).
2. For merchandise insured for more than \$50, Form 3813-P is used with an insured number.

**12.0 MAILING LIST SERVICE (A910)**

**List Correction** Minimum charge per list (30 items): \$9.00.

12.1 For each address on list: \$0.30.

**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.

12.2

**Election Boards** For address changes provided to election boards and voter registration commissions, per Form 3575: \$0.27.

12.3

**13.0 MERCHANDISE RETURN SERVICE (S923)**

**Permit Fee** Annual permit fee: \$150.00.  
13.1

**Accounting Fee** Annual accounting fee (for advance deposit account): \$475.00.  
13.2

**14.0 METER SERVICE (P030)**

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.

**15.0 MONEY ORDERS (S020)**

Fee, each:

- a. Domestic money order:

Amount Desired	Fee
\$ 0.01 to \$ 500.00	\$0.90
500.01 to 1,000.00	1.25

- 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.

**16.0 PARCEL AIRLIFT (PAL) (S930)**

Fee, in addition to postage and other fees, per piece:

Weight Not More Than (pounds)	Fee
2	\$0.45
3	0.85
4	1.25
30	1.70

**17.0 PERMIT IMPRINT (P040)**

Application fee: \$150.00.

**18.0 PICKUP SERVICE (D010)**

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: \$12.50.

**19.0 POST OFFICE BOX SERVICE (D910)**

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. Box fee per semiannual (6-month) period:

Fee Group	Box Size and Fee				
	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>	0.00	0.00	0.00	0.00	0.00

1. A customer ineligible for carrier delivery service may obtain one post office box at the Group E fee, subject to administrative decisions regarding customer's proximity to post office (see D910).

**20.0 REGISTERED MAIL (S911)**

Fees and charges are in addition to postage:

Declared Value <sup>1</sup>	Fee	Handling Charge
\$0.00	\$7.50	—
\$0.01 to \$100.00	\$8.00	—
100.01 to 500.00	8.85	—
500.01 to 1,000.00	9.70	—
1,000.01 to 2,000.00	10.55	—
2,000.01 to 3,000.00	11.40	—
3,000.01 to 4,000.00	12.25	—
4,000.01 to 5,000.00	13.10	—
5,000.01 to 6,000.00	13.95	—
6,000.01 to 7,000.00	14.80	—
7,000.01 to 8,000.00	15.65	—
8,000.01 to 9,000.00	16.50	—
9,000.01 to 10,000.00	17.35	—
10,000.01 to 25,000.00	\$17.35 plus 85 cents per \$1,000 or fraction over \$10,000	—
\$25,000.01 to \$1,000,000.00	\$30.10	plus 85 cents for each \$1,000 (or fraction thereof) over \$25,000
1,000,000.01 to 15,000,000.00	858.85	plus 85 cents for each \$1,000 (or fraction thereof) over \$1,000,000
15,000,000.01 +	12,758.85	plus amount determined by the Postal Service based on weight, space, and value

Maximum coverage: \$25,000.00.

1. Articles with a declared value of more than \$25,000 can be registered, but compensation for loss or damage is limited to \$25,000.

**21.0 RESTRICTED DELIVERY (S916)**

Fee, in addition to postage and other fees, per piece: \$3.50.

**22.0 RETURN RECEIPT (S915)**

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing	\$1.75
Requested after mailing	3.25

**23.0 RETURN RECEIPT FOR MERCHANDISE (S917)**

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing	\$3.00

**24.0 SHIPPER PAID FORWARDING (F010)**

Annual accounting fee for (optional) advance deposit account: \$475.00.

**25.0 SIGNATURE CONFIRMATION (S919)**

Available for First-Class Mail parcels, Priority Mail, and Package Services parcels.

Fee, in addition to postage and other fees, per piece:

Type	Fee
Electronic	\$1.30
Retail	1.80

**26.0 SPECIAL HANDLING (S930)**

Fee, in addition to postage and other fees, per piece:

Weight (pounds)	Fee
Up to 10	\$5.95
Over 10	8.25

\* \* \* \* \*

**S Special Services**

**S000 Miscellaneous Services**

**S010 Indemnity Claims**

\* \* \* \* \*

**2.0 GENERAL FILING INSTRUCTIONS**

\* \* \* \* \*

**2.12 Payable Express Mail Claims**

*[Revise items 2.12a, 2.12a(4), and 2.12b, by replacing \$500 with \$100. No other changes to text.]*

\* \* \* \* \*

**S020 Money Orders and Other Services**

\* \* \* \* \*

**1.0 ISSUING MONEY ORDERS**

\* \* \* \* \*

**1.2 Purchase Restrictions**

A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

*[Revise item 1.2a by increasing the maximum amount of a single money order from \$700 to \$1,000 to read as follows:]*

- a. The maximum amount of any single money order is \$1,000.

\* \* \* \* \*

**S500 Special Services for Express Mail**

\* \* \* \* \*

**1.0 AVAILABLE SERVICES**

\* \* \* \* \*

**1.5 Insurance and Indemnity**

Express Mail is insured against loss, damage, or rifling, subject to these standards:

\* \* \* \* \*

*[Revise item 1.5c by changing "\$500" to "\$100" to read as follows:]*

- c. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to a maximum liability of \$100. (Additional insurance under 1.6 may be purchased up to a maximum coverage of \$5,000 for merchandise valued at more than \$100.) Nonnegotiable documents are insured against loss, damage, or rifling, up to \$100 per piece, subject to the maximum limit per occurrence as defined in S010.

**1.6 Additional Insurance**

*[Revise the first sentence of 1.6 by replacing "\$500" with "\$100" to read as follows:]*

Additional insurance, up to a maximum coverage of \$5,000, may be purchased for merchandise valued at more than \$100 sent by Express Mail.\*\*\*

\* \* \* \* \*

**S900 Special Postal Services**

**S910 Security and Accountability**

**S911 Registered Mail**

\* \* \* \* \*

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Add the following sentence at the end of 1.1 to read as follows:]*

\*\*\*Delivery status information for a Registered Mail item can be determined via the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt.

\* \* \* \* \*

**S912 Certified Mail**

\* \* \* \* \*

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Add the following sentence after the first sentence in 1.1. The remainder of the text is unchanged.]*

\*\*\*Delivery status information for a certified mail item can be determined via the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt.\*\*\*

\* \* \* \* \*

**S918 Delivery Confirmation**

\* \* \* \* \*

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.2 Eligible Matter**

*[Revise 1.2 by adding First-Class Mail parcels and limiting Package Services to parcels to read as follows:]*

Delivery Confirmation service is available for First-Class Mail parcels, Priority Mail items, Standard Mail pieces subject to the residual shape surcharge (electronic option only), and Package Services parcels. For the purposes of adding Delivery confirmation service, a First-Class Mail or Package Services parcel must meet the definition in C100.5.0 or C700.1.0h, as appropriate.

**S919 Signature Confirmation**  
\* \* \* \*

**1.0 BASIC INFORMATION**  
\* \* \* \*

**1.2 Eligible Matter**  
*[Revise 1.2 by adding First-Class Mail parcels and limiting Package Services to parcels to read as follows:]*

Signature Confirmation is available for First-Class Mail parcels, Priority Mail items, and Package Services parcels. For the purposes of adding Signature Confirmation service, a First-Class Mail or Package Services parcel must meet the definition in C100.5.0 or C700.1.0h, as appropriate.  
\* \* \* \*

**S922 Business Reply Mail (BRM)**  
\* \* \* \*

**3.0 POSTAGE, PER PIECE CHARGES, AND ACCOUNTING FEES**

**3.1 Postage**  
*[Revise 3.1 by changing "5 pounds" to "1 pound." No other changes to text.]*  
\* \* \* \*

— Mail Preparation and Standards,  
Pricing and Classification, 5-9-02



# Postage Statements

## New Postage Statements

Effective June 30, 2002, all domestic postage statements are revised and new statements are added to implement the rate and classification changes resulting from R2001-1. Copies of the statements appear on pages 117–196 of this *Postal Bulletin*.

### Effective June 30, 2002

These statements are dated June 2002. All mailers **must use June 2002 editions of postage statements (or approved facsimiles)**, which include the new certification language and formats required for new reporting and data collection procedures in the permit system. All previous versions are obsolete as of June 30, 2002, and must not be used. A list of statements appears under the headings for each class of mail.

### Availability of New Statements

There will be no automatic distribution of the June 2002 statements. Revised statements can be ordered from the Material Distribution Center using normal ordering procedures. All statements are available on the Postal Service Web site (<http://www.usps.com/ratecase/postage-statement.htm>) in Adobe PDF (print-only) format. They can be printed locally and completed manually. Wherever possible, postmasters and managers of business mail entry should encourage their customers and staff to use the Postal Service Web site to obtain statements.

Managers of business mail entry, working with district and area rate implementation coordinators, must ensure that all Post Offices and detached mail units within their district's service area have access to all statements to satisfy the needs of local mailers. Post Offices without Internet access must be supplied by their district office. Mailers with questions regarding the use and availability of postage statements should contact the Post Office where they enter their mailings. Employees with questions should contact their district manager of business mail entry.

## Overview of Changes to All Domestic Postage Statements

### General Changes

Language in the mailer's certification block has been clarified and reduced substantially. In addition, the check boxes for reply mail enclosures, 5-digit verification, and the (First-Class Mail<sup>®</sup>) move update standards have been eliminated. Language in the mailer's certification block has

been added to remind mailers that a signature on the statement certifies that the mailing complies with all relevant standards and that the mailing qualifies for the rates and fees claimed.

Address matching date blocks have been added to applicable statements for mailers to enter date(s) of address matching in lieu of submitting Form 3553, *Coding Accuracy Support System (CASS) Report(s)*, with every automation-rate and carrier route-rate mailing (see the separate article on page 115 in this *Postal Bulletin*). Form 3541 and Form 3602 contain a third block for reporting the date of carrier route address sequencing.

Mailers and employees must familiarize themselves with the new statements for the class of mail and postage payment method used. Many form numbers have changed; therefore, a new statement cannot be matched solely by form number.

Every entry line on every statement is numbered. Except for Form 3541, each entry line is numbered in relation to the "part" of the statement in which it appears (e.g., E1, E2). Moreover, all line numbers correlate with comparable statements for the same class of mail and different payment methods (e.g., line B9 on all Form 3602 statements is used for DSCF 3/5 letters. Line 24 on all Form 3541 statements is used for Outside-County 3-digit nonautomation letters). As references to rates and reporting are made throughout this article, appropriate line numbers follow in parentheses.

All postage, surcharges, and discounts, as applicable, are reported and finalized within each part on page two. The "part total" is carried forward to page 1 with no further calculation required for that part. Postage affixed statements include reminders and DMM references for computing the postage to be affixed to each piece in a mailing.

### Rounding Postage

Revised *Domestic Mail Manual* (DMM) P013.1.2 clarifies the standards for rounding postage as follows:

- For permit imprint statements, round off intermediate postage figures to *four decimal places*. An intermediate figure is any figure on any (numbered) line except the "total postage" line. Round off the total postage figure to *two decimal places*.
- For postage affixed statements, round off intermediate postage figures to *three decimal places*. An

intermediate postage figure is any figure on any (numbered) line except the "total postage" and "net postage due" lines. Round off total postage and net postage due figures to *two decimal places*.

- For Periodicals statements, round off intermediate postage figures to *four decimal places*. An intermediate figure is any figure on any line except the "total Outside-County postage" (46), "total In-County postage" (73), and "total foreign postage" (88). Round off total Outside-County postage (AIC 135), total In-County postage (AIC 224), and total foreign postage (AIC 238) figures to *two decimal places*.
- For postage statement registers, round off intermediate postage figures to *four decimal places*. An intermediate figure is any figure except the "total postage" figure. Add intermediate figures to determine the total postage for the postage statement register and the accompanying (computer-generated) Form 3602 facsimile. Round off the total postage figure to *two decimal places*.

### First-Class Mail

- Form 3600-EZ, *First-Class Mail — Easy — Nonautomation Letters, Cards, or Flats — Permit Imprint*
- Form 3600-R, *First-Class Mail — Permit Imprint*
- Form 3600-P, *First-Class Mail — Postage Affixed*
- Form 3600-PM, *Priority Mail — Permit Imprint*
- Form 3600-PMRX, *Presorted Priority Mail — Permit Imprint*
- Form 3600 PMPX, *Presorted Priority Mail — Postage Affixed*

The easy (EZ) statement for a single nonautomation rate mailing of identical weight pieces paid with permit imprint is expanded to accommodate pieces weighing 1 ounce or less that may be subject to the nonmachinable surcharge (C3 and C4). A note appears at the top of the easy statement referencing checklists and other tools available to mailers at Business Mail 101 on the Postal Explorer Web site (<http://pe.usps.gov>). First-Class Mail pieces with and without a nonmachinable surcharge can be reported on the same Form 3600. Separate entry lines for AADC letters (A4), AADC cards (D4), mixed AADC letters (A5), and mixed AADC cards (D5) replace the single entry lines for basic automation letters and cards. Similarly, separate entry lines for ADC (B3) and mixed ADC (B4) automation rates for flats replace the single entry line for basic automation flats. The number of automation rate flats weighing 1 ounce or less that may be subject to the nonmachinable surcharge is reported on line B5.

Mailers and postal employees are reminded that lines C5 and C6 are used only in those limited situations where a Standard Mail mailing includes residual pieces paid at First-

Class Mail rates (DMM E620) in accordance with DMM P100.2.6.

Form 3600-PM has separate entry lines for reporting flat-rate envelopes (A1) and all other unzoned pieces weighing up to 1 pound (A2). These pieces must be reported separately, as appropriate. Similarly, Form 3600-PMRX and Form 3600-PMPX also have separate entry lines for flat-rate envelopes and all other unzoned pieces weighing up to 1 pound.

### Periodicals

- Form 3541, *Periodicals One Issue or One Edition*
- Form 3541-A, *Periodicals — Condensed One Issue or One Edition*
- Form 3541-M, *Periodicals All Issues in a Calendar Month*

There are significant changes to Periodicals statements. As with all other statements, postage totals now appear on page one. Form 3541 is a three-page form designed to report any Periodicals mailing that consists of Outside-County, In-County, ride-along pieces, and foreign copies. Mailings that do not include In-County and foreign copies need only submit pages 1 and 2 with the mailing. Form 3541-A "condensed" is a two-page form designed specifically for mailings consisting of only Outside-County and In-County.

Because ride-along pieces are now a permanent classification, Form 3541-X has been eliminated and mailings containing ride-along pieces are reported on Form 3541. Also, mailers no longer need to submit the additional documentation that was required under the experiment. Outside-County ride-along pieces are reported on line 45, and In-County ride-along pieces are reported on line 72.

New lines are also added to Outside-County for reporting: DADC advertising pounds (3); DADC addressed pieces (37); addressed pieces of flats placed directly on destination entry pallets (38); and addressed pieces of flats placed directly on all other pallets (39).

The 5 percent discount for Outside-County nonprofit and classroom publications is reported differently. Mailers compute the 5 percent discount following the instructions on line 43 and enter the result on line 43. For foreign copies, there are two blocks for reporting weights: one for copies to Canada (rate group 1, which does not require wrappings), and one for copies to all other counties (rate groups 2 through 5, which require wrappings). Preferred rate publications mailing commingled nonsubscriber copies over the 10 percent limit at regular rates are completely reported on their own statement. Postage at regular rates is no longer reported on a separate Form 3541 and carried onto the statement reporting subscriber copies.

Form 3541-M no longer allows reporting of foreign copies and does not allow reporting of ride-along pieces.

### Standard Mail

- Form 3602-C, *Consolidated — Supplement Standard Mail and Nonprofit Standard Mail*
- Form 3602-EZ, *Standard Mail — Easy — Nonautomation Letters or Flats — Permit Imprint*
- Form 3602-R, *Standard Mail Letters and Flats — Permit Imprint*
- Form 3602-RS, *Standard Mail Subject to Surcharge — Permit Imprint*
- Form 3602-HR, *Standard Mail Heavy Letters — Permit Imprint*
- Form 3602-P, *Standard Mail Letters and Flats — Postage Affixed*
- Form 3602-PS, *Standard Mail Subject to Surcharge — Postage Affixed*
- Form 3602-HP, *Standard Mail Heavy Letters — Postage Affixed*

### Nonprofit Standard Mail

- Form 3602-C, *Consolidated — Supplement Standard Mail and Nonprofit Standard Mail*
- Form 3602-NZ, *Nonprofit Standard Mail — Easy — Nonautomation Letters, or Flats — Permit Imprint*
- Form 3602-N, *Nonprofit Standard Mail Letters and Flats — Permit Imprint*
- Form 3602-NS, *Nonprofit Standard Mail Subject to Surcharge — Permit Imprint*
- Form 3602-NHR, *Nonprofit Standard Mail Heavy Letters — Permit Imprint*
- Form 3602-NP, *Nonprofit Standard Mail Letters and Flats — Postage Affixed*
- Form 3602-NPS, *Nonprofit Standard Mail Subject to Surcharge — Postage Affixed*
- Form 3602-NHP, *Nonprofit Standard Mail Heavy Letters — Postage Affixed*

New Form 3602-C replaces the four consolidated Forms 3602-RV, 3602-PRV, 3602-NV, and 3602-PNV. The new form permits any Standard Mail mailing to be submitted under plant-verified drop shipment (PVDS) and can accommodate up to 10 destinations (drops). The previous consolidated Forms 3602 accommodated letters and flats only. All pieces and postage are reported on the appropriate statement for the type of Standard Mail presented under PVDS. The "total postage" line on Form 3602-C is for mailer use only. All postage is taken from the attached postage statement (and entered into the Permit System). The mailer indicates the statement attached by checking the appropriate

box when completing the form. Form 3602-C acts as a manually prepared "register of postage statements" and is used by mailers relying on USPS-supplied Standard Mail statements. Mailers that are approved to produce computer-generated facsimile statements and registers of postage statements do not need to complete and submit Form 3602-C.

The EZ statements for a single nonautomation rate mailing of identical weight pieces paid with permit imprint are expanded to accommodate pieces that may be subject to the nonmachinable surcharge (lines E1 through E6). Pieces not subject to the nonmachinable surcharge are reported in lines B1 through B12. A note appears at the top of the easy statements referencing checklists and other tools available to mailers at Business Mail 101 on the Postal Explorer Web site (<http://pe.usps.gov>). Statements for letters and flats now have separate entry lines for AADC letters and mixed AADC letters (part A), replacing the single entry lines for basic automation letters.

Unlike First-Class Mail mailings, Standard Mail mailings of pieces subject to a surcharge must be reported on the appropriate statements that reflect those charges (e.g., Form 3602-RS, *Standard Mail Subject to Surcharge*). Should a mailing be presented with a statement for letters and flats (e.g., Form 3602-R), and is later determined to be subject to a surcharge (nonmachinable or residual shape), the correct statement must be completed and signed by the mailer before acceptance (e.g., Form 3602-RS). The Permit System does not allow reporting of mailings with an incorrect statement.

Form 3602-HR and Form 3602-NHR for heavy letters (parts J and K) reflect rates that include the discount that equals the nonletter piece rate minus the letter piece rate. Mailers compute postage for permit imprint mailings of heavy letters using the rates on the statement just as they would compute rates on permit imprint statements, parts D, G, and I. See DMM E630 and E640, as appropriate. Mailings of heavy letters with postage affixed (Form 3602-HP and Form 3602-NHP) must have the full applicable rate affixed to each piece in the mailing (DMM P013.8).

### Package Services

#### *Parcel Post — Parcel Select*

- Form 3605-PR, *Parcel Post — Permit Imprint*
- Form 3605-SR, *Parcel Select — Permit Imprint*
- Form 3605-PP, *Parcel Post — Postage Affixed*
- Form 3605-SP, *Parcel Select — Postage Affixed*

The only change to Parcel Post statements is the addition of the entry line for nonmachinable Parcel Select-DSCF parcels (J2) (see DMM E751.1).

*Bound Printed Matter*

- Form 3605-BFR, *Bound Printed Matter Flats — Permit Imprint*
- Form 3605-DFR, *Destination Entry Bound Printed Matter Flats — Permit Imprint*
- Form 3605-BFP, *Bound Printed Matter Flats — Postage Affixed*
- Form 3605-DFP, *Destination Entry Bound Printed Matter Flats — Postage Affixed*
- Form 3605-BPR, *Bound Printed Matter Parcels — Permit Imprint*
- Form 3605-DPR, *Destination Entry Bound Printed Matter Parcels — Permit Imprint*
- Form 3605-BPP, *Bound Printed Matter Parcels — Postage Affixed*
- Form 3605-DPP, *Destination Entry Bound Printed Matter Parcels — Postage Affixed*

With separate rates for Bound Printed Matter flats and parcels, there are now two sets of statements: one set (four statements) for flats one set (four statements) for parcels. Page two formats now resemble those of Forms 3602 and provide for easier computing of permit imprint postage. BPM pieces must be reported on the appropriate statements. Should a mailing be presented with a statement for flats and is later determined to be subject to parcel rates, the correct statement must be completed and signed by the mailer before acceptance. The Permit System does not allow reporting of mailings with an incorrect statement.

*Media Mail and Library Mail*

- Form 3608-R, *Media Mail and Library Mail — Permit Imprint*
- Form 3608-P, *Media Mail and Library Mail — Postage Affixed*

Separate mailings of eligible Library Mail pieces and Media Mail pieces can be reported on the same Form 3608. Each mailing, however, must meet its own minimum and must be prepared separately.

**Special Services**

- Form 3540-S, *Special Services*

A new line (A1) allows mailers purchasing certificates of mailing (for three or more listed on Form 3877) to pay postage and certificate of mailing fees with permit imprint. All other forms of certificate of mailing must continue to pay the fees using postage affixed to Form 3817 and Form 3606, as appropriate. Line A9 is reserved for future use.

**Change to Coding Accuracy Support System (CASS) Documentation Requirements****Elimination of Filing Requirement**

Effective June 30, 2002, mailers are no longer required to present Form 3553, *Coding Accuracy Support System (CASS) Summary Report*, with every automation-rate and carrier route-rate mailings to document applicable address matching standards. This is the only substantive change to *Domestic Mail Manual (DMM) A950*. Mailers (or their agents) must continue to complete and retain Form 3553 and the summary output information for each list processed in their files for 1 year from the date of each mailing. Also, mailers must make the summary output report information available to the Postal Service on 24-hour notice.

Language has also been added to applicable sections throughout the DMM to remind mailers that a signature on a postage statement certifies that the mailing complies with all relevant standards, including address matching, and that the mailing qualifies for the rates and fees claimed. The affected DMM text can be found elsewhere in this *Postal Bulletin*, and the entire DMM is available on Postal Explorer Web site at <http://pe.usps.gov>.

Mailers with questions should contact their Post Office where they enter their mailings. Employees with questions should contact their district manager of business mail entry.

**New Documentation Procedures**

Effective June 30, 2002, mailings presented for verification and acceptance will document the date of address matching and coding by annotating the postage statement(s) that accompanies the mailing. This is the same as documenting the date of address sequencing for Periodicals carrier route mailings and for Standard Mail Enhanced Carrier Route mailings (see DMM M050.4).

All First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter postage statements have been reformatted to permit documentation of appropriate address matching requirements as required for each type and class of mail. See the separate article in this *Postal Bulletin* on page 112 that describes the changes to all postage statements. Effective June 30, 2002, mailers must use only the June 2002 editions of postage statements (or approved facsimiles). Earlier editions may not be used.

The June 2002 postage statements contain up to three blocks for entering dates of address matching and coding for automation-rate pieces, carrier route-rate pieces, and carrier route address sequencing. Block(s) that do not relate to a particular mailing are shaded.

To avoid delays in mail acceptance, it is important to understand which date from Form 3553, section B "List," must be annotated on the accompanying postage statement(s):

- For automation rate pieces, including pieces bar-coded by mailers (presort service bureaus) using a multiline optical character reader (MLOCR) for letters or flats, the date when address matching was performed is in block 2a "Master File," or, for list mailers using "Z4 Change," block 2b.
- For carrier route-rate pieces, the date when carrier route coding was performed is in block 2d "CRIS" (carrier route information system).
- For carrier route address sequencing (Periodicals and Standard Mail only), the date when sequencing was performed comes from one of the methods listed in DMM M050.4.1. Only when a line-of-travel (LOT) product is used for basic carrier route pieces will the sequencing date come from Form 3553, block 2c "LOT." Otherwise, the date is taken from the sequencing option used in DMM M050.4.1.

### Multiple Lists and Time Periods

Whenever address matching is performed on different dates (e.g., addresses from multiple lists matched on different dates and used in a single mailing) the date annotated on the postage statement must be the earliest (oldest) date of matching and within the appropriate time periods described below.

Unless Z4CHANGE is used, addresses on all automation-rate and carrier route-rate mailings must be ZIP+4 coded using current CASS-certified software and the USPS database that is current the date when address matching is performed as follows:

- For automation-rate mailings, ZIP+4 coding must be performed within 180 days before the mailing date.
- For carrier route-rate mailings, carrier route coding (and if applicable, address sequencing) must be performed within 90 days before the mailing date.

For mailers and list processors using Z4CHANGE: after the entire address list is matched and ZIP+4 coded as described above, the list must be processed through Z4CHANGE using USPS-certified software every 60 days to identify any changed records within the file. After the changed records are identified, those addresses must then be matched and ZIP+4 coded using current CASS-certified address matching software and the USPS database current the date when the matching is performed. The entire address list must be rematched and ZIP+4 coded at least every 3 years.

— *Mail Preparation and Standards,  
Pricing and Classification, 5-9-02*