

**POSTAL SERVICE****39 CFR Part 111****Classification Reform; Implementation Standards****AGENCY:** Postal Service.**ACTION:** Proposed rule.

**SUMMARY:** This represents the third notice concerning Classification Reform published by the Postal Service for public comment. On June 29 and August 30, 1995, the Postal Service published advance notices of proposed rulemaking (60 FR 34056-34069 and 60 FR 45298-45323, respectively). Each provided information about current Postal Service proposals and decisions regarding prospective rate eligibility and mail preparation standards, and opportunities for public comment on those and other important issues related to the Postal Service's pending MC95-1 Classification Reform proposals. This notice reviews the preceding months' activity in this regard, presents extensive discussion of comments received on the second notice, detailed descriptions of proposals that are new or revised and estimates of their affect on the mailing community, overview charts to assist commenters in understanding the implementing standards set forth in the proposed rule, and the full text of the Domestic Mail Manual standards the Postal Service proposes to adopt to implement its Classification Reform proposals.

**DATES:** Comments on the implementation process or proposed standards must be received on or before January 22, 1996.

**ADDRESSES:** Mail or deliver written comments to the Manager, Customer Mail Preparation, USPS Headquarters, 475 L'Enfant Plaza SW, Room 6830, Washington DC 20260-2405. Copies of all written comments will be available at the above address for inspection and photocopying between 9 a.m. and 4 p.m., Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Leo F. Raymond, (202) 268-5199.

**SUPPLEMENTARY INFORMATION:** On March 24, 1995, pursuant to its authority under 39 U.S.C. 3621, *et seq.*, the Postal Service filed with the Postal Rate Commission (PRC) a request for a recommended decision on a number of mail classification reform proposals. The PRC designated the filing as Docket No. MC95-1 and proceedings are currently under way before the PRC in accordance with 39 U.S.C. 3624 and the PRC's rules of practice under 39 CFR 3001. A notice of the filing, with a

description of the Postal Service's proposals, was published on April 3, 1995, in the Federal Register by the PRC (60 FR 16888-16893).

On June 29, 1995, the Postal Service published for public comment in the Federal Register an advance notice of proposed rulemaking (60 FR 34056-34069). That notice included an overview of the Postal Service's proposals in MC95-1, the process that was used in developing them, and the instant process being used to prepare for implementation of classification reform and to begin development of the implementing standards for future use in the Domestic Mail Manual (DMM). The notice also contained detailed information about issues that had been developed for consideration as part of the implementation process, prepared in a format that paralleled the listing of requirements in the Domestic Mail Classification Schedule (DMCS) portion of the MC95-1 filing. Among the purposes for publishing the advance notice was the elicitation of comments on the proposed criteria under consideration for inclusion in DMM implementing standards, many of which had been developed with the advice of the Classification Reform Implementation Advisory Groups (IAGs) convened by the Postal Service as part of the process described in the notice. Readers who are unfamiliar with the content of the Postal Service's MC95-1 filing, or the process that is under way for implementation of MC95-1, should review the June 29 notice.

On August 30, 1995, the Postal Service published for public comment in the Federal Register a second advance notice of proposed rulemaking (60 FR 45298-45323). The second notice reported a summary of the comments received from the earlier notice and invited further comment from interested parties on updated proposed implementing standards and on the implementation process generally. Readers were advised that, following review of comments received for that notice, the Postal Service would revise its proposed implementation criteria as appropriate and use them as the basis for the DMM standards it would propose for adoption if the Classification Reform proposals requested by the Postal Service in PRC Docket No. MC95-1 are adopted. Those proposed DMM standards are set forth after the discussion of comments from the second notice.

Pursuant to 39 U.S.C. 3624, the PRC will issue a recommended decision on the Postal Service's Request to the Governors of the Postal Service. This recommendation is expected in January

1996. Pursuant to 39 U.S.C. 3625, the Governors will act on the PRC's recommendations. If the Governors determine to place the PRC's recommendations into effect, the Board of Governors will set an implementation date for the rate and classification changes to take effect. Publication of a notice announcing the Governors' decision and the issuance of final Domestic Mail Classification Schedule and Rate Schedule changes will be made immediately following the Governors' decision. After reviewing the comments received on this proposed rule in light of the PRC's recommendations and of the Governors' decision, a final rule will be published adopting appropriate DMM implementing standards for the rate and classification changes. Publication of this final rule will be either concurrent with publication of the Governors' decision or as soon thereafter as possible.

Part A of this notice summarizes major changes that have been made to or added to the proposed implementation standards since the second advance notice of proposed rulemaking. Part B provides an analysis of comments received on the second notice and the Postal Service responses. Part C provides a presort summary guide with charts for each proposed rate. Part D contains a table showing ZIP Codes ineligible for Automation Carrier Route rates. Part E summarizes proposed changes to the DMM, followed by the proposed revisions to DMM standards.

**A. Major Changes and Additions Since August 30 Notice**

This section identifies proposed additions and changes to the DMM mailing standards that were not specifically indicated in the summary of preparation standards presented in the August 30 advance notice of proposed rulemaking. To aid readers in identifying changes which might affect them, this information is provided in the following subject matter groups: (1) Changes to the proposed mailing standards described in the August 30 notice; (2) additional changes for the reformed subclasses of mail not included in the August 30 notice; (3) changes generally affecting all classes of mail; (4) changes reflecting planned adjustments in postal operations; (5) changes affecting address matching for all classes of mail; (6) changes affecting all third-class mail; (7) changes affecting nonprofit third-class mail; (8) changes affecting all second-class mail; (9) changes affecting preferred rate second-

class mail; and (10) changes affecting all fourth-class mail. Unless otherwise stated, the Postal Service proposes to make these changes effective at the same time as the Classification Reform changes are implemented.

#### *1. Changes to Mailings Standards Contained in August 30 Notice*

a. The proposed requirement to use uniform placement of address elements within Retail Presort First-Class, Regular and Enchanted Carrier Route Standard Mail, and nonautomation-compatible Publications Service Periodicals mailings has been withdrawn.

b. The proposed minimum quantity for a package of automation-compatible Publications Service letters to qualify for carrier route rates has been revised from 10 pieces to 6 pieces. This would establish a standard 6-piece package size for all Publications Service Periodicals.

c. New sortation criteria have been added for nonautomation-compatible letters for Publications Service and Regular Periodicals. The new Publications Service sortation proposal would require preparation of packages since this mail cannot be processed on automation. The new sortation criteria for Regular Periodicals nonbarcoded letters also would require package preparation, and allows Regular Periodicals to qualify for presort rates in the same manner as today.

d. Separate sortation criteria have been added for Regular Periodicals barcoded letters and Regular Periodicals barcoded flats. As discussed in the section concerning comments on the Periodicals proposals, Publications Service does not have a separate barcoded rate and carrier route mail may be counted toward the 85% ZIP+4 or delivery point barcoded requirement. However, the Regular subclass has separate 3/5 and Basic Barcoded rates. For Postal Service processing efficiency, Regular Periodicals mailers wishing to qualify for the separate Barcoded letter and flat rates must prepare separate Barcoded rate mailings meeting a separate 85% barcoding requirement that does not include the carrier route portion of the mailing, and that does not include firm packages. These pieces are excluded because they are not processed on automation. These new Regular barcoded letter preparation proposals reflect the new tray sortation levels that will be implemented with Classification Reform. The current 10-piece 5-digit package, 50-piece 3-digit package, and 10-piece AADC package standards are retained to maintain eligibility for the 3/5 Barcoded rates. Since the proposed Regular Barcoded letter rates do not

provide for a separate 5-digit Barcoded rate and a separate 3-digit Barcoded rate, but rather a combined 3/5 Barcoded rate, the preparation of all possible 5-digit packages before preparing 3-digit packages will be required.

e. Automation-compatible Publications Service letter-size mailings also have only one rate for noncarrier route sorted mail. Because there is no separate 5-digit Barcoded rate for this mail, preparation of all possible 5-digit trays will be required.

f. The presort requirements for Regular Standard Mail letters have been revised to incorporate a minimum of 150 pieces of mail for a 3-digit destination to qualify for 3/5 presort rates and to prepare 5-digit and 3-digit tray levels. This reflects a consistent application of a 150-piece criterion to qualify for 5-digit and 3-digit rates for letter mail (with the exception of barcoded Regular Periodicals). This proposal would also keep qualification levels for 3/5 rates at levels somewhat equivalent to current preparation standards.

g. Within First-Class and Standard Automation Mail, and automation-compatible Publications Service letters, a proposed requirement for a minimum of 150 pieces of mail to an AADC destination before mailers may prepare an AADC tray has been added. This proposal also reflects the Postal Service's desire to maintain a consistent 150-piece tray preparation criteria for barcoded letter mail.

h. A requirement has been added to the proposal that all letter mail be prepared in trays under the reformed subclasses, including Enhanced Carrier Route Standard Mail, and Regular and Publications Service Periodicals. This requirement is discussed in more detail below in the section on letters.

i. With certain exceptions for local mailings and some pallet levels, all letter and flat trays containing mail in the reformed subclasses would have to be sleeved and strapped. This is discussed in more detail below in the section on letters.

j. The proposed standards have been revised concerning the preparation of pieces that meet the standards for both letter-size and automation-compatible flat-size mail, and that are prepared as packages placed directly on pallets. The revision would limit the amount of Regular Standard Mail that can be palletized in this manner to 10% of the total pieces in the mailing job. This is discussed in more detail below in the section on flats.

k. Because of the differences in presort and rate eligibility criteria, the

proposed option to combine letter-size mailings of Regular and Publications Service Periodicals has been removed.

l. The provision for local approval to prepare First-Class Mail in pouches has been removed from the DMM. This provision was primarily to allow pouching of flat-size pieces and parcels. Because DMM provisions have been proposed for traying flat-size pieces and sacking First-Class parcels, the provision for local approval of pouching is no longer needed.

m. The qualification criteria for Destination Delivery Unit discounts for Standard Mail and Publications Service Periodicals have been revised to require that mailers to take carrier route sorted mail to the postal facility where sequencing of the mail takes place. For Automation Standard Mail and for automation-compatible carrier route letter-size Publications Service Periodicals, this could be the facility where the carrier sequence barcode sorter (CSBCS) that sequences this mail is located, rather than the facility where the carrier is located.

n. The proposal to require that addresses in Retail Presort and Automation First-Class mailings be updated for moves within 6 months of the mailing has been clarified to indicate that it would become effective as a rate eligibility requirement beginning 6 months after Classification Reform implementation, or January 1, 1997, whichever is sooner.

#### *2. Additional Proposed Changes for Reformed Subclasses Not Specified in August 30 Notice*

a. New sack sortation standards for First-Class parcels have been added. Because, the preparation of parcels in flats trays is generally inappropriate, sack preparation criteria have been added for this processing category of First-Class Mail.

b. Clarification has been added that Publications Service mailings may include in-county pieces even though such pieces do not count toward the eligibility requirements for the Publications Service rates.

c. For all mailings under the reformed subclasses, provisions have been added requiring the preparation of a less-than-full 3-digit tray for each 3-digit ZIP Code of the SCF that serves the entry post office. This would allow small quantities of local mail to avoid being transported to and processed at an ADC or AADC, resulting in better service and expanding the opportunity for Standard Mail and Periodicals to obtain destination SCF rates.

d. The rules in this notice reflect the Postal Service's intent to allow mailers

to include only pieces with postage affixed at an Automation First-Class or Standard rate in mailings presented under the value added refund (VAR) procedures in DMM P014.4. That the relationship between mailers participating in the VAR process, such as presort bureaus, and their customers is that letter-size pieces coming into their operations are intended to be incorporated into the automation mailstream. Requiring postage to be affixed at an automation rate will simplify the documentation and verification process for mailers, their customers, and the Postal Service by reducing the number of different rates for which value added computations must be made.

### *3. Proposed Changes That Generally Affect All Classes*

a. Marking requirements that reflect the proposed new class and subclass names have been added throughout the DMM. In order to make it easier to apply the rate/subclass markings that are planned under Classification Reform, an option has also been added to allow placement of these markings on the optional endorsement line, in front of the package label information. Furthermore, the current required walk-sequence markings for Regular and Publications Service Periodicals, and for Automation, Enhanced Carrier Route, and Regular Standard Mail have been changed from "WS" to "WSH" or "WSS" to facilitate obtaining separate cost information for pieces mailed at the High Density and Saturation rates, respectively.

b. Appropriate labeling list information has been added for trays, sacks, and pallets. The ADC labeling list, DMM L101, proposed in this notice to apply more generally and not to First-Class Mail only, has been redesignated accordingly as DMM L004.

c. Provisions have been added to the DMM that require mailings of different subclasses to be prepared as separate mailings, to meet separate minimum quantity requirements, and to bear appropriate rate/subclass markings and appropriate postage.

d. Specific standards have been included in proposed DMM M020 and M033 about how to place mail in trays, when to package, and what packaging material is permitted.

e. Pallet preparation rules are also included in this proposal. These pallet rules reflect the standards contained in a separate, recently published final rule on pallet preparation that adopts changes pertaining to the physical characteristics of pallet loads, such as minimum/maximum height and weight

limits, and provisions for triple-stacking. That final rule is expected to appear in the Federal Register on December 20, 1995. It adopts changes proposed on July 31, 1995 (60 FR 39080-39088). Although those changes are not affected by the Postal Service's Classification Reform proposal, they are included in this proposed rule for providing the entire set of rules on pallets as they would look like after Classification Reform. The pallet rules in this proposal also contain proposed DMM standards on levels of pallet sortation and requirements to prepare pallets of Standard Mail and Periodicals sorted to the finest levels, which are affected by Classification Reform. These proposals are open to further comment.

### *4. Proposed Changes That Reflect Adjustments in Postal Operations*

The Postal Service plans to make changes in its processing networks to reflect changes that have occurred over time, and to implement improvements to the way it processes and transports mail. One change is the elimination of the current state distribution center (SDC) network for non-First-Class letters, flats, and irregular parcels. The Postal Service plans to eliminate this network and merge the mail currently processed (SDC, state, and mixed states sorted mail) into the area distribution center (ADC) network currently used for First-Class Mail. This change should enhance service for SDC and state mail, provide a finer breakdown of this mail for more precise sortation and transportation (the ADC network has more processing centers than the SDC network), and reduce the redundancies of two overlapping processing networks. With this change, all letters, flats, and irregular parcels will be processed on the same network. As a result, the Postal Service expects to improve service and reduce the handlings for processing this mail.

The Postal Service also plans to eliminate the current option for mailers to prepare mail sorted to specific multi-ZIP Coded post offices (listed in DMM L001). Due to changes in Postal Service operations, this level of sortation no longer provides additional value to the Postal Service because most of this mail is now sorted at a mail processing plant that serves such post offices. The Postal Service has itself stopped preparing most such sortations. Moreover, the implementation of letter and flat automation has reduced the need for these separations because, for this mail, it is more efficient to process larger quantities of mail made up to fewer sortation levels.

The Postal Service plans to implement the transition from the SDC network to the ADC network and to eliminate optional city preparation when it implements the rate and classification changes that result from Classification Reform. Making all these changes at the same time will have less impact on postal operations and on mailers than if they were made in stages. The Postal Service proposes to apply these changes systemwide to all affected subclasses of mail, both reformed and not, in order to obtain the maximum benefit. Preferred Rate Periodicals, however, will retain the option of being prepared in optional city packages and sacks, because eliminating them could affect qualification for the Level H rates.

A less-than-systemwide implementation of the ADC network would compel the Postal Service to maintain SDC, states, and mixed states processing and optional city preparation for only a portion of the letter, flat, and irregular parcel mailstreams. This dual system would complicate processing and would impose unwarranted costs for separate facilities, equipment, and personnel for a greatly reduced volume of SDC network mail.

Therefore, the Postal Service proposes to eliminate the optional city package and sack sortation level and to eliminate the SDC, state, and mixed states package and sack sortation levels for all current second- and third-class letters and flats and all current third- and fourth-class irregular parcels, except Preferred Rate Periodicals, which will retain the option of being prepared in optional city packages and sacks. The SDC, state, and mixed states package and sack sortation levels will be replaced by ADC and mixed ADC package and sack sortation.

Customers should note that because alignment of the Postal Service's processing and distribution networks is an ongoing process, the facilities listed as ADC/AADC destinations at the time that Classification Reform is implemented might differ from those shown in the DMM labeling lists contained in this proposal. Some ZIP ranges might change, and some facilities currently identified as ADC or AADC destinations might be realigned. The same range of ZIP Codes also might be assigned to different ADC facilities, depending on the class of mail.

### *5. Proposed Changes Affecting Address Matching for All Mail*

The Postal Service has also been developing improvements in the product cycle and the update schedule for its Address Information System (AIS) products. In conjunction with the

Classification Reform case, the Postal Service proposed adopting a bimonthly update frequency for its AIS products. It also proposed requiring that carrier route information used in qualifying for all carrier route rates be obtained through a match to a current Carrier Route Information System (CRIS) scheme or other AIS product that contains carrier route coding information no more than 90 days before the date of the mailing. This change is necessary due to the proposed increase in the issuance cycle of AIS products and the need to standardize the time frames applicable to the use of those products. A more detailed discussion of this change is set forth below in the section on the addressing proposals in the August 30 notice. The Postal Service proposes to apply these AIS changes to carrier route mailings of all classes and subclasses. Given the frequency of route adjustments that will occur over the next few years, maintaining the old matching schedule for some carrier route mail while changing it for other mail would be confusing, costly and irrational because of overlapping required updates.

Mailers at ZIP+4 and Barcoded rates will also be required to use a current database as defined under new release date schedules when matching addresses to the ZIP+4 database. Mailings prepared under subclasses not included under the current proposals for Classification Reform would need to have their addresses matched to the ZIP+4 database using CASS- or MASS-certified address matching software once a year, whereas mailings prepared under the reformed subclasses would need to have this match performed at least once every 6 months. The frequency at which address matching software must obtain CASS/MASS certification also will not change.

#### *6. Changes Affecting All Third-Class Mail*

a. Due to the proposed adoption of the name Standard Mail as part of Classification Reform for all mail currently in third- and fourth-class mail, the Postal Service proposes to change the class abbreviations from 3C to STD for sack, tray, and pallet labels for current third-class mail (which will be known as Standard Mail (A)).

b. To make it easier to apply the rate/subclass markings that are proposed under Classification Reform, this proposal would allow Standard mailers the option of placing these markings on the optional endorsement line, in front of the package label information.

#### *7. Proposed Changes Affecting Nonprofit Third-Class Mail*

As a convenience to Nonprofit Standard mailers, the Postal Service proposes to allow an optional preparation of Nonprofit Standard Mail under the rate eligibility, presort rules, PAVE-certified presort software or standardized documentation requirements, and address quality and accuracy standards for the reformed subclasses. The current third-class nonprofit rates would apply to such mailings. For example, mailers could choose to prepare a letter-size Nonprofit 3/5 and Basic mailing under the preparation rules for the Regular Standard Mail subclass. This would mean that the addresses would have to be matched to the correct 5-digit ZIP Code no more than 1 year before the date of mailing; PAVE-certified software would have to be used to presort the mailing or standardized documentation would have to be submitted with the mailing; the pieces would have to be in groups of 150 pieces to a 3-digit area trayed to 5-digit and 3-digit destinations, with the trays sleeved and strapped. The current nonprofit third-class 3/5 rates would apply to groups of 150 pieces for a 3-digit area properly presorted under the Regular Standard Mail standards. Preparation of Nonprofit Standard Mail under the rules for Regular, Automation, or Enhanced Carrier Route Standard Mail would also enable it to be combined (comailed) with mailings of those subclasses.

#### *8. Proposed Changes Affecting All Current Second-Class Mail*

a. Due to the change in the name of second-class mail that is proposed with implementation of Classification Reform, the Postal Service proposes to change the class abbreviations from 2C or NEWS to PERIOD or NEWS, as applicable, for sack, tray, and pallet labels for all Periodicals, including Preferred Rate Periodicals. In addition, the mail processing category of the mail will be required to follow the class abbreviation on the second line of the sack or tray label, making those standards for Periodicals consistent with other classes of mail, and assist Postal Service mail processing personnel in directing containers of Periodicals to the proper operation.

b. The Periodicals imprints required as part of the identification statement would be changed from "Second-Class Postage Paid at \* \* \*" and "Application to Mail at Second-Class Postage Rates is Pending at \* \* \*" to "Periodicals Postage Paid at \* \* \*" and

"Application to Mail at Periodicals Postage Rates is Pending at \* \* \*."

#### *9. Proposed Changes Affecting Preferred Rate Second-Class Mail*

As a convenience to Preferred Rate Periodicals mailers, the Postal Service proposes to allow the optional preparation of Preferred Rate Periodicals under the presort and eligibility rules for Regular Periodicals (including addressing and PAVE-certified or standardized documentation standards). The current second-class preferred rates would apply to such mailings. For example, if a mailer chose to prepare a letter-size Nonprofit Level G and H mailing under the preparation rules for the Regular Periodicals 3/5 and Basic rates, the pieces would have to be trayed, sleeved, and strapped, and optional city and optional SCF sortations could not be performed. The Level H rates would apply only to 5-digit and unique 3-digit packages properly sorted to 5-digit and 3-digit trays.

#### *10. Proposed Changes Affecting All Current Fourth-Class Mail*

Due to the change in the name of fourth-class mail that is proposed with implementation of Classification Reform, the Postal Service proposes to change the class abbreviations from 4C to STD 4C for sack labels for fourth-class mail (which will be known as Standard Mail (B)), and to change the rate markings "Special Fourth-Class" and "Presorted Special Fourth-Class" to "Special Standard Mail" and "Presorted Special Standard Mail" to agree with the revised names for these types of mail.

#### *B. Summary of Comments From Second Notice*

The Postal Service received 49 pieces of correspondence offering a total of 207 comments on the August 30 notice. Respondents included major mailer associations, individual publishers, printers, presort bureaus, mailers, and private citizens. As with the first notice, the comments do not lend themselves to easy categorization or direct association with specific provisions in the second notice. Rather, commenters tended to speak to general areas of concern, such as automation, or to common aspects of several proposed criteria, such as tray volumes for several different presort levels. Although the proposals were replicated in the second notice in the same format as in the first, comments tended to aggregate these into a single response.

The largest single area to which comments were directed in general was

the preparation of automation mail (First-Class Mail and Standard Mail); approximately 70 comments discussed issues in that area. Addressing issues were the focus of 28 comments, although other comments mentioned addressing issues to a degree. Publications Service was the subject of 13 comments. Nonautomation First-Class (Retail subclass) and Standard Mail (Regular and Enhanced Carrier Route subclasses) received a total of 2 and 27 comments, respectively. Another 26 comments discussed general issues, including some (like the wisdom of classification reform) that are beyond the scope of this rulemaking. The specific points raised in the comments are presented below, organized by subject areas represented by the Implementation Advisory Groups (IAGs): letters, flats, addressing, and publications. Miscellaneous issues are reported thereafter. Readers are invited to comment on the proposed DMM provisions and to identify additional proposals or issues that warrant inclusion in Classification Reform implementation plans.

### 1. General Comments

#### a. Minimum Quantity Requirements

One commenter asked whether separate 200-piece minimums will be required for each Standard Mail subclass when the mailings are commingled on pallets. Each subclass of Standard Mail (Automation, Enhanced Carrier Route, and Regular) will be required to meet a separate 200-piece minimum quantity requirement, and each subclass of First-Class Mail (Automation and Retail) will have to meet a separate 500-piece minimum quantity requirement.

#### b. Definitions of Mailing and Mailing Job

One commenter requested clarification of what a mailing and a mailing job will be under Classification Reform. This commenter noted that because the Postal Service indicated that it will allow mailings of different subclasses to be claimed on the same mailing statement, that the current axiom that "a mailing statement equals a mailing" cannot be used. This commenter also requested a definition of a mailing job as used in the description of when pieces meeting the standards for both letter-size and barcoded flat-size pieces may be prepared as packages on pallets. He specifically asked whether there will be time limits such as a day, week, or month for a mailing job.

A mailing may include only one subclass and only one mail processing category (e.g., letter, flat) and is reported on a mailing statement. A mailing job, defined by the mailer and agreed to by the local business mail entry unit, contains the total pieces meant to be mailed to a defined set of addresses. A mailing job may contain more than one mailing (e.g. more than one subclass).

#### c. Presort Accuracy Validation and Evaluation (PAVE)

The Postal Service has proposed to require use of PAVE-certified software or standardized documentation when preparing mailings under any of the reformed subclasses. Nine comments were received regarding this proposal, five of which included requests for clarification of standards.

Two commenters wanted a definition of "standardized documentation" and examples of any required documentation along with more clearly defined requirements. One asked whether PAVE certification will be available before the implementation of Classification Reform. A commenter that uses software developed in-house asked how the requirement for PAVE certification affects in-house software developers and requested further clarification of PAVE. Another commenter expressed concerns about documenting overflow trays and requested clarification of content documentation for allowed overflow trays.

A utility company said that it would like uniform requirements for mailing documentation and a single computerized mailer file, possibly accessible by permit number, that would document Postal Service certification of software and mailing processes. A second utility company believed that CASS, which focuses on address quality, and PAVE are duplicative in nature and suggested that public utility mailers who use CASS-certified software and update customer moves within the prescribed time frame should be exempt from the requirement to use PAVE software.

PAVE and CASS are not duplicative. CASS tests the ability of address matching software to match addresses correctly to the Postal Service ZIP+4 database and to apply proper barcodes. PAVE tests the ability of presort software to sort addresses correctly according to Postal Service sortation requirements and to produce accurate presort and postage documentation and accurate mailing statement facsimiles.

The Postal Service plans to have PAVE testing available for all reformed subclasses prior to implementation of

Classification Reform. PAVE certification does not remove the requirement to submit documentation with each mailing where documentation is required. This is because PAVE tests the ability of the software program to sort properly, but does not test the mailer's proper use of it or application of proper mailing parameters to each mailing. PAVE also tests the ability to prepare properly formatted mailing statement facsimiles. The Postal Service also plans to make production of standard documentation a requirement for PAVE certification. Software that is developed in-house may be PAVE-certified. Requests for PAVE certification information and tests should be directed to: PAVE Program, National Customer Support Center, United States Postal Service, 6060 Primacy Pky Ste 101, Memphis TN 38188-0001

Mailers will have the choice of using either PAVE-certified software or standardized documentation, regardless of whether they use presort software. Therefore, mailers not using software to sort their mail will not need to meet the PAVE requirements. However, such mailers must be able to present standardized documentation for those mailings that require documentation. Standardized documentation requirements are still being developed and will be published for comment in a separate proposed rule. The Postal Service expects to publish this proposal in the Federal Register by early February 1996. Questions concerning whether overflow trays will need to be documented also will be addressed in that notice.

The request for a single computerized mailer file, possibly accessible by permit number, that would document Postal Service certification of software and mailing processes is more related to a system certification approach to mail acceptance. Although this is an idea that will be considered for the future, it will not be developed and deployed by the time of Classification Reform implementation.

### 2. Automation Subclasses

#### a. 100% Barcoding

The Postal Service has proposed that First-Class and Standard Mail Automation subclasses be composed of 100% delivery point barcoded pieces for letters and 100% ZIP+4 barcoded or delivery point barcoded pieces for flats. Fifteen commenters responded to the proposal for 100% barcoding.

Three commenters supported this proposal because it promotes higher quality addresses. Four commenters

indicated that they cannot obtain 100% barcoding of their mailing lists. Six commenters expressed doubts that the goal could be achieved because current matching software is too restricted from making matches to the ZIP+4 file and because data missing from the file prevents a match.

Mailers with good quality addresses can obtain delivery point barcodes on their mailpieces. If they cannot, those pieces can be mailed at the appropriate subclass rates for nonbarcoded mail. Having identified a need for accurate barcodes to ensure proper automated sortation, the Postal Service tests and certifies address matching software to ensure that the software is producing correct barcodes. Because only correct barcodes are acceptable, software is controlled to help ensure that a barcode will not be applied if an incomplete or otherwise poor quality address inhibits reliable coding. The Postal Service is proposing reduced postage rates for mail with correct barcodes. Those rates were not designed to apply to nonbarcoded mail or to mail with incorrect barcodes. Incorrect barcodes cause misdirected mailpieces, in turn causing increased costs and reducing the Postal Service's ability to provide timely, consistent delivery service. To aid mailers with barcoding, the Postal Service already has a variety of tools for improving address quality. If the mailer cannot use CASS- or MASS-certified software to successfully barcode some of its mail (with a delivery point barcode or, for flats, a correct ZIP+4 barcode), the mailer will be required to mail those pieces at the Retail First-Class or Regular Standard rates.

One commenter wanted Address Element Correction extended to small mailers. The current limit is 10,000 address records. However, smaller lists may be acceptable. Interested mailers should call the National Customer Support Center at (800) 238-3150. The National Customer Support Center can also provide information on a variety of other address quality improvement products and services.

Four commenters indicated that improvements in address correction service are needed, one of whom stated that carriers often do not provide address corrections if they can deliver the mailpiece. Although changes to address correction service are beyond the scope of this rulemaking, the Postal Service is mindful of the need for quality address corrections, especially to addresses beyond those corrections generated by a change of address order.

One commenter wanted confirmation that the 100% delivery point barcoding requirement applies to bulk outgoing

mailings and not courtesy reply, business reply, and Business Reply Mail Accounting System (BRMAS) mail. The 100% delivery point barcoding requirement for letters applies only to letter-size mailings entered as Automation First-Class Mail or Standard Mail. Under Classification Reform, BRMAS mail will continue to be required to bear a ZIP+4 barcode assigned by the Postal Service. However, as part of Classification Reform, the Postal Service does plan to implement a requirement that, by January 1, 1997, all reply letters and cards included as enclosures to Automation subclass mailings must bear a proper facing identification mark (FIM) and correct barcode. This would apply to courtesy reply mail and current non-BRMAS business reply mail. A further discussion of this requirement is in a later section of these comments.

One commenter requested that 5-digit and unique ZIP+4 codes be permitted to qualify as a delivery point barcode so as not to limit internal sorting opportunities. Another commenter wanted continued acceptance of unique 5-digit and ZIP+4 barcodes at barcoded rates, stating that software can recognize and count these barcodes as delivery point barcodes.

Currently, barcodes must be 11-digit delivery point barcodes in order to qualify for letter-size barcoded rates. Although unique 5-digit and certain ZIP+4 codes may represent the final delivery point for some mailpieces, it would not be possible to determine at the time of acceptance whether a 5-digit or ZIP+4 barcode was a unique barcode or a coding error if they were permitted in mailings. Furthermore, CASS- or MASS-certified software is capable of returning 11-digit delivery point barcodes for unique ZIP Codes and ZIP+4 codes. Accordingly, the Postal Service plans to retain the requirement that only 11-digit delivery point barcodes may qualify for Automation subclass rates for letter-size pieces. Mailers wishing to utilize internal sortation abilities by assigning their own 4-digit add-on codes to unique 5-digit ZIP Codes may do so if they have the ZIP+4 codes added to the Postal Service ZIP+4 database. To have internal ZIP+4 codes added to the ZIP+4 database, the mailer must develop rational internal addresses to be matched to a particular ZIP+4 add-on in a rational manner, and have the address configuration and +4 codes approved by the district address management office. There will be one exception to the 11-digit delivery point barcode rule: courtesy reply mail bearing a FIM and a preapplied unique 5-digit or unique ZIP+4 barcode will be

considered to have a proper delivery point barcode and will not be counted as an error at acceptance. Because of the FIM, this mail can be easily identified at acceptance.

Four commenters indicated that splitting their mail lists into two separate mailstreams, one with delivery point barcodes and one without, will increase their mail preparation expenses. One of these commenters was concerned that the separate mailstreams will slow their processes, resulting in some mail having to be remetered. This commenter requested that an extra day on meter dates be given so that mailers can use encoding systems to barcode mail initially rejected from multiline optical character readers (MLOCs). DMM P030.4.12 currently contains procedures to allow mailers to correct meter dates. This may be done either by remetering the mail with a “.00” meter impression in authorized locations or by using an ink jet printer to apply the correct meter date, city, state, and 3-digit ZIP Code of the office of mailing, preceded by two asterisks, above the address and below the meter impression. Because meter dates are used to measure Postal Service service performance and because mail recipients rely on them to indicate the date of mailing, an option of submitting mail with a stale meter date will not be provided.

One commenter stated that the 100% delivery point barcoding requirement should be deleted to prevent nonqualifying mail from flooding post offices at the single-piece rates. Two commenters indicated that this requirement will result in more residual mail being processed at origin. One commenter stated that the cost-effectiveness of point-of-origin MLOC processing of nondelivery point barcoded mail is overstated because the Postal Service is still using multiposition letter sorting machines (MPLSMs). One commenter indicated that this requirement should not be implemented until the Postal Service is in a “full-up” environment for equipment deployment. One commenter stated that this requirement might have the effect of third-class mailers removing uncodable names from their advertising lists, resulting in decreased revenue for the mailer and the Postal Service. Two commenters requested that the 100% barcoding requirement be phased in. One commenter indicated that 90% barcoding would be a more realistic requirement and would be more in keeping with the concept of lowest combined cost.

As indicated in the comment response section of the August 30 notice, when

mailers mix delivery point barcoded mail and nondelivery point barcoded mail within the 3-digit and residual portions of their barcoded rate mailings, as is currently permitted, the nondelivery point barcoded mail is rejected from barcode sorters and must be rerun on MLOCRs or MPLSMs. (Mail presorted to 5-digit packages and trays must currently be 100% delivery point barcoded.) Requiring mailers to prepare a separate mailing for nondelivery point barcoded mail eliminates these extra handlings and allows this mail to be directed properly from the start, resulting in more efficient Postal Service processing. These efficiencies are recognized in the lower Automation subclass rates proposed under Classification Reform. Furthermore, the Postal Service put mailers on notice several years ago that, in the near future, the Postal Service would require a 100% barcoded mailstream. Accordingly, the Postal Service does not believe that phasing in this requirement is appropriate.

If the 100% barcoding requirement results in more nonbarcoded mail presented for OCR processing at the origin post office, the Postal Service believes that it has the operational capacity to process this mail. Furthermore, because the origin post office will not have to OCR-process the current volume of mailer-prepared pieces without delivery point barcodes (that are rejected from that plant's barcode sorters), there should be an offsetting lessening of mail volume presented to a plant's OCRs for processing. The fact that the Postal Service is still using MPLSMs and has not deployed all its planned barcode sorting equipment does not negate the operational advantages for the majority of plants where MLOCRs and barcode sorters are in place. The processing efficiencies that the Postal Service will gain from a 100% barcoded mailstream are reflected in the lower rates proposed for the Automation subclasses. In return for the lower rates proposed for Automation subclass mail, mailers will have to perform the additional work of separating nondelivery point barcoded mail and presenting it as a separate mailing under different subclass requirements. If mailers remove uncodable names from their address lists, it is not certain that net revenue will be lost by either the mailers or the Postal Service. It is probable that many addresses for which delivery point barcodes cannot be obtained would be undeliverable. If sent as Standard Mail, these pieces would not be delivered. If sent as First-Class Mail, these pieces

would add costs to the Postal Service to determine the delivery point and forward the mail to that point or return the pieces as undeliverable-as-addressed mail.

One commenter wanted to know whether 98% barcoding would be the actual requirement when tolerances for mailer errors are taken into consideration, and another commenter wanted to know the error tolerance level. In terms of tolerance for mailer error, at least initially, it is planned that Automation subclass letter mail will be subject to the current business mail entry unit acceptance procedures. If pieces in the sample selected during verification of Automation subclass mailings are found not to bear a delivery point barcode, these pieces will be counted as errors. When the acceptable tolerance for all presort errors is surpassed, the mailer will be given the same two choices currently available: (1) Take the mailing back, correct it, and resubmit it to the Postal Service; or (2) pay additional postage at the appropriate rate for the proportion of the mailing found to be in error during the verification process.

One commenter requested that the Postal Service provide delivery performance data to all mailers so that they can measure process changes. This comment is beyond the scope of this proposed rule and will not be addressed here.

#### b. Courtesy and BRM Barcoded Envelopes

Seven commenters had questions or cited concerns about the proposed requirement that courtesy and business reply letters or cards included in an Automation First-Class or Standard mailing must be automation-compatible and bear a FIM and a correct barcode for the address to which the piece is returned.

One commenter said that this new requirement was unneeded, reasoning that business reply mail does not pose a major problem because the Postal Service provides automation-compatible, camera-ready addresses for mailpieces and also places restrictions on how reply mail can be used. Four commenters questioned the relationship of enclosed pieces to host pieces. One questioned whether requirements for an enclosed First-Class piece are relevant to an outgoing third-class piece because the processing costs are independent. A second commenter asked why a barcoded return piece could disqualify an outgoing piece and also questioned the Postal Service's ability to administer the rule. This commenter and one other said that they were confused about the

requirements concerning barcodes that appear through a window. Another felt that the requirement is content-based in nature.

Other concerns were also raised. For example, one commenter was of the opinion that the proposal penalizes the wrong party when a client has a mailing that contains "partner" reply pieces for which printing and return postage is paid by a third party. An owner of a lettershop said that his customers should have a choice whether to barcode reply pieces. A state agency said that it is not possible for government agencies using courtesy reply mail to stock and insert the number of different preprinted envelopes that would be required by this rule. The commenter went on to say that software would have to be developed and, if the proposal were adopted, the lead time needed before implementation would have to be long. Two commenters whose concerns pertained to the timing of the requirement agreed with the Postal Service's proposal for a phased implementation. One commenter urged the Postal Service to remove the requirement that the barcode "match" the address on the reply piece because the printed address plays no role in the delivery of an automation-compatible reply piece. This commenter indicated that flexibility is needed when business growth requires more than one fulfillment location for the same business entity.

The Postal Service is retaining its proposal that reply letters and cards that are included within either letter-size or flat-size mailpieces entered as Automation First-Class and Standard mailings must be automation-compatible and bear a FIM and a correct barcode for the reply address. In addition to the customer convenience of a reply vehicle, increasing the use of barcoded reply vehicles is expected to keep postage rates down by making this mail more efficient to process. Moreover, because Automation mailers have the demonstrated ability to prepare automation-compatible barcoded mailpieces, they should be able to prepare barcoded reply pieces with ease.

The Postal Service recognizes that mailers will need to work with their customers, and possibly modify their contracts with advertisers and others to ensure that this requirement is met. To allow time for this and for utilization of existing reply mail stock, the Postal Service is proposing an implementation date for this requirement of January 1, 1997. At that time, mailers of Automation First-Class and Standard

Mail will be required to certify that enclosed reply pieces are properly prepared when the mailing is presented to the post office. For this purpose, the mailer is defined as the party who presents the mail to the post office.

The barcode on reply mail must match the address. A piece with a nonconforming address could be mistakenly forwarded to the printed address rather than delivered to the address represented by the barcode. Accordingly, the mail could be misdelivered or incur additional processing and transportation costs if the barcode and address do not match.

The Postal Service will provide free of charge camera-ready positives of appropriate FIMs and correct barcodes for the production of reply mail pieces. Mailers should contact their local Postal Service account representatives or postal business centers to obtain the positives and additional information on preparation standards. Obtaining the correct barcode for mailpieces is extremely important. The Postal Service assigns ZIP+4 barcodes to BRMAS reply pieces. Publication 353, *Designing Reply Mail*, contains information on correctly preparing barcoded courtesy reply mail and business reply mail. DMM S922 contains additional information on business reply mail.

### c. Barcoded Tray Labels

The Postal Service proposes that Automation First-Class and Standard Mail and Publications Service Periodicals must be prepared with barcoded tray or sack labels. Nine comments were received concerning this proposal.

One of the commenters expressed outright support and another said that if the Postal Service plans to provide preprinted barcoded tray labels, they have no problem with the proposal but would like to have this expressly confirmed. Five commenters wanted the requirement to use barcoded labels phased in or made optional. Two commenters indicated that they would have to buy new equipment to produce the labels.

The Postal Service plans to require the use of barcoded tray and sack labels on barcoded mailings with implementation of Classification Reform. Use of barcoded tray labels speeds the processing of First-Class Mail at the "scan where you band" step of the presort breakdown operation. Barcoded labels will also be used to sort trays of Standard Mail at BMCs. Finally, barcoded tray labels will be an integral part of the planned tray management system. Barcoded tray labels are

currently being scanned on existing tray management systems at several plants.

The Postal Service will supply barcoded tray and sack labels. Customers must complete Form 1578-B and submit it to the business mail entry unit to order barcoded labels from the Postal Service. The labels will be delivered in approximately 6 weeks. Alternatively, mailers having a personal computer and modem can obtain free Passport software from the Postal Service to order labels directly. In addition, the Passport system allows mailers to print barcoded labels on demand if they use a Monarch 9425, Monarch 9445, or Intermac 3000 printer. The Passport system also includes free updates to the DMM labeling lists. Passport software or further information about Passport may be obtained from the National Customer Support Center at (800) 238-3150.

### 3. Letter Mail

#### a. Automation (Barcoded) Carrier Route Rates

The Postal Service is proposing to limit Carrier Route Automation rates to ZIP Codes where mail will be sequenced either manually or by a carrier sequence barcode sorter (CSBCS). Four commenters opposed the limits on eligibility for Carrier Route Automation rates. Two of these commenters believed that this requirement should be removed because it seemed to represent the inability of the Postal Service to provide necessary equipment on a national basis. One commenter was concerned that the Postal Service is penalizing mailers based on the geography of the mailings lists, something the mailer cannot change.

The limits on the availability of Carrier Route Automation letter rates are necessary for efficient Postal Service processing. For an increasing number of 5-digit ZIP Code areas, the Postal Service sorts mail to delivery point sequence (DPS), the sequence in which carriers deliver the mail, using two passes on delivery barcode sorters (DBCSs). Where this takes place, the carrier does not have to sort this mail manually into delivery or walk sequence, which saves carrier in-office time. At postal facilities where DPS processing is being performed, it is to the Postal Service's advantage to have as much mail as possible DPS processed on the automated equipment. Currently, at 5-digit ZIP Code areas for which DPS processing on DBCSs has been implemented, all mailer-prepared carrier route and walk-sequence presorted letter mail received with barcodes is processed on DBCSs rather

than directed to carriers for manual sequencing. Carrier route and walk-sequence sorted letter mail without barcodes is directed to MLOCs for application of barcodes and subsequent DPS processing. In many cases, this process results in the Postal Service backflowing mail from a delivery unit to the place where the DBCS or MLOC is located. Thus, there is no additional value provided to the Postal Service by mailer presortation to carrier route or walk-sequence versus a 5-digit presortation for automation-compatible letter mail at destinating DBCS sites.

Carrier route discounts are based in part on steps avoided by the Postal Service during processing. Carrier route presorted mail needs only the final step of sortation into the sequence of carrier delivery. When the Postal Service sequences mail using DBCSs at general mail facilities (GMFs), presortation by the mailer to carrier route groups is not needed. Therefore, for those 5-digit ZIP Code areas sequenced on DBCSs, presortation to carrier routes by the mailer saves no processing steps for the Postal Service and is no longer going to be either permitted or encouraged by a discount. Accordingly, even though this process means that Automation Barcoded rates will be based in part on geography, the Postal Service will not give reduced rates for mail preparation that provides the Postal Service no value. Therefore, under Classification Reform, Carrier Route Automation rates will not be provided to barcoded carrier route mail at those 5-digit ZIP Code areas where DPS sequencing is performed on DBCSs. This is not a matter of the inability of the Postal Service to provide necessary equipment on a national basis. Rather, it is at those places where the Postal Service has deployed DBCS equipment and has implemented DPS processing that carrier route rates will be restricted.

CSBCSs are smaller barcode sorting machines that also sequence mail to delivery point. However, mail must already be sorted to the carrier route level before it can be processed on a CSBCS. Therefore, it will still be useful for the Postal Service to offer carrier route discounts for barcoded mail that it sorts on CSBCSs and for mail on carrier routes that are sequenced manually.

One of the commenters indicated that matching mail to a list of places where Carrier Route Automation rates can and cannot be obtained is an additional processing step and therefore a financial burden to mailers, particularly when the Postal Service plans to revise the list periodically. Matching mailing lists with a list of ZIP Codes where Carrier Route Automation rates are not



available should not be a significant burden to mailers. This list will be provided to software vendors and mailers as part of the City/State file provided with the CRIS and ZIP+4 database updates. It will be up to each mailer to make the decision whether the level of discount is worth the expense of preparing the mail in this manner.

Two commenters asked for the expected list. One requested that the list be broken down by 3-digit ZIP Code areas and the relative volume of addresses for each ZIP Code. The preliminary list available at this time, printed as part of this notice, is grouped by 3-digit ZIP Code and then in ascending numeric order by 5-digit ZIP Code. This list of ZIP Codes where the Carrier Route Automation rates are not available has also been placed on the Postal Service Rapid Information Bulletin Board System (RIBBS). Mailers will need to match their address lists against the list of ineligible ZIP Codes to determine their own levels of qualification. When doing so, however, mailers should also keep in mind that this preliminary list does not represent the list of ineligible ZIP Codes that will be in effect at the time of implementation. The list will change as barcode sorting equipment is deployed to the field and DPS processing is implemented. Information about the City/State file that contains the eligible/ineligible ZIP Code information and a printed list of these ZIP Codes will be provided in the final rule.

Two commenters were concerned with the update frequency. One commenter opposed updates as frequent as monthly and suggested that the list of 5-digit areas for which Carrier Route Automation rates are available should be provided on the CRIS files. One commenter simply wanted information on how frequent the updates will be and how the information will be provided. As indicated above, information on the ZIP Codes where these rates will/will not apply will be identified in the Postal Service City/State product. Updates to the ZIP Codes where carrier route rates are available for letters will occur with the same frequency that CRIS and ZIP+4 databases are updated. Mailers will be required to incorporate this information into their mailings no more than 90 days before the date of mailing using a current City/State file.

#### b. 150-Piece/Full Tray Requirement

Fourteen commenters voiced concern over the proposal to require 150 pieces per 5-digit or 3-digit ZIP Code destination to qualify for 5-digit or 3-digit Automation barcoded rates for letters.

The proposed mailing standards in this notice reflect the Postal Service's desire to maintain a consistent standard of 150 pieces per rate qualification level for 5-digit and 3-digit Automation subclass letter rates. However, the Postal Service recognizes that this might be an issue for some Standard mailers. As noted below, several commenters pointed out that some Standard mailers may experience a rate increase as a result of Classification Reform because of the higher 150-piece qualification standard and the fact that not all 5-digit ZIP Codes may qualify for carrier route rates. Other commenters have argued that pieces in a physically full tray should qualify for the rate. Although the rules in this notice reflect retention of the 150-piece qualification standard, based on the mailer comments discussed below, the Postal Service is seeking additional information on the impact of allowing a physically full tray to qualify for rates as an alternative to the 150-piece standard. The Postal Service is asking that affected mailers provide information on the thickness of various mailings that they produce and might wish to qualify under a physically full tray eligibility standard. Because of the desire not to reduce the number of pieces to a destination more than necessary, mailers would likely have to physically fill a 2-foot tray to qualify for a rate if a physically full tray rule were implemented. Also, in the interest of making it easy to verify such mailings, documentation listing each tray in the mailing along with the number of pieces contained in each tray would likely be required if such a rule were implemented. The Postal Service is asking that mailers who want a rate eligibility standard based on physically full trays provide additional information indicating how they will be affected as part of their comments to this notice. Particularly, information is sought about the usual thickness of pieces, how many can be put in a tray, whether the mailer has the ability to prepare full 2-foot trays, whether the mailer can or cannot provide overflow trays, and what type of documentation can be provided. A discussion of all the comments follows.

Nine commenters requested that the requirement be changed from 150 pieces to 150 pieces or a physically full tray. One commenter indicated that different qualification levels are needed for First-Class Mail and Standard Mail because Standard Mail is inherently thicker than First-Class Mail. One commenter indicated that accommodating MLOCR users by imposing the 150-piece rule unfairly penalized Standard mailings that can meet full tray requirements

with fewer than 150 pieces. Another commenter argued that because 150 average-weight Standard Mail pieces cannot fit into a 1-foot tray, the Postal Service should adopt a "full tray" requirement instead of its proposed 150-piece qualification. However, this commenter did not recognize that this thicker mail does not need to be prepared in 1-foot trays because both 1- and 2-foot trays may be used to prepare letter mailings and overflow trays are permitted.

The 150-piece minimum represents the average number of letter-size pieces that can fill  $\frac{3}{4}$  of a 1-foot tray. Under the proposal, the 150-piece average is applied uniformly to determine both the rate qualification and the particular sortation level of tray for presort. The requirement applies rates to tray levels and eliminates the preparation of packages within full trays. The Postal Service also desires to apply rates on an equal basis to all mailers. Accordingly, the application of the 150-piece standard allows card-size or other thin pieces to qualify for rates in the same way that thicker pieces can qualify. The application of a 150-piece standard with the use of overflow trays also makes it easier for mailers whose mailings are made up of pieces having different thicknesses, such as MLOCR users, to determine when a rate qualification level has been met, and assists such mailers to complete a mailing statement.

The 150-piece standard also facilitates acceptance and verification by applying a single standard and method of documentation to all mailings within the subclass. The Postal Service also expects to achieve efficiencies by having only one method of preparing mailings for Automation subclass letter rates for both First-Class and Standard Mail. Currently, there are three separate methods for presorting barcoded letter mail, which lead to 17 different possible tray configurations for barcoded letter mail. Having a single method of preparation that requires only four tray levels for the noncarrier route portion will simplify postal operations as well as mailer preparation requirements.

One third-class mailer association stated that the restrictions on Carrier Route Automation rate availability will cause more mail to default to the 5-digit and 3-digit sortation levels. This association further commented that because of the 150-piece minimum for the 5-digit Barcoded rate, most of this previously carrier route sorted mail will fall to 3-digit Barcoded rates, significantly increasing postage for Automation Standard mailers. This commenter was further concerned that this move from carrier route sortation to

3-digit sortation would affect the service for Standard Mail.

The rate structure for Automation subclass letters would provide significantly reduced rates for barcoded mailings. Those rates are based, in part, on more stringent preparation standards that allow more efficient Postal Service processing of that mail. Under the proposed Automation Standard Mail (A) letter rates, certain mailers could experience a minor increase in postage over what they pay today, assuming that all mail not eligible for a carrier route rate moves to the 3-digit Barcoded rate level and that there are neither Basic rate pieces in the mailing nor pieces currently qualifying for 3-digit Barcoded rates that would continue to qualify for 3-digit rates under the new standards. However, any such potential increase would be offset by savings from pieces in the mailing that could qualify for 5-digit Barcoded rates and pieces that now qualify for 3-digit Barcoded rates and would continue to do so under Classification Reform. This theoretical postage increase would also be offset by pieces that the mailer now qualifies for basic rates, because of a significant decrease in the Basic Automation rates under Classification Reform. A mailer's cost to prepare Automation mail is also expected to decline because of the elimination of package preparation in full trays.

With reference to the concern over degradation of service for pieces moving from carrier route sortation to 3-digit sortation, established postal operating plans are designed to achieve stated service commitments, regardless of the level of sortation of the mail.

Two commenters who mail both First- and third-class mail indicated that 95% of their letter mail that now qualifies for 5-digit Barcoded rates will move to 3-digit Barcoded rates. One commenter indicated that 70% of his mail now qualifying for 5-digit Barcoded rates will move to the 3-digit qualification level. One commenter indicated that the loss of presort and associated discounts could cause his company to stop offering credit cards to their customers due to the anticipated increase in postage for the credit card bills. One commenter stated the belief that if his mail could not be sorted to qualify for the 5-digit or 3-digit Barcoded rates, the 30-cent Retail Presort rate would apply to the remaining pieces.

Under the Postal Service's proposal, delivery point barcoded First-Class and Standard Mail that cannot be sorted into a group of at least 150 pieces to a 5-digit or 3-digit ZIP Code destination must be sorted to AADC and mixed AADC trays. This mail will qualify for a Basic

Automation presort rate. For First-Class Mail, the rate proposed by the Postal Service for this Basic rate mail is 3.5 cents below the rate (30.5 cents) currently applied to barcoded residual pieces in a barcoded rate mailing. The proposed carrier route, 5-digit, and 3-digit rates are also significantly lower than the current corresponding rates. Thus, First-Class Mail under the scenarios presented above should receive a reduction in postage. Standard mailers having 95% of their mail move from a 5-digit qualification to a 3-digit qualification could experience a very minor increase in postage for that portion of the mailing, under the rates proposed by the Postal Service. However, that increase would be offset by savings from the lower rate applicable to Basic Automation Standard letters. Standard mailers experiencing a 70% shift in mail from 5-digit Barcoded rates to 3-digit Barcoded rates will experience a reduction in postage for this portion of the mailing, and can expect an additional reduction for the Basic rate portion.

One commenter indicated that 90% of his mail now qualifies for a presort rate but after Classification Reform only 75% will qualify, and another indicated that his presort qualification would drop from 90% to 40%. It is not clear what these mailers mean by presort. As indicated above, all pieces in Automation First-Class and Standard mailings will qualify for a reduced rate. To the extent that these mailers are describing an expected degradation from one presort level to another, the above analysis would apply to them.

Overall, the Postal Service believes that the Automation letter discount levels and preparation standards will lower postage and preparation costs for barcoded mailings for most mailers. Under current Barcoded rate mailing standards, a large percentage of mail qualifying for 5-digit and 3-digit rates is already prepared in full trays without packages. Because the proposed 150-piece requirement is based on a 1-foot tray, these mailers should be able to place even more mail in full 5-digit and 3-digit trays.

One commenter believed that if mail is barcoded and all mixed together on machines, there are no cost differences between 10 sorted pieces and 150 sorted pieces. This view is incorrect. When packages for different levels of sort are mixed together in a tray, these trays must be emptied and the packages sorted and retrayed before they can be directed to the proper barcode sorting machine. This process is not as efficient as being able to direct an entire tray

without package handling. In return for the lower rates being proposed, the Postal Service expects to gain efficiencies in its operations by eliminating package sortation and retraying of mail prior to directing it to the proper barcode sorting scheme. Currently, when trays contain presort packages, the packages are often not sorted by postal personnel because it is deemed more efficient to remove the packaging material and run the pieces in the tray through the appropriate barcode sorting scheme. It is for this reason that the Postal Service proposed to eliminate rate discounts that are based on package preparation and to base Automation rates instead on the sortation level of a tray.

One commenter requested clarification as to whether 150 pieces to a tray level may still be trayed to that level even if they do not fill a 1-foot tray. Under the proposed standards published below, 150 pieces to a sortation level must be placed in that level of tray. One less-than-full tray is permitted for tray levels where the 150-piece minimums are applied. Such pieces must be prepared in rubber-banded packages to maintain their orientation in the tray during transit and handling.

One commenter requested that the definition of a full tray currently used in PAVE testing be added to the DMM language of the next proposed rule. PAVE testing currently indicates that 15<sup>3</sup>/<sub>4</sub> inches of mail (i.e., <sup>3</sup>/<sub>4</sub> of the bottom inside length of a 2-foot tray) is the minimum amount of mail for a full tray, and that, where possible, 2-foot trays should be further filled to contain 21 inches of mail. Upon implementation of Classification Reform, PAVE testing instructions would indicate that, for 1-foot trays, 7<sup>9</sup>/<sub>10</sub> inches of mail would be considered the minimum amount of mail for a full tray and, where possible, trays should be further filled to contain 10<sup>1</sup>/<sub>2</sub> inches of mail. Definitions of standard tray sizes are provided in the DMM language proposed in this notice and will be included in the PAVE instructions that mailers receive with PAVE testing material. It should be noted, however, that these definitions do not relate to rate qualification standards under the proposed rule.

#### c. Scheme Sortation

Ten commenters responded to the proposal to allow or require scheme sortation for Automation subclass (barcoded) letters. Five of these commenters had basic misunderstandings of what this scheme sortation list represents. One stated that it was not very different from the

current SCF sortation and asked what it will do for his mailings. Another stated that this list looks like the DMM L802 labeling list (an SCF list used for certain ZIP+4 rate mailings) which means that 80% of his mail would end up in mixed AADC trays. Accordingly, this commenter wanted to use the current DMM L803 labeling list (an AADC list used for certain ZIP+4 rate mailings) to obtain full trays to qualify for 3-digit Barcoded rates. Two commenters indicated that there must be at least three different 3-digit ZIP Codes per scheme for mailers to be able to qualify as much mail for 3-digit rates under the 150-piece minimums as they can qualify using the current 50-piece per 3-digit package rules. These two commenters indicated that the 150-piece minimum rules should be held in abeyance until the scheme sorts are workable in this manner. One of the commenters believed that the purpose of scheme sort was to reduce the number of MLOCR or barcode sorter pockets used by the Postal Service to sort mail, and suggested that a better way to achieve this would be to scheme-sort to ADCs or AADCs.

The 3-digit scheme list is made up of 3-digit ZIP Codes that are processed on the same barcode sorter incoming primary sort plan (scheme) used to sort 3-digit mail to 5-digit ZIP Codes. The determination of which, if any, combination of 3-digit ZIP Codes can be sorted on the same barcode sort plan is based on the number of 5-digit ZIP Codes served by each 3-digit ZIP Code and the physical limitation of the number of bins on barcode sorters. Therefore, it is not possible for the Postal Service to adjust the scheme list to cause each scheme to contain at least three different 3-digit ZIP Codes. It is also not possible for the Postal Service to substitute the published 3-digit scheme list with any of the labeling lists suggested by commenters. The purpose of this scheme sortation was not to arbitrarily find a way to allow mailers to qualify as much mail for 3-digit rates under Classification Reform as they do based on the current 50-piece package minimums for 3-digit barcoded letter rates. The purpose is to allow mailers to prepare mail for processing in the same manner that the Postal Service processes it on barcode sorters (not MLOCRs) and thereby increase their potential for qualifying mail for a 3-digit automation discount. As published, the scheme sort list will allow mailers to use the total number of pieces for any or all of the 3-digit ZIP Codes that are combined on the list to qualify for 3-digit Barcoded rates. For example, ZIP Codes 068 and

069 are combined on the 3-digit scheme list and labeled to STAMFORD CT 068. This means a mailer having 75 pieces for ZIP Code 068 and 75 pieces for ZIP Code 069 could combine these pieces into a single tray to meet the 150-piece minimum. Without the scheme sort option, those pieces would not be eligible for the 3-digit Barcoded rate.

One commenter believed that the 3-digit scheme sort should be mandatory. Two commenters indicated that scheme sort should be optional. One of these indicated that use of the 3-digit scheme sort could be an insurmountable barrier to participation by Federal government mailers, and the other indicated that it should be a business decision because many mailers have a lot of volume to individual 3-digit areas or may not want to upgrade software to do these mailings. Another commenter indicated that making scheme sort mandatory for Automation subclass mailings means that the same presort software could not be used for the upgradable Retail Presort portion of the mailing since scheme sorts are not permitted for Retail Presort mailings. One commenter indicated that it only made a 1.5% difference in the qualification levels of his mailings. Another commenter indicated that it would help presort qualification. One commenter asked whether Publications Service mailers would use the same schemes as other classes of letter mail. One commenter stated that he needed the final tables for 5-digit and 3-digit sort schemes with the next notice, or at least before the implementation date, to test the software that incorporates these schemes.

Based on these comments, the Postal Service has proposed that 3-digit scheme sort be optional. Mailers may use scheme sort for only those schemes they select prior to preparing individual 3-digit trays for the remainder of the mailing. Mailers expressing concern over needing different software if they add scheme sortation are advised that they will not be able to use existing software to sort letter mail under Classification Reform anyway, because the tray levels are different from current standards, packaging is allowed only in less-than-full trays, a residual portion of the mailing is not allowed, and both 1-foot and 2-foot trays must be used. Furthermore, the sortation standards for Retail Presort First-Class and Regular Standard mailings are significantly different from the Automation subclass standards set forth in this notice. Therefore, mailers will not be able to use the same software to sort to these two subclasses.

As information, the Postal Service is currently investigating the future

provision of 5-digit scheme sorts for barcoded letter mailings. However, because of the volatility of 5-digit schemes while the Postal Service is deploying new equipment over the next 3 years, 5-digit scheme sorts will not be available until some time after Classification Reform is implemented. The Postal Service is also investigating the feasibility of providing a 3-digit scheme sort for barcoded flat-size mailings. If there appears to be a benefit to scheme sort for flats, it also would not be made available until after implementation of the current Classification Reform proposals.

#### d. Use of Trays

Eight commenters had concerns over the standards for the use of trays for Standard letter mail. Two commenters wanted to use trays for letter-size Enhanced Carrier Route Standard Mail. One commenter wanted the option to sack nonupgradable mail to assist noncomputerized customers. This commenter also indicated that for nonautomation-compatible mail, traying makes it impossible to achieve package testing results. Five commenters expressed a desire to allow sacking for all mail except Automation subclass letters. Three of these commenters did not want to tray nonautomation subclass mail because they believe that trayed Standard Mail must be palletized. Five commenters were concerned that traying mail can cause a loss of cube in trailers with a resulting impact on their qualifying for destination entry discounts.

The August 30 notice erroneously implied that mailers could not tray letter-size Enhanced Carrier Route Standard Mail. It had been previously agreed that Enhanced Carrier Route mailers would have the option to tray letter mail. Since that time, the Postal Service has reconsidered this position. Because the Postal Service prepares letter mail in trays, it is important that all mailer-prepared letter mail be trayed. Accordingly, the proposed DMM standards set forth in this notice would require that all letter mail, including Enhanced Carrier Route and Periodicals letters, be prepared in trays. It should also be noted that, although encouraged, it is not required that Standard letters prepared in trays be palletized. Mailers will be permitted to bedload trays of letter mail. However, if a mailer wants to palletize Standard letter mail, the mail must be prepared in trays on pallets, with one exception. If, as described in the section on flat-size mail, the letter-size piece also meets the definition of an automation-compatible flat, and a portion of the mailing job is

mailed at the Automation subclass rate for flats, all the pieces in the mailing job may be prepared in packages placed directly on pallets if all pieces pay the applicable rates as flats. However, the amount of Regular Standard Mail meeting the size standards for both letters and flats that can be prepared as packages on pallets is limited to 10% of the mailing job for reasons described in the section on flats. The Postal Service acknowledges that trayed mail can sometimes fill trailers more quickly than the same amount of mail prepared in sacks, and that the number of pieces that can be placed in a trailer might affect a mailer's decision whether to prepare mail for destination entry discounts. However, trays are the most efficient method of containerizing letter mail for the Postal Service. Because the Postal Service now uses trays for letter-size mail in its internal operations, it is proposing to require that mailers submit all letter-size mailings in trays for consistency and efficiency. The requirement to use both 1-foot and 2-foot trays will ensure the most efficient use of trailer space under the traying environment. The Postal Service does not understand the comment that traying would affect the ability to monitor package testing results.

e. Use of Both 1-Foot and 2-Foot Trays

The Postal Service is proposing that for all trayed letter-size mailings, a combination of full 2-foot and 1-foot trays must be used in a manner that results in the fewest possible trays. Eleven comments were received concerning this proposed requirement. Four commenters stated that this requirement will increase their handlings or cause problems in their production lines. One of these commenters indicated that this will create another mailstream, which, added to the 100% barcoding requirement for the Automation subclass, would result in four separate mailstreams. One commenter stated that he hoped this requirement could be canceled if it did not work. Another commenter stated that he did not want to handle two sizes of trays. Two commenters indicated that this requirement is not supported by current software, including software for MLOCs. Two commenters were concerned about the availability of the appropriate size trays. One of these commenters requested clarification, for software writing purposes, of what to do if tray sizes are not available. The other commenter indicated that shortages of any type of tray will complicate processing when the mailer has software programmed to handle two sizes. One

commenter indicated that he did not understand the need for this requirement. Three commenters asked how a stable pallet can be built when there is a mix of two different size trays. One commenter asked whether a 1-foot tray could be placed upside down on a pallet next to a right-side up 1-foot tray to allow the two trays to take up the same amount of space as a 2-foot tray.

The 150-piece minimum quantity to qualify for Automation subclass letter rates is based on the preparation of a 1-foot tray so that mailers may more easily qualify for those rates. That quantity per tray also is intended to yield more full trays to direct destinations, thus lessening any loss of presort to the Postal Service. In order to increase the number of direct trays to sortation destinations for all letter mailings, the proposed DMM language would require use of both 1-foot and 2-foot trays for all mailings of letter-size pieces in all reformed subclasses. However, the Postal Service does not want to increase its potential number of tray handlings by allowing a mailing to be prepared entirely in 1-foot trays, nor to increase transportation costs by shipping in more less-than-full 2-foot trays. Accordingly, the requirement to use both 1-foot and 2-foot trays where appropriate is considered necessary by the Postal Service. Under the proposed rule, mailers would be required first to fill as many 2-foot trays as possible before filling 1-foot trays.

The Postal Service recognizes that this requirement will cause mailers to make major changes to their production lines and to maintain a supply of both 1-foot and 2-foot trays. It is believed that presort software developed to accommodate the Classification Reform presort structure will include mail documentation that provides information about the tray size to be used and where tray breaks occur. If this type of software is used, it may not be necessary to create two separate production lines for the different tray sizes. The Postal Service anticipates an increased need for both sizes of trays and has purchased additional supplies while continuing to review the need to purchase still more. If local shortages develop for a particular size tray, mailers will have to use the trays provided the Postal Service. This may require working out individual mailing solutions locally.

Mailers must use their own judgment when building pallets of trays containing both sizes of trays. The elimination of the proposal to require separate layers of trays on pallets for the different subclasses should facilitate building stable pallets. The requirement

to place destination delivery unit trays on the top of the pallet has also been eliminated. Accordingly, mailers may build pallets of trays solely by the weight of the trays (heavier trays must be on the bottom) and the pallet destination. Mailers will not, however, be permitted to place a 1-foot tray upside down on a pallet next to a right-side-up 1-foot tray because this could damage the mail.

f. Banding Material

(1) Automation Compatible Mailings. One commenter asked whether mail in overflow and less-than-full trays must be prepared with rubber bands. The use of rubber bands will be required for automation-compatible pieces, i.e., for Automation First-Class or Automation Standard Mail, upgradable Retail Presort First-Class and upgradable Regular Standard Mail, automation-compatible Publications Service Periodicals, and barcoded Regular Periodicals. Letter mail placed in less-than-full trays must be prepared with rubber bands or elastic strapping. In addition, because of their small size and their likely becoming unfaced even in full trays, card-size pieces in the previously named automation-compatible mailings must be prepared with rubber bands or elastic strapping in all trays. For barcoded carrier route rate mailings, separator tabs must be used to separate the carrier route groups within 5-digit carrier routes trays. If a 5-digit carrier routes tray is less-than-full, rubber bands or elastic strapping must be used. For Regular Periodicals barcoded letter mailings, separator cards must be used to delineate presort groups in all full trays. Pieces in less-than-full mixed AADC trays in any mailing must be prepared with rubber bands or elastic strapping. Plastic strapping and string will not be permitted for these automation-compatible mailings. When prepared, packages should be between 4 and 6 inches thick.

(2) Other Mailings. For Enhanced Carrier Route letter mailings, mailers may use separator cards or rubber bands or other permissible banding material to delineate carrier route groups within full 5-digit carrier routes trays. In less-than-full 5-digit carrier routes trays, separator cards will not be permitted and banding material must be used. For nonupgradable mailings, separator cards are not permitted; banding material must be used for packages in these mailings.

g. Overflow Trays

One commenter asked whether overflow trays will be required to

contain a minimum number of pieces; they will not.

One commenter noted that overflow trays are allowed for AADC trays in the Automation letters subclass but not in Retail Presort mailings and asked whether this inconsistency was an error. This difference is not an error. Within the Automation subclass, AADC trays are prepared based on the 150-piece minimum standard. The Postal Service wants to apply this standard consistently for all trays of barcoded mail except the last level of tray. Allowing an overflow tray when the 150-piece standard is applied makes presort simpler and facilitates documentation and acceptance of that mail. For Retail Presort First-Class Mail, there is just one rate, and pieces at all tray levels are trayed based on filling 2-foot and 1-foot trays without regard to the 150-piece standard. To make Regular Standard Mail traying more consistent with First-Class Retail Presort preparation, the Postal Service has determined that pieces at the ADC and AADC (upgradable) tray level will also be trayed based on filling 2-foot and 1-foot trays without regard to the 150-piece standard and the need for overflow trays.

#### h. Request for Elimination of AADC Trays

One commenter requested that, for Automation subclass letters, the less-than-full AADC tray be replaced with mixed AADC trays. Another commenter indicated that sorting to AADC or mixed AADC destinations is difficult to do in a manual operation.

Overflow trays are provided for certain tray levels to permit mailers to qualify all mail to a sortation level, once the 150-piece minimum has been met, when rates are based on the level of tray in which a piece is placed. Overflow trays are also provided to ensure that the mail is presorted to the finest level possible. For this reason, when overflow trays are allowed at required levels of sortation, such as the 3-digit and AADC sortation levels of Automation subclass mailings, preparation of overflow trays will be required. The Postal Service recognizes that preparation of ADC packages and trays and preparation of AADC trays may be more difficult to do in a manual operation than in an automated one. However, ADCs and AADCs are the next stop for transportation and in-plant processing of pieces that are not sorted to the 3-digit destination plant level. The Postal Service believes that preparing mail to this level of sortation is necessary and appropriate to qualify for the basic presorting rates. It should also be noted

that, with the exception of current Presorted First-Class and Carrier Route sorted mail, today's bulk mailings require preparation of AADC, ADC, SDC or state trays and, in some instances, corresponding packages.

#### i. Request for Elimination of Required Tray Sortation Levels

One commenter indicated that tray sortation levels should not be required and that the size of the mailing should determine the breakdown levels.

The proposed presort rates requested in the Classification Reform case are based on presorting mail to the finest extent possible. Accordingly, mailers will be required to prepare 3-digit trays any time there are at least 150 pieces for a 3-digit ZIP Code before preparing AADC and mixed AADC trays. It is not permissible to begin sortation at the AADC level and qualify for the proposed rates.

#### j. Grouping of Pieces in AADC and Mixed AADC Trays

One commenter stated that for "piece sequencing" requirements the Postal Service needs to have a minimum mailing in mind, such as 10,000 pieces nationwide, before it insists that the mailer breakdown a mailing, and that the cost to prepare this mail is not worth the discount. Another commenter wanted clarification as to why 3-digit groupings within AADC trays need not be in numeric order. This commenter anticipated acceptance problems.

Presort discounts are based on mailers performing presort to the finest level. For automation letter mail, presort to 3-digit level is required before preparing mail to the AADC level. In order to determine whether a 3-digit tray should be made, the mailer must first group pieces by 3-digit levels. Therefore, it should not be a burden for mailers to maintain those groupings when placing that mail in AADC trays. This grouping also helps the Postal Service verify that mail has been sorted correctly (although it is still possible to verify mail that is not grouped in numeric order). Therefore, Postal Service is not requiring that 3-digit groups be placed in ascending numeric order, although it is encouraging mailers to do so. It should also be noted that, within mixed AADC trays, in addition to grouping by 3-digit or 3-digit scheme, as applicable, the 3-digit/scheme groups must be further grouped by AADC area. Few acceptance problems are anticipated because acceptance personnel will receive training on the new sortation and acceptance procedures. The Postal Service believes that the Basic rates proposed for First-Class and Standard

Mail should encourage mailers to prepare the mail in this manner. However, it is the mailer's decision to determine whether this preparation would be less expensive than mailing such pieces at single-piece rates.

#### k. Pallet Preparation

Four commenters requested clarification as to whether letter mail prepared on pallets for different subclasses could be combined on the same pallets with a single mailing statement and corresponding documentation as allowed for flats on pallets. It is proposed that letter mail of different subclasses prepared in trays may be presorted to the same pallets, excluding 5-digit pallets. Trays of automation-compatible letter mail (Automation Standard and upgradable Regular Standard Mail, barcoded Regular Periodicals, and automation-compatible Publications Service Periodicals) must be placed on 5-digit pallets separate from nonautomation mail in the same mailing job because it is more efficient for the Postal Service to move whole pallets directly to where the mail is processed. Pallets of automation-compatible mail may be processed at postal facilities different from facilities that process pallets of nonautomation-compatible letters. In many cases, pallets of automation-compatible mail are broken down at different locations in the same plant, or if barcoded carrier route mail, the pallets are sent directly to the postal facility where a CSBCS or DBCS is located. When trays are palletized in this manner, they may be reported on a single mailing statement with the same corresponding documentation as allowed for palletized packages of flats.

#### l. Carrier Route Rate Eligibility

One commenter agreed with the Postal Service's promise to consider allowing carrier route rates for routes that have fewer than 10 delivery stops. The Postal Service has decided to propose that such mail may be prepared to qualify for the Saturation Enhanced Carrier Route rates if it meets the applicable density and documentation standards.

#### m. Enhanced Carrier Route Traying Requirements

One commenter asked, in response to the June 29 notice, whether letter-size Enhanced Carrier Route mail would require packaging in full direct trays. The Postal Service deferred an answer to this question until completion of the DMM standards. Under the presort standards set forth in the proposed rule, Enhanced Carrier Route letter mail is

prepared in full 2-foot and/or 1-foot carrier route trays. Mail that cannot be placed in full carrier route trays must be placed in 5-digit carrier routes trays, which may be less than full when necessary.

n. Machinable Addressing/Upgradable

The Postal Service has proposed optional presort requirements for Retail Presort First-Class and Regular Standard Mail that meets the Postal Service criteria of "upgradable" mail. (Upgradable mail is mail that can be processed on Postal Service MLOCs.) Four commenters voiced concerns about the requirement for a machine-printed address on a mailpiece before it could be considered upgradable.

One commenter opposed the proposal, arguing that presort bureaus will have to separate their automation reject mail on the basis of physical characteristics and then prepare it under two sets of rules. This commenter requested that mailers be given an extra day to attempt to barcode the automation rejects, without redating metered mail, in order to increase the barcoded volume. By adopting this approach, according to the commenter, mailers will be positioned to benefit from soon-to-be-available technology that will make it possible to barcode more rejected mailpieces. In much the same vein, a government agency said that the requirement is too restrictive and that several federal agencies have purchased encoding systems in order to place barcodes on typewritten and handwritten mail.

The proposed DMM standards specify that preparation of mail under the provisions for upgradable mail is optional. Accordingly, First-Class and Standard mailers may prepare all their mail not qualifying for the Automation subclass under the basic preparation standards for the corresponding Retail Presort or Regular rates. Naturally, mailers are encouraged to apply delivery point barcodes to such pieces using CASS-certified encoding systems and thereby enter as many pieces as possible as Automation First-Class or Standard Mail. However, for the reasons set forth in the preceding discussion of 100% barcoding, the Postal Service cannot allow mail to be presented with stale meter dates. The current procedures for allowing mailers to print a new meter date will remain in effect for all mail, including upgradable and automation-reject pieces. The proper subclass marking must also appear on these pieces.

o. Machinability

One commenter asserted that the Postal Service will not achieve its objective of encouraging more automation-compatible mail unless it relaxes machinability standards to allow more mailers to prepare automation-compatible mail.

The Postal Service cannot spontaneously relax machinability standards. Such standards are based on the capabilities of automated mail processing systems and the type of mail that automation equipment is able to process.

p. Tray Slewing and Strapping

The Postal Service proposed that mailings of Automation letter mail be both sleeved and strapped by the mailer, and that trayed letter mail in other reformed subclasses be sleeved by the mailer. Five commenters responded to this proposal. One commenter expressed wholehearted support on the condition that the mailer, not postal employees, perform the associated tasks. One commenter strongly recommended that where all pieces in a mailing originate and destinate in the delivery area, slewing and banding of trayed letter mail should not be required. This commenter wants continuation of the existing provision in DMM M033.3.7 (that allows local exception to the slewing requirement when all pieces in a mailing originate and destinate in the delivery area of the same SCF). Another commenter contended that local post offices should be able to determine when slewing and strapping are required based on mailing destinations. A third commenter wanted a phased implementation to have time to order and install equipment needed for slewing and strapping. A federal government agency voiced concern about requirements for stocking, storing, and using many different types of equipment.

The Postal Service plans to require slewing and strapping of all bedloaded trayed mail under all reformed subclasses, with the exception of mail entered at a postal facility that destinate within the service area of that facility. Mail transported without first being sleeved is susceptible to spillage and damage during transportation and handling. A strap around the tray is also necessary to maintain the integrity of the tray and its contents during transportation and handling. For example, because trays of Periodicals and Standard Mail sorted in a BMC move on belts and down chutes during mechanized distribution, sleeves that are not strapped to trays could slide off

and the contents of the tray could spill. Trays transported by air are handled in many different ways and also need to be strapped to maintain their integrity. Because local mail is not subject to the same type or amount of transportation as other mail, an exception may be made for the strapping and sleeving of this mail. Local mail that destinate within the service area of the postal facility where it is entered may be prepared without sleeving and strapping, if prior written approval is obtained from that facility's manager.

For palletized mailings, sleeving will be required but strapping will be optional for mail on 5-digit, 3-digit, and SCF pallets, if those pallets are wrapped with stretchable or shrinkable plastic wrap to maintain their integrity during transportation and handling, because these pallets remain intact until reaching the destination plant or destination 5-digit delivery unit. Trays on other levels of pallet will be required to be both strapped and sleeved.

q. ACT Tagging

The Postal Service proposed that mailers apply ACT tags to trays of Automation First-Class letters. Six commenters responded to this proposal. Of these, one supported the proposal as long as mailers, not postal employees, did the work of preparing the tags. The remaining five commenters either had serious reservations or were strongly opposed to this proposal if it applied to trays of nonlocal letter- and flat-size mail. One of the five strongly opposed tagging nonlocal mail, stating that it was burdensome and difficult to comply with due to time-sensitive airline flight schedules, and that the rates proposed for the Automation subclass do not reflect this added worksharing requirement. Another commenter expressed the view that requiring ACT-tagging of all Automation subclass letter mail trays adds little value and should not be required at this time. The commenters believed that the proposal should be optional until a method can be developed and implemented so that mailers could access a database of accurate postal air contract transportation and flight data for ACT tags.

Based upon the comments, the Postal Service has determined to remove the proposed requirement for ACT-tagging of mailings. The Postal Service is also in the process of revising its internal systems to replace the ACT tags with the "Scan-Where-You-Band" process.

#### 4. Flat-Size Pieces

##### a. General

Under Classification Reform, the large majority of flat-size pieces will be mailed as either Standard Mail or Periodicals. The discussion of comments dealing with Periodicals is contained in a separate section of this notice. Preparation of packages on pallets under the rules in DMM M040 is the preferred method of preparing flat-size pieces. The nonpalletized preparation requirements for Standard Mail flats under Classification Reform will continue to require preparation of packages placed in sacks. The package and sack levels will be 5-digit, 3-digit, ADC, and mixed ADC, except for Enhanced Carrier Route flats which will be prepared in carrier route packages of 10 or more pieces placed in carrier route or 5-digit carrier route sacks. The current 125-piece/15-pound minimum sacking criterion will apply to flats under Classification Reform where minimum sack volumes are prescribed. The sortation for Automation flats differs from current preparation requirements in that SCF packages and sacks are eliminated, and there is no separate preparation of residual mail. For Automation flats, ADC and mixed ADC packages will be combined with 5-digit and 3-digit packages within ADC and mixed ADC sacks. The sortation for First-Class flats will require 5-digit, 3-digit, ADC, and mixed ADC sortation in both packages and flats trays.

##### b. Mail Meeting Standards for Both Letters and Automation-Compatible Flats

Of the 49 commenters who responded to the August 30 notice, four commented on issues related to flats. With only one exception, those commenters had questions or comments focusing on pieces whose size dimensions meet the size standards for both letters and automation-compatible flats. This type of mail is often referred to by mailers as "fletters." These comments were of essentially the same nature as those submitted in response to the June 29 notice.

Two commenters wanted the Postal Service to develop options to allow mailers to prepare mailpieces that meet both the letter-size standards and the automation-compatible flats standards either in trays or in packages on pallets.

As indicated in the section on letter mail, the Postal Service handles letter mail in trays and, for operational efficiency, wants all mailer-prepared letter mail placed in trays. Therefore, mailers of such pieces always have the option of preparing them as letter-size

mailings in trays or, for Standard Mail, in trays on pallets. Mailers of such pieces may choose to prepare one portion of their mailing job as letter mail and another portion of their mailing job as Automation flat mail. The Postal Service also recognizes that many mailers having pieces that meet the dimensions for both letters and automation-compatible flats, and who prepare a portion of their mailing jobs for the Automation rates for flats, would have more efficient mail preparation operations if allowed to prepare an entire mailing job in the same manner, particularly when preparing that mail as packages on pallets. Therefore, when mailers of these so-called "fletters" mail part of a mailing job at the Automation rates for flats and prepare that mail as packages on pallets, the Postal Service will allow the entire mailing job, which may also include Enhanced Carrier Route mail and Regular mail, to be prepared as packages on pallets if no more than 10% of the total number of pieces in the mailing job are claimed at Regular rates and if those pieces are claimed at Regular rates for nonletters, since the mailing is prepared in a manner applicable to flat-size pieces. This 10% limit on the number of Regular pieces in such a mailing is designed to permit a small part of a mailing job to be prepared in this manner while minimizing the amount of these letter-size pieces on pallets; as stated earlier, letter-size pieces are more efficiently handled by the Postal Service as trayed letter mail. If the percentage of such letter-size pieces exceeds 10% of a mailing job, it must be prepared and presented as a separate mailing under the standards for letter mail. Mailers who prepare mail in sacks or trays must prepare that mail in the manner appropriate to its processing category, as defined in DMM C050, i.e., mail meeting both letter-size and automation-compatible flats dimensions may be sacked and otherwise prepared as a flat only if mailed as part of a mailing at an Automation rate for flats.

##### c. Revisions to Automation-Compatible Flats Criteria

One commenter stated that the Postal Service should allow pieces that can be processed on FMS 1000 flat-sorting equipment to be eligible for barcoded rates when that equipment is retrofitted with barcode readers. This commenter further indicated that the Postal Service should allow letter-size catalogs that can be processed on FSM 1000s to be eligible for Automation rates for flats, thereby allowing mailers to avoid the tabbing requirements associated with the Automation rates for letters.

The FSM 1000 machines were not intended to replace the FSM 881s but to handle pieces that cannot be processed on them. Therefore, the FSM 881 machinability requirements, reflected in the current standards in DMM C820 for barcoded rates for flats, will continue to be the basis for barcoded rates for flats for some time, including when Classification Reform is implemented. Letter-size pieces that do not meet the current criteria for Automation-Compatible flats will be considered letters under Classification Reform and will have to be prepared under the standards for letters in DMM C810 and DMM C840 to obtain Automation letter rates.

##### d. Dimensions of Trays

One commenter requested that the dimensions of flat trays be provided so mailers can program how much mail can be placed in these trays. The inside bottom dimensions are 14<sup>3</sup>/<sub>4</sub> inches long by 10<sup>3</sup>/<sub>4</sub> inches wide. Their depth is 8 inches to the handhold and 11<sup>1</sup>/<sub>4</sub> inches to the top. This information will be included in both the DMM and in the instructions provided with PAVE testing material.

##### e. Copalletization and Commingling

No comments were received regarding this issue. The Postal Service is retaining the position set forth in the August 30 notice that, for packages prepared on pallets, packages from different Standard Mail subclasses (Automation, Enhanced Carrier Route, and Regular) may be placed on the same pallets, and no physical separation of the packages on the pallets by rate category will be required. At the pallet breakdown operation, the Postal Service will sort the packages to containers for the proper transportation or in-plant processing operation.

The Postal Service also erroneously indicated in the August 30 notice, that it would allow mailers to combine packages from different mailings in the same sack. Combining packages of different mailings in the same sack does not make operational sense for the Postal Service. Sack labels identify the type of mail contained in the sack so that the Postal Service can direct it to the proper in-plant operation. Enhanced Carrier Route sacks may be sent directly to the 5-digit ZIP Code for carrier casing, whereas barcoded flats will be sent to a barcoded flats sorting machine. Regular mail may be sent to manual distribution operations. Because combining this mail together in sacks would not allow the Postal Service to direct the mail to the proper operation, combining packages

from different mailings in the same sack will not be permitted.

#### f. Flats Mail in Trays

No comments were received regarding this issue. The Postal Service is retaining the position set forth in the August 30 notice that First-Class flats will be prepared in flat trays and Standard Mail flats will be prepared in sacks. A commenter to the June 29 notice questioned the rationale for this policy. The Postal Service plans to initially limit the use of trays to First-Class flats to allow for a more gradual change to a future operating environment in which all nonpalletized flat mail will be prepared in trays. Currently, the Postal Service processes First-Class flats in trays. Generally, flat trays are better handled at GMFs and airmail facilities (AMFs) (where the Postal Service has tray handling systems) than sacks, which are more amenable to processing at bulk mail centers (BMCs). When barcoded flat mail is distributed on flat sorting machines using the barcode, there are instances where the flat mail is dispatched in flat trays to the next handling or destination regardless of class. Therefore, as part of the transition of all classes of flats mail to tray preparation, allowing automation-compatible (barcoded) flat mail in trays would be the likely next step, but this will not take place until after implementation of the current Classification Reform proposals.

#### g. Last Package Rule

A question concerning how to label a mixed ADC sack containing only a 5-digit package was asked in response to the June 29 notice. The Postal Service deferred an answer to this question until completion of the DMM standards. Under the presort standards set forth in this proposed rule, a 5-digit package left over after filling all possible 5-digit, 3-digit, and ADC sacks will be placed in a sack bearing a mixed ADC sack label.

#### h. 3-Digit Schemes

No comments were received regarding this issue in response to the August 30 notice. The Postal Service is retaining the position that, while a 3-digit scheme sort for flats may be investigated at a later date, it will not be implemented with Classification Reform.

### 5. Addressing

#### a. AIS Product Cycle

Concurrent with Classification Reform, the Postal Service is proposing to increase the frequency at which it updates all of its AIS Products, such as ZIP+4 and CRIS. This change would

increase the frequency of required mailer updates to address matching systems. Because this change will affect all AIS products and must be applied universally, it will impact all mailers using AIS products for preparing mailings, not just those mailing in the reformed subclasses.

The proposal to increase the frequency of AIS product updates is designed to improve the currency of the data that is used during the matching process and reflects the significant advancements in list management technology that have been made since the original product cycle was developed. Now that the Postal Service is experiencing more rapid change in address information and carrier route codes, it has become critical that mailers update their data files more frequently.

Under this proposal, the frequency of AIS product releases would increase from quarterly to bimonthly. The Postal Service also proposes to eliminate inconsistencies in the implementation dates of new product releases. These currently range from 45 days with ZIP+4 products to 75 days for some CRIS products. Under this proposal, all products would have to be put into use within 45 days of the release date of the product update. There are no plans to increase the frequency with which ZIP+4 code or delivery point code matches must be reprocessed from the current "within 12 months of the mailing date" standard for any of the unreformed subclasses.

Because these changes are systemic and because it would be costly and confusing to maintain two different sets of product update frequencies, the Postal Service proposes to apply these changes to all affected mailings, regardless of whether that mail will also be affected by Classification Reform. For example, carrier route codes would be updated more quickly with the initiation of bimonthly CRIS releases and with the reduction in the permissible implementation period from 75 to 45 days. This would apply to both reformed and unreformed subclass mailings.

Although these changes in AIS product frequency were previously planned and could have been proposed independently, the Postal Service has chosen to propose to implement them with the implementation of Classification Reform to consolidate changes to mail preparation standards.

#### b. Carrier Route Updates

Eight comments were received about the Postal Service's proposal that mailings at carrier route rates incorporate carrier route codes updated

within 90 days prior to the date of mailing using certified software. One commenter suggested that the Postal Service eliminate the requirement for certified software, indicating that it limited the creativity of mailers in applying the carrier route codes to their mail. The Postal Service requires the use of certified software to verify the accuracy of the matches and to provide documentation of the time and age of the information being used to apply carrier route codes. The certification process verifies the results of address matching, not the means by which it was achieved. Thus, there are no limits to the creativity that may be applied to the matching process if the result represents the correct carrier route code for the address.

Four commenters suggested that the coding date should be increased to 120 days, whereas two other commenters approved the proposal to increase the frequency of ZIP+4 matching to 90 days. The Postal Service has no plans to increase the frequency of ZIP+4 matching at this time. Carrier route assignments are more frequently changed to accommodate the operational needs of the Postal Service to balance carriers' workload. Thus, the Postal Service believes that the 90-day coding standard is reasonable. However, it is not the Postal Service's intent to require mailers to update their carrier route codes if no more current source of information is available. The Postal Service believes that the most current data available should be used in assigning carrier route codes. If new data files are not available, mailers should continue to use the existing route assignments until new AIS products have been released by the Postal Service.

#### c. Move Updates

Seventeen comments were received concerning the proposal to require First-Class bulk mailers to update the addresses of their customers who have moved within 6 months prior to the mailing date. Several mailers seemed confused about the exact class of mail to which this standard applies; it would apply only to Retail Presort and Automation First-Class mailings.

The Postal Service believes that the methods currently available to provide customers with updated address information offer a wide range of options that can meet the needs of mailers at a reasonable cost. For example:

(1) Use of the endorsement "Address Correction Requested" means that the mailpiece will be returned to sender with the new address information



affixed. This service is provided at no additional charge to the mailer. The mailer can then update the address information and, if it so desires, use a new envelope to mail the piece to the new address.

(2) Use of the endorsement "Forwarding and Address Correction Requested" means that the mailpiece is forwarded to the new location and the Postal Service sends a hard copy notice to the mailer with the new address information. Each such notice costs \$0.50 and can be used to update the mailer's addresses.

(3) Use of Address Change Service (ACS) provides the mailer with an electronic notice of new address information instead of hard copy. ACS can also be used on mailings other than First-Class to qualify those addresses in the mailing list that were used for Retail Presort and Automation First-Class mailings. Electronic notices cost \$0.20 each and can be obtained on a variety of electronic media. Mailers may determine the frequency with which they use the ACS endorsement and participant code if the mailer can certify that each address in a First-Class mailing has been updated for customer moves within 6 months prior to the mailing.

(4) Use of National Change of Address (NCOA) processing service can update mailers' address lists with corrected address information prior to a mailing. Mailers determine how frequently they process their address lists.

Two commenters stated that they are unable to use the current methods, and two other commenters said that the services were too costly. None of these commenters provided specifics in support of their statements. The Postal Service incurs both costs to rehandle undeliverable-as-addressed mail and service delays when mail must be redirected to a new location. It is in the best interests of the Postal Service and mailers to improve deliverability and reduce costs. The options cited above, including the "no fee" Address Correction Requested endorsement, provide flexibility to mailers in meeting the proposed standard.

Six commenters asked that implementation of the requirement be postponed to allow time to adjust and obtain move updates. The Postal Service recognizes that many mailers will need to revise their addressing systems to accommodate move updating. Thus, the Postal Service will begin the move update address qualification process at the time of Classification Reform implementation, but will not condition the eligibility of First-Class bulk mailings on complete move update

qualification until 6 months after Classification Reform implementation, or January 1, 1997, whichever is earlier. The Postal Service also wants to avoid creating a semiannual "crunch" of demand for NCOA and ACS services that might occur if move update was implemented at the same time as Classification Reform. Some mailers may need to experiment with several options for move updating, such as the impact of the two different endorsements, to determine which option makes the best business sense for their operations. Some will have to learn to use electronic update systems, and others will need to use up stocks of envelopes that do not bear an endorsement. The "ramp-up" period should give all concerned customers sufficient time to decide which update method to use, obtain NCOA matching services, if appropriate, implement internal system changes to accept electronic move update information, and work with their internal customers or presort customers to obtain full compliance.

Several commenters also asked that implementation of the proposed move update standard be postponed indefinitely until other methods have been approved to do move updating, such as the Multiline Forwarding System (MFS). The Postal Service does not believe that such an open-ended delay is warranted, given the wide range of current options. However, the Postal Service is encouraged by the progress currently being made toward implementation of MFS. The Postal Service has been working with vendors of commercial MLOCs on the MFS project since June 1995. Test mail has been successfully processed by several vendors to determine the accuracy of the matching processes. The next step is testing "live" mail in a production environment. The project plan for MFS is on track, with operational issues now under review. As a result, the Postal Service expects that MFS will be available before the end of 1996, but that outcome is not certain at this time. The Postal Service plans to continue working on the development of MFS with MLOC users through the Mailers Technical Advisory Committee and the Multiline Users Group. Moreover, as marketplace demands create a need, the Postal Service will also consider expanding the range of options in the existing services, for example, by additional notification options in ACS beyond those currently available.

Five commenters asked whether their in-house address correction centers, to which they have devoted significant resources, might be certified as meeting

the move update standard. For those mailers who believe that their lists are up to date, the use of the "Address Correction Requested" endorsement should have little or no impact on their business practices because they are mailing to the most current address of their customers. The simple and straightforward use of the endorsement would meet the proposed standard with no difficulty, would need to be applied to all addresses on the list only within 6 months prior to mailing, and expenditures would be limited to the costs associated with preprinting the endorsement on mailing envelopes. The current endorsement options would be an effective approach to meeting the proposed standard for lists that are well maintained by a mailer's move correction processes. In the future, the Postal Service may consider the establishment of "move update certification" processes for specific types of lists or businesses. The Postal Service is interested in evaluating other options that mailers suggest to meet the move update standard if unique situations exist that preclude the use of the current solutions.

Three other commenters asked whether a mailer was required to use the information provided from postal address correction processes and apply it immediately to their address lists. They asked whether the notification could serve as a trigger to the company to initiate an inquiry with the customer about correcting address information. Four commenters indicated that various state and federal government agencies believe that they are prohibited from using corrections provided by the Postal Service. In most cases, mailers are expected to update their mailing addresses promptly. However, the Postal Service recognizes that, in some industries, there are legally-mandated limits on the address that may be used in certain customer communication. For example, one commenter noted that, in a number of states, notices of shareholder meetings must be sent to the address "in the corporation records." Given the concerns expressed by these mailers, the Postal Service has decided that in circumstances where clearly demonstrated legal constraints limit a mailer from using address changes provided by the Postal Service, an individually-approved alternative process will be acceptable to meet the move update standard. Alternative process approval would be granted on a case-by-case basis, and the legal limitation would need to be clearly identified. In this process, mailers would receive address change

information from the Postal Service in any of the currently prescribed manners. This would be followed by a prompt mailer-initiated direct mail contact with the customer, requesting a signed verification of the address change. For example, the mailer could provide a preprinted barcoded business reply card that the customer signs and returns. Address information could then be updated in the mailer's records prior to the next mailing cycle.

#### d. Uniform Placement of Address Elements

During the comment period, the Postal Service decided to remove uniform placement of address elements from consideration as a proposed address quality standard. The Postal Service took this action in response to extensive mailer concerns regarding the details of the proposal and its potential adverse impact on rate eligibility.

#### e. Line of Travel

One commenter asked whether the line-of-travel (LOT) sequencing requirement applied only to flat-size pieces. Because LOT sequencing can be beneficial for casing of all carrier route mail, the proposed standard will apply to letters, flats, and merchandise samples prepared with detached address labels in Basic Enhanced Carrier Route mailings, and to all Publications Service pieces except for those pieces that are presented in a mailing of automation-compatible Publications Service barcoded letters.

One commenter stated that the requirement would be easy to meet, whereas two other commenters stated that it would be difficult to maintain and would be an unnecessary burden. The Postal Service has had assurance from the mailer and vendor communities that this requirement is not an onerous burden. The update of sequence information could be done through any of the established sequencing methods or through use of the newly-developed Line-of-Travel product, which has been available to the mailing industry since June 1995. Mailers who are interested in obtaining the Line-of-Travel product should contact the National Customer Support Center at (800) 238-3150 for subscription information. Continuing update of sequence information will occur with the same frequency that carrier route codes are updated.

Four commenters stated that there were many operational variables in their production lines and questioned whether exact delivery order or reverse order would be equally effective. The Postal Service will identify mailers

whose mailings are frequently in the reverse order and deal with them on an exception basis.

Three other commenters asked whether LOT could apply to High Density mail. Although the Postal Service believes that LOT sequencing would accomplish most of what walk sequencing will do for High Density mail, the Classification Reform proposal specifies walk sequencing for High Density mail. Therefore, LOT is not an acceptable sequencing option to qualify for High Density rates.

#### f. 5-Digit ZIP Code Verification

The Postal Service proposed to require a certification by the mailer that the 5-digit ZIP Codes on addresses in a Retail Presort First-Class, Regular Standard, or nonautomation-compatible Publications Service Periodicals mailing have been checked for accuracy within 12 months prior to mailing. One commenter stated that because ZIP Code verification was quick and easy, out-of-date ZIP Codes should not be allowed access to presort rates. Another called the proposed verification costly and intrusive on business activity. The Postal Service believes that accurate ZIP Codes are vital to ensuring consistent, timely delivery service. Moreover, the use of a correct ZIP Code is currently a requirement for the affected groups of mail. Those mailers who are unwilling to verify the correctness of the ZIP Codes they apply to mailpieces will not be allowed access to postage rates that require ZIP Code presortation.

Two commenters asked what some of the approved methods of verification might be. The Postal Service has previously stated, "A recommended checklist of possible ZIP Code verification options for address lists that are not computerized could be signed as a part of the verification process. Items to appear on the list might include manual verification using the most recent Postal Service ZIP Code directory, a survey of the addressees currently in the address list to inquire about changes to ZIP Code information, participation in the current manual list correction service (DMM A910), use of a service provider to verify ZIP Code information, and use of approved software."

Other options might include the use of electronic look-up services such as those available on the Postal Service home page on the World Wide Web and other bulletin board look-up services using certified address matching software. Mailers will be expected to identify the method used to verify the ZIP Code information and sign a certification of verification. Mailers will

have 3 months from the date of Classification Reform implementation to verify the accuracy of their 5-digit ZIP Code information. In addition, as new techniques for ZIP Code verification are developed, they will be added to the list of acceptable methods for verification.

### 6. Periodicals

#### a. Overview

Periodicals, like today's second-class mail, is designed for newspapers and other periodical publications. Under Classification Reform, all current categories of authorization would remain (general, requester, institutions and societies, foreign, and state departments of agriculture). Current subclasses would also be retained and Publications Service, a new low-cost subclass, would be added.

No substantive change to Preferred Rates Periodicals (In-County, Classroom, Nonprofit, Science-of-Agriculture zones 1-2) is proposed in the current Classification Reform case. The provision will also be retained that prescribes payment of Regular rates for advertising that exceeds the 10% limitation.

Publishers may mail at only one subclass of outside-county rates for each publication: Preferred (when applicable), Regular, or Publications Service. The publication must follow the same basic standards as today, i.e., it must be formed of printed sheets and published from a known office of publication at a regular frequency of at least four times per year. Current requirements by authorization category continue to apply. General publications must have a minimum of 50% paid circulation and contain no more than 75% advertising in one-half the issues published during a 12-month period. The publisher must maintain a list of subscribers. Likewise, requester publications must have a list of requesters/subscribers, with a minimum 50% of the circulated copies either requested or paid for by the recipient. Advertising in requester publications may not exceed 75% in any issue.

A notable change proposed for the Regular subclass pertains to the presort levels: Basic, 3/5, and Carrier Route would replace current levels A, B, and C, making the presort structure for Regular Periodicals more consistent with other classes. The new 3/5 rate replaces the current Level B3 and B5 rates. Mail presorted to all 3-digit destinations (not just to unique 3-digit destinations) will qualify for the 3/5 rates. Another minor change renames the current 125 walk-sequence rate as High Density.

Three primary criteria must be met to qualify for Publications Service: (1) at least 75% of the mailed volume must be paid (for general publications) or paid or requested (for requester circulation); (2) at least 30% of the content in each issue must be nonadvertising matter; and (3) at least 90% of each issue must be presorted in prescribed volumes to carrier route, 5-digit, or 3-digit destinations. An outside circulation audit is also required.

Each issue of a Publications Service periodical must have at least 30% nonadvertising content and at least 75% of the mailed circulation (excluding copies claimed at in-county, foreign, First-Class, Priority Mail, or Express Mail rates) must be sent to paid subscribers (or requesters, depending on the category of authorization). Publications that fail to meet the nonadvertising content requirement are assessed a 40% surcharge of the applicable postage for that issue. If a publication fails to meet the 75% paid/requester standard, its authorization to mail at Publications Service will be revoked.

The Postal Service has determined that the outside circulation audit will be used only to validate compliance with the proposed 75% paid/requested circulation requirement. The outside auditor will not be responsible for confirming the advertising/editorial ratio. To ensure compliance and reduce the amount of material reviewed before mail acceptance, the Postal Service will include on the mailing statement a certification block for the publisher's signature, validating that the publication meets the 30% nonadvertising requirement. If the Postal Service determines that an issue exceeds 70% advertising, the publisher will be given ample opportunity to demonstrate compliance with the requirement before any penalty is assessed.

At least 90% of each issue must be presorted to 3-digit, 5-digit, or carrier route destinations. Copies count toward the 90% criterion if they are part of a minimum of 24 addressed pieces for a 3-digit destination, all properly presorted to carrier route, 3-digit, or 5-digit destinations in packages of six or more addressed pieces each. Any combination of six-piece or larger packages to these destinations is acceptable (e.g., 18 pieces to a carrier route and six copies to a 5-digit, both in the same 3-digit area). Publications that fail to meet the 90% standard are assessed a 40% surcharge of the applicable postage for that issue.

For the purposes of the 90% criterion, an "issue" will be considered to consist

of all copies in the mailed volume that are mailed within that "window" of time during which the main file and most supplemental mailings for a particular title are deposited with the Postal Service. The mailing "window" includes all copies, regardless of cover date, mailed during that period. To ensure that the entire mailed volume of a publication is considered, all mailings, including "supplementals," will be counted.

Publications may be better able to meet this density requirement by comailing, including the comailing of Publications Service flats with Regular Periodicals. To administer the 90% criterion in a comailing situation, the Postal Service proposes to look at the sortation of the individual title within the comailing. The copies reported on a single mailing statement will not have to meet the 90% criterion. The qualifying pieces in the comailing are added to the qualifying pieces in the main file and any qualifying pieces in supplemental runs that were not comailed. The final qualifying percentage is derived by dividing the total number of qualifying pieces by the total number of mailed pieces.

In a comailing, the 40% penalty would apply to the publication that fails to meet the density requirements, not to all other comailed publications. While firm packages are considered a single addressed piece for presort and postage purposes, each copy in a firm package counts individually toward the 90% standard.

Carrier route, nonbarcoded, and barcoded mail may be mixed on the same pallet, and 5-digit and ZIP+4 barcoded Publications Service flats may be combined in the same package. This is discussed further in the analysis of comments on Periodicals.

In addition to the requirements for nonadvertising content, circulation to paid/requester addresses, and density, all automation-compatible Publications Service mail (except carrier route rate flats) must bear a barcode. All pieces must bear at least a 5-digit barcode and no less than 85% of the pieces must bear a ZIP+4 or delivery point barcode. If the piece is not machinable, barcoding is not required. Although the carrier route portion of the mailing will count toward the 85% criterion, it will not have to be barcoded. The 85% criterion optimizes the proportion of pieces that can be given automated processing. To the extent firm packages are amenable to such handling, it would not be relevant to the objectives of the 85% criterion if the component copies inside the firm package were barcoded. Therefore, the 85% criterion will be applied to

consider the number of addressed pieces in the mailing, not the total number of copies.

Compliance with the 85% criterion will be based on the entire mailed volume of the issue, encompassing all editions from all sources. Publishers will be responsible for providing the supporting information if requested by the Postal Service.

Additional "bundled" requirements pertaining to such issues as addressing, sortation, and containerization are detailed in the proposed DMM standards in this notice.

To mail at Publications Service rates, a periodical must first be authorized Periodicals mailing privileges in one of the existing categories of authorization. To apply for Publications Service, the publisher must submit a separate application (and pay an additional \$305 fee) and initiate an outside circulation audit. Once authorized, all outside-county copies of the publication, which are not sent as Express Mail, Priority Mail, or First-Class Mail, must be mailed at Publications Service rates exclusively, unless the publication voluntarily abandons its authorization. If the publication abandons the authorization or the Postal Service revokes it, the publisher must wait 1 year to reapply. Authorization to mail at Publications Service rates does not affect eligibility for in-county rates.

Publications currently authorized to mail at second-class rates will not be required to mail in a pending status if it can be shown to meet the 75% paid or requested criterion and an application to mail at Publications Service rates is filed. Mailings will be accepted at Publications Service rates subsequent to the application being filed. If the Postal Service denies the application or the publisher abandons it, a revenue deficiency will be assessed for the difference between the amount paid at Publications Service rates and the amount due at Regular rates.

Publications not authorized second-class mail privileges may also apply for Publications Service rates. A publisher would be required to file an application for a Periodicals authorization and pay a fee of \$305. A separate application for Publication Service rates must also be filed and the publisher must pay an additional \$305 fee. These applications may be filed simultaneously or separately as desired by the publisher. Under these circumstances, the publisher will be required to mail under established pending procedures (i.e., the publisher must deposit funds at the applicable third- or fourth-class rates). When the applications are approved, the

publisher will be entitled to an appropriate refund.

#### b. Comment Analysis

A total of nine comments were received concerning the implementation standards for Periodicals described in the August 30 notice. Of that number, five comments expressed general disapproval of Classification Reform as it pertains to Periodicals and three were generally favorable; such comments are beyond the scope of this rulemaking and are not addressed here. Two of the three commenters who expressed general satisfaction with Classification Reform as it pertains to Periodicals, and two other commenters, offered specific comments concerning various issues. These comments are discussed below.

##### (1) Automated Processing of Flats.

One commenter reiterated that the widespread availability of automation equipment capable of handling all types of second-class flats is crucial to second-class mailers. The commenter recommended that the Postal Service immediately undertake to develop a nationwide plan to increase automation capacity for flat-size mail. As explained above in the discussion on flats, although the Postal Service would like to be able to process all types of flats on automated equipment, new machines will not be purchased until the current ones have been properly positioned for optimum utilization.

(2) 75% Paid Subscriber/Requester and 30% Nonadvertising Requirements for Publications Service. Regarding the requirement that 75% of all mailed copies of Periodicals authorized to mail at Publications Service rates must be sent to paid subscribers/requesters (as appropriate), two commenters requested that all mailed newsstand copies (regardless of the number returned or destroyed) be considered paid circulation. This request has been given full consideration. Although the Postal Service believes that it is appropriate to account for newsstand copies sent through the mails, it is both inaccurate and inconsistent with past postal policy to consider all such copies paid. Rather, the Postal Service will continue to require publishers to maintain records to distinguish between sold and unsold newsstand copies. Those copies mailed to newsstands that are eventually sold will count toward the 75% paid subscriber/requester requirement.

One commenter addressed the proposal to require an outside auditor to review the proportion of mailed copies of a Publications Service periodical that are sent to paid subscribers/requesters to verify compliance with the 75% paid subscriber/requester requirement. This

commenter supported the Postal Service decision not to require that an outside auditor confirm that the 30% nonadvertising minimum per issue has been met, but instead to accept a written certification by the publisher (included as part of the mailing statement prepared for each issue).

(3) Commingling of 5-Digit and ZIP+4 Barcoded Publications Service Periodicals. One commenter supported the Postal Service's decision to allow the commingling on pallets of all types of packages of both Regular and Publications Service Periodicals. Two commenters believed that the volume of 5-digit barcoded pieces is relatively small in second-class today and, therefore, warrants allowing mailers to combine 5-digit and ZIP+4 barcoded pieces in the same package.

Once a publication is authorized to be mailed at Publications Service rates, all mailed copies (except those mailed at in-county rates or as Express Mail, Priority Mail, or First-Class Mail) must be prepared according to the required sortation for this subclass. Unlike First-Class and Standard Mail where pieces not qualifying for one subclass may be mailed in another, no copies of an authorized Publications Service periodical may be mailed as Regular or outside-county Preferred Periodicals. For this reason, the Postal Service decided that setting a 100% ZIP+4 or delivery point barcoding standard for automation-compatible Publications Service periodicals would be difficult for publishers to achieve; therefore, the current "85-15" barcoding standard is retained.

Under today's second-class standards, which allow 15% of a nominally ZIP+4 barcoded mailing to bear a 5-digit barcode, publishers may combine ZIP+4 and 5-digit barcoded pieces in packages. The Postal Service believes that combining such mail in packages continues to be appropriate and will allow this preparation for Publications Service periodicals. However, the Postal Service will continue to study the issue and may require other packaging standards at a later date if combining ZIP+4 barcoded and 5-digit barcoded pieces in the same package has a negative operational impact as the barcoded flats mailstream expands.

(4) Presort and Comailing. The Postal Service will allow the comailing of Regular and Publications Service flat-size Periodicals. To enable publishers to comail efficiently, the Postal Service has determined (and has so stated in earlier notices) that it will align the sortation standards for Regular and Publications Service flats. This decision is reflected in the proposed DMM standards

presented below. For flats, the only difference between Regular and Publications Service sortation requirements is that mail entered at a Regular Barcoded rate must be prepared as a separate mailing meeting a separate 85% barcoding standard as discussed in section A of this proposal.

Although the majority of Periodicals is flat-size mail, many publications are produced in letter-size format. The preparation standards proposed for automation-compatible letter-size Publications Service mail will mirror the proposed standards for Automation First-Class and Standard Mail letter-size pieces, with the exception that a 6-piece package minimum will be applied to Publications Service carrier route sortation rather than the 10-piece minimum applied in First-Class and Standard Mail. In addition, new sortation criteria for nonautomation-compatible letters have been added for Publications Service to require packaging and traying of pieces. Preparation of presorted packages is necessary for nonautomation-compatible mail for efficient Postal Service processing.

These two Publications Service letter-size sortations are significantly different from current letter sortation requirements for second-class mail. Because these sortation requirements affect rate eligibility, the Postal Service will not propose the alignment of standards for Regular and Publications Service letter-size mail. Consequently, comailing will not be allowed for Regular and Publications Service letter-size pieces.

New sortation criteria have been developed for barcoded letters and for nonbarcoded letters at Regular rates. These new sortation criteria reflect the new standards for preparation of all letter-size mail in trays and for tray sortation levels that will be implemented with Classification reform, while allowing such mail to continue to qualify for presort and barcoding rates under the same qualification criteria as today.

#### C. Presort Summary Guide

The following charts summarize the presort requirements for reformed subclasses. They do not reflect every presort requirement but are a guide to the major presort points contained in the DMM standards presented in the latter part of this notice.

**1. First-Class—Automation Subclass—Letters**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Rate Qual. Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Rate Letters<sup>2</sup></b>	<b>Rate Cards</b>
<b>Carrier Route<sup>3</sup></b>	<b>Opt.</b>	<b>10 pcs./rt.</b>	<b>Carrier Route</b> (full; no overflow trays) <b>5-Digit Carrier Routes</b> (no minimum)	<b>23.2¢</b>	<b>13.7¢</b>
<b>5-Digit</b>	<b>Opt.</b>	<b>150 pcs.</b>	<b>5-Digit</b> (150-pc. min.; one less-than-full tray allowed)	<b>23.5¢</b>	<b>14.0¢</b>
<b>3-Digit/Scheme</b>	<b>Req.</b>	<b>150 pcs.</b>	<b>3-Digit/Scheme<sup>4</sup></b> (150-pc. min.; one less-than-full tray allowed)	<b>25.0¢</b>	<b>15.5¢</b>
<b>AADC</b>	<b>Req.</b>	<b>none</b>	<b>AADC<sup>4</sup></b> (150-pc. min.; one less-than-full tray allowed, grouped by 3-digit/3-digit scheme)	<b>27.0¢</b>	<b>17.5¢</b>
<b>Mixed AADC</b>	<b>Req.</b>	<b>none</b>	<b>Mixed AADC</b> (no min.; grouped by AADC, within AADC, subgrouped by 3-digit/3-digit scheme)	<b>27.0¢</b>	<b>17.5¢</b>

- 1/ For each tray destination, fill all possible 2-foot trays before preparing 1-foot tray(s).  
 2/ First-ounce rate; each additional ounce 23.0¢. Additional presort discount for pieces over 2 ounces is 4.6¢. Carrier route rates based on package level; other rates, on tray level.  
 3/ Carrier route sortation and rates limited to 5-digit ZIP Codes where delivery point sequencing on delivery barcode sorters is not performed.  
 4/ All mail for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted; if less than 150 pieces each, Basic rates apply.

**2. First Class—Automation Subclass—Flats**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg./Rate Qual. Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Rate<sup>2,3</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit</b> (full; no overflow trays)	<b>27.0¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>4</sup></b> (full; no overflow trays)	<b>27.0¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC</b> (full; no overflow trays)	<b>29.0¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>29.0¢</b>

- 1/ A full tray is defined as a minimum of one stack of pieces lying flat that reaches bottom of handholds of tray. If there are enough pieces to destination, trays must be further filled to top of tray (in two or more stacks where possible).  
 2/ Rates are based on package level without regard to tray in which a package is placed.  
 3/ First-ounce rate; each additional ounce 23.0¢. A nonstandard surcharge of 5¢ applies to each piece weighing 1 ounce or less that falls outside standard letter dimensions. An additional presort discount of 4.6¢ applies to each piece weighing over 2 ounces.  
 4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted.

**3. First-Class—Retail Subclass—Presort Letters****a. Basic Preparation**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation <sup>1</sup></b>	<b>Rate Letters<sup>2</sup></b>	<b>Rate Cards</b>
5-Digit	Req.	10 pcs.	5-Digit (full; no overflow trays)	30.0¢	19.0¢
3-Digit	Req.	10 pcs.	3-Digit <sup>3</sup> (full; no overflow trays)	30.0¢	19.0¢
ADC	Req.	10 pcs.	ADC (full; no overflow trays)	30.0¢	19.0¢
Mixed ADC	Req.	No min.	Mixed ADC <sup>4</sup> (no minimum)	30.0¢	19.0¢

**b. Optional Preparation for Upgradable Pieces**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation <sup>1</sup></b>	<b>Rate Letters<sup>2</sup></b>	<b>Rate Cards</b>
5-Digit	Opt.	N/A	5-Digit (full; no overflow trays)	30.0¢	19.0¢
3-Digit	Req.	N/A	3-Digit <sup>3</sup> (full; no overflow trays)	30.0¢	19.0¢
AADC	Req.	N/A	AADC (full; grouped by 3-digit ZIP Code, no overflow trays)	30.0¢	19.0¢
Mixed AADC	Req.	N/A	Mixed AADC (no minimum; grouped by AADC, within AADC, subgrouped by 3-digit)	30.0¢	19.0¢

1/ Fill all possible 2-foot trays before preparing 1-foot tray(s).

2/ First-ounce rate; each additional ounce is 23.0¢. Additional presort discount for pieces weighing more than 2 ounces 4.6¢.

3/ All 5-digit and 3-digit packages (all pieces for upgradable) remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted.

4/ Physically fill all possible 2-foot trays. Place remaining pieces in a 2-foot tray, except place them in a 1-foot tray if they do not exceed its capacity.

**4. First Class—Retail Subclass—Presort Flats**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Rate<sup>2</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit (full; no overflow trays)</b>	<b>30.0¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>3</sup> (full; no overflow trays)</b>	<b>30.0¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC (full; no overflow trays)</b>	<b>30.0¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC (no minimum)</b>	<b>30.0¢</b>

- 1/ A full tray is defined as a minimum of one stack of pieces lying flat that reaches bottom of handholds of tray. If there are enough pieces to destination, trays must be further filled to top of tray (in two or more stacks where possible).
- 2/ First-ounce rate 30¢; each additional ounce 23.0¢. Additional 4.6¢ presort discount applies to each piece weighing over 2 ounces. Nonstandard pieces weighing 1 ounce or less are subject to an additional 5¢ surcharge.
- 3/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted.

**5. First Class—Retail Subclass—Presort Parcels**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.<sup>1</sup></b>	<b>Sack Level and Sortation</b>	<b>Rate<sup>2</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit (minimum 10 lbs.; lesser quantities not permitted)</b>	<b>30.0¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>3</sup> (minimum 10 lbs.; lesser quantities not permitted)</b>	<b>30.0¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC (minimum 10 lbs.; lesser quantities not permitted)</b>	<b>30.0¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC (no minimum)</b>	<b>30.0¢</b>

- 1/ Packaging is required for pieces 1/2 inch thick or less. Irregular pieces more than 1/2 inch thick need not be made up into packages if packages would be placed in a sack for same destination.
- 2/ First-ounce rate 30¢; each additional ounce 23.0¢. Additional 4.6¢ presort discount applies to each piece weighing over 2 ounces. Nonstandard pieces weighing 1 ounce or less are subject to an additional 5¢ surcharge.
- 3/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted.

**6. Standard Mail—Automation Subclass—Letters**

<i>Sort Level</i>	<i>Opt./ Req.</i>	<i>Rate Qual. Min.</i>	<i>Tray Level and Sortation<sup>1</sup></i>	<i>Rate<sup>2</sup></i>
<b>Carrier Route<sup>3</sup></b>	<b>Opt.</b>	<b>10 pcs./rt.</b>	<b>Carrier Route<sup>3</sup> (full; no overflow) 5-Digit Carrier Routes (no minimum)</b>	<b>14.1¢</b>
<b>5-Digit</b>	<b>Opt.</b>	<b>150 pcs.</b>	<b>5-Digit (150-pc. minimum; 1 less-than-full tray allowed)</b>	<b>15.0¢</b>
<b>3-Digit/Scheme</b>	<b>Req.</b>	<b>150 pcs.</b>	<b>3-Digit/Scheme<sup>4</sup> (150-pc. minimum; 1 less-than-full tray allowed)</b>	<b>16.8¢</b>
<b>AADC</b>	<b>Req.</b>	<b>none</b>	<b>AADC (150-pc. minimum; 1 less-than-full tray allowed, grouped by 3-digit/3-digit scheme)</b>	<b>17.5¢</b>
<b>Mixed AADC</b>	<b>Req.</b>	<b>none</b>	<b>Mixed AADC (no minimum, grouped by AADC, within AADC, subgrouped by 3-digit/3-digit scheme)</b>	<b>17.5¢</b>

- 1/ For each tray destination, fill all possible 2-foot trays before preparing 1-foot tray(s).
- 2/ Destination discounts will also be available. Carrier route rates based on package level; other rates on tray level.
- 3/ Carrier route sortation and rates limited to 5-digit ZIP Codes where delivery point sequencing on delivery barcode sorters is not performed.
- 4/ All mail for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted; if less than 150 pieces each, Basic rates apply.

**7. Standard Mail—Automation Subclass—Flats**

<i>Sort Level</i>	<i>Opt./ Req.</i>	<i>Pkg. Level Min.</i>	<i>Sack Level and Sortation<sup>1</sup></i>	<i>Min. Per Pc. Rate<sup>2</sup></i>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit (minimum 125 pcs. or 15 lbs.)</b>	<b>19.0¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>3</sup> (minimum 125 pcs. or 15 lbs.)</b>	<b>19.0¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC (minimum 125 pcs. or 15 lbs.)</b>	<b>23.7¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC (no minimum)</b>	<b>23.7¢</b>

- 1/ Palletization preferred. Pallet destinations are not same as sack levels shown.
- 2/ Rate is based on type of package regardless of sack in which, or pallet on which, it is placed. For pieces weighing more than 3.2941 oz., 3/5 rate is 8.5¢/pc. plus 51¢/lb.; Basic rate is 13.2¢/pc. plus 51¢/lb. Destination discounts will also be available.
- 3/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack.



**8. Standard Mail—Regular Subclass—Letters****a. Basic Preparation**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Rate<sup>2</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit<sup>3</sup></b> (full; no overflow trays)	<b>21.9¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>3,4</sup></b> (full; one less-than full tray allowed)	<b>21.9¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC</b> (full; no overflow trays )	<b>26.1¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC<sup>5</sup></b> (no minimum)	<b>26.1¢</b>

**b. Optional Preparation for Upgradable Pieces**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Rate<sup>2</sup></b>
<b>5-Digit</b>	<b>Opt.</b>	<b>N/A</b>	<b>5-Digit<sup>3</sup></b> (full; no overflow trays)	<b>21.9¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>N/A</b>	<b>3-Digit<sup>3,4</sup></b> (full; one less-than-full tray allowed)	<b>21.9¢</b>
<b>AADC</b>	<b>Req.</b>	<b>N/A</b>	<b>AADC</b> (full; grouped by 3-digit ZIP Code)	<b>26.1¢</b>
<b>Mixed AADC</b>	<b>Req.</b>	<b>N/A</b>	<b>Mixed AADC</b> (no minimum; grouped by AADC; within AADC, subgrouped by 3-digit)	<b>26.1¢</b>

- 1/ Fill all possible 2-foot trays before filling a 1-foot tray.
- 2/ Rate is based on tray level. There must be at least 150 pieces in 5-digit and 3-digit packages for a 3-digit area (150 pieces to a 3-digit area for upgradable) to claim 3/5 rates. Destination discounts will also be available.
- 3/ There must be at least 150 pieces of 5-digit and 3-digit packages (150 pieces for upgradable) to a 3-digit destination before 5-digit and 3-digit trays to that destination may be prepared. Begin tray preparation for groups of less than 150 pieces for a 3-digit area at ADC level (AADC level for upgradable) except under footnote 4.
- 4/ All 5-digit and 3-digit packages (all mail for upgradable) remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted; if less than 150 pieces each, Basic rates apply.
- 5/ Physically fill all possible 2-foot trays. Place remaining pieces in a 2-foot tray, except place them in a 1-foot tray if they do not exceed its capacity.

**9. Standard Mail—Regular Subclass—Flats and Irregular Parcels**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation<sup>1</sup></b>	<b>Min. Pc. Rate<sup>2,3</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit</b> (minimum 125 pcs. or 15 lbs.)	<b>23.7¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>4</sup></b> (minimum 125 pcs. or 15 lbs.)	<b>23.7¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC</b> (minimum 125 pcs. or 15 lbs.)	<b>30.5¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>30.5¢</b>

1/ Palletization of flats permitted and preferred. Pallet destinations are different from sack destinations shown.

2/ Rate is based on sack level for sacked mail. For packages on pallets, rate is based on the package level.

3/ Destination discounts will also be available.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack. A sack containing less than minimum quantity to each of these areas is permitted, but such pieces are subject to Basic rate.

**10. Standard Mail—Regular Subclass—Machinable Parcels**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation</b>	<b>Min. Pc. Rate<sup>1</sup></b>
<b>5-Digit</b>	<b>Req. only if 3/5 rates claimed<sup>2</sup></b>	<b>N/A</b>	<b>5-Digit</b> (optional. at 10 lbs., except required for 3/5 rates, smaller volume not permitted <sup>2</sup> )	<b>23.7¢</b>
<b>Destination ASF</b>	<b>Req. only if DBMC rates claimed</b>	<b>N/A</b>	<b>Destination ASF</b> (required at 10 lbs. for DBMC rate only; smaller volume not permitted)	<b>23.7¢</b> if 5-digit sacks prepared; otherwise, <b>30.5¢</b>
<b>Destination BMC</b>	<b>Req.</b>	<b>N/A</b>	<b>Destination BMC</b> (required at 10 lbs.; smaller volume not permitted)	<b>30.5¢</b>
<b>Mixed BMC</b>	<b>Req.</b>	<b>N/A</b>	<b>Mixed BMC</b> (no minimum)	<b>30.5¢</b>

1/ For pieces weighing more than 3.3071 oz., 3/5 rate is 9.5¢/pc. plus 68.7¢/lb.; Basic rate is 16.3¢/pc. plus 68.7¢/lb. Destination discounts will also be available.

2/ Sacks weighing less than 10 pounds may be prepared if machinable and irregular parcels are combined in same mailing. In such combined mailings, all possible 5-digit sacks must be prepared.

**9. Standard Mail—Regular Subclass—Flats and Irregular Parcels**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation<sup>1</sup></b>	<b>Min. Pc. Rate<sup>2,3</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit</b> (minimum 125 pcs. or 15 lbs.)	<b>23.7¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>3-Digit<sup>4</sup></b> (minimum 125 pcs. or 15 lbs.)	<b>23.7¢</b>
<b>ADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>ADC</b> (minimum 125 pcs. or 15 lbs.)	<b>30.5¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>30.5¢</b>

1/ Palletization of flats permitted and preferred. Pallet destinations are different from sack destinations shown.

2/ Rate is based on sack level for sacked mail. For packages on pallets, rate is based on the package level.

3/ Destination discounts will also be available.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack. A sack containing less than minimum quantity to each of these areas is permitted, but such pieces are subject to Basic rate.

**10. Standard Mail—Regular Subclass—Machinable Parcels**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation</b>	<b>Min. Pc. Rate<sup>1</sup></b>
<b>5-Digit</b>	<b>Req. only if 3/5 rates claimed<sup>2</sup></b>	<b>N/A</b>	<b>5-Digit</b> (optional. at 10 lbs., except required for 3/5 rates, smaller volume not permitted <sup>2</sup> )	<b>23.7¢</b>
<b>Destination ASF</b>	<b>Req. only if DBMC rates claimed</b>	<b>N/A</b>	<b>Destination ASF</b> (required at 10 lbs. for DBMC rate only; smaller volume not permitted)	<b>23.7¢</b> if 5-digit sacks prepared; otherwise, <b>30.5¢</b>
<b>Destination BMC</b>	<b>Req.</b>	<b>N/A</b>	<b>Destination BMC</b> (required at 10 lbs.; smaller volume not permitted)	<b>30.5¢</b>
<b>Mixed BMC</b>	<b>Req.</b>	<b>N/A</b>	<b>Mixed BMC</b> (no minimum)	<b>30.5¢</b>

1/ For pieces weighing more than 3.3071 oz., 3/5 rate is 9.5¢/pc. plus 68.7¢/lb.; Basic rate is 16.3¢/pc. plus 68.7¢/lb. Destination discounts will also be available.

2/ Sacks weighing less than 10 pounds may be prepared if machinable and irregular parcels are combined in same mailing. In such combined mailings, all possible 5-digit sacks must be prepared.

**11. Standard Mail—Enhanced Carrier Route Subclass—Flats  
and Merchandise Samples Prepared With Detached Address Labels<sup>1</sup>**

**a. Saturation Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation<sup>2</sup></b>	<b>Min. Per Pc. Rate<sup>3</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	90% total active residential deliveries or 75% total active all deliveries per route (100% if simplified address)	<b>Carrier Route</b> (minimum 125 pcs. or 15 lbs.)	<b>13.5¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>13.5¢</b>

**b. High Density Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation<sup>2</sup></b>	<b>Min. Per Pc. Rate<sup>4</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	125 pcs./rt.	<b>Carrier Route</b> (minimum 125 pcs. or 15 lbs.)	<b>14.8¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>14.8¢</b>

**c. Basic Carrier Route Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation<sup>2</sup></b>	<b>Min. Per Pc. Rate<sup>5</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	10 pcs./rt.	<b>Carrier Route</b> (minimum 125 pcs. or 15 lbs.)	<b>15.5¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>15.5¢</b>

**No Residual**

- 1/ Maximum size for Enhanced Carrier Route rates is 14 inches long, 11.5 inches wide, and 0.75 inch thick, except that merchandise samples sent with detached address labels may exceed these dimensions.
- 2/ Palletization preferred for flats.
- 3/ For pieces weighing more than 3.2941 oz., rate is 3.0¢/pc. plus 51¢/lb. Destination entry discounts will also be available.
- 4/ For pieces weighing more than 3.2941 oz., rate is 4.3¢/pc. plus 51¢/lb. Destination entry discounts will also be available.
- 5/ For pieces weighing more than 3.2941 oz., rate is 5.0¢/pc. plus 51¢/lb. Destination entry discounts will also be available.

**12. Standard Mail—Enhanced Carrier Route Subclass—Letters****a. Saturation Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation<sup>1</sup></b>	<b>Min. Per Pc. Rate<sup>2</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	90% total active residential deliveries or 75% total active all deliveries per route (100% if simplified address)	<b>Carrier Route</b> (full trays; no overflow trays)	<b>13.5¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>13.5¢</b>

**b. High Density Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation</b>	<b>Min. Per Pc. Rate<sup>3</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	125 pcs./rt.	<b>Carrier Route</b> (full trays; no overflow trays)	<b>14.8¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>14.8¢</b>

**c. Basic Carrier Route Walk Sequence**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation</b>	<b>Min. Per Pc. Rate<sup>4</sup></b>
<b>Carrier Route</b>	<b>Req.</b>	10 pcs./rt.	<b>Carrier Route</b> (full trays; no overflow trays)	<b>15.5¢</b>
			<b>5-Digit Carrier Routes (no min.)</b>	<b>15.5¢</b>

**No Residual**

- 1/ For each tray destination, fill all possible 2-foot trays before preparing 1-foot tray(s).
- 2/ For pieces weighing more than 3.2941 oz., rate is 3.0¢/pc. plus 51¢/lb. Destination entry discounts will also be available.
- 3/ For pieces weighing more than 3.2941 oz., rate is 4.3¢/pc. plus 51¢/lb. Destination entry discounts will also be available.
- 4/ For pieces weighing more than 3.2941 oz., rate is 5.0¢/pc. plus 51¢/lb. Destination entry discounts will also be available.

**13. Periodicals—Publications Service  
Automation-Compatible (Barcoded) Letters<sup>1</sup>**

<i>Sort Level</i>	<i>Opt./ Req.</i>	<i>Pkg. Level Min.</i>	<i>Tray Level and Sortation<sup>2</sup></i>	<i>Per Pc. Rate<sup>3</sup></i>
<b>Carrier Route<sup>4</sup></b>	<b>Opt.</b>	<b>6 pcs./rt.</b>	{ <b>Carrier Route<sup>4</sup></b> (full; no overflow trays) <b>5-Digit Carrier Routes</b> (no minimum)	<b>8.3¢</b> <b>8.3¢</b>
<b>5-Digit</b>	<b>Req.</b>	<b>N/A</b>	<b>5-Digit</b> (150-pc. min.; one less-than-full tray allowed)	<b>14.7¢</b>
<b>3-Digit/Scheme</b>	<b>Req.</b>	<b>N/A</b>	<b>3-Digit/Scheme<sup>5</sup></b> (150-pc. min.; one less-than full tray allowed)	<b>14.7¢</b>
<b>AADC</b>	<b>Req.</b>	<b>N/A</b>	<b>AADC</b> (150-pc. min.; one less-than-full tray allowed, grouped by 3-digit/3-digit scheme)	<b>14.7¢</b>
<b>Mixed AADC</b>	<b>Req.</b>	<b>N/A</b>	<b>Mixed AADC</b> (no minimum; grouped by AADC; within AADC, subgrouped by 3-digit/3-digit scheme)	<b>14.7¢</b>

1/ 85% barcoding requirement applies to all portions of mailing. Carrier route portion must bear barcodes according to the 85% requirement.

2/ For each tray destination, fill all possible 2-foot trays before preparing 1-foot tray(s).

3/ DDU and SCF per piece discounts are also available. Zoned pound rates also apply.

4/ Carrier Route sortation and rates limited to 5-digit ZIP Codes where delivery point sequencing is not performed on delivery barcode sorters.

5/ All mail for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray without regard to 150-piece minimum.

**14. Periodicals—Publications Service  
Nonautomation-Compatible (Nonbarcoded) Letters**

<i>Sort Level</i>	<i>Opt./ Req.</i>	<i>Pkg. Level Min.</i>	<i>Tray Level and Sortation<sup>1</sup></i>	<i>Per Pc. Rate<sup>2</sup></i>
<b>Firm</b>	<b>Opt.</b>	<b>2 copies</b>		<b>8.3¢ or 14.7¢,</b> depending on further packaging and sacking
<b>Carrier Route<sup>3</sup></b>	<b>Opt.</b>	<b>6 pcs./rt.</b>	{ <b>Carrier Route<sup>3</sup></b> (full; no overflow trays) <b>5-Digit Carrier Routes</b> (no minimum)	<b>8.3¢</b> <b>8.3¢</b>
<b>5-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>5-Digit</b> (full; no overflow trays)	<b>14.7¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>3-Digit<sup>4</sup></b> (full; no overflow trays)	<b>14.7¢</b>
<b>ADC</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>ADC</b> (full; no overflow trays)	<b>14.7¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>14.7¢</b>

1/ Fill all possible 2-foot trays before preparing a full 1-foot tray. Last or only mixed ADC tray may be less than full.

2/ DDU and SCF per piece discounts are also available. Zoned pound rates also apply.

3/ Carrier Route mail must be in line-of-travel or walk sequence.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted.

**15. Periodicals—Publications Service—Flats<sup>1</sup>**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation</b>	<b>Per Pc. Rate<sup>2</sup></b>
<b>Firm</b>	<b>Opt.</b>	<b>2 copies</b>		<b>8.3¢ or 14.7¢,</b> depending on further packaging and sacking
<b>Carrier Route<sup>3</sup></b>	<b>Opt.</b>	<b>6 pcs./rt.</b>	<b>Carrier Route<sup>3</sup></b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. pkg.) <b>5-Digit Carrier Routes</b> (no minimum)	<b>8.3¢</b>
				<b>8.3¢</b>
<b>5-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>5-Digit</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>14.7¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>3-Digit<sup>4</sup></b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>14.7¢</b>
<b>ADC</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>ADC</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>14.7¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>14.7¢</b>

1/ Automation-compatible flats must meet 85% ZIP+4 or delivery point barcoding requirement. This requirement includes all portions of mailing. Carrier route portion counts as ZIP+4 or delivery point barcoded mail but is not required to bear barcodes.

2/ DDU and SCF per piece discounts are also available. Zoned pound rates also apply.

3/ Carrier Route mail must be in line-of-travel or walk sequence.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack.

**16. Periodicals—Regular Subclass—Nonbarcoded Letters**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation</b>	<b>Per Pc. Rate<sup>1</sup></b>
<b>Firm</b>	<b>Opt.</b>	<b>2 copies</b>		<b>16.6¢<sup>2</sup>, 21.7¢, or 27.2¢,</b> depending on further packaging and sacking
<b>Carrier Route<sup>2</sup></b>	<b>Opt.</b>	<b>6 pcs./rt.</b>	<b>Carrier Route</b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. pkg.) <b>5-Digit Carrier Routes</b> (no minimum)	<b>16.6¢<sup>2</sup></b>
				<b>16.6¢<sup>2</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>5-Digit</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>21.7¢<sup>3</sup></b>
<b>3-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>3-Digit<sup>4</sup></b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>21.7¢<sup>3</sup></b>
<b>ADC</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>ADC</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>27.2¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>27.2¢</b>

1/ Less nonadvertising discount of 0.066¢ for each 1% of nonadvertising content. DDU or SCF discounts may also apply. Zoned pound rates also apply to advertising portion and a pound rate of 19.4¢ applies to nonadvertising portion.

2/ High Density and Saturation discounts may also apply.

3/ 3/5 rates apply only to pieces in 5-digit and 3-digit packages of six or more addressed pieces correctly sorted to 5-digit or 3-digit trays.

4/ All mail for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray.



**17. Periodicals—Regular Subclass—Barcoded Letters<sup>1</sup>**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Tray Level and Sortation<sup>2</sup></b>	<b>Per Pc. Rate<sup>3,4</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>5-Digit (full trays; no overflow trays)</b>	<b>18.8¢</b>
<b>3-Digit</b>	<b>Req.</b>	<b>50 pcs.</b>	<b>3-Digit<sup>5</sup> (full trays; no overflow trays)</b>	<b>18.8¢</b>
<b>AADC</b>	<b>Req.</b>	<b>10 pcs.</b>	<b>AADC (full trays; no overflow trays)</b>	<b>18.8¢ or 22.6¢</b> (based on package level)
<b>Mixed AADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed AADC (no minimum)</b>	<b>18.8¢ or 22.6¢</b> (based on package level)

1/ At least 85% of pieces must bear a delivery point barcode.

2/ Both 1-foot and 2-foot trays must be used. All possible 2-foot trays must be prepared for a tray level before preparing a 1-foot tray.

3/ Less nonadvertising discount of 0.066¢ for each 1% of nonadvertising content. DDU or SCF discounts may also apply. Zoned pound rates also apply to advertising portion and a pound rate of 19.4¢ applies to nonadvertising portion.

4/ Rates are package-based rates. A package of 10 pieces to a 5-digit ZIP Code or 50 pieces to a 3-digit ZIP Code receives 3/5-digit Barcoded rate, regardless of tray placement.

5/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray.

**18. Periodicals—Regular Subclass—Nonbarcoded Flats**

<b>Sort Level</b>	<b>Opt./ Req.</b>	<b>Pkg. Level Min.</b>	<b>Sack Level and Sortation</b>	<b>Per Pc. Rate<sup>1</sup></b>
<b>Firm</b>	<b>Opt.</b>	<b>2 copies</b>		<b>16.6¢<sup>2</sup>, 21.7¢, or 27.2¢, depending on further packaging and sacking</b>
<b>Carrier Route</b>	<b>Opt.</b>	<b>6 pcs./rt.</b>	<b>Carrier Route</b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. pkg.) <b>5-Digit Carrier Route</b> (no minimum)	<b>16.6¢<sup>2</sup></b> <b>16.6¢<sup>2</sup></b>
<b>5-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>5-Digit</b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. package)	<b>21.7¢<sup>3</sup></b>
<b>3-Digit</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>3-Digit<sup>4</sup></b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. package)	<b>21.7¢<sup>3</sup></b>
<b>ADC</b>	<b>Req.</b>	<b>6 pcs.</b>	<b>ADC</b> (required at 24 pcs.; lesser quantities permitted; min. one 6-pc. package)	<b>27.2¢</b>
<b>Mixed ADC</b>	<b>Req.</b>	<b>No min.</b>	<b>Mixed ADC</b> (no minimum)	<b>27.2¢</b>

1/ Less nonadvertising discount of 0.066¢ for each 1% of nonadvertising content. DDU or SCF discounts may also apply. Zoned pound rates also apply to advertising portion and a pound rate of 19.4¢ applies to nonadvertising portion.

2/ High Density and Saturation discounts may also apply.

3/ 3/5 rates apply only to pieces in 5-digit and 3-digit packages of six or more addressed pieces that are correctly sorted to 5-digit, or 3-digit sacks.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack.

**19. Periodicals—Regular Subclass—Barcoded Flats<sup>1</sup>**

<b>Sort Level</b>	<b>Opt./ Req. Min.</b>	<b>Pkg. Level</b>	<b>Sack Level and Sortation</b>	<b>Per Pc. Rate<sup>2,3</sup></b>
<b>5-Digit</b>	<b>Req. 6 pcs.</b>		<b>5-Digit</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>21.7¢</b>
<b>3-Digit</b>	<b>Req. 6 pcs.</b>		<b>3-Digit<sup>4</sup></b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>21.7¢</b>
<b>ADC</b>	<b>Req. 6 pcs.</b>		<b>ADC</b> (required at 24 pcs.; lesser quantities permitted; minimum one 6-pc. package)	<b>27.2¢</b>
<b>Mixed ADC</b>	<b>Req. No min.</b>		<b>Mixed ADC</b> (no minimum)	<b>27.2¢</b>

1/ At least 85% of pieces must bear a ZIP+4 or delivery point barcode.

2/ Less nonadvertising discount of 0.066¢ for each 1% of nonadvertising content. DDU or SCF discounts may also apply. Zoned pound rates also apply to advertising portion and a pound rate of 19.4¢ applies to nonadvertising portion.

3/ Rates are package-based rates. 3/5 rates apply to pieces in 5-digit and 3-digit packages, regardless of sack in which they are placed.

4/ All 5-digit and 3-digit packages remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit sack.

D. Automation Carrier Route Rates—  
Ineligible Zip Codes  
First-Class and Standard Mail (A)  
Automation Carrier Route and

Publications Service Carrier Route  
lettersize mail may *not* be prepared to  
the 5-digit ZIP Code destinations listed  
below. This list will *not* appear in the

DMM but this information will be  
available in the City/State file. Printed  
information may be published  
periodically in the *Postal Bulletin*.

[INFORMATION IN THIS TABLE IS TENTATIVE AND SUBJECT TO CHANGE BEFORE  
IMPLEMENTATION OF RATES AND STANDARDS FOR MC95-1]

<b>3-Digit ZIP Code Prefix</b>	<b>5-Digit ZIP Codes</b>
010	01013, 01014, 01020, 01021, 01030, 01056, 01089, 01090, 01095
011	01104, 01109, 01129, 01151
012	01201, 01226, 01240
014	01453
015	01520, 01550, 01581
018	01801, 01803, 01810, 01821, 01822, 01824, 01826, 01830-01835, 01840-01845, 01850-01854, 01862, 01864, 01867, 01880, 01886-01888, 01890
019	01915, 01923, 01930, 01940, 01950, 01951, 01960, 01961
020	02062, 02067, 02072, 02090
021	02121, 02125, 02127, 02131, 02132, 02136, 02148, 02155, 02169-02172, 02174, 02176, 02178, 02180, 02181, 02186, 02188-02194
023	02343, 02368
024	02401, 02403
027	02719, 02738-02740, 02748, 02767, 02770, 02771, 02779, 02780
028	02806, 02809, 02852, 02854, 02886, 02888, 02889, 02893, 02895
029	02904-02911, 02915-02917, 02920, 02921
030	03031, 03038, 03045, 03051, 03053-03055, 03076, 03079, 03087
031	03102-03104, 03106, 03109, 03110
032	03246, 03247
033	03301, 03303, 03304
034	03431
037	03755, 03766, 03784
038	03801, 03820, 03824, 03833, 03839, 03842, 03857, 03865, 03867, 03868, 03878, 03885
040	04011, 04038, 04073, 04074, 04086, 04092

041 04105, 04110  
044 04401, 04412  
047 04769  
051 05156  
052 05201  
053 05301, 05304  
054 05401-05404, 05406, 05407, 05452  
057 05701  
060 06002, 06010, 06029, 06032, 06040, 06043, 06051-06053, 06062, 06074, 06082, 06095  
061 06107, 06109, 06110, 06111, 06117-06119  
063 06320, 06340  
064 06457, 06473, 06477, 06492, 06497  
065 06510, 06511  
066 06604, 06606  
067 06704, 06705, 06712, 06716  
068 06807, 06810-06812, 06820, 06840, 06850, 06851, 06853, 06855, 06880, 06897  
069 06902, 06903, 06905-06907  
070 07002-07004, 07006, 07009, 07011-07016, 07026, 07031, 07032, 07035, 07036, 07039-07041,  
07050, 07052, 07054, 07055, 07057, 07059-07063, 07065-07067, 07070-07075, 07078, 07079,  
07081, 07083, 07094, 07095  
071 07109  
074 07405, 07430, 07444, 07450, 07452, 07470, 07481  
075 07508, 07522  
076 07603-07605, 07607, 07621, 07624, 07626-07628, 07630-07632, 07640-07642, 07645, 07649,  
07652, 07656, 07657, 07661, 07662, 07666, 07670, 07675  
077 07753  
078 07801, 07802, 07843, 07866, 07871  
079 07920, 07928, 07940  
080 08002, 08003, 08005, 08010, 08012, 08016, 08021, 08028, 08030, 08031, 08033, 08034, 08043,  
08046, 08051-08055, 08057, 08059, 08060, 08065, 08071, 08075, 08077, 08078, 08081, 08088,  
08093, 08094, 08096, 08097  
081 08102-08110  
082 08201, 08203, 08221, 08225, 08226, 08232, 08244  
083 08330  
084 08401-08403, 08406  
086 08608-08611, 08618-08620, 08628, 08629, 08638, 08648, 08690, 08691  
087 08701, 08721, 08723, 08724, 08731, 08753, 08755, 08757  
088 08807, 08816-08818, 08820, 08837, 08840, 08848, 08852, 08853, 08873, 08876  
105 10504, 10514, 10520, 10528, 10538, 10543, 10562, 10573, 10580, 10598  
108 10801-10805

109 10956  
110 11001, 11003-11005, 11030, 11040, 11042  
111 11101-11103, 11105, 11106  
112 11204, 11215, 11222, 11228, 11231, 11234, 11236, 11237, 11239  
113 11356-11364, 11369, 11370, 11378  
114 11411, 11413, 11414, 11416-11420, 11422, 11426-11429, 11436  
115 11501, 11507, 11510, 11514, 11516, 11518, 11542, 11545, 11557, 11559, 11563, 11568, 11570-  
11572, 11575-11577, 11590, 11596, 11598  
117 11701, 11706, 11709, 11715-11718, 11721, 11722, 11724, 11725, 11729-11731, 11743, 11747,  
11751-11754, 11757, 11762, 11767-11769, 11771, 11776, 11777, 11779, 11780, 11783, 11787,  
11788, 11791, 11793, 11795, 11797, 11798  
118 11801-11804  
120 12047, 12054  
121 12110, 12144, 12189  
122 12205, 12206, 12208, 12211  
123 12302, 12303, 12306, 12309  
124 12401  
125 12533, 12561, 12590  
126 12601, 12603  
128 12839  
130 13021, 13031, 13057, 13066, 13088-13090  
131 13126  
132 13208, 13209, 13214, 13219  
134 13413, 13421, 13440, 13442, 13492  
135 13501-13505  
136 13601  
138 13815, 13820  
139 13903, 13904  
140 14020, 14021, 14043, 14048, 14051, 14052, 14063, 14072, 14075, 14086, 14092, 14094  
141 14103, 14120, 14127  
142 14207-14210, 14212-14225, 14227, 14231  
143 14301, 14302, 14304, 14305  
144 14411, 14420, 14424, 14425, 14437, 14445, 14450, 14456, 14468  
145 14510, 14513, 14526, 14527, 14534, 14559, 14564, 14580  
146 14601-14603, 14605-14613, 14615-14626, 14692  
147 14701, 14760  
148 14830, 14845, 14850  
149 14901  
150 15044, 15065, 15068  
151 15102, 15106, 15108, 15122, 15136, 15140, 15146

152 15203-15205, 15207, 15209, 15211, 15215, 15220, 15223, 15224, 15226, 15228, 15229, 15234,  
15236-15239, 15241, 15243

153 15301

158 15801

159 15905, 15906, 15963

161 16101, 16105

165 16506, 16508-16510

166 16602

170 17013, 17019, 17022, 17033, 17057, 17070, 17078

171 17102, 17109-17113

173 17325

174 17401-17404, 17406, 17407

175 17522, 17543

176 17601-17603

177 17701, 17740, 17745

180 18013, 18015, 18017, 18018, 18032, 18036, 18042, 18049, 18052, 18055, 18067, 18080

181 18101-18104, 18106

184 18411, 18447

185 18504, 18512

186 18651

187 18702

189 18940, 18954, 18966

190 19001-19004, 19006-19008, 19010, 19013-19015, 19018, 19020-19023, 19025, 19026, 19030-  
19032, 19034-19038, 19040, 19041, 19044, 19046, 19047, 19050, 19053-19057, 19061, 19063-  
19067, 19072, 19073, 19075, 19078, 19079, 19081-19083, 19085-19087, 19090, 19094-19096

191 19114-19116, 19118, 19120, 19139, 19140, 19144, 19145, 19147, 19148, 19150-19152, 19154

193 19301, 19312, 19320, 19333, 19335, 19341, 19355, 19372, 19380, 19382

194 19401, 19406, 19409, 19440, 19446, 19477

196 19601, 19604, 19605

197 19702, 19711, 19713

198 19802-19805, 19807-19810

200 20001-20003, 20008-20010, 20015-20020, 20024, 20032

201 20164-20167

206 20601-20603

207 20706, 20707, 20710, 20712, 20715, 20716, 20720, 20721, 20723, 20724, 20737, 20740, 20744,  
20748, 20770, 20781-20784

208 20816, 20817, 20832, 20854, 20855, 20866, 20872, 20874, 20876-20879, 20882, 20895

209 20901-20903, 20912

210 21014, 21015, 21029, 21036, 21041-21046, 21055, 21090, 21093, 21094

211 21117, 21128, 21146, 21157, 21162

212 21206, 21207, 21215, 21218, 21221, 21222, 21225-21229, 21236, 21244, 21268, 21270  
214 21401, 21403  
216 21601, 21613  
217 21771, 21784, 21788  
220 22003, 22015, 22020-22022, 22027, 22030-22033, 22039, 22041-22044, 22046, 22090, 22091,  
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222 22207  
223 22301, 22305, 22310  
229 22901, 22902, 22980  
230 23058, 23060  
231 23112, 23113  
232 23226, 23227, 23229, 23233-23237, 23242, 23255, 23294  
233 23320, 23327  
234 23450, 23451, 23454, 23462  
236 23602, 23606, 23609, 23612, 23661, 23669, 23670  
238 23832  
240 24013, 24015, 24060  
241 24153  
245 24502, 24503  
253 25302-25304, 25309, 25312-25314  
255 25526  
256 25601  
257 25704  
262 26201, 26241  
263 26330, 26354  
265 26554  
271 27101, 27103-27107, 27127  
272 27215, 27217, 27260  
273 27302, 27330, 27360  
274 27408  
275 27511, 27520, 27526, 27587  
276 27603, 27607, 27608, 27610, 27612, 27613, 27615  
278 27801, 27803, 27804, 27870, 27886, 27893  
280 28012, 28081, 28082, 28086, 28092  
281 28110, 28112, 28115  
282 28203, 28206-28208, 28211, 28213-28216, 28226, 28227, 28262, 28269, 28270, 28277  
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286 28603, 28613, 28658  
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291 29169, 29170, 29172  
292 29209, 29212, 29223  
293 29303  
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298 29803, 29841  
300 30001, 30030, 30032-30035, 30050, 30057, 30059, 30060, 30062, 30064, 30066-30068, 30071,  
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301 30134, 30135  
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303 30305-30307, 30310, 30311, 30313-30316, 30318, 30319, 30324, 30327-30329, 30331, 30337,  
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305 30518  
306 30601  
307 30720, 30721  
309 30901, 30904, 30909  
312 31204, 31210  
314 31405, 31406, 31411  
320 32034, 32055, 32073, 32084, 32086, 32092, 32095  
321 32114, 32117, 32119, 32124, 32127, 32176  
322 32202, 32204-32211, 32216-32227, 32233, 32244, 32246, 32250, 32254, 32257, 32259, 32266  
323 32301, 32303, 32308, 32311, 32312  
324 32401, 32403-32405, 32407-32409, 32413, 32444  
325 32501, 32503, 32504, 32514, 32534, 32561, 32562, 32566, 32579  
326 32601, 32605-32607, 32609  
327 32703, 32707, 32708, 32712, 32713, 32720, 32724, 32725, 32730, 32738, 32746, 32750, 32763,  
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328 32804, 32807-32809, 32811, 32812, 32817-32822, 32824-32829, 32831-32833, 32835-32837,  
32839  
329 32903-32905, 32935, 32937, 32952, 32953, 32955  
330 33023, 33026-33029, 33060, 33062, 33064, 33065, 33067-33069, 33071, 33073, 33076  
331 33122, 33125, 33134, 33135, 33143-33146, 33150, 33155, 33157, 33158, 33165-33168, 33170,  
33173-33178, 33183-33187, 33189, 33190, 33193, 33196  
333 33304, 33305, 33306, 33309, 33311, 33312, 33314-33316, 33319, 33321-33323, 33325, 33326,  
33328, 33330-33332, 33334, 33351

334 33403, 33404, 33408-33412, 33414, 33417, 33418, 33426, 33428, 33434, 33436, 33437, 33458,  
33462, 33463, 33470, 33471, 33477, 33478, 33496, 33498

335 33510, 33511, 33540, 33541, 33565-33567, 33570, 33573

336 33603-33605, 33607, 33609, 33611-33619, 33624, 33629, 33634, 33635, 33637

337 33701-33716

338 33801, 33803, 33805, 33809, 33811, 33813, 33823, 33825, 33830, 33852, 33860, 33880, 33884

339 33901, 33904, 33907, 33916, 33919, 33936, 33940, 33942, 33952, 33954, 33961-33964, 33971,  
33980, 33983, 33990, 33999

342 34203, 34205, 34207-34210, 34217, 34219, 34221, 34222-34224, 34228, 34229, 34231-34243,  
34251, 34275, 34285, 34287, 34292, 34293

344 34470, 34471

346 34615, 34616, 34619-34625, 34630, 34635, 34640-34644, 34646-34648, 34652, 34665-34669,  
34677, 34683, 34690, 34691, 34695, 34698

347 34741, 34743, 34744, 34746, 34747, 34758, 34759, 34761

349 34945, 34952, 34953, 34972, 34974, 34981-34984, 34986-34988, 34996, 34997

352 35207-35209, 35213, 35214, 35216-35218, 35221, 35223, 35224, 35228, 35242, 35243

354 35401, 35404-35406

358 35802, 35803, 35805, 35806, 35808, 35810, 35811, 35816, 35824

359 35901, 35903-35906, 35999

361 36104-36111, 36113, 36115-36117

366 36608, 36609, 36693, 36695

370 37040, 37042, 37043, 37075, 37076, 37087

371 37129, 37130, 37138

372 37204, 37205, 37207, 37209, 37211, 37214-37216, 37220, 37221

374 37402-37404, 37406, 37411, 37412, 37415, 37416, 37421

378 37801, 37804, 37830

379 37909, 37914, 37915, 37917-37921, 37923, 37931, 37938

380 38017

381 38104, 38109, 38111, 38115-38120, 38125-38128, 38133-38135, 38138, 38139, 38141

384 38401

385 38501

386 38654, 38671

388 38801

390 39042, 39056

391 39110, 39157, 39180

392 39204, 39206, 39211, 39212

394 39401, 39402

395 39520, 39525, 39532, 39564, 39565, 39576

402 40204, 40208, 40215, 40217, 40222, 40242

405 40503, 40514

407 40701, 40741  
410 41011, 41012, 41014, 41015, 41017, 41018, 41071, 41073-41076  
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### E. Summary of DMM Changes

The DMM revisions shown below are based on the general proposals described in the two advance notices of proposed rulemaking published earlier this year by the Postal Service, on which comments have been received and considered accordingly. Revisions are described by module, based on the organization and content of DMM Issue 49 (September 1, 1995). This list is intended as an overview only, and should not be viewed by commenters as defining every revision that they may need to examine.

**A (Addressing).** Revisions in nomenclature are made throughout. A930 is revised to update the list of available AIS products, and A950 is revised to show the more frequent product cycle for address coding products.

**C (Characteristics and Content).** Revisions in nomenclature are made throughout. C100 is amended to reflect the proposed new size limits for pieces eligible for card rates. C300 and C400 are revised and merged into new C600 to recognize the merger of third- and fourth-class into Standard Mail. Terms used in various standards are defined in new sections added to C810, C820, and C840.

**D (Deposit, Collection, and Delivery).** Revisions in nomenclature are made throughout. D300 and D400 are revised and merged into new D600 to recognize the merger of third- and fourth-class into Standard Mail.

**E (Eligibility).** Revisions in nomenclature are made throughout. E100 is amended to reflect the reorganization of First-Class Mail (excluding Priority Mail) into the Retail and Automation subclasses (whose specific standards are detailed in E130 and E140, respectively). E200 is renamed to recognize the renaming of second-class mail as Periodicals. E210, E250, and E270 are revised minimally. E220 is added to present the standards for Publications Service. E230 is reorganized to present the presort standards for Regular and Publications Service in E231 and E232, respectively, and the standards retained for Preferred Periodicals in E239. E240 is similarly revised to present the automation standards for Regular publications in E241 and those brought forward from existing rules for Preferred publications in E249. (Standards for automation-compatible Publications Service mail are included in the basic eligibility criteria in E220; there is no separate automation rate for Publications Service.) E300 and E400 are revised and merged into new E600 to recognize the

merger of third- and fourth-class into Standard Mail. E610 presents basic standards for all Standard Mail in E611, for former third-class mail, now called Standard Mail (A) in E612, and for former fourth-class mail, now called Standard Mail (B) in E613. E620 contains standards for single-piece rates: single-piece Standard Mail (A) (E621), parcel post (E622), bound printed matter (E623), Special Standard Mail (currently special fourth-class mail) (E624), and Library Mail (E625). E630 presents standards for bulk rates: Regular Basic and 3/5 (E631); Enhanced Carrier Route Basic, High Density, and Saturation (E632); basic and carrier route bulk bound printed matter (E633); 5-Digit and BMC Presorted Special Standard Mail (E634); and, consolidated but without substantive change from current standards, for all existing Nonprofit rates (E639). E640 contains standards for automation-based rates: Automation Carrier Route, 5-Digit, 3-Digit, 3/5 (for flats), and Basic (E641); and, also consolidated but essentially unchanged from current standards, for all existing Nonprofit rates (E649). E650 and E670 are revised minimally. To avoid an anomalous and confusing situation in which current weight limits for "heavy letter" barcoded mail would be applied in the context of proposed rules (under which different weights would actually apply), current DMM standards that are in place for the "heavy letter" test (59 FR 65967-71, December 22, 1994), have been revised for this rulemaking to reflect the DMM provisions that would become effective if the test changes are made permanent in the future. Use of these standards in this proposed rule does not constitute an explicit or implicit decision on the test or the acceptability of heavy letter mail under any circumstance; any announcement in that regard will be made separately.

**F (Forwarding and Related Services).** Revisions are confined to changes in nomenclature.

**G (General Information) and I (Index Information).** No revisions are made.

**L (Labeling Lists).** Revisions in nomenclature are made throughout. L003 is added to list 3-digit ZIP Code areas that are combined for scheme sortation (only to listed destinations) under specific new preparation standards. To reflect the wider use of the ADC network, current L101 is relocated and renumbered as L004. To reflect other revisions to distribution networks that have eliminated SDC, state, and mixed states preparation, L201-203, L701-704, L706, and L707 are deleted.

**M (Mail Preparation and Sortation).** Revisions in nomenclature are made

throughout. Current M011 is renumbered as M012, and new M011 is added to consolidate basic definitions of terms used throughout other mail preparation instructions. M012 and M013 are also updated to include revised formats for optional endorsement lines and carrier route information lines and to allow the inclusion of rate markings in both. M020 is amended to provide more consistent package preparation standards for other-than-Nonprofit mail. M033 is revised to add consistent standards for tray preparation for letter- and flat-size mail and to offer enhanced information about sack and tray preparation. M040 is amended to incorporate revisions to pallet preparation standards set forth in a final rule expected to be published on December 20, 1995. M041 is revised to present general standards for pallets and their use. M045 reorganizes the standards in current M042, M043, and M044 as amended by the cited rulemaking, to present the revised and consolidated standards for palletized mail preparation. M050 is revised to include information about line-of-travel sequencing. M100 is reorganized, with the standards for Retail Presort located in new M130. Preparation standards for nonautomation Regular and Publications Service Periodicals are in new M210; existing standards for nonautomation Preferred Rate Periodicals are consolidated in M290. M300 and M400 are revised and merged into new M600 to recognize the merger of third- and fourth-class into Standard Mail. Regular Standard Mail (A) preparation is detailed in M610, Enhanced Carrier Route standards are in M620, and existing standards for Standard Mail (B) (current fourth-class mail) and for Nonprofit Standard Mail are contained in M630 and M690, respectively. Revised preparation standards for Automation First-Class, automation-compatible Publications Service and Barcoded rate Regular Periodicals, and Automation Standard Mail are contained in M810 (letter-size pieces) and M820 (flat-size pieces). M890 brings forward existing standards for Preferred Periodicals and Nonprofit Standard Mail. Throughout, the optional city preparation level has been eliminated (except for Preferred Periodicals); the SDC, state, and mixed states preparation levels have been replaced with ADC and mixed ADC levels; and increased citation to P012 has been made as that section is being developed as the definitive standard for basic documentation.

P (Postage and Payment Methods). Revisions in nomenclature are made throughout. P012 is amended to improve the definition of "standardized" documentation. P300 and P400 are revised and merged into new P600 to recognize the merger of third- and fourth-class into Standard Mail. P710 is amended to contain new abbreviations for use with manifest mailings.

R (Rates and Fees). Revisions in nomenclature are made throughout. R000 contains updated stamp and stamped stationery information. R100 and R200 are amended to reflect revised rates and rate structures. R300 and R400 are revised and merged into new R600 to recognize the merger of third- and fourth-class into Standard Mail and to show revised rates and rate structures.

S (Special Services). Revisions in nomenclature are made throughout with no other substantive changes.

Although exempt from the notice and comment requirements of the Administrative Procedure Act (5 U.S.C. 553(b), (c)) regarding proposed rulemaking by 39 U.S.C. 410(a), the Postal Service invites comments on the following proposed revisions of the DMM, incorporated by reference in the Code of Federal Regulations. See 39 CFR Part 111.

List of Subjects in 39 CFR Part 111

Postal Service.

**PART 111—[AMENDED]**

1. The authority citation for 39 CFR part 111 continues to read as follows:

Authority: 5 U.S.C. 552(a); 39 U.S.C. 101, 401, 403, 404, 3001–3011, 3201–3219, 3403–3406, 3621, 3626, 5001.

2. Revise the following sections of the Domestic Mail Manual as noted below:

\* \* \* \* \*

An appropriate amendment to 39 CFR 111.3 to reflect these changes will be published if the proposal is adopted.

Stanley F. Mires,  
Chief Counsel, Legislative.

A Addressing

A000 Basic Addressing

A010 General Information

[In 1.2d, replace "Presorted First-Class," "second-class," and "bulk third-class mail; fourth-class mail" with "Retail Presort First-Class," "Periodicals," and "bulk rate Standard Mail (A); Standard Mail (B)," respectively; delete the last sentence in 1.3; in 1.6 and 7.1, replace "First-, third-, and fourth-class mail" with "First-Class and Standard Mail"; in 1.6, replace "second-class" with "Periodicals"; in 4.3f and 7.0 (heading), replace "Second-[c]lass" with "Periodicals"; and in 4.3g, replace "Fourth-class mail" with "Standard Mail (B)."]

A040 Alternative Addressing Formats

[In 1.7, 2.2, 3.1, and 3.4, replace "second-class" with "Periodicals."]

A060 Detached Address Labels

[In 1.2, replace "[S]econd- or [T]hird-[c]lass" with "Periodicals or Standard Mail (A)"; in 1.3, replace "[T]hird-[C]lass" with "Standard Mail (A)"; in 1.4 (heading) and 5.2b, delete "[F]ourth-[C]lass"; in 5.2a, replace "Second-class" with "Periodicals"; in 5.2b, replace "[T]hird-class" with "Standard Mail (A)"; in 5.3, replace "third- or fourth-class" with "Standard Mail."]

\* \* \* \* \*

A930 Other Services

\* \* \* \* \*

2.0 AIS PRODUCTS

Customers should use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may

obtain the City/State file, Five-Digit ZIP Code file, Line-of-Travel (LOT) information, Z4CHANGE file, ZIP Move file, Carrier Route Information System (CRIS), and ZIP+4 tapes. Customers may also use USPS directories and microfiche products to find correct 5-digit ZIP Codes for single and multi-ZIP Coded offices. Information about ordering and using these products is available by calling 1-800-238-3150.

\* \* \* \* \*

[In 3.1a, 4.2, 4.3, 4.4, and 4.6, replace "[Q]uarterly" with "[B]imonthly."]

\* \* \* \* \*

A950 Coding Accuracy Support System (CASS)

\* \* \* \* \*

3.0 DATE OF ADDRESS MATCHING AND CODING

3.1 Updating Standards

Unless using Z4CHANGE, all automation and carrier route mailings bearing addresses coded by any AIS product must have been coded with current CASS-certified software and the current USPS database. Coding must have been performed within 90 days of the mailing date for all carrier route mailings; within 6 months for other Automation First-Class, Automation Standard Mail, and Publications Service mailings; within 1 year for other Nonprofit Standard Mail ZIP+4 and Barcoded rate and Regular Periodicals Barcoded rate mailings. All AIS products can be used immediately upon release. New product releases must be included in address matching systems no later than 45 days following the release date. The overlap in the product use dates 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 practical and need not wait until the "last permissible use" date to include the new information in their address matching systems. The "current USPS database" product cycle is defined by this matrix:

File release	Required use	Last permissible use
Use of the file released on	Must begin no later than:	And must end no later than:
February 15 .....	April 1 .....	May 31.
April 15 .....	June 1 .....	July 31.
June 15 .....	August 1 .....	September 30.
August 15 .....	October 1 .....	November 30
October 15 .....	December 1 .....	January 31.
December 15 .....	February 1 .....	March 31.

\* \* \* \* \*
5.0 DOCUMENTATION
\* \* \* \* \*

5.4 Providing Required Data

\* \* \* \* \*
b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the percentage of total addresses submitted for coding that were successfully coded.
\* \* \* \* \*

6.0 OBTAINING CASS CERTIFICATION

6.1 Testing Arrangements

[Replace "ZIP+4 or delivery point" with "carrier route, ZIP+4, or delivery point."]
\* \* \* \* \*

C Characteristics and Content

C000 General Information

C010 General Mailability Characteristics

[In 1.1, replace "third-class" with "Standard Mail (A)"; in 1.7, replace "third-class mail" with "Standard Mail (A)"; in 3.8, replace "third-class" with "Standard Mail (A)"; no other change in text.]
\* \* \* \* \*

C024 Other Restricted or Nonmailable Matter

[In 12.1, replace "First-, third-, or fourth-class" with "First-Class or Standard Mail"; no other change in text.]
\* \* \* \* \*

C050 Mail Processing Categories

1.0 BASIC INFORMATION

[Replace current 1.1 and 1.2 with the following:]

All mail is assigned to one of the mail processing categories listed below, based on the physical dimensions of the mailpiece, regardless of the placement (orientation) of the delivery address on the mailpiece. Unless permitted by standard, any mailing at other than the single-piece First-Class or Standard Mail rates may not contain pieces from more than one processing category.
\* \* \* \* \*

3.0 FLAT-SIZE MAIL

\* \* \* \* \*

3.2 Barcoded Flats

Automation-compatible flat-size mail is all mail meeting the dimensional criteria in C820.
\* \* \* \* \*

C100 First-Class Mail

1.0 DIMENSIONS

[In 1.2, delete the parenthetical reference.]
\* \* \* \* \*

2.0 CARDS CLAIMED AT CARD RATES

2.1 Postcard Dimensions

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

- a. Rectangular.
b. Not less than 3 1/2 inches high, 5 inches long, or 0.007 inch thick.
c. Not larger than 4-1/4 inches high, 6 inches long, or 0.016 inch thick.
\* \* \* \* \*

2.8 Special Rules for Cards

Cards not mailed as Retail Presort First-Class Mail but with the characteristics noted in 2.6 or 2.7 must:

- a. Be prepared in mailings of not less than 200 cards of identical size and weight.
b. Have an address that includes the correct ZIP Code or ZIP+4 code.
c. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
d. Be presorted to the finest extent possible and trayed as required for Regular Basic and 3/5 rate Standard Mail.
\* \* \* \* \*

C200 Periodicals

[In 1.1, 1.2, 1.3, 1.4, 1.4a, 1.4b, 1.4c, 1.6, 1.9, 1.10a, 1.10c, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3, 3.7, 4.2, and 4.4, replace "[S]econd-[C]lass" with "Periodicals"; in 1.3, 1.3b, 1.3c, 1.3d, and 1.10c, replace "First- or [any] third-class" with "First-Class or [any] Standard Mail (A)"; in 1.3a, 1.3c, 1.3d, 1.8b, and 1.10c, replace "[T]hird-[C]lass" with "Standard Mail (A)"; in 2.2c, replace "First-, third-, or fourth-class" with "First-Class or Standard Mail"; in 2.4, replace "Fourth-[C]lass" with "Standard Mail (B)"; no other change in text.] [Delete current C300 and C400; no change to current C500.]
\* \* \* \* \*

C600 Standard Mail

1.0 DIMENSIONS

1.1 Standard Mail (A)

These dimensional standards apply to Standard Mail (A):

- a. Each piece must weigh less than 16 ounces. Lower limits apply to mail claimed at certain rates.
b. Within the standards for mailability in C010, there is no maximum size for Regular single-piece, Basic, and 3/5 rate Standard Mail (A).
c. Except for merchandise samples mailed with detached address labels (DALs), the maximum size for Enhanced Carrier Route Standard Mail is 11-3/4 inches high, 14 inches long, and 3/4 inch thick (see Exhibit 1.1c). Merchandise samples whose dimensions exceed these maximums may be sent at the carrier route rate if mailed using DALs, provided that the samples meet all other applicable standards and the DALs meet the standards in A060.
d. Minimum and maximum standards for size and weight might be different for pieces claimed at certain rates.

1.2 Standard Mail (B)
These dimensional standards apply to Standard Mail (B):

- a. Each piece may not exceed 70 pounds, except matter at bound printed matter rates may not exceed 10 pounds.
b. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches (see Exhibit 1.2b).
c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
d. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, and sent by the Department of State to U.S. Government personnel abroad.
e. Pieces might be subject to minimum weight or dimensions based on the standards for specific rates. [Redesignate current Exhibits [C300.].1.3 and [C400.].1.2 as Exhibits [C600.].1.1c and 1.2b, respectively.]

2.0 SURCHARGES

2.1 Nonstandard Mail

Single-piece rate Standard Mail (A) (other than a key or identification device) weighing 1 ounce or less is nonstandard and subject to the applicable surcharge if its thickness exceeds 1/4 inch or if, based on the

placement (orientation) of the address, its length exceeds 11-1/2 inches, its height exceeds 6-1/8 inches, or its length divided by its height is less than 1.3 or more than 2.5.

## 2.2 Nonmachinable Mail

Specific items mailed at the inter-BMC/ASF parcel post rates might be subject to a nonmachinable surcharge (as described in E600) unless the mailer paid the special delivery or special handling fee.

## 3.0 SEALING

Standard Mail is not sealed against postal inspection. Standard Mail may be prepared for automated processing but must allow easy examination.

### *C800 Automation-Compatible Mail*

### *C810 Letters and Cards*

## 1.0 BASIC STANDARDS

### 1.1 Standards

All pieces must meet the general and specific standards for mailability and their respective mail class. Pieces claimed at a card rate must also meet the standards in C100.

### 1.2 Definitions

Terms used in these standards are defined as follows:

a. A "barcoded mailing" is one at the Automation First-Class, Barcoded Regular and Preferred Periodicals, Publications Service Periodicals (for automation-compatible pieces only), Automation Standard Mail, or a barcoded Nonprofit Standard Mail rates.

b. An "automation rate mailing" or "mailing at an automation-based rate" is one at any of the rates in 1.2a or the ZIP+4 rates for Preferred Periodicals and Nonprofit Standard Mail.

c. "Barcoded [cards/letters/pieces]" refers to pieces in a barcoded mailing.

## 2.0 DIMENSIONS

[Renumber current 2.0 through 10.0 as 3.0 through 11.0, respectively; renumber current 1.2 and 1.3 as 2.1 and 2.2, respectively; consolidate current 1.4 and 1.5 into new 2.3; revise other text as follows:]

\* \* \* \* \*

### 2.3 Weight

These weight limits apply to automation-compatible mail:

a. Pieces of upgradable Retail First-Class, preferred ZIP+4 rate Periodicals, upgradable Regular Standard Mail, or Nonprofit ZIP+4 rate Standard Mail must not exceed 2.5 ounces.

b. Pieces of Automation First-Class and Standard Mail, automation-compatible Publications Service and

Barcoded rate Regular Periodicals mail, and Barcoded rate Nonprofit Standard Mail must not exceed 3 ounces, except that the maximum weight for pieces that meet additional barcoding standards in C840, are prepared in an envelope, and are part of a 100% delivery point barcoded mailing is 3.4383 ounces for Automation First-Class, Barcoded Regular or automation-compatible Publications Service Periodicals, and Nonprofit Standard Mail; and 3.2941 ounces for Automation Standard Mail.

## 3.0 PROHIBITIONS

### 3.1 Wraps and Closures

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, string, buttons, or like materials as a closure device; or have protrusions that might impede or damage the mail or mail processing equipment.

\* \* \* \* \*

[In 5.5, replace "second-class" with "Periodicals."]

\* \* \* \* \*

### *C820 Flats*

[Renumber current 2.0 through 6.0 as 3.0 through 7.0, respectively; renumber current 1.2 through 1.5 as 2.1 through 2.4, respectively; in renumbered 2.5b, 6.2, and 7.5, replace "second-class" with "Periodicals"; in renumbered 2.5c, replace "third-class" with "Standard Mail (A)"; revise other text as follows:]

## 1.0 BASIC STANDARDS

### 1.1 Standards

All pieces must meet the general and specific standards for mailability and the class of mail and rate claimed.

### 1.2 Definitions

Terms used in these standards are defined as follows:

a. A "barcoded mailing" is one at the Automation First-Class, Barcoded Regular and Preferred Periodicals, Publications Service Periodicals (for automation-compatible pieces only), Automation Standard Mail, or a barcoded Nonprofit Standard Mail rates.

b. An "automation rate mailing" or "mailing at an automation-based rate" is one at any of the rates in 1.2a or the ZIP+4 rates for Preferred Periodicals and Nonprofit Standard Mail.

c. "Barcoded [flats/pieces]" refers to pieces in a barcoded mailing.

\* \* \* \* \*

### *C840 Barcoded Mailpieces*

[Retitle 1.0, renumber current 1.1 through 1.5 as 1.2 through 1.6, and add new 1.1 as follows:]

## 1.0 DEFINITIONS OF TERMS AND BARCODE FORMATS

### 1.1 Terms

Terms used in these standards are defined as follows:

a. A "barcoded mailing" is one at the Automation First-Class, Barcoded Regular and Preferred Periodicals, Publications Service Periodicals (for automation-compatible pieces only), Automation Standard Mail, or a barcoded Nonprofit Standard Mail rates.

b. An "automation rate mailing" or "mailing at an automation-based rate" is one at any of the rates in 1.1a or the ZIP+4 rates for Preferred Periodicals and Nonprofit Standard Mail.

c. "Barcoded [cards/letters/flats/pieces]" refers to pieces in a barcoded mailing.

\* \* \* \* \*

## 2.0 BARCODE LOCATION—LETTER-SIZE PIECES

### 2.1 Barcode Clear Zone

Unless it bears a DPBC in the address block, each automation-compatible Publications Service piece and each piece in a mailing at an automation-based rate must have a barcode clear zone. The barcode clear zone and all printing and material in it 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 mailpieces defined by these boundaries:

- Right: Right edge of the mailpiece.
- Left: 4<sup>3</sup>/<sub>4</sub> inches from the right edge of the mailpiece.
- Bottom: Bottom edge of the mailpiece.
- Top: 5<sup>8</sup>/<sub>8</sub> inch from the bottom edge of the mailpiece.

### 2.2 General Standards

Barcode location is subject to these general standards:

a. ZIP+4 rate pieces may bear a DPBC within either the address block or the barcode clear zone in the lower right corner of the address side. Pieces may not bear a ZIP+4 barcode in the lower right corner. Subject to rate eligibility standards, pieces may bear a ZIP+4 barcode in the address block or a 5-digit barcode within either the address block or the barcode clear zone in the lower right corner of the address side.

b. Pieces in barcoded mailings, except those subject to 2.2c, may bear a DPBC (or, when allowed by standard, a 5-digit barcode) in either the address block or the barcode clear zone. Pieces may bear a ZIP+4 barcode (subject to rate eligibility standards) only in the address block unless the DPBC pieces in the

mailing are barcoded in the barcode clear zone.

c. Pieces weighing more than 3 ounces, up to the maximum weight for barcoded pieces permitted by C810, must bear a DPBC in the address block.

2.3 Printed on Mailpiece

Except as noted in 8.2 for 5-digit barcodes, if the barcode is printed directly on the lower right corner of the piece, the entire barcode must be inside the barcode read area defined by these limits:

a. Horizontally, the leftmost bar must be between 3 1/2 inches and 4 1/4 inches from the right edge of the mailpiece.

b. Vertically, the barcode must be positioned in the area between 3/16 inch and 7/16 inch from the bottom edge of the mailpiece; the bottom of the bars must be 1/4 inch ± 1/16 inch from the bottom edge of the mailpiece.

2.4 Printed on Inserts

If the barcode is printed on an insert to appear through a window in the lower right corner of an envelope:

a. The envelope and window must meet the physical standards in 7.0.

b. The entire barcode must be inside the barcode clear zone (but need not be completely inside the barcode read area).

c. When the insert showing through the window is moved to any of its limits within the envelope, the entire barcode must remain in the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.

2.5 Printed in Address Block

When the barcode is placed in the address block:

a. The barcode must be placed above the address line containing the recipient's name; below the city, state, and ZIP Code line; above or below the keyline information; or above or below the optional endorsement line.

b. The printing of the barcode anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line is prohibited.

c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 1/25 inch, and the separation between the barcode and top line or bottom line of the address block must not exceed 5/8 inch.

d. If a window envelope is used, the clearance between the leftmost and

rightmost bars and any printing or window edge must be at least 1/8 inch, and the clearance between the barcode and the top and bottom window edges must be at least 1/25 inch. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail (as defined in 2.2c) must be covered; such windows may be covered on other mail. Covers for address block windows are subject to 7.3.

e. If an address label is used, a clear space of at least 1/8 inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 1/25 inch.

f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10 1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece.

[Add new 3.0; renumber current 3.0 through 9.0 as 4.0 through 10.0, respectively, and revise as follows:]

3.0 BARCODE LOCATION—FLAT-SIZE MAIL

The barcode may be anywhere on the address side that is at least 1/8 inch from any edge of the mailpiece. That portion of the surface of the piece on which the barcode is printed must meet the reflectance standards in 5.0. The address side may bear only one POSTNET-format barcode (i.e., the correct barcode for the delivery address on the mailpiece). Other mailer-applied non-POSTNET barcodes may appear on the address side if their format is not intelligible or not confusing to automated postal equipment. Address block barcodes are subject to the standards in 2.5a through 2.5f.

\* \* \* \* \*

5.0 REFLECTANCE

\* \* \* \* \*

5.4 Dark Fibers, Background Patterns

\* \* \* \* \*

c. The barcode clear zone on all nonbarcoded pieces in a letter-size barcoded mailing.

\* \* \* \* \*

8.0 USE OF ZIP+4 OR 5-DIGIT BARCODES

8.1 Automation Pieces

Subject to the eligibility standards for the rate claimed, pieces may bear ZIP+4 or 5-digit barcodes if they meet the standards in 3.0 through 7.0, except that:

a. ZIP+4 barcodes may not appear in the lower right corner on pieces in Nonprofit Standard Mail or Preferred Periodicals ZIP+4 rate mailings or Nonprofit Standard Mail or Preferred Periodicals Barcoded rate mailings of pieces with address block barcodes.

b. Five-digit or ZIP+4 barcodes may not appear on Automation First-Class or Automation Standard Mail letter-size pieces, or, except as permitted by the 85% rule, on Barcoded rate or automation-compatible Publications Service Periodicals letter-size pieces.

c. Five-digit barcodes may not appear either on Automation First-Class or Automation Standard Mail flat-size pieces or on Barcoded rate or automation-compatible Publications Service Periodicals flat-size pieces except as permitted by the 85% rule.

\* \* \* \* \*

D Deposit, Collection, and Delivery

D000 Basic Information

\* \* \* \* \*

D020 Plant Loads

[In 3.1, replace "second-, third-, and fourth-class mail" with "Periodicals and Standard Mail"; in 5.0, replace "Second-Class" with "Periodicals."]

\* \* \* \* \*

D041 Customer Mail Receptacles

[In 2.10, replace "second-class" with "Periodicals."]

\* \* \* \* \*

D072 Drop Shipment of Metered Mail

\* \* \* \* \*

4.0 OPTION 2: DEPOSIT AT ANOTHER POST OFFICE

\* \* \* \* \*

4.4 Markings

The drop shipment endorsement placed in the ad plate area may include the marking required by the standards for the rate claimed if that marking is placed directly below the drop ship endorsement. The marking may also be provided separately, not necessarily by meter ad plate, directly below the meter stamp or imprint, if it meets the relevant size and legibility standards.

\* \* \* \* \*

D100 First-Class Mail

[In 2.5, replace "carrier route First-Class, Presorted First-Class, ZIP+4, and Barcoded" with "First-Class Retail Presort or Automation"; in 3.4, replace "Presorted First-Class" with "First-Class Retail Presort rate."]

D200 Periodicals

D210 Basic Information

[In 1.0, 2.1, 2.2, 3.1, 3.4, 4.0, 4.1, 4.2, and 4.4a, replace "[S]econd-[C]lass" with "Periodicals"; in 2.1, replace "third- or fourth-class" with "Standard Mail."]

D230 Additional Entry

[In 1.1, replace "second-class" with "Periodicals"; in 4.5, replace "second- and third-class" and "third-class" with "Periodicals and Standard Mail (A)" and "Standard Mail (A)," respectively.] [Delete current D300 and D400; no change to D500.]

\* \* \* \* \*

D600 Standard Mail

1.0 SERVICE OBJECTIVES

The USPS does not guarantee the delivery of Standard Mail within a specified time. Standard Mail might receive deferred service. Local postmasters can provide more information.

2.0 MAIL DEPOSIT

2.1 Single-Piece Rates

Single-piece rate parcel post, bound printed matter, Special Standard Mail, or Library mailpieces must be deposited at a time and place specified by the postmaster at the post office of mailing. Single-piece rate Standard Mail (A) bearing regular adhesive stamps may be placed into collection boxes, mailchutes, receiving boxes, or other places where mail is accepted. Mail with meter postage must be deposited in a location under the jurisdiction of the licensing post office, except as permitted in D072. Mail with permit imprints must be presented at the post office as specified in P040 or P700. Mail with precanceled stamps must be presented at the post office as specified in P023.

2.2 Bulk Rates

Bulk (presort) rate Standard Mail must be presented at a business mail entry unit of the post office where the postage permit or license is held and the annual bulk mailing fee is paid. Mailings must be deposited at the locations and times specified by the postmaster. Plant-loaded mailings must be presented as specified by the

applicable standards and the plant load agreement. Metered bulk Standard Mail may be deposited at other than the licensing post office only as permitted under D072. Nonprofit Standard Mail must be deposited only at post offices where the USPS has approved a nonprofit authorization under the relevant standards.

2.3 Zoned Rates

Unless excepted by other standards, pieces paid at zoned rates must be presented for acceptance at the post office from which the applicable zoned rate postage is computed.

2.4 Separation of Mailings

Mailings are separated according to these conditions:

- a. The same mailing may include pieces mailed at an Automation, Enhanced Carrier Route, Regular, or Nonprofit rate if permitted by standard.
- b. Separate mailings at Automation, Enhanced Carrier Route, and Regular rates may be reported on the same mailing statement if:
  - (1) All pieces from each mailing reported on the statement are presented at the same time and are part of the same mailing job.
  - (2) Only qualifying carrier route pieces bear the applicable endorsement.
  - (3) If palletized, the mixed rate level standards in M045 are met.
- c. Multiple, separate Nonprofit rate mailings may be reported on the same mailing statement under the conditions in 2.4b.
- d. Nonprofit 3/5 rate and Nonprofit carrier route rate pieces may not be part of the same mailing, unless the mailer is authorized to combine mixed rate level mailings under M045.

\* \* \* \* \*

E Eligibility

E000 Special Eligibility Standards

E010 Overseas Military Mail

[In 1.3, replace "Third- or fourth-class mail" with "Standard Mail"; in 1.4, replace "Second-[C]lass" with "Periodicals"; in 1.5, replace "fourth-class" with "Standard Mail (B)"; in 3.1, replace "second-, third-, or fourth-class" with "Periodicals or Standard Mail"; and in 3.3, replace "second-, third-, or fourth-class mail" with "Periodicals or Standard Mail"; no other change in text.]

\* \* \* \* \*

E060 Official Mail (Penalty)

[Renumber Exhibit 13.4 as Exhibit 13.3; in 4.3, 5.4a, 6.1, 13.0 (heading), 13.1, 13.2, 13.3, renumbered Exhibit 13.3, 13.5, and 15.2b, replace "[S]econd-

[c]lass" with "Periodicals"; delete the last sentence in 7.3; delete 9.6 and renumber 9.7 through 9.9 as 9.6 through 9.8, respectively; in 12.1, replace "single-piece third-class, and single-piece fourth-class (parcel post, special-fourth-class, and bound printed matter)" with "and single-piece rate Standard Mail (single-piece rate Standard Mail (A), parcel post, Special Standard Mail, or bound printed matter)"; in 12.8 and 12.9, replace "Third- or fourth-class" with "Standard Mail"; in 15.2a, replace "First-, third-, and fourth-class" with "First-Class and Standard Mail"; and in 15.2b, replace "second-class" with "Periodicals"; no other change in text.]

E070 Mixed Classes

[In 2.1, 2.2, 2.3, 3.3, and 3.4, replace "First- or [T]hird-class" with "First-Class or Standard Mail (A)"; in 2.1, replace "second-, third-, or fourth-class" with "Periodicals or Standard Mail (A) or (B)"; in 2.4, 2.5, 3.1, 3.2b, 3.5, 3.6, 4.2, and 5.0, replace "third-class" with "Standard Mail (A)"; in 3.0, 3.1, 3.2, 3.2a, 3.2c, and 3.2e, replace "second-class" with "Periodicals"; in 4.1, replace "with third- or fourth-class mail" with "in pieces of Standard Mail"; in 4.2, replace "fourth-class" with "Standard Mail (B)"; in 6.1, replace "special fourth-class" with "Special Standard Mail"; no other change in text.]

E100 First-Class Mail

E110 Basic Standards

1.0 CLASSIFICATION AND DESCRIPTION

\* \* \* \* \*

1.2 Written or Typewritten Matter

Matter wholly or partially in writing or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals or Standard Mail and written or typewritten matter in Library Mail and Special Standard Mail, as permitted by the corresponding standards.

\* \* \* \* \*

[Delete current 4.0 and 5.0; renumber 6.0 and 7.0 as 4.0 and 5.0, respectively, and revise as follows:]

4.0 FEES

4.1 Presort Mailing Fee

A First-Class presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at Retail Presort First-Class, Automation First-Class, and/or Presorted Priority Mail rates. Payment of one fee allows a mailer to enter mail at all those rates.



Persons or organizations paying this fee may enter mail of their clients as well as their own mail.

\* \* \* \* \*

## 5.0 DOCUMENTATION

A mailing statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing except for single-piece Retail First-Class or single-piece Priority Mail mailings in which the correct postage is affixed to each piece. Supporting documentation might be required by the standards for the rate claimed or the postage payment method used.

\* \* \* \* \*

[Replace current E131 and E132 with new E130 as follows:]

### *E130 Retail Rates*

#### 1.0 BASIC STANDARDS

##### 1.1 All Pieces

All pieces of Retail First-Class Mail must:

- a. Meet the basic standards for First-Class Mail in E110.
- b. Weigh 11 ounces or less.
- c. Bear a delivery address.
- d. Meet the postage payment standards in P013 and P100.

##### 1.2 Barcodes

Any POSTNET barcode on a mailpiece in a Retail First-Class mailing must meet the standards in C840 and A950 and must be the correct barcode for the delivery address.

##### 1.3 Nonstandard Surcharge

A nonstandard surcharge is assessed on each single-piece or Retail Presort First-Class rate piece weighing 1 ounce or less that exceeds the size limits in C100.

#### 2.0 SINGLE-PIECE RATES

The single-piece Retail rates apply to any First-Class Mail weighing 11 ounces or less and not eligible for and claimed at the single-piece Retail card rate or at a Retail Presort or Automation First-Class rate. The single-piece Retail card rate applies to cards not eligible for and claimed at a Retail Presort or Automation First-Class rate.

#### 3.0 PRESORT RATES

##### 3.1 Standards

In addition to the standards in 1.0, all pieces in a Presort First-Class rate mailing must:

- a. Be part of a single mailing of at least 500 pieces of Retail Presort First-Class Mail.
- b. Be in the same processing category.

c. Bear a delivery address that includes the correct numeric ZIP Code or ZIP+4 code and that meets the standards for accuracy and maintenance in 3.2 and 3.3.

d. Be marked, presorted, and documented as specified in M130.

##### 3.2 Address Quality

Effective 6 months from the date on which Classification Reform is implemented, or on January 1, 1997, whichever is sooner, addresses appearing on all pieces claimed at Retail Presort rates must have been updated within 6 months of the date of mailing by a USPS-approved address update tool (e.g., the "Address Correction Endorsement," ACS, or NCOA). Mailers must certify 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 throughout the 6-month period following its most recent update.

##### 3.3 ZIP Code Accuracy

Effective 3 months from the date on which Classification Reform is implemented, 5-digit ZIP Codes included in addresses appearing on pieces claimed at Retail Presort rates must have been verified and corrected within 12 months of the date of mailing by a USPS-approved method. Mailers must certify 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 throughout the 12-month period following its most recent update.

[Replace current E142, E144, E145, and E147 through E149 with new E140 as follows:]

### *E140 Automation Rates*

#### 1.0 BASIC STANDARDS

##### 1.1 All Pieces

All pieces in an Automation First-Class mailing must:

- a. Meet all the basic standards for First-Class Mail in E110.
- b. Be part of a single mailing of at least 500 pieces of Automation First-Class Mail.
- c. Be in the same processing category and meet the applicable physical standards in C810 or C820.
- d. Bear a delivery address that includes the correct numeric 5-digit ZIP

Code or ZIP+4 code, or the correct numeric equivalent to the delivery point barcode (DPBC).

e. Meet the address quality and coding standards in 1.2, 1.3 (if applicable), A800, and A950.

f. Be marked, presorted, and documented as specified in M810 or M820, as applicable.

g. Meet the postage payment standards in P013 and P100.

h. Bear an accurate barcode meeting the standards in C840, either the correct DPBC if a card or letter (on the piece or on an insert showing through a barcode window) or the correct ZIP+4 barcode or DPBC if a flat.

##### 1.2 Address Quality

Effective 6 months from the date on which Classification Reform is implemented, or on January 1, 1997, whichever is sooner, addresses appearing on all pieces claimed at Automation rates must have been updated within 6 months of the date of mailing by a USPS-approved address update tool (e.g., the "Address Correction Endorsement," ACS, or NCOA). Mailers must certify 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 throughout the 6-month period following its most recent update.

##### 1.3 Carrier Route Presort

Mailers must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Mailers must have updated carrier route information within 90 days of the mailing date. Carrier route rates for letter-size mail are available only for those 5-digit ZIP Code areas identified in the USPS AIS products used for address coding.

##### 1.4 Enclosed Reply Envelopes and Cards

Effective January 1, 1997, all courtesy reply and business reply envelopes and cards provided to addressees as enclosures in Automation First-Class Mail must bear the correct facing identification mark (FIM) and delivery point barcode for the delivery address of the reply piece and must meet the automation compatibility standards in C810 or C820, as appropriate. Mailers must certify that this standard has been

met when the corresponding mail is presented to the USPS.

## 2.0 RATE APPLICATION

### 2.1 Letters and Cards

Automation First-Class rates apply to each piece that is correctly presorted under M810 into the corresponding qualifying groups:

a. Pieces in full carrier route trays, or in carrier route packages of 10 or more pieces each placed in 5-digit carrier routes trays, qualify for the Automation Carrier Route rate. (Preparation to qualify for the Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area.)

b. Groups of 150 or more pieces in full or overflow 5-digit trays qualify for the Automation 5-Digit rate. (Preparation to qualify for the 5-Digit rate is optional.)

c. Groups of 150 or more pieces in full or overflow 3-digit or 3-digit scheme trays qualify for the Automation 3-Digit rate.

d. Pieces in full or overflow AADC trays and in all mixed AADC trays qualify for the Automation Basic rate.

### 2.2 Flats

Automation First-Class rates apply to each piece that is correctly presorted under M820 into the corresponding qualifying groups:

a. Pieces in 5-digit or 3-digit packages of 10 or more pieces each qualify for the Automation 3/5 rate.

b. Pieces in ADC or mixed ADC packages qualify for the Automation Basic rate.

#### *E200 Periodicals*

#### *E210 Basic Standards*

#### *E211 Standards Applicable to All Periodicals Publications*

[In 1.1, 1.2, 2.1, 3.0, 4.1, 5.1, 6.1, 6.2, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.0, 11.1, and 12.0, replace "second-class" with "Periodicals." In 1.1, 4.1, 5.3, 7.4, 7.5, 10.2, and 13.1a, replace "second-class mail privileges" with "Periodicals mailing privileges." In 6.1 and 9.0, replace "First-, third-, or fourth-class rates" with "First-Class or Standard Mail rates." Revise other text as follows:]

\* \* \* \* \*

## 10.0 IDENTIFICATION

\* \* \* \* \*

### 10.4 Bound Publication

In a bound publication (one securely bound by two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in 10.3 or on one of the last

three editorial pages inside the back cover. If the publication is mailed with a permissible nonincidental enclosure paid with permit imprint, the identification statement must be located as specified in 10.3.

### 10.5 Identification Statement Content

The identification statement must contain:

\* \* \* \* \*

g. The imprint "Periodicals Postage Paid at . . ." or, if mailed at two or more offices, "Periodicals Postage Paid at . . . and at additional mailing offices." A notice of pending application is shown instead if copies are mailed while an application is pending: "Application to Mail at Periodicals Postage Rates is Pending at . . ."

\* \* \* \* \*

## 13.0 FEES

### 13.1 Fee Required

\* \* \* \* \*

e. Publications Service.

\* \* \* \* \*

## 14.0 BASIC RATE ELIGIBILITY

### 14.1 Regular Rates

Regular rates apply to all copies of an authorized Periodicals publication mailed by a publisher or news agent, except nonrequester and nonsubscriber copies under E215, unless the publication is separately authorized Publications Service rates or a preferred rate. Mailings are also subject to the standards that apply to rates or discounts claimed. Regular rates include a per piece charge, a zone-based charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising portion. Each piece rate requires specific preparation.

### 14.2 Preferred Rates

Preferred rates include the in-county and special (nonprofit, classroom, and science-of-agriculture) rates. Requester publications are not eligible for preferred rates. Publications Service publications may qualify only for in-county rates, subject to E270. Copies of authorized Periodicals publications mailed at any preferred rate must meet the corresponding eligibility standards. Nonsubscriber copies mailed at preferred rates are subject to the standards in E215 and E270 and those applicable to other rates or discounts claimed. Preferred rates include a per piece charge, a zone-based charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising

portion, except that in-county rates apply without differentiation to both the advertising and nonadvertising portions. Each piece rate requires specific preparation.

### 14.3 Publications Service Rates

Publications Service rates are applicable to pieces eligible under E220. Publications Service rates include a per piece charge and a zone-based charge applied to the entire weight of the publication. The Publications Service rate requires specific preparation.

### 14.4 Discounts and Adjustments

Postage for Periodicals publications is reduced by any applicable discounts:

a. The nonadvertising adjustment applies to the outside-county piece rate charges for Regular and Preferred Periodicals publications and is computed as described in P013.

b. Presort discounts are available for Publications Service Periodicals, subject to E220, and for Regular and Preferred Periodicals, subject to E230.

c. Automation-based discounts are available for Regular and Preferred Periodicals, subject to E240.

d. Destination entry discounts are available for copies of any Periodicals publication entered by the publisher at specific USPS facilities, subject to E250.

### 14.5 Copies Mailed by Public

The applicable single-piece First-Class or Standard Mail rate is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers.

#### *E212 Additional Standards for Qualification Categories*

[In 1.1, 5.1, 6.1, and 6.2, replace "second-class" with "Periodicals." In 1.3, 2.1, 2.2, 2.3, 3.1, 5.1, and 5.2, replace "second-class mail privileges" with "Periodicals mailing privileges." In 6.5, replace "third- or fourth-class rates" with "Standard Mail rates."]

\* \* \* \* \*

## 7.0 PUBLICATIONS SERVICE

Publications Service is available only to those publications authorized Periodicals mailing privileges as general or requester publications that meet the additional standards in E220.

#### *E213 Periodicals Mailing Privileges*

[In 2.1, 3.5, and 3.6, replace "second-class" with "Periodicals." In 1.1, 1.2, 1.3, 1.4, 1.5, 1.9, 2.1, 3.1, 3.4, 3.5, 4.0 (heading), 4.1, 4.2, and 4.3, replace "second-class mail privileges" with "Periodicals mailing privileges." In 2.1, replace "First-, third-, or fourth-class

rates" with "First-Class or Standard Mail rates." In 2.2, replace "third- or fourth-class rates" with "Standard Mail rates." Do not revise the title of 39 CFR 954 shown in 3.7 and 4.3.]

1.0 ORIGINAL ENTRY APPLICATIONS

\* \* \* \* \*

1.11 Publications Service

Application for Publications Service is in addition to an application for original entry and is subject to E220. Although a publication must be authorized original entry as a Periodicals publication to be eligible for Publications Service, application for both may be made concurrently.

2.0 MAILING WHILE APPLICATION PENDING

2.1 Before Approval

[Add to the end of the section:]

Pending Publications Service publications are charged the applicable Periodicals rate if previously authorized.

\* \* \* \* \*

E214 Reentry

[In 1.1, 1.2, 1.3, 2.2, 3.1, 3.3, 3.6, and 3.10, replace "second-class" with "Periodicals." In 2.1, replace "second-class mail privileges" with "Periodicals mailing privileges." In 3.10, replace "third- or fourth-class postage" with "Standard Mail postage." Do not revise the title of 39 CFR 954 shown in 3.12.]

\* \* \* \* \*

3.0 APPLICATIONS FOR REENTRY

\* \* \* \* \*

3.9 During Appeal

During the appeal:

a. Copies of any issue of a publication denied reentry under 1.0 and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable Standard Mail rates. For this standard, "pending status" begins when the appeal is filed and continues until the end of the appeal process.

b. Copies of a publication denied reentry under 2.0 are accepted at the currently applicable Periodicals rate.

c. The publisher must submit the applicable Periodicals and Standard Mail mailing statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under 3.12.

\* \* \* \* \*

E215 Copies Not Paid or Requested by Addressee

[In 1.8, 2.1, 2.2, and 2.6, replace "second-class" with "Periodicals." In 1.6, replace "second-class mail privileges" with "Periodicals mailing privileges." In 2.6 and 2.7, replace "First-, third-, or fourth-class rate[s]" with "First-Class or Standard Mail rate[s]." In 2.7, replace "third- or fourth-class rates" with "Standard Mail rates."]

E216 Publisher Records

[Relocate current 3.0 to E231 and revise as shown below; renumber current 4.0 and 5.0 as 3.0 and 4.0, respectively; as renumbered, in 1.1, 2.1, 3.1, 3.4, 4.1, and 4.2, replace "second-class" with "Periodicals," and in 1.1, 2.2, 3.2, and 3.3, replace "second-class mail privileges" with "Periodicals mailing privileges."]

E217 Authorization for Special Rates

[In 1.3, 2.1, 2.2, 3.4, and 3.5, replace "second-class" with "Periodicals." In 1.2, 2.1, 2.2, replace "second-class mail privileges" with "Periodicals mailing privileges." In 2.2, replace "First-, third-, or fourth-class rates" with "First-Class or Standard Mail rates." In 2.2, replace "third- or fourth-class postage" with "Standard Mail postage." In 3.4, replace "third- or fourth-class rates" with "Standard Mail rates."]

1.0 APPLICATION

1.1 Basic Information

[Add to the end of the section:]

\* \* \* Preferred rates (except in-county rates) are not available to Publications Service publications.

\* \* \* \* \*

E220 Publications Service

1.0 BASIC INFORMATION

1.1 Availability

Publications Service is available to authorized Periodicals publications that meet the applicable standards in E211 through E216 (unless specifically excepted) and the additional standards in 2.0, regardless of the category of the publication's authorization for Periodicals mailing privileges. Only the Publications Service rates in R200 are available to Publications Service publications, except that in-county rates may be claimed for qualifying copies. The eligibility standards for Publications Service consider only copies mailed at Publications Service rates and exclude copies claimed at in-county rates, copies mailed to addressees at Express Mail, Priority Mail, First-Class Mail, or Standard Mail

rates, and copies distributed outside the mail.

1.2 Application

Publishers must apply for Publications Service in addition to the category of authorization in which Periodicals mailing privileges are sought under E213. A separate application is required for Publications Service although it may be submitted at the same time as an application for Periodicals mailing privileges. Data on the application for original entry or reentry may be used to establish compliance with the further criteria prescribed for Publications Service; additional supporting documentation must be provided as necessary. Decisions on applications for Publications Service are made by the RCSC manager in whose service area the publication is authorized original entry. Appeals of adverse decisions may be made under G020. A publication whose application to mail at Publications Service rates is withdrawn by the publisher or denied by the USPS is ineligible to reapply for authorization for 1 year from the date of the publisher's letter of withdrawal or final denial notice from the USPS.

2.0 ELIGIBILITY

2.1 Standards

Each Publications Service publication must:

- a. Contain at least 30% nonadvertising in each issue (advertising is defined in E211).
- b. Have a minimum of 75% circulation to a legitimate list of requesters (for requester publications) or subscribers (for other publications). A legitimate list of subscribers meeting the standards applicable to general publications is required for all but requester publications, regardless of whether such a list is otherwise required by the standards applicable to the publication's category of authorization.
- c. Have at least 90% of the copies of each issue presorted to 3-digit ZIP Code areas, subject to 2.3 and 2.4.
- d. Bear a delivery address that includes the correct numeric ZIP+4 or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).
- e. Be marked, presorted, and documented as specified in M200, M810 or M820, as applicable, and P012.
- f. Meet the postage payment standards in P013 and P200.
- g. Be audited by a certified public accountant or national circulation audit service approved by the USPS to verify

accurate postage calculation and compliance with the applicable paid or requester circulation standards in E212 and 2.1b.

h. Use Address Change Service.

## 2.2 Automation-Compatible Mailpieces

Letter-size mailpieces meeting the automation compatibility standards in C810 must also meet the standards in 3.0. Flat-size mailpieces meeting the automation compatibility standards in C820 must also meet the standards in 4.0.

## 2.3 90% Standard

To count toward the 90% 3-digit presort standard in 2.1c, a copy must be one of 24 or more copies for the same 3-digit ZIP Code area that are prepared in firm, carrier route, 5-digit, or 3-digit packages of six or more copies each. Copies in firm packages count individually toward the 90% standard, but the firm package is considered a single piece for other presort and postage payment purposes. Firm packages may not be included in mailings of automation-compatible letter-size mailpieces.

## 2.4 Issue "Window"

At the time application for Publications Service is made, the publisher must define a time period or "window" that begins and ends at the same relative point in the production/distribution cycle of each issue. For administering the 90% standard in 2.1c and 2.3, all copies of any issue or edition of the publication mailed during a "window" are considered part of the distribution of the issue whose primary distribution is then occurring, and are included in the determination of its compliance with the 90% standard.

## 2.5 ZIP Code Accuracy

Except for automation-compatible pieces, effective 3 months from the date on which Classification Reform is implemented, 5-digit ZIP Codes included in addresses appearing on pieces claimed at Publications Service rates must have been verified and corrected within 12 months of the date of mailing by a USPS-approved method. Mailers must certify 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 throughout the 12-month period following its most recent update.

## 3.0 ADDITIONAL STANDARDS FOR AUTOMATION-COMPATIBLE LETTER-SIZE PIECES

### 3.1 All Letter-Size Mailpieces

All letter-size Publications Service mailpieces that meet the physical standards in C810 must:

- Meet the address quality and coding standards of A800 and A950.
- Be presorted and documented as specified in M810.
- Bear the correct DPBC meeting the barcode standards in C840, subject to 3.2.

### 3.2 85% Rule

The correct DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950, must appear on each piece in any mailing containing heavy letters (as defined in C810) and on at least 85% of all pieces in other letter-size mailings. Remaining pieces must have a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meet the 5-digit barcode standards in C840 (if applicable), and not have a window in the lower right corner. Compliance with the 85% standard is based on all copies mailed during the production/mailing "window" defined in 2.4.

## 4.0 ADDITIONAL STANDARDS FOR AUTOMATION-COMPATIBLE FLAT-SIZE PIECES

### 4.1 All Flat-Size Mailpieces

All flat-size Publications Service mailpieces that meet the applicable standards in C820 must:

- Meet the address quality and coding standards of A800 and A950.
- Be presorted and documented as specified in M820.
- Be presorted to carrier routes, or bear the correct DPBC, ZIP+4 barcode, or 5-digit barcode meeting the barcode standards in C840, subject to 4.2.

### 4.2 85% Rule

At least 85% of all pieces must either be presorted to carrier routes or bear the correct ZIP+4 barcode or DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. Remaining pieces must bear the correct 5-digit barcode meeting the applicable standards in C840. Compliance with the 85% standard is based on all copies mailed during the production/mailing "window" defined in 2.4.

## 5.0 NONCOMPLIANCE

A Publications Service publication is subject to the revocation or suspension provisions of E213 if it fails to meet the

applicable basic standards for Periodicals mailing privileges in E211 through E216. A Publications Service publication that fails to meet the advertising standard in 2.1a or the density standard in 2.1c is subject to a surcharge of 40% of the total postage otherwise payable for the issue (as defined in 2.4). A Publications Service publication that fails to meet the circulation standards in 2.1b is subject to revocation of authorization to mail at Publications Service rates, as determined by the RCSC manager in whose service area the publication is authorized original entry. Appeals of surcharge assessments or revocation notices may be made under G020. A publication whose authorization to mail at Publications Service rates is ended, either voluntarily by the publisher or by the USPS through a final revocation, is ineligible to reapply for authorization for 1 year from the termination date of the previous authorization.

### E230 Presort Rates

### E231 Regular Periodicals

## 1.0 GENERAL INFORMATION

### 1.1 Standards

The standards for presort rates are in addition to the general standards for Periodicals in E210, the standards for other rates or discounts claimed, and the applicable preparation standards in M210, M810, or M820. Not all combinations of presort level, automation, and destination entry discounts are allowed.

### 1.2 Palletized Mail

A correctly prepared package is the equivalent of a sack when palletized under M045. Individual pieces qualify for the presort level rate appropriate to the palletized package in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates remains dependent on the point of entry.

## 2.0 CARRIER ROUTE RATES

### 2.1 Carrier Route Information

Mailers must presort mail to carrier routes using the latest USPS Carrier Route Information System (CRIS) scheme (see A930). Mailers must have incorporated the CRIS changes in their mailings within 90 days before the date of mailing.

### 2.2 Eligibility

Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M210. Pieces may not claim both a carrier route presort rate and a barcode discount. Carrier route presort

need not be performed for all carrier routes in a 5-digit area. Specific rate eligibility is subject to these standards:

a. The basic carrier route rate applies to pieces in carrier route packages of six or more pieces each that are correctly sorted to carrier route or carrier routes trays (letter-size pieces) or sacks (flat-size pieces).

b. The high density and saturation rates apply to pieces that are eligible for the basic carrier route rate, are prepared in carrier walk sequence, and meet the applicable density standards in 5.0 for the rate claimed.

### 3.0 3/5 RATES

Subject to M210, 3/5 rates apply to:

a. Letter-size pieces in 5-digit or 3-digit packages of six or more pieces each, either correctly placed in 5-digit or 3-digit trays containing at least 24 pieces or in an overflow 3-digit tray.

b. Flat-size pieces in 5-digit or 3-digit packages of six or more pieces each, either correctly placed in 5-digit or 3-digit sacks or palletized under M045.

### 4.0 BASIC RATES

Basic rates apply to pieces not eligible for or claimed at either the carrier route or 3/5 rates.

### 5.0 WALK-SEQUENCE DISCOUNTS—REGULAR PERIODICALS

[Insert text of current E230.7.0 and 8.0, renumbered as 5.0 and 6.0, respectively; in renumbered 5.4b and 5.4d, replace "125-piece walk-sequence rate" with "high density/125-piece walk-sequence rate"; revise other text as follows:]

#### 5.1 Eligibility

The 125-piece or saturation walk-sequence rates apply to each walk-sequenced piece in a carrier route mailing, eligible under 2.2 and prepared under M210, that also meets the corresponding addressing and density standards in 5.4. (For this standard, "carrier route" includes city carrier routes, rural routes, highway contract routes, and general delivery and post office box sections.)

\* \* \* \* \*

### E232 Publications Service Periodicals

#### 1.0 GENERAL INFORMATION

##### 1.1 Standards

The standards for presort rates are in addition to the general standards for Periodicals in E210, for Publications Service in E220, the standards for other rates or discounts claimed, and the applicable preparation standards in M210, M810, or M820. Not all combinations of presort level,

automation, and destination entry discounts are allowed.

#### 1.2 Palletized Mail

A correctly prepared package is the equivalent of a sack when palletized under M045. Individual pieces qualify for the presort level rate appropriate to the palletized package in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates remains dependent on the point of entry.

### 2.0 CARRIER ROUTE RATES

#### 2.1 Carrier Route Information

Mailers must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Mailers must have updated the carrier route information within 90 days before the mailing date. Carrier route rates for automation-compatible letter-size mail are available only for those 5-digit ZIP Code areas identified in the USPS AIS products used for address coding.

#### 2.2 Automation-Compatible Letter-Size Pieces

Where available, Carrier Route rates apply to pieces in carrier route packages of six or more pieces each that are correctly sorted to full carrier route or any 5-digit carrier routes trays. Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M210 and M810. Carrier route presort need not be performed for all carrier routes in a 5-digit area.

#### 2.3 Other Letter-Size Pieces

Carrier Route rates apply to pieces in carrier route packages of six or more pieces each that are correctly sorted to full carrier route or any 5-digit carrier routes trays. Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M210. Carrier route presort need not be performed for all carrier routes in a 5-digit area. Carrier Route rate mail must be prepared in carrier line-of-travel (LOT) sequence, using official LOT schemes prescribed by the USPS (see M050).

#### 2.4 Flat-Size Pieces

Carrier Route rates apply to pieces in carrier route packages of six or more pieces each that are correctly sorted to carrier route sacks containing at least 24 pieces, or to any 5-digit carrier routes sacks. Preparation to qualify eligible pieces for Carrier Route rates is optional and is subject to the applicable standards in M210 or M820. Carrier

route presort need not be performed for all carrier routes in a 5-digit area.

Carrier Route rate mail must be prepared in carrier walk sequence or line-of-travel (LOT) sequence, using official LOT schemes prescribed by the USPS (see M050).

### 3.0 BASIC RATES

Basic rates apply to pieces correctly prepared under M210 and not claimed at Carrier Route rates.

#### E239 Preferred Periodicals

[Copy text of current E230; renumber current 6.0 as 1.4; renumber 7.0 as 6.0; delete current 8.0; revise the remainder as follows:]

#### 1.0 GENERAL INFORMATION

##### 1.1 Standards

The standards for presort rates are in addition to the general standards for Periodicals in E210, the standards for other rates or discounts claimed, and the applicable preparation standards in M290 or M890. Not all combinations of presort level, automation, and destination entry discounts are allowed.

##### 1.2 Optional Preparation

At the mailer's option, Preferred Periodicals may be prepared under the standards for Regular Periodicals in M210, including presort. Under this option, Preferred Periodicals can claim Level I/K, Level H, or Level G/J rates, and may be combined (comailed) with Regular Periodicals in the same mailing, if all corresponding eligibility standards in E231 for Carrier Route, 3/5, and Basic, respectively, are met, except that pieces in 3-digit packages can earn the Level H rate only when prepared for the unique 3-digit ZIP Code destinations identified in L002, Column A. Presort of the combined mailing is based on the total combined volume of pieces.

##### 1.3 Palletized Mail

A correctly prepared package is the equivalent of a sack when palletized under M045. Individual pieces qualify for the presort level rate appropriate to the palletized package in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates remains dependent on the point of entry.

##### 1.4 Reporting Presort Level

Publishers must separately report copies at Levels G3 and G5, and Levels J1, J3, and J5, only when claiming a ZIP+4 or ZIP+4 Barcoded rate.

## 2.0 CARRIER ROUTE (LEVEL I/K) RATES

### 2.1 Rate Application

Level I/K rates apply as follows:

a. Level I1 or K1 rates apply to pieces in carrier route packages of six or more pieces each that are correctly sorted to carrier route or carrier routes trays or sacks.

b. Level I2 or K2 rates apply to pieces eligible for the Level I1 or K1 rates that are further prepared in carrier delivery walk sequence and in the density necessary to meet the additional standards in 6.0 for the 125-piece walk-sequence rate.

c. Level I3 or K3 rates apply to pieces eligible for the Level I1 or K1 rates that are further prepared in carrier delivery walk sequence and in the density necessary to meet the additional standards in 6.0 for the saturation walk-sequence rate.

### 2.2 Carrier Route Information

Mailers must presort mail to carrier routes using the latest USPS Carrier Route Information System (CRIS) scheme. Mailers must have incorporated the CRIS changes in their mailings within 90 days before the date of mailing (see A930).

## 3.0 3- AND 5-DIGIT (LEVEL H) RATES

### 3.1 H Rates

Level H rates apply to pieces in 5-digit, optional city, and unique 3-digit packages of six or more pieces each that are correctly sorted to 5-digit, optional city, or unique 3-digit sacks.

### 3.2 H5 Rates

Level H5 rates apply:

a. In tray-based automation-rate letter-size mailings, to pieces in 5-digit trays.

b. In package-based automation-rate letter-size mailings, to pieces in 5-digit packages of 10 or more pieces each placed in 5-digit, optional city, 3-digit, SCF, or AADC trays.

c. In ZIP+4 Barcoded rate flat-size mailings, to pieces in 5-digit packages of six or more pieces each placed in 5-digit, optional city, 3-digit, SCF, or ADC sacks or palletized under M045.

d. In other mailings, to pieces in 5-digit packages of six or more pieces each placed in 5-digit, optional city, or unique 3-digit sacks.

### 3.3 H3 Rates

Level H3 rates apply:

a. In tray-based automation-rate letter-size mailings, to pieces in optional city and unique 3-digit trays.

b. In package-based automation-rate letter-size mailings, to pieces in optional city and unique 3-digit packages of 50

or more pieces each placed in optional city, 3-digit, SCF, or AADC trays.

c. In ZIP+4 Barcoded rate flat-size mailings, to pieces in optional city and unique 3-digit packages of six or more pieces each placed in optional city, 3-digit, SCF, or ADC sacks or palletized under M045.

d. In other mailings, to pieces in optional city or unique 3-digit packages of six or more pieces each placed in optional city or unique 3-digit sacks.

## 4.0 BASIC (LEVEL G) RATES

Level G rates apply to pieces not eligible for or claimed at the rates in 2.0 or 3.0.

## 5.0 IN-COUNTY (LEVEL J) RATES

[In 5.2c and 5.3c, replace "SDC" with "ADC."]

## 6.0 WALK-SEQUENCE DISCOUNTS

[Insert text of current E230.7.0.]

E240 Automation Rates

E241 Regular Periodicals

## 1.0 BASIC STANDARDS FOR LETTER-SIZE PIECES

### 1.1 All Pieces

All pieces in a Barcoded rate letter-size mailing must:

a. Meet the basic standards for Periodicals and for the category of authorization.

b. Meet the physical standards in C810.

c. Bear a delivery address that includes the correct numeric ZIP+4 or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).

d. Meet the address quality and coding standards of A800 and A950.

e. Be presorted and documented as specified in M810.

f. Meet the postage payment standards in P013 and P200.

g. Bear the correct DPBC meeting the barcode standards in C840, subject to 1.4.

### 1.2 Rate Application

Barcoded rates apply to each piece that meets the applicable standards in 1.3 and 1.4 and bears the correct DPBC meeting the barcode standards in C840. Subject to M810, 3/5 Barcoded rates apply to letter-size pieces in 5-digit packages of 10 or more pieces each, and in 3-digit packages of 50 or more pieces each, correctly placed in 5-digit, 3-digit, AADC, or mixed AADC trays. Basic Barcoded rates apply to other pieces correctly prepared under M810.

### 1.3 Barcode Window

A mailpiece weighing 3 ounces or less, meeting the standards in 1.1 and

1.2 but with a barcode window in the lower right corner, may be eligible for the Barcoded rate only if the correct DPBC appears through the window.

### 1.4 85% Rule

The correct DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950, must appear on each piece in any mailing containing heavy letters (as defined in C810) and on at least 85% of all pieces in other letter-size mailings. Remaining pieces must have a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meet the applicable 5-digit or ZIP+4 barcode standards in C840, and not have a window in the lower right corner. Compliance with the 85% standard is based on each mailing.

### 1.5 Exclusions

Barcoded rate mailings may not include firm packages or pieces claimed at carrier route rates.

## 2.0 BASIC STANDARDS FOR FLAT-SIZE PIECES

### 2.1 All Pieces

All pieces in a Barcoded rate flat-size mailing must:

a. Meet the basic standards for Periodicals and for the category of authorization.

b. Meet the physical standards in C820.

c. Bear a delivery address that includes the correct numeric ZIP+4 or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).

d. Meet the address quality and coding standards of A800 and A950.

e. Bear the correct 5-digit, ZIP+4, or DPBC, subject to C840.

f. Be marked, presorted, and documented as specified in M820.

g. Meet the postage payment standards in P013 and P200.

### 2.2 Rate Application

Barcoded rates apply to each piece that also bears the correct ZIP+4 or DPBC. Subject to M820, 3/5 Barcoded rates apply to flat-size pieces in 5-digit or 3-digit packages of six or more pieces each, either correctly placed in 5-digit, 3-digit, ADC, or mixed ADC sacks or palletized under M045. Basic Barcoded rates apply to other pieces correctly prepared under M820.

### 2.3 85% Rule

At least 85% of all pieces in a Barcoded rate mailing (regardless of presort or rate) must bear the correct ZIP+4 or DPBC for the delivery address, as defined by the standards for address

quality and coding accuracy in A800 and A950. Remaining pieces must bear the correct 5-digit barcode meeting the applicable standards in C840. Compliance with the 85% standard is based on all mailed copies of an issue, excluding those claimed at carrier route rates.

#### *E249 Discounts for Preferred Periodicals*

[Text of current E242, E244, and E245, renumber as E249.1.0, 2.0, and 3.0, respectively, with subsections redesignated accordingly; no change in text except to replace "second-class" with "Periodicals."]

### 1.0 ZIP+4 DISCOUNTS

#### 1.1 All Pieces

All pieces in a ZIP+4 rate mailing must:

- a. Meet the basic standards for Periodicals and for the category of authorization in E211 and E212, respectively.
- b. Meet the physical standards in C810.
- c. Bear a delivery address that includes the correct numeric ZIP+4 or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).
- d. Meet the address quality and coding standards of A800 and A950.
- e. Meet the standards in C830 or, for pieces with the correct DPBC, the barcode standards in C840.
- f. Be marked, presorted, and documented as specified in M891 or M892.
- g. Meet the postage payment standards in P013 and P200.

#### 1.2 Rate Application

ZIP+4 rates apply to each piece that also:

- a. Is correctly presorted under M810 into the qualifying groups described in 1.7 and 1.8.
- b. Has an address with the correct numeric ZIP+4 code or bears the correct DPBC.

#### 1.3 Barcode Window

A mailpiece meeting the standards in 1.1 and 1.2, but with a barcode window in the lower right corner, may be eligible for any automation rate only if the correct DPBC appears through the window.

#### 1.4 5-Digit Barcodes

ZIP+4 rate mailings may include pieces with correct 5-digit barcodes if those pieces meet the standards in 1.1 and 1.2 and the standards for 5-digit barcodes in C840. Such pieces qualify for ZIP+4 rates only if the barcode is

printed on the piece and the address contains the correct numeric ZIP+4 code.

#### 1.5 ZIP+4 Barcodes

ZIP+4 rate mailings may include pieces with correct ZIP+4 barcodes if the barcode is located in the address block and those pieces meet the standards in 1.1 and 1.2 and the standards for ZIP+4 barcodes in C840. Such pieces qualify for ZIP+4 rates only if, additionally, the address contains the correct numeric ZIP+4 code. Pieces that bear a ZIP+4 barcode in the lower right corner may not be included in a ZIP+4 rate mailing.

#### 1.6 85% Rule

At least 85% of all pieces in a ZIP+4 rate mailing (regardless of presort or rate) must bear the correct numeric ZIP+4 code or DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. The 85% requirement applies to each mailing unless excepted by other standards.

#### 1.7 Qualifying Tray-Based Presort

In tray-based presort mailings under M891:

- a. In full or overflow 5-digit trays, ZIP+4 coded or DPBC pieces qualify for the Level H5/J5 ZIP+4 rates; other pieces qualify for the Level H5/J5 presort rates.
- b. In full or overflow optional city and unique 3-digit trays, ZIP+4 coded or DPBC pieces qualify for the Level H3/J3 ZIP+4 rates; other pieces qualify for the Level H3/J3 presort rates.
- c. In full or overflow nonunique 3-digit and SCF trays, ZIP+4 coded or DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates. One less-than-full SCF tray for the SCF serving the post office where the mailing is entered is permitted.
- d. In AADC, mixed AADC, and working trays, ZIP+4 coded or DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

#### 1.8 Qualifying Package-Based Presort

In package-based presort mailings under M892:

- a. In 5-digit packages of 10 or more pieces each, ZIP+4 coded or DPBC pieces qualify for the Level H5/J5 ZIP+4 rates; other pieces qualify for the Level H5/J5 presort rates.
- b. In optional city and unique 3-digit packages of 50 or more pieces each, ZIP+4 coded or DPBC pieces qualify for the Level H3/J3 ZIP+4 rates; other

pieces qualify for the Level H3/J3 presort rates.

c. In nonunique 3-digit packages of 50 or more pieces each, ZIP+4 coded or DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

d. In the residual portion of the mailing, ZIP+4 coded or DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

### 2.0 BARCODED DISCOUNTS (LETTER-SIZE PIECES)

#### 2.1 All Pieces

All pieces in a Barcoded rate letter-size mailing must:

- a. Meet the basic standards for Periodicals and for the category of authorization in E211 and E212, respectively.
- b. Meet the physical standards in C810.
- c. Bear a delivery address that includes the correct numeric ZIP+4 or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).
- d. Meet the address quality and coding standards of A800 and A950.
- e. Be marked, presorted, and documented as specified in M893, M894, or M895.
- f. Meet the postage payment standards in P013 and P200.
- g. Either bear the correct DPBC meeting the barcode standards in C840 or meet the applicable standards in 2.5.

#### 2.2 Rate Application

Barcoded rates apply to each piece that also:

- a. Is correctly presorted under M893, M894, or M895 into the qualifying groups described in 2.8, 2.9, and 2.10.
- b. Bears the correct DPBC that meets the barcode standards in C840.
- c. Meets the applicable standards in 2.3 through 2.7.

#### 2.3 Optional Preparation

At the mailer's option, barcoded Preferred Periodicals may be prepared under the standards for Regular Periodicals in M810, including presort. Under this option, Preferred Periodicals can claim Level H or Level G/J rates, and may be combined (comailed) with Regular Periodicals in the same mailing, if all corresponding eligibility standards in E231 and E241 for 3/5 and Basic, respectively, are met, except that pieces in 3-digit packages could earn the Level H rate only when prepared for the unique 3-digit ZIP Code destinations identified in L002, Column A. Presort of the combined mailing is based on the total combined volume of pieces.

## 2.4 Barcode Window

A mailpiece weighing 3 ounces or less, meeting the standards in 2.1 through 2.3 but with a barcode window in the lower right corner, may be eligible for an automation rate only if the correct DPBC appears through the window.

## 2.5 Pieces Without DPBCs

Subject to 1.5 and 1.6, Barcoded rate mailings may also include nonbarcoded, 5-digit barcoded, or ZIP+4 barcoded pieces if each such piece (regardless of rate) meets the standards in 2.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meets the applicable 5-digit or ZIP+4 barcode standards in C840, and does not have a window in the lower right corner. Additionally, to qualify for a ZIP+4 rate, subject to 2.8, 2.9, and 2.10:

a. Nonbarcoded and 5-digit barcoded pieces must bear an address with the correct ZIP+4 code and meet the standards in C830.

b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, and bear an address with the correct ZIP+4 code.

## 2.6 85% Rule

Subject to 2.7, at least 85% of all pieces in a Barcoded rate mailing (regardless of presort or rate) must bear the correct DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. The 85% requirement applies to each mailing unless excepted by other standards.

## 2.7 100% Barcoding

Each piece must bear the correct delivery point barcode:

a. In 5-digit trays in a tray-based mailing under M893.

b. In 5-digit packages in a package-based mailing under M894 or M895.

c. In any mailing containing heavy letters (as defined in C810).

## 2.8 Qualifying Tray-Based Presort

In tray-based presort mailings under M893:

a. Pieces in full or overflow 5-digit trays qualify for the Level H5/J5 Barcoded rates.

b. In full or overflow optional city and unique 3-digit trays, DPBC pieces qualify for the Level H3/J3 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level H3/J3 ZIP+4 rate; other pieces qualify for the Level H3/J3 presort rates.

c. In full or overflow nonunique 3-digit and SCF trays, DPBC pieces qualify for the Level G/J1 Barcoded rates;

subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates. One less-than-full SCF tray for the SCF serving the post office where the mailing is entered is permitted.

d. In AADC, mixed AADC, and working trays, DPBC pieces qualify for the Level G/J1 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

## 2.9 Qualifying Two-Tier Package-Based Presort

In two-tier package-based presort mailings under M894:

a. Pieces in 5-digit packages of 10 or more pieces each qualify for the Level H5/J5 Barcoded rates.

b. In optional city and unique 3-digit packages of 50 or more pieces each, DPBC pieces qualify for the Level H3/J3 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level H3/J3 ZIP+4 rates; other pieces qualify for the Level H3/J3 presort rates.

c. In nonunique 3-digit packages of 50 or more pieces each, DPBC pieces qualify for the Level G/J1 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

d. In residual trays, DPBC pieces qualify for the Level G/J1 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

## 2.10 Qualifying Three-Tier Package-Based Presort

In three-tier package-based presort mailings under M895:

a. Pieces in 5-digit packages of 10 or more pieces each in the 5-digit presort tier qualify for the Level H5/J5 Barcoded rates.

b. In optional city and unique 3-digit packages of 50 or more pieces each in the 3-digit tier, DPBC pieces qualify for the Level H3/J3 Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level H3/J3 ZIP+4 rates; other pieces qualify for the Level H3/J3 presort rates.

c. In nonunique 3-digit packages of 50 or more pieces each in the 3-digit presort tier, DPBC pieces qualify for the Level G/J1 Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

d. In the residual presort tier, DPBC pieces qualify for the Level G/J1

Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Level G/J1 ZIP+4 rates; other pieces qualify for the Level G/J1 presort rates.

## 3.0 BARCODED DISCOUNTS (FLAT-SIZE PIECES)

### 3.1 All Pieces

All pieces in a Barcoded rate flat-size mailing must:

a. Meet the basic standards for Periodicals and for the category of authorization in E211 and E212, respectively.

b. Meet the physical standards in C820.

c. Bear a delivery address that includes the correct numeric ZIP+4 code, numeric 5-digit ZIP Code, or numeric equivalent to the delivery point barcode (DPBC).

d. Meet the address quality and coding standards of A800 and A950.

e. Have the correct 5-digit, ZIP+4, or DPBC, subject to C840, except for pieces in specific portions of mailings prepared under M897.

f. Be presorted and documented as specified in M897.

g. Meet the postage payment standards in P013 and P200.

### 3.2 Rate Application

Barcoded rates apply to each piece that also:

a. Is correctly presorted under M897 into the qualifying groups described in 3.6.

b. Bears the correct ZIP+4 or DPBC.

### 3.3 Optional Preparation

At the mailer's option, barcoded Preferred Periodicals may be prepared under the standards for Regular Periodicals in M820, including presort. Under this option, Preferred Periodicals can claim Level H or Level G/J rates, and may be combined (comailed) with Regular Periodicals in the same mailing, if all corresponding eligibility standards in E231 and E241 for 3/5 and Basic, respectively, are met, except that pieces in 3-digit packages could earn the Level H rate only when prepared for the unique 3-digit ZIP Code destinations identified in L002, Column A. Presort of the combined mailing is based on the total combined volume of pieces.

### 3.4 5-Digit Barcodes

Barcoded rate mailings may include pieces with correct 5-digit barcodes if those pieces meet the standards in 3.1 through 3.3 and the standards for 5-digit barcodes in C840. Pieces with a 5-digit barcode could be eligible for a presort rate under 3.6.



3.5 85% Rule

At least 85% of all pieces in a Barcoded rate mailing (regardless of presort or rate) must bear the correct ZIP+4 or DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. The 85% requirement applies to each mailing unless excepted by other standards. Barcoded rate mailings not meeting the 85% rule must be prepared under corresponding standards in M897.

3.6 Qualifying Presort

Barcoded and presort rates apply as follows:

- a. In 5-digit packages of six or more pieces each, ZIP+4 or DPBC pieces qualify for the Level H5/J5 Barcoded rates; 5-digit barcoded pieces (and nonbarcoded pieces where permitted) qualify for the Level H5/J5 presort rates.
- b. In optional city or unique 3-digit packages of six or more pieces each, ZIP+4 or DPBC pieces qualify for the Level H3/J3 Barcoded rates; 5-digit barcoded pieces qualify for the Level H3/J3 presort rates.
- c. In nonunique 3-digit and SCF packages, or in 5-digit, optional city, or unique 3-digit packages of fewer than six pieces, or in residual packages, ZIP+4 or DPBC pieces qualify for the Level G/J1 Barcoded rates; 5-digit barcoded pieces qualify for the Level G/J1 presort rates.

E250 Destination Entry

1.0 DSCF

1.1 Eligibility

Copies not eligible for in-county rates qualify for the destination SCF (DSCF) rates if:

- a. For Publications Service publications, the copies are addressed for delivery in the service area of the SCF at which they are entered, and prepared in a 3-digit or finer sack or tray, or an SCF or finer pallet.
- b. For other Periodicals publications, the copies are addressed for delivery in the same SCF service area as the entry post office, regardless of the type of package, pallet, sack, or tray in which they are prepared.

1.2 Rates

DSCF rates include a pound rate and a discount per piece. Pieces claimed at DSCF rates must also meet the standards for any automation or presort rate claimed and for the postage payment method used.

1.3 Authorized Entry

Publications must have an authorized entry at each post office where mail is

deposited at DSCF rates. Only copies deposited according to the distribution plan authorized for that entry may be claimed at these rates. DSCF rate mail must be deposited at locations and times specified by the entry office postmaster.

1.4 Documentation

Subject to P012, the publisher must be able to show compliance with 1.1 through 1.3, e.g., by package, bundle, sack, tray, or pallet destination (as appropriate), and the number of pieces by presort level for each 5-digit ZIP Code destination eligible for DSCF rates.

2.0 DDU

2.1 Eligibility

The destination delivery unit (DDU) rate applies to pieces entered at the facility designated by the USPS where sequencing is performed for the carrier route (city carrier route, rural route, highway contract route, post office box section, or general delivery unit) serving the delivery address on the mailpiece. Copies claimed at DDU rates must be part of a carrier route package placed in a carrier route or 5-digit carrier routes sack or tray under M210, or correctly palletized under M045, and otherwise eligible for and claimed at a carrier route or Level I or K rate. Except for the standards applicable to preparing carrier route or walk-sequence rate mail, there is no additional minimum volume required for a DDU rate mailing.

2.2 Rates

DDU rates include a pound rate and a discount per piece. Pieces claimed at DDU rates must also meet the standards for any discount or rate claimed and postage payment method used. A mailing may contain copies claimed at DDU rates and other copies claimed at other rates if permitted by standard. No separation by rate is required.

2.3 Maximum Volume

Except under 2.4, the same mailer may not present for verification and acceptance more than four DDU rate mailings at the same destination postal facility (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. This standard does not apply to mailings presented to either the publication's authorized original entry post office or an authorized additional entry serving the place where the copies were prepared for mailing, if that entry post office is the destination postal

facility at which the DDU rate copies must be deposited.

2.4 Authorized Entry

Publications must have an authorized entry at each post office where mail is entered at DDU rates. Only copies entered according to the distribution plan authorized for that entry may be claimed at these rates. DDU rate mail must be deposited at locations and times specified by the entry office postmaster.

2.5 Scheduling

Mailers may schedule deposit of DDU rate mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. Mailers must follow the scheduled deposit time provided. Mailers may request standing appointments for renewable 6-month periods by written application to the district office in whose service area the destination facility is located. Mixed loads of Periodicals and Standard Mail require advanced appointments for deposit.

2.6 Documentation

Subject to P012, the publisher must be able to show compliance with 2.1 through 2.5. If a carrier route rate is claimed, the publisher must show the number of copies and pieces for each carrier route. If a walk-sequence rate is claimed, the publisher must provide the documentation required by the corresponding standards.

E270 Preferred Rates

[In 1.1, 1.2c, 2.1, 5.1, 6.1, and 6.2, replace "second-class" with "Periodicals"; in 1.3, replace "second-class mailing privileges" with "Periodicals mailing privileges."]

1.0 IN-COUNTY RATES

\* \* \* \* \*

1.6 DDU Rate

Subject to E250, the DDU piece rate applies to each piece claimed in the pound rate portion at the DDU rate.

2.0 NONPROFIT RATES—1BASIC INFORMATION

\* \* \* \* \*

2.4 Destination Entry Rates

Subject to E250, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

[Delete current 2.5.]

\* \* \* \* \*

## 5.0 CLASSROOM RATES

\* \* \* \* \*

### 5.5 Destination Entry Rates

Subject to E250, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

[Delete current 5.6.]

## 6.0 SCIENCE-OF-AGRICULTURE RATES

\* \* \* \* \*

### 6.5 Destination Entry Rates

Subject to E250, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

[Delete current 6.6.]

[Delete current E300 and E400; no change to E500.]

\* \* \* \* \*

### *E600 Standard Mail*

### *E610 Basic Standards*

### *E611 Standards Applicable to All Standard Mail*

## 1.0 GENERAL INFORMATION

### 1.1 Definition

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals mail (except as permitted or required by standard). Standard Mail includes matter formerly classified as third-class and fourth-class mail. Though combined in Standard Mail, matter from each former class remains subject to separate and specific classification, eligibility, and preparation standards. Matter formerly classified as third-class mail is referred to as Standard Mail (A); matter formerly classified as fourth-class mail is referred to as Standard Mail (B). Use of the unmodified term "Standard Mail" indicates that the reference applies to both former third-class and former fourth-class matter.

### 1.2 Not Sealed

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates is consent by the mailer to postal inspection of the contents.

### 1.3 Written Additions

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

be placed on the wrapper, on a tag or label attached to the outside of a parcel, or inside a parcel, either loose or attached to an article:

a. Marks, numbers, names, or letters describing the contents.

b. Words or phrases such as "Please Do Not Open Until Christmas," "Happy Birthday, Mother."

c. Instructions and directions for the use of the item mailed.

d. A manuscript dedication or inscription not having the nature of personal correspondence.

e. Marks to call attention to words or passages in the text.

f. Corrections of typographical errors in printed matter.

g. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

h. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

i. Matter mailable separately as Standard Mail (A) printed on the wrapper, envelope, tag, or label.

### 1.4 Invoice

An invoice, whether it also serves as a bill, may be enclosed or placed in an envelope (marked "Invoice Enclosed") attached to the outside of a Standard Mail mailpiece if it relates solely to the matter with which it is mailed. The invoice may show:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

### 1.5 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to Standard Mail (A) merchandise (including books but excluding merchandise samples) or any Standard Mail (B) mailpiece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class attachment or enclosure may be a bill

for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail rate applicable to the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

### 1.6 Fees

The fee for manual or automated address correction service is charged per notice issued.

### 1.7 Addressing

Each piece of Standard Mail must bear a delivery address. Alternative address formats or detached address labels may be used, subject to A040 or A060, respectively.

### 1.8 Documentation

A mailing statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing except for single-piece rate mailings in which the correct postage is affixed to each piece. Supporting documentation might be required by the standards for the rate claimed or postage payment method used.

### *E612 Additional Standards Applicable to Standard Mail (A)*

#### 1.0 WEIGHT

Standard Mail (A) must weigh less than 16 ounces.

#### 2.0 CONTENT

##### 2.1 Circulars

Circulars, including printed letters that, according to internal evidence, are being sent in identical terms to more than one person, are Standard Mail (A). A circular does not lose its character as such when a date and the names of the addressee and sender are written therein, nor by the correction in writing of typographical errors.

##### 2.2 Printed Matter

Printed matter weighing less than 16 ounces may be sent as Standard Mail (A). For this standard, printed matter means paper on which words, letters, characters, figures, or images, or any combination of them, not having the character of a bill or statement of account or of actual or personal correspondence, are reproduced by any process other than handwriting or typewriting.

##### 2.3 Computer-Prepared Material

Computer-prepared material is considered printed matter. It is not

considered to have the character of actual or personal correspondence merely because it contains:

- a. Specific information about a product offered for sale or lease (e.g., size, color, price) or a service being offered (e.g., the name, address, and telephone number of a company representative).
- b. Information relating the addressee directly to an advertised product or service.
- c. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations.

### 3.0 ENCLOSURES AND ATTACHMENTS

#### 3.1 Nonincidental First-Class Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class rates, may be enclosed with Standard Mail (A). Postage for the First-Class enclosure must be placed on the outside of the mailpiece. It may be affixed separately or added to the postage for the host piece. The mailer must place the endorsement "First-Class Mail Enclosed" on the mailpiece, below the postage and above the address.

#### 3.2 Nonincidental First-Class Attachments

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail (A) mailpiece or of the principal mailpiece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal mailpiece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the mailpiece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail (A) postage for the Standard Mail (A) matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class rate must be paid for and affixed to the First-Class attachment, unless other payment methods are permitted by standard.

#### 3.3 Attachment of Other Standard Mail (A) Matter

The front cover page or the back cover page of a Standard Mail (A) mailpiece

may bear an attachment that is other Standard Mail (A) matter if:

- a. Each piece in the mailing bears the same attachment.
- b. The material qualifies for and is mailed at bulk rates.
- c. The pieces bearing the attachment are larger than 6 by 11 inches.
- d. The attachment is secured so as not to interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.
- e. The mailing is presorted to carrier routes.

#### 3.4 Protective Covers

A protective cover (outsert) on a catalog or book must fully cover (to within 3/4 inch of each edge) the main body of the catalog or book, front and back, or the entire piece must be enclosed in a wrapper (a full sleeve or envelope).

### 4.0 BULK RATES

#### 4.1 General Information

Bulk rates apply to mailings meeting the basic standards in E611 and the standards for presort, automation, and destination entry in E630, E640, and E650, respectively, as appropriate for the rate claimed. Nonprofit rates may be used only by organizations authorized by the USPS under E670. Bulk rate Standard Mail (A) may not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, and COD services. Not all processing categories qualify for every bulk rate.

#### 4.2 Minimum Per Piece Rates

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply to Automation rate and Enhanced Carrier Route rate pieces weighing 0.2059 pound (3.2941 ounces) or less, Regular rate pieces weighing 0.2067 pound (3.3067 ounces) or less, and nonprofit rate pieces weighing 0.2149 pound (3.4383 ounces) or less. The base postage rate applies to pieces meeting minimum preparation standards (e.g., basic presort) and may be reduced if additional standards are met. For the minimum per piece rates, mail is generally categorized as either "letters" or "other than letters," based on the letter-size standard in C050 that disregards address placement. The exception is for Automation rates, which are applied to the "other than letters" category, based on the standards in C820. Address placement is also used to apply the aspect ratio standard for letter-size automation rates in C810.

#### 4.3 Piece/Pound Rates

Pieces exceeding the weight limits specified in 4.2 are subject to a two-part piece/pound rate that includes a fixed charge per piece and a variable pound charge based on weight. The base postage rate applies to pieces meeting the minimum preparation standards (e.g., basic presort) and might be reduced if additional standards are met.

#### 4.4 Net Postage

The net postage rate that must be paid is either the minimum per piece rate or the piece/pound rate, as reduced in either case by one or more discounts for which the piece might be eligible. The net postage rate is commonly designated by the name of the primary discount (e.g., carrier route rate, Barcoded rate, DBMC rate).

#### 4.5 Minimum Bulk Rate

Postage is computed at the applicable rates on the entire bulk mailing to be mailed at one time. Except as noted in 4.6, the total postage paid on any bulk mailing may not be lower than the amount determined by multiplying the proper minimum per piece rate (less applicable discounts) by the total number of mailpieces. If the total postage computed at pound rates, after adding any adjustment for presort level, is less than the minimum postage charge, postage must be computed at the minimum per piece rate.

#### 4.6 Exception

When the postage computed at the bulk Standard Mail (A) rates is higher than a Standard Mail (B) rate for which the matter and the mailing could qualify except for its weight, the Standard Mail (B) rate may be paid without adding needless weight. All other standards for bulk Standard Mail (A) apply.

#### 4.7 Annual Fees

Bulk rate Standard Mail (A) is subject to an annual fee once each 12-month period. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that in effect on the date of payment. Other standards apply, based on how postage is paid:

- a. When mailings are paid with meter or precanceled stamps, each mailer who enters mailings at the regular or nonprofit bulk rates must pay an annual bulk mailing fee at each post office of mailing. Persons or organizations paying this fee may enter mail of their clients as well as their own mail.
- b. When a mailing is paid with a permit imprint, the mailer whose permit imprint is on the mailpiece must put that permit number on the mailing

statement and must pay the annual bulk mailing fee for that permit. This fee is separate from the fee that must be paid when applying to use permit imprints.

#### 4.8 Merging

Generally, mailers may merge similar bulk Standard Mail (A) matter prepared for mailing at the same time into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and presorting mailings. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by the USPS. Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by the USPS. Pieces of Nonprofit, Regular, Enhanced Carrier Route, and Automation rates must be prepared as separate mailings unless specifically excepted. Only Regular, Enhanced Carrier Route, and Automation may be reported on the same mailing statement and documentation.

#### 4.9 Preparation

Each Nonprofit, Regular, Enhanced Carrier Route, or Automation rate mailing must be prepared under these general standards:

a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be commingled in 5-digit sacks or on 5-digit pallets.

b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. Other volume standards can also apply, based on the rate claimed.

c. All pieces in a bulk mailing must be marked and presorted together under the standards in M600 applicable to the rate claimed.

d. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Pieces in automation rate mailings, or pieces prepared with detached address labels, are subject to additional standards.

e. Postage must be paid under the standards in P600 with precanceled stamps, postage meter, or permit imprint.

f. Mailings must be documented under P012 and the standards for the rate claimed.

g. Each piece must meet the standards applicable to any other rate or discount claimed.

h. Any POSTNET barcode on a mailpiece must meet the standards in C840 and A950 and be the correct barcode for the delivery address.

i. Mailings must be deposited at a business mail entry unit of the post office where the postage permit or license is held and the annual bulk fee paid, unless deposit elsewhere is permitted by standard.

#### *E613 Additional Standards Applicable to Standard Mail (B)*

##### 1.0 WEIGHT

Standard Mail (B) consists ofailable matter that (except Special or Library Mail) weighs 16 ounces or more.

##### 2.0 ZONED RATES

###### 2.1 Required Mailing Office

Zone-rated Standard Mail (i.e., parcel post and bound printed matter) must be mailed at the post office from which the zone rate postage was computed, except under 2.2 and 2.3.

###### 2.2 Redirected Mailings

Mailers who present large volumes of zone-rated Standard Mail might be allowed or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility to which the mailing is redirected use the same zone chart for computing zone-rated postage, based on the 3-digit prefix of their ZIP Codes.

b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zone-rated postage.

c. Postage for pieces claimed at the local zone rates must be recomputed at the applicable zone rate for the post office to which the mailing was redirected. Postage might also be recomputed for other pieces that were ineligible for the local zone rates but that could become eligible at the post office to which the mailing was redirected.

###### 2.3 BMC Acceptance

Mailers may present zone-rated Standard Mail at a BMC for acceptance if:

a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.

b. Zoned postage is computed from the BMC parent post office.

c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office.

### 3.0 ADDRESSING

All Standard Mail (B) must bear the sender's return address and, except for single-piece rate parcel post, the address on each piece must include the correct ZIP Code or ZIP+4 code.

#### *E620 Single-Piece and Nonpresort Bulk Standard Mail*

#### *E621 Single-Piece Standard Mail (A)*

##### 1.0 SINGLE-PIECE RATE

###### 1.1 Rate Application

Single-piece rate Standard Mail (A) is Standard Mail (A) matter not prepared as required for a bulk rate. The single-piece rates are applied to each piece (or each item mailed under 1.2) based on its weight. If the computed single-piece Standard Mail (A) rate is higher than any Standard Mail (B) rate for which the mail could qualify except for weight, the lower Standard Mail (B) rate may be paid; all other standards for single-piece Standard Mail (A) apply.

###### 1.2 Keys and Identification Devices

Keys and identification devices (identification cards or uncovered identification tags) may be mailed as single-piece Standard Mail (A) if they bear, contain, or have securely attached instructions to return to a name and complete address of a person, organization, or concern and a statement guaranteeing postage payment on delivery.

###### 1.3 Nonstandard Surcharge

A nonstandard surcharge is assessed on each single-piece Standard Mail (A) mailpiece weighing 1 ounce or less (except for keys and identification devices) that exceeds the size limits in C600.

###### 1.4 Preparation

Keys and identification devices must be prepared under 1.2. Each other single-piece rate Standard Mail (A) piece must have a delivery address and the endorsement "Standard Mail." No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain 200 pieces or 50 pounds of pieces). There are no presort standards, but five or more metered letter-size pieces and any permit imprint pieces must be "faced" (so that the addressee face in one direction) and bundled, boxed, or packaged.

###### 1.5 Postage Payment and Documentation

Except for keys and identification devices, full postage must be either affixed in adhesive stamps, precanceled

stamps, or meter postage or paid with permit imprint. Documentation of postage is required for mailings paid with precanceled stamps, meter postage, or permit imprint if all pieces in the mailing are not of identical weight. A mailing statement is required only if postage is paid with a permit imprint.

#### 1.6 Place of Mailing

Pieces paid with adhesive stamps may be deposited into collection boxes or other places where mail is accepted. Pieces paid with meter postage, precanceled stamps, or permit imprint must be taken to the post office where the license or permit is held, unless the USPS authorizes otherwise.

#### *E622 Parcel Post*

#### 1.0 BASIC STANDARDS

##### 1.1 Description

Any Standard Mail (B) matter may be mailed at parcel post rates. Parcel post rates are based on zones, on whether a parcel is mailed and delivered within a BMC or ASF service area (as shown below), and on the weight of the piece.

\* \* \* \* \*

##### 1.3 Enclosures

Parcel post may contain any printed matter mailable as Standard Mail (A), in addition to the enclosures and additions listed in E611.

[Delete current E412.1.4; insert text of current E412.2.0 through 4.0 as E622.2.0 through 4.0, respectively; in 3.1, replace "fourth-class" with "Standard Mail (B)"; no other change in text.]

#### *E623 Bound Printed Matter*

#### 1.0 BASIC STANDARDS

##### 1.1 Description

Bound printed matter is Standard Mail weighing at least 1 pound but not more than 10 pounds and meeting the standards in E611 and E613. Bound printed matter rates are based on zones and the weight of the piece.

##### 1.2 Characteristics

Bound printed matter must:

a. Consist of advertising, promotional, directory, or editorial material or any combination of these.

b. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Looseleaf binders and similar fastenings are not considered permanent.

c. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with letters, characters, figures, or images, or any combination of these.

d. Not have the nature of personal correspondence.

e. Not be stationery, such as pads of blank printed forms.

##### 1.3 Combining Pieces

A mailpiece containing two or more bound printed matter pieces, each weighing less than 1 pound but having a total weight of at least 1 pound, is mailable at the bound printed matter rates.

##### 1.4 Enclosures

In addition to the additions and enclosures listed in E611 and E612, bound printed matter may contain:

a. Any printed matter mailable as Standard Mail (A).

b. A merchandise sample attached to a bound page or to a permissible loose enclosure, if the sample represents only an incidental portion of the bound printed matter piece and if the sample is not provided exclusively or primarily as a premium or an inducement promoting the sale of the bound printed matter piece. The sample may be identified as a "free gift" where it is clear that the sample is offered to the addressee to market the gift product or promote the sale of the bound printed matter.

[Delete current 1.5.]

#### *E624 Special Standard Mail*

#### 1.0 BASIC STANDARDS

##### 1.1 Qualification

Special Standard Mail is Standard Mail matter meeting the standards in E611, E613, and those below. Special Standard Mail rates are based on the weight of each piece without regard to zone.

##### 1.2 Qualified Items

Only these articles may be mailed at the Special Standard Mail rates:

a. Books, including books issued to supplement other books of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.

b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Special Standard Mail rate.

c. Printed music, whether in bound or sheet form.

d. Printed objective test materials and their accessories used by or in behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.

e. Sound recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.

f. Playscripts and manuscripts for books, periodicals, and music.

g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Special Standard Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

h. Looseleaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

##### 1.3 Loose Enclosures

In addition to the enclosures and additions listed in E611, any printed matter that is mailable as Standard Mail (A) may be included loose with any qualifying material mailed at the Special Standard Mail rates.

##### 1.4 Enclosures in Books

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

a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an

order form, the envelope or card may be in addition to the order form permitted by 1.4b.

b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 1.4a.

c. Books may also contain announcements of books appearing as book pages. These announcements must be incidental, exclusively devoted to books and without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. No more than three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under 1.4a or 1.4b. [Delete current 1.5.]

## E625 Library Mail

### 1.0 BASIC STANDARDS

#### 1.1 Qualification

Library Mail is Standard Mail matter that meets the standards in E611, E613, and those below. Library Mail rates are based on the weight of each piece without regard to zone.

#### 1.2 Qualified Sender, Recipient, Content

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization. For Library Mail standards, these nonprofit organizations are defined in E670. Only the articles described in 1.4 through 1.5 may be mailed at the Library Mail rate.

#### 1.3 Preparation

When 1,000 or more pieces of identical weight are mailed at the Library Mail rates during a single day, the pieces must be prepared under M630.

#### 1.4 Mailable Items Sent Between

The following items may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or

associations; (2) any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising except for incidental announcements of books.

b. Printed music, whether in bound or sheet form.

c. Bound volumes of academic theses, whether in typewritten or duplicated form.

d. Periodicals, whether bound or unbound.

e. Sound recordings.

f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.

g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

#### 1.5 Mailable Items Sent "To" or "From"

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

a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.

b. Sound recordings.

c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.

d. Scientific or mathematical kits, instruments, or other devices.

e. Catalogs of the materials in 1.5a through 1.5d and guides or scripts prepared solely for use with such materials.

#### 1.6 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under E611:

a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 1.6b.

b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 1.6a.

c. With books, announcements of books appearing in book pages or as loose enclosures. These announcements of books must be incidental and exclusively devoted to books. They may not contain extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 1.6b.

d. With sound recordings, announcements of sound recordings appearing on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form permitted in 1.6b.

#### 1.7 Other Material

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under E611.

[Delete current 1.8.]

## E630 Presort Bulk Rates

### E631 Regular Standard Mail

#### 1.0 BASIC AND 3/5 RATES

Basic and 3/5 rates apply to Regular Standard Mail letters, flats, and machinable and irregular parcels, weighing less than 16 ounces, that are correctly prepared under M610. Basic rates apply to pieces that do not meet the standards for the 3/5 rates described below. Basic rate and 3/5 rate pieces may be prepared as part of the same mailing, subject to a single minimum volume standard. Pieces not presorted to 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:

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

prepared in 5-digit or 3-digit packages of 10 or more pieces each and placed in 5-digit or 3-digit trays.

b. In quantities of 150 or more upgradable letter-size pieces (as defined in M610) for a single 3-digit area and placed in 5-digit or 3-digit trays.

c. In a 5-digit or 3-digit package of 10 or more flat-size pieces and placed in a 5-digit or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.

d. In a 5-digit or 3-digit package of 10 or more flat-size pieces and sorted to the appropriate level of pallet.

e. In a 5-digit, destination ASF (if required), or destination BMC sack containing at least 10 pounds of machinable parcels. (The 3/5 rates are available only if all possible 5-digit sacks are prepared.)

f. On a 5-digit, destination ASF (if required), or destination BMC pallet of machinable parcels. (The 3/5 rates are available only if all possible 5-digit pallets are prepared.)

g. In a 5-digit or 3-digit sack of irregular parcels.

## 2.0 ZIP CODE ACCURACY

Effective 3 months from the date on which Classification Reform is implemented, 5-digit ZIP Codes included in addresses appearing on pieces claimed at Regular Basic and 3/5 rates must have been verified and corrected within 12 months of the date of mailing, using a USPS-approved method. Mailers must certify 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 throughout the 12-month period following its most recent update.

### *E632 Enhanced Carrier Route Standard Mail*

#### 1.0 BASIC STANDARDS

##### 1.1 General

Enhanced Carrier Route rates apply to Enhanced Carrier Route Standard Mail letters, flats, and irregular parcels (including merchandise samples distributed using detached address labels), weighing less than 16 ounces, that are presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces and correctly prepared under M620 to carrier routes (city carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units). Enhanced Carrier Route rate flats may not be more than 11-3/4 inches wide, 14 inches long, or 3/4 inch thick.

Merchandise samples with detached labels may exceed these dimensions if the labels meet the standards in A060.

##### 1.2 Pieces at Different Rates

An Enhanced Carrier Route mailing may include pieces at more than one Enhanced Carrier Route rate, subject to a single minimum volume standard.

##### 1.3 Carrier Route Information

Mailers must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Mailers must have updated the carrier route information within 90 days before the mailing date.

##### 1.4 Sequencing

Basic Carrier Route rate mail must be prepared in carrier walk sequence or line-of-travel (LOT) sequence, using official LOT schemes prescribed by the USPS (see M050). High Density and Saturation rate mailings must be prepared in carrier walk sequence, using official schemes prescribed by the USPS.

##### 1.5 Eligible Presort

Carrier Route rates apply to pieces as described below that are correctly presorted under M620. Basic Carrier Route rates apply unless pieces meet the additional standards in 1.6 and 1.7 to qualify for the High Density or Saturation rates. Pieces may qualify for the Carrier Route rates if:

a. In a carrier route package of 10 or more letter-size pieces placed in a full carrier route or any 5-digit carrier routes tray.

b. In a carrier route package of 10 or more flat-size pieces placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack.

c. In a carrier route package of 10 or more flat-size pieces correctly palletized under M045.

d. In a carrier route sack of irregular parcels containing 125 pieces or 15 pounds of pieces, in a carrier route carton(s) of merchandise samples prepared with detached address labels under A060 containing a total of 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. (Pieces must be in packages of 10 or more irregular parcels each if packaging is required under M610.)

##### 1.6 Addressing—High Density and Saturation Mail

High Density and Saturation rate mail may be prepared with detached address

labels, subject to A060, or with an alternative addressing format, subject to A040. High Density pieces must have a complete delivery address or an address in occupant or exceptional format. Saturation pieces addressed for delivery on a city carrier route must have a complete delivery address or an address in occupant or exceptional format, except that official mail from certain government entities may also use the simplified format. Saturation pieces for delivery on rural or highway contract routes, or through general delivery or a post office box, must have a complete delivery address or an alternative address format.

##### 1.7 Density Standards—High Density and Saturation Mail

High Density and Saturation rate mailings are subject to these density standards:

a. There is no minimum volume per 5-digit ZIP Code delivery area. Pieces need not be sent to all carrier routes within a 5-digit delivery area.

b. For the High Density rate, at least 125 pieces must be prepared for each carrier route for which that discount is claimed, except that fewer pieces may be prepared and the High Density rate may be claimed for carrier routes of 124 or fewer possible deliveries if a piece is addressed to every possible delivery on the route. Multiple pieces per delivery address can count toward this density standard.

c. For the Saturation rate, pieces must be addressed either to 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving this mail, except that mail addressed in the simplified address format must meet the 100% coverage standard in A040. Multiple pieces per delivery address do not count toward this delivery standard. Sacks with fewer than 125 pieces and less than 15 pounds of pieces may be prepared to a carrier route when the Saturation rate is claimed for the contents and the applicable density standard is met.

### *E633 Bulk Bound Printed Matter*

#### 1.0 BASIC INFORMATION

##### 1.1 Preparation

Bulk bound printed matter must meet the basic standards in E623 and the applicable preparation standards in M630. Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if the RCSC serving the office of mailing has authorized payment of postage by permit imprint. Each mailing

must contain 300 or more pieces of bound printed matter. Insurance, special delivery, special handling, and COD services may be used, but selective use of these services for individual parcels must be approved by the RCSC.

## 1.2 Additional Standards for Carrier Route

Carrier route bulk bound printed matter is subject to these additional standards:

a. Each mailing must contain 300 or more pieces presorted under M630 into groups of at least 10 pieces, 20 pounds, or 1,000 cubic inches each for the same carrier route, rural route, highway contract route, post office box section, or general delivery unit.

b. Residual pieces (not sorted as described in 1.2a) do not count toward the minimum specified in 1.2a, are ineligible for the carrier route presort level rate, and must have postage paid at the appropriate bulk bound printed matter rate. Residual pieces may be included in a carrier route presort rate mailing and be endorsed "Carrier Route Presort" or "CAR-RT SORT." The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5% of the total qualifying presorted carrier route pieces addressed to that 5-digit area. Residual pieces must be separated from the pieces that qualify for the carrier route rate and must be correctly prepared under M630.

c. Mailers must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Mailers must have updated the carrier route information within 90 days of the mailing date.

### *E634 Presorted Special Standard Mail*

#### 1.0 BASIC INFORMATION

The Presorted Special Standard Mail rates apply to Special Standard Mail rate matter mailed in minimum quantities at a place and time designated by the postmaster, subject to the preparation standards in M630. The size and content of each piece in the mailing does not need to be identical. Nonidentical pieces may be merged, presorted together, and presented as a single mailing either with postage paid with a permit imprint if authorized by the RCSC serving the post office of mailing, or with the correct postage affixed to each piece in the mailing.

## 2.0 PRESORT RATES

### 2.1 Mailing Fee

A mailing fee must be paid once each 12-month period at each office of mailing by or for any person who mails at the Presorted Special Standard Mail rates. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that in effect on the date of payment.

### 2.2 One Presort Level

A Presorted Special Standard Mail rate mailing receives only one level of presort rate. The mailer may, however, divide a mailing into two or more mailings with separate mailing statements to use both levels of presort rates. Pieces that do not qualify for a presort rate must be presented for mailing under a separate mailing statement if postage is paid with a permit imprint.

### 2.3 Definitions

For this standard:

a. A "full sack" means either at least eight pieces or a quantity of pieces equaling at least 1,000 cubic inches of volume or weighing from 20 to 70 pounds.

b. A "substantially full sack" means either at least four pieces or a quantity of pieces equaling at least 1,000 cubic inches of volume or weighing from 20 to 70 pounds.

### 2.4 5-Digit Rate

To qualify for the Presorted Special Standard Mail 5-digit rate, a piece must be in a mailing of at least 500 pieces receiving identical service, properly prepared and presorted either under M630 to full 5-digit sacks or under M045 to 5-digit pallets. These conditions also apply:

a. Mailings of at least 500 nonmachinable outside parcels may qualify for the Presorted Special Standard Mail 5-digit rate if prepared to preserve presort by 5-digit ZIP Code as prescribed by the mailing office postmaster. The postmaster may require up to a 24-hour notice before the mailing is presented.

b. Mailings prepared as palletized bundles must consist of 5-digit bundles each containing at least eight pieces, or a quantity of pieces equaling 1,000 cubic inches of volume or weighing 20 pounds. No bundle may exceed 40 pounds. If there is more than 20 pounds of mail to a 5-digit destination, mailers must prepare the minimum number of bundles that do not exceed 40 pounds each.

### 2.5 BMC Rate

To qualify for the Presorted Special Standard Mail BMC rate, a piece must be in a mailing of at least 500 sacked pieces receiving identical service, properly prepared and presorted either under M630 to full or substantially full bulk mail center (BMC) sacks or under M045 to BMC pallets. Mailings of at least 500 nonmachinable outside parcels may qualify for the Presorted Special Standard Mail BMC rate if prepared to preserve presort by BMC as prescribed by the mailing office postmaster. The postmaster may require up to a 24-hour notice before the mailing is presented.

### *E639 Nonprofit Standard Mail*

[Text of current eligibility standards in E331 and E332 is retained and renumbered for nonprofit rates only as E639.1.0; text of current eligibility standards in E333 and E334 is retained and renumbered for nonprofit rates only as E639.2.0 and 3.0, respectively.]

## 1.0 BASIC AND 3/5 RATES

### 1.1 Qualifying Pieces

Basic and 3/5 rates apply to Nonprofit Standard Mail letters, flats, and machinable and irregular parcels, weighing less than 16 ounces, that are correctly prepared under M692. Basic rates apply to pieces that do not meet the standards for the 3/5 rates described below. Basic rate and 3/5 rate pieces may be prepared as part of the same mailing, subject to a single minimum volume standard. Pieces not presorted to 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 correctly prepared:

a. In 5-digit or 3-digit packages of 10 or more pieces each, placed in 5-digit or 3-digit sacks that contain at least 125 pieces or 15 pounds of pieces.

b. In 5-digit or 3-digit packages of 10 or more pieces each, placed in 5-digit or 3-digit trays.

c. In full or overflow 5-digit, 3-digit, or SCF trays, prepared under the standards for ZIP+4 tray-based mailings in M891.

d. In 5-digit packages of 10 or more pieces each, or 3-digit packages of 50 or more pieces each, prepared under the standards for ZIP+4 package-based mailings in M892.

e. In 5-digit, 3-digit, or SCF trays, prepared under the standards for letter-size ZIP+4 Barcoded tray-based mailings in M893.

f. In 5-digit packages of 10 or more pieces each, or 3-digit packages of 50 or more pieces each, prepared under the standards for letter-size ZIP+4 Barcoded



package-based mailings in M894 and M895.

g. In 5-digit or 3-digit packages of 10 or more pieces each, prepared under the standards for flat-size 3/5 ZIP+4 Barcoded rate mailings in M897.

h. In a 5-digit or 3-digit package of 10 or more pieces palletized under M045.

i. In a 5-digit, destination ASF (if required), or destination BMC sack containing at least 10 pounds of machinable parcels. (The 3/5 rates are available only if all possible 5-digit sacks are prepared.)

j. On a 5-digit or destination BMC pallet of machinable parcels. (The 3/5 rates are available only if all possible 5-digit pallets are prepared.)

k. In a 5-digit or 3-digit sack of irregular parcels.

## 1.2 Optional Preparation

At the mailer's option, Nonprofit Standard Mail may be prepared under the standards for Regular Standard Mail in M610, including presort. Under this option, Nonprofit Standard Mail can claim Nonprofit Basic or 3/5 rates, and may be combined (comailed) with Regular Standard Mail in the same mailing, if all corresponding eligibility standards in E631 for Regular Basic and 3/5 rates, respectively, are met. Presort of the combined mailing is based on the total combined volume of pieces.

## 1.3 Carrier Route Pieces

A 3/5 rate mailing may not include pieces claimed at the carrier route presort or walk-sequence rates. The 3/5 rate pieces and carrier route presort or walk-sequence rate pieces may be reported on the same mailing statement only under D600.

## 2.0 CARRIER ROUTE RATES

### 2.1 General

All pieces in a carrier route rate mailing must be presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces prepared under M693 to carrier routes (city carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units). Pieces may not be more than 11<sup>3</sup>/<sub>4</sub> inches wide, 14 inches long, or <sup>3</sup>/<sub>4</sub> inch thick. Merchandise samples with detached labels may exceed these dimensions if the labels meet the standards in A060.

### 2.2 Optional Preparation

At the mailer's option, carrier route Nonprofit Standard Mail may be prepared under the standards for Enhanced Carrier Route Standard Mail in M620, including presort. Under this option, Nonprofit Standard Mail can

claim Nonprofit carrier route rates, and may be combined (comailed) with Enhanced Carrier Route Standard Mail in the same mailing, if all corresponding eligibility standards in E632 for Enhanced Carrier Route Basic Carrier Route rate are met. Presort of the combined mailing is based on the total combined volume of pieces.

### 2.3 Other Rates

A carrier route rate mailing may include pieces claimed at the basic rate if the entire mailing meets the standard in 3.1. The basic rate pieces must be prepared under M692, but they do not have to meet a separate 200-piece/50-pound minimum. A carrier route rate mailing may not include pieces claimed at the 3/5 rates. The 3/5 rate and carrier route rate pieces may be reported on the same mailing statement only under D600.

### 2.4 Required Listing

At the time of mailing, the mailer must give the post office a list of the number of qualifying pieces to each 5-digit ZIP Code area. After the first mailing, the postmaster may authorize the mailer to keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to USPS satisfaction.

### 2.5 Carrier Route Information

Mailers must presort mail to carrier routes using the current USPS Carrier Route Information System (CRIS) scheme (see A930). Mailers must have incorporated CRIS changes in their mailings within 90 days before the date of mailing.

### 2.6 Qualifying Presort

Each qualifying piece must be correctly prepared under M693 as part of a group of 10 or more pieces in the same carrier route package that, in turn, is placed in a carrier route, 5-digit carrier routes, or 3-digit carrier routes tray or sack. To carrier route and 5-digit carrier routes destinations, trays must be full and sacks must contain at least 125 pieces or 15 pounds of pieces.

Qualifying mail also includes:

a. Carrier route packages in a 5-digit carrier routes tray that is less than full, or in a 5-digit carrier routes sack that contains fewer than 125 pieces and less than 15 pounds of pieces if that 5-digit area does not have enough residential deliveries to meet the applicable full tray or 125-piece/15-pound sack minimum at a 90% saturation level.

b. The last tray or sack to a 3-digit ZIP Code destination. The last tray may be

less than full and the last sack may contain fewer than 125 pieces and less than 15 pounds of pieces.

c. Carrier route packages correctly palletized under M045.

## 2.7 Residual

Residual pieces are those not presorted under M693 to qualify for carrier route rates. These pieces may be included in a carrier route rate mailing and may be marked "Carrier Route Presort," subject to these conditions:

a. Residual pieces do not count toward the minimum quantity for carrier route rates.

b. The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5% of the total qualifying carrier route presort pieces addressed to that 5-digit ZIP Code area.

c. Residual pieces are not eligible for the carrier route rate and must have postage paid at the basic rate and must be prepared as specified in M693.

## 3.0 WALK-SEQUENCE RATES

### 3.1 General

All pieces in a walk-sequence rate mailing must be presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces correctly presorted to carrier routes (city carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units). Subject to compliance with these standards, the saturation walk-sequence rate may be claimed by pieces in both the "letters" and "other-than-letters" categories. The 125-piece walk-sequence rate may be claimed only by pieces in the "other-than-letters" category, as defined in E612.

### 3.2 Optional Preparation

At the mailer's option, carrier route Nonprofit Standard Mail may be prepared under the standards for Enhanced Carrier Route Standard Mail in M620, including presort. Under this option, Nonprofit Standard Mail can claim Nonprofit 125-piece walk-sequence or saturation walk-sequence rates, and may be combined (comailed) with Enhanced Carrier Route Standard Mail in the same mailing, if all corresponding eligibility standards in E632 for Enhanced Carrier Route High Density or Saturation rates are met. Presort of the combined mailing is based on the total combined volume of pieces.

### 3.3 Other Rates

A walk-sequence rate mailing may include pieces claimed at the carrier route and basic rates, but only the carrier route pieces count toward the standard in 3.1. The basic rate pieces

must be prepared as required for residual pieces under 1.0, but they do not have to meet a separate 200-piece/50-pound minimum. When presented to the USPS, the trays or sacks containing the walk-sequence rate pieces must be separated from other trays or sacks. Any effective separation method may be used. A walk-sequence rate mailing may not include pieces claimed at the 3/5 rate. The 3/5 rate and walk-sequence rate pieces may be reported on the same mailing statement only under D600.

### 3.4 Addressing

Walk-sequence rate mail must meet these addressing standards:

- a. Mailings may be prepared with detached address labels, subject to A060.
- b. Pieces prepared with an alternative addressing format must meet the applicable standards in A040.
- c. For the 125-piece walk-sequence discount, each piece must have a complete delivery address or an address in occupant or exceptional format.
- d. For the saturation walk-sequence discount, each piece addressed for delivery on a city carrier route must have a complete delivery address or an address in occupant or exceptional format, except that official mail from certain government entities may also use the simplified format. Pieces for delivery on rural or highway contract routes, or through general delivery or a post office box, must have a complete delivery address or an alternative address format.

### 3.5 Density Standards

Walk-sequence rate mailings are subject to these density standards:

- a. There is no minimum volume per 5-digit ZIP Code delivery area. Walk-sequence mail need not be sent to all carrier routes within a 5-digit delivery area.
- b. For the 125-piece walk-sequence discount, at least 125 walk-sequenced pieces must be prepared for each carrier route for which that discount is claimed, except that for carrier routes of 124 or fewer possible deliveries, the 125-piece walk-sequence discount may be claimed if a piece is addressed to every possible delivery on the route. Multiple pieces per delivery address can count toward this density standard.
- c. For the saturation walk-sequence discount, pieces must be addressed either to 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving this mail, except that mail addressed in the simplified address format must meet the

coverage standard in A040. Multiple pieces per delivery address do not count toward this density standard.

d. Sacks with fewer than 125 pieces and less than 15 pounds of pieces may be prepared to a carrier route when a walk-sequence discount is claimed for the contents and the applicable density standard in 3.5b or 3.5c is met.

### *E640 Automation-Based Rates*

#### *E641 Automation Rates*

### 1.0 BASIC STANDARDS

#### 1.1 All Pieces

All pieces in an Automation Standard Mail mailing must:

- a. Meet all the basic standards for Standard Mail in E611 and E612.
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Standard Mail.
- c. Be in the same processing category and meet the physical standards in C810 (letters and cards) or C820 (flats).
- d. Bear an address that includes the correct numeric 5-digit ZIP Code or ZIP+4 code, or the correct numeric equivalent to the delivery point barcode (DPBC).
- e. Meet the address quality and coding standards in 1.2 (if applicable), A800, and A950.
- f. Be marked, presorted, and documented as specified in M891 (letters and cards) or M892 (flats).
- g. Meet the postage payment standards in P013 and P600.
- h. Bear an accurate barcode, either the correct DPBC if a card or letter (on the piece or on an insert showing through a barcode window) or the correct ZIP+4 barcode or DPBC if a flat, that meets the barcode standards in C840. A letter-size mailpiece with a barcode window in the lower right corner must have the correct DPBC appearing through that window.

#### 1.2 Carrier Route Information

Mailers must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Mailers must have updated the carrier route information within 90 days before the mailing date. Carrier route rates for letter-size mail are available only for those 5-digit ZIP Code areas identified in the USPS AIS products used for address coding.

#### 1.3 Enclosed Reply Envelopes and Cards

Effective January 1, 1997, all courtesy reply and business reply envelopes and cards provided to addressees as enclosures in Automation Standard

Mail must bear the correct facing identification mark (FIM) and delivery point barcode for the delivery address of the reply piece and must meet the automation compatibility standards in C810 or C820, as appropriate. Mailers must certify that this standard has been met when the corresponding mail is presented to the USPS.

### 2.0 RATE APPLICATION

#### 2.1 Letters and Cards

Automation Standard Mail rates apply to each piece that is correctly presorted under M810 into the corresponding qualifying groups:

- a. Pieces in full carrier route trays, or in carrier route packages of 10 or more pieces each placed in 5-digit carrier routes trays, qualify for the Automation Carrier Route rate. (Preparation to qualify for the Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area.)
- b. Groups of 150 or more pieces in 5-digit trays (and all pieces in one less-than-full overflow tray) qualify for the Automation 5-Digit rate. (Preparation to qualify for the 5-Digit rate is optional.)
- c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the Automation 3-Digit rate.
- d. Pieces in full or overflow AADC trays and in all mixed AADC trays qualify for the Automation Basic rate.

#### 2.2 Flats

Automation Standard Mail rates apply to each piece that is correctly presorted under M820 into the corresponding qualifying groups:

- a. Pieces in 5-digit or 3-digit packages of 10 or more pieces each qualify for the Automation 3/5 rate.
- b. Pieces in ADC or mixed ADC packages qualify for the Automation Basic rate.

### *E649 Nonprofit Automation Rates*

[Text of current eligibility standards in E342, E344, and E345 is retained and renumbered for nonprofit rates only as E649.1.0, 2.0, and 3.0, respectively.]

### 1.0 ZIP+4 DISCOUNTS

#### 1.1 All Pieces

All pieces in a Nonprofit Standard Mail ZIP+4 rate mailing must:

- a. Meet the standards in E611 and E612.
- b. Be presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces.
- c. Meet the physical standards in C810.
- d. Have an delivery address with the correct numeric ZIP+4 code or the

correct numeric 5-digit ZIP Code. If prepared with a delivery point barcode (DPBC), it may also bear the numeric equivalent to the DPBC.

e. Meet the address quality and coding standards of A800 and A950.

f. Meet the standards in C830 or, for pieces with the correct DPBC, the barcode standards in C840.

g. Be marked, presorted, and documented as specified in M891 or M892.

h. Meet the postage payment standards in P013 and P600.

i. Separately qualify under the standard for any other discount claimed.

## 1.2 Rate Application

Nonprofit ZIP+4 rates apply to each piece that also:

a. Is correctly presorted under M891 or M892 into the corresponding qualifying groups described in 1.7 and 1.8.

b. Has an address with the correct numeric ZIP+4 code or bears the correct DPBC.

## 1.3 Barcode Window

A mailpiece meeting the standards in 1.1 and 1.2, but with a barcode window in the lower right corner, may be eligible for any Nonprofit automation rate only if the correct DPBC appears through the window.

## 1.4 5-Digit Barcodes

Nonprofit ZIP+4 rate mailings may include pieces with correct 5-digit barcodes if those pieces meet the standards in 1.1 and 1.2 and the standards for 5-digit barcodes in C840. Such pieces may qualify for the Nonprofit ZIP+4 rates only if the barcode is printed on the piece and the address contains the correct numeric ZIP+4 code.

## 1.5 ZIP+4 Barcodes

Nonprofit ZIP+4 rate mailings may include pieces with correct ZIP+4 barcodes if the barcode is located in the address block and those pieces meet the standards in 1.1 and 1.2 and the standards for ZIP+4 barcodes in C840. Such pieces may qualify for Nonprofit ZIP+4 rates only if, additionally, the address contains the correct numeric ZIP+4 code. Pieces that bear a ZIP+4 barcode in the lower right corner may not be included in a Nonprofit ZIP+4 rate mailing.

## 1.6 85% Rule

At least 85% of all pieces in a Nonprofit ZIP+4 rate mailing (regardless of presort or rate) must bear the correct numeric ZIP+4 code or DPBC for the delivery address, as defined by the

address quality and coding standards in A800 and A950. The 85% requirement applies to each mailing unless excepted by other standards.

## 1.7 Qualifying Tray-Based Presort

In tray-based presort mailings under M891, ZIP+4 coded or DPBC pieces in full or overflow 5-digit, 3-digit, and SCF trays qualify for the Nonprofit 3/5 ZIP+4 rate; other pieces qualify for the Nonprofit 3/5 rate. One less-than-full SCF tray for the origin SCF is permitted. ZIP+4 coded or DPBC pieces in AADC, mixed AADC, or working residual trays qualify for the Nonprofit Basic ZIP+4 rate; other pieces qualify for the Nonprofit Basic rate.

## 1.8 Qualifying Package-Based Presort

In package-based presort mailings under M892, ZIP+4 coded or DPBC pieces in 5-digit packages of 10 or more pieces each, and 3-digit packages of 50 or more pieces each, qualify for the Nonprofit 3/5 ZIP+4 rate; other pieces in these packages qualify for the Nonprofit 3/5 rate. Residual ZIP+4 coded or DPBC pieces qualify for the Nonprofit Basic ZIP+4 rate; other pieces qualify for the Nonprofit Basic rate.

## 2.0 BARCODED DISCOUNTS (LETTER-SIZE PIECES)

### 2.1 All Pieces

All pieces in a Nonprofit Standard Mail Barcoded rate letter-size mailing must:

a. Meet the standards in E611 and E612.

b. Be presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces.

c. Meet the physical standards in C810.

d. Bear a delivery address that includes the correct numeric ZIP+4 code or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).

e. Meet the address quality and coding standards of A800 and A950.

f. Be marked, presorted, and documented as specified in M893, M894, or M895.

g. Meet the postage payment standards in P013 and P600.

h. Separately qualify under the standard for any other discount claimed.

i. Either bear the correct DPBC meeting the barcode standards in C840 or meet the applicable standards in 2.5.

### 2.2 Rate Application

Nonprofit Barcoded rates apply to each piece that also:

a. Is correctly presorted under M893, M894, or M895 into the corresponding

qualifying groups described in 2.8, 2.9, and 2.10.

b. Bears the correct DPBC that meets the barcode standards in C840.

c. Meets the applicable standards in 2.3 through 2.7.

## 2.3 Optional Preparation

At the mailer's option, barcoded Nonprofit Standard Mail may be prepared under the standards for Automation Standard Mail in M820, including presort. Under this option, barcoded Nonprofit Standard Mail can claim Nonprofit carrier route, 5-Digit Barcoded, 3-Digit Barcoded, and Basic Barcoded rates, and may be combined (comailed) with Automation Standard Mail in the same mailing, if all corresponding eligibility standards in E631 and E641 for Automation Carrier Route, 5-Digit, 3-Digit, and Basic rates, respectively, are met. Presort of the combined mailing is based on the total combined volume of pieces.

## 2.4 Barcode Window

A mailpiece weighing 3 ounces or less, meeting the standards in 2.1 through 2.3 but with a barcode window in the lower right corner, may be eligible for any Nonprofit automation rate only if the correct DPBC appears through the window.

## 2.5 Pieces Without DPBCs

Subject to 2.5 and 2.6, Nonprofit Barcoded rate mailings may also include nonbarcoded, 5-digit barcoded, or ZIP+4 barcoded pieces if each such piece (regardless of rate) meets the standards in 2.1, has a barcode clear zone in the lower right corner meeting the reflectance standards in C840, meets the applicable 5-digit or ZIP+4 barcode standards in C840, and does not have a window in the lower right corner. Additionally, to qualify for a Nonprofit ZIP+4 rate, subject to 2.8, 2.9, and 2.10:

a. Nonbarcoded and 5-digit barcoded pieces must bear an address with the correct ZIP+4 code and meet the standards in C830.

b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, and bear an address with the correct ZIP+4 code.

## 2.6 85% Rule

Subject to 2.7, at least 85% of all pieces in a Nonprofit Barcoded rate mailing (regardless of presort or rate) must bear the correct DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. The 85% requirement applies to each mailing unless excepted by other standards.

### 2.7 100% Barcoding

Each piece must bear the correct delivery point barcode:

- a. In 5-digit trays in a tray-based mailing under M893.
- b. In 5-digit packages in a package-based mailing under M894 or M895.
- c. In any mailing containing heavy letters (as defined in C810).

### 2.8 Qualifying Tray-Based Presort

In tray-based presort mailings under M893:

- a. Pieces in full or overflow 5-digit trays qualify for the 5-digit Nonprofit Barcoded rate.
- b. In full or overflow 3-digit and SCF trays, DPBC pieces qualify for the 3-digit Nonprofit Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit 3/5 ZIP+4 rate; other pieces qualify for the Nonprofit 3/5 rate. One less-than-full SCF tray for the SCF serving the post office where the mailing is entered is permitted.
- c. In AADC, mixed AADC, and working trays, DPBC pieces qualify for the Nonprofit Basic Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit Basic ZIP+4 rate; other pieces qualify for the Nonprofit Basic rates.

### 2.9 Qualifying Two-Tier Package-Based Presort

In two-tier package-based presort mailings under M894:

- a. Pieces in 5-digit packages of 10 or more pieces each qualify for the Nonprofit 5-digit Barcoded rate.
- b. In 3-digit packages of 50 or more pieces each, DPBC pieces qualify for the Nonprofit 3-digit Barcoded rates; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit 3/5 ZIP+4 rate; other pieces qualify for the Nonprofit 3/5 rate.
- c. In the residual portion, DPBC pieces qualify for the Nonprofit Basic Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit Basic ZIP+4 rate; other pieces qualify for Nonprofit Basic rate.

### 2.10 Qualifying Three-Tier Package-Based Presort

In three-tier package-based presort mailings under M895:

- a. Pieces in 5-digit packages of 10 or more pieces each in the 5-digit presort tier qualify for the Nonprofit 5-digit Barcoded rate.
- b. In 3-digit packages of 50 or more pieces each in the 3-digit presort tier, DPBC pieces qualify for the Nonprofit 3-digit Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit 3/5 ZIP+4 rate; other pieces qualify for the Nonprofit 3/5 rate.

c. In the residual presort tier, DPBC pieces qualify for the Nonprofit Basic Barcoded rate; subject to 2.5, ZIP+4 coded non-DPBC pieces qualify for the Nonprofit Basic ZIP+4 rate; other pieces qualify for the Nonprofit Basic rate.

### 3.0 ZIP+4 BARCODED DISCOUNTS (FLAT-SIZE PIECES)

#### 3.1 All Pieces

All pieces in a Nonprofit Standard Mail ZIP+4 Barcoded rate flat-size mailing must:

- a. Meet the standards in E611 and E612.
- b. Be presented at one post office as part of a single mailing of at least 200 pieces or 50 pounds of pieces.
- c. Meet the physical standards in C820.
- d. Bear a delivery address that includes the correct numeric ZIP+4 code or 5-digit ZIP Code (or, only if prepared with a delivery point barcode (DPBC), the numeric equivalent to the DPBC).
- e. Meet the address quality and coding standards of A800 and A950.
- f. Bear the correct 5-digit, ZIP+4, or DPBC, subject to C840, except for pieces in specific portions of mailings prepared under M897.
- g. Be marked, presorted, and documented as specified in M897.
- h. Meet the postage payment standards in P013 and P600.
- i. Separately qualify under the standard for any other discount claimed.

#### 3.2 Rate Application

Nonprofit ZIP+4 Barcoded rates apply to each piece that also:

- a. Is correctly presorted under M897 into the qualifying groups described in 3.6.
- b. Bears the correct ZIP+4 or DPBC.

#### 3.3 Optional Preparation

At the mailer's option, barcoded Nonprofit Standard Mail may be prepared under the standards for Automation Standard Mail in M820, including presort. Under this option, barcoded Nonprofit Standard Mail can claim Nonprofit 3/5-Digit Barcoded and Basic Barcoded rates, and may be combined (comailed) with Automation Standard Mail in the same mailing, if all corresponding eligibility standards in E631 and E641 for Automation 3/5 and Basic rates, respectively, are met. Presort of the combined mailing is based on the total combined volume of pieces.

#### 3.4 5-Digit Barcodes

Nonprofit ZIP+4 Barcoded rate mailings may include pieces with correct 5-digit barcodes if those pieces meet the standards in 3.1 through 3.3

and the standards for 5-digit barcodes in C840. Pieces with a 5-digit barcode could be eligible for a presort rate under 3.6.

#### 3.5 85% Rule

Generally, at least 85% of all pieces in a Nonprofit ZIP+4 Barcoded rate mailing (regardless of presort or rate) must bear the correct ZIP+4 or DPBC for the delivery address, as defined by the standards for address quality and coding accuracy in A800 and A950. Remaining pieces must bear the correct 5-digit barcode meeting the applicable standards in C840. The 85% requirement applies to each mailing unless excepted by other standards. Nonprofit ZIP+4 Barcoded rate mailings not meeting the 85% rule must be prepared under corresponding standards in M897.

#### 3.6 Presort

In 5-digit or 3-digit packages of 10 or more pieces each, ZIP+4 or DPBC pieces can qualify for the Nonprofit 3/5 ZIP+4 Barcoded rate; 5-digit barcoded (and nonbarcoded pieces where permitted) pieces qualify for the Nonprofit 3/5 rate. In SCF packages of 10 or more pieces each, or in residual packages, ZIP+4 or DPBC pieces qualify for the Nonprofit Basic ZIP+4 Barcoded rate for flats; 5-digit barcoded pieces qualify for the Nonprofit Basic rate.

#### *E650 Destination Entry Discounts*

#### *E651 Regular, Nonprofit, Enhanced Carrier Route, and Automation Standard Mail*

[Text of current E350; in 1.4, replace "bulk third-class mail" with "bulk rate Standard Mail (A)"; in 3.9, replace "third-class mail" with "Standard Mail (A)"; revise 1.1 and 7.1 as shown below; in 5.3 and 6.2, delete "SDC"; no other change in text.]

### 1.0 BASIC STANDARDS

#### 1.1 Rate Application

Regular, Nonprofit, Enhanced Carrier Route, and Automation Standard Mail meeting the basic standards in E611 and E612 may qualify for the destination BMC, SCF, or DDU entry rates if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in 5.0, 6.0, and 7.0, respectively. Only one destination reduction may be claimed for each mailpiece.

\* \* \* \* \*

7.0 DELIVERY UNIT DISCOUNT

7.1 Definition

For this standard, "destination delivery unit (DDU)" refers to a facility designated by the USPS where sequencing is performed for the carrier route (city carrier route, rural route, highway contract route, post office box section, or general delivery unit) serving the delivery address on the mailpiece.

\* \* \* \* \*

[Delete 7.3.]

E652 Parcel Post

[Text of current E450; in 1.4, replace "fourth-class" with "Standard Mail (B)"; no other change in text.]

E670 Nonprofit (Special) Bulk Rates

[Text of current E370; in 1.1, 1.3, 2.1, 3.1, 3.3, 4.1, 4.2, 5.1, 5.2, 5.3, 5.4, 5.4a, 5.4b, 5.4c, 5.4d(1), 5.6a, 5.6b, 5.6b(1), 5.6b(2), 5.6b(3), 5.6e, 5.8, 5.9, 5.10, 5.11, 5.12, 6.0, 7.1, 7.3, 8.1, 8.3, 9.1, 9.2, 9.3, 9.4, 11.1, and 11.4, replace "special bulk third-class rate[s]," "special bulk rate[s]," or "special rate[s]" with "Nonprofit Standard Mail rate[s]"; in 1.3, replace "for all bulk third-class mail in E311 and E312" with "in E611 and E612"; in 3.3, 5.4d(2), 5.11, 9.2, and 9.3b, replace "third-class" with "Standard Mail (A)"; in 5.8d, correct the reference from E211.11.0 to E211; in 5.10c, correct the reference from E370.5.0 to 5.0. No other change in text.]

F FORWARDING AND RELATED SERVICES

F000 Basic Services

F010 Basic Information

[In 3.0d, replace "fourth-class" and "third-class" with "Standard Mail (B)" and "Standard Mail (A)," respectively; in Exhibit 4.2, 5.2, 5.2a, 5.2b, 5.2e, 5.2f, 5.2g, 6.1, and 7.2, replace "second-class" with "Periodicals"; in 4.6b, 5.2e, the table following 5.2g, 6.1, 7.1, and 8.1e, replace "third- or fourth-class" with "Standard Mail"; in 4.6d and 6.3, replace "fourth-class" with "Standard Mail (B)"; in 5.3, 5.3a, 5.3f, 5.3g, the table following 5.3g, 6.2, 8.1a, 8.1b, and 8.1e, replace "[T]hird-class" with "Standard Mail (A)"; in 5.4, 5.4b, 5.4c, 5.4d, and 5.4e, replace "[F]ourth-class" with "Standard Mail (B)"; in 7.1a and 7.2, replace "second-, third-, or fourth-class" with "Periodicals or Standard Mail"; in 7.4, replace "special fourth-class" with "Special Standard Mail"; in 8.1e, replace "third- and fourth-class" with "Standard Mail"; no other change in text.]

F020 Forwarding

[In 2.3, 2.4, and 2.6, replace "First-, second-, and fourth-class mail and all single-piece rate third-class mail" with "First-Class, Periodicals, Standard Mail (B), and single-piece rate Standard Mail (A)"; in 3.4, replace "Second-[C]lass" with "Periodicals"; in 3.5, replace "Third-[C]lass," "fourth-class," and "Special Fourth-Class" with "Standard Mail (A)," "Standard Mail (B)," and "Special Standard Mail," respectively; in 3.6, replace "[F]ourth-[C]lass" with "Standard Mail (B)"; no other change in text.]

F030 Address Correction, Address Change, and Return Services

[In 1.2 and 2.3, replace "[S]econd-[C]lass" with "Periodicals"; in 1.3, replace "third- and fourth-class" and "First-, third-, or fourth-class" with "Standard Mail" and "First-Class and Standard Mail," respectively; in 3.2d, replace "third-class" with "Standard Mail (A)"; in 3.2e, replace "fourth-class" with "Standard Mail (B)"; no other change in text.]

G GENERAL INFORMATION

[No change in Module G.]

L Labeling Lists

L000 General Use

L001 Optional Multi-ZIP Coded Post Offices

As permitted by the standards for the rate claimed, Preferred Periodicals mailings may be sorted to the following multicode cities.

\* \* \* \* \*

L002 3-Digit Destinations and SCFs

Instructions

[Revise the fourth paragraph and footnote 1 as follows:]

\* \* \* \* \*

SCFs for which mailers may claim destination SCF Standard Mail (A) rates or SCF zone Periodicals rates are the SCFs serving a single 3-digit ZIP Code area marked with three bullets in Column A, and the SCFs serving more than one 3-digit ZIP Code area in Column B. Their respective service areas are listed in Column C. Pieces for ZIP Code areas not listed in Column C may not be claimed at SCF rates.

\* \* \* \* \*

<sup>1</sup>=Mail destined in 3-digit ZIP Code area 008 must be labeled as shown in L601 for Standard Mail machinable parcels and in L004 for all other mail.

\* \* \* \* \*

L003 Combined 3-Digit ZIP Code Prefix Sortation

When permitted by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in column A may be combined in trays labeled to the corresponding destination shown in column B. Line 2 on tray labels must include "SCHEME" except as shown below.

Column A 3-Digit ZIP Code Prefix Combinations	Column B Label to
006-009 .....	SAN JUAN PR 006
010, 011, 013.	SPRINGFIELD MA 010
014, 015, 017.	WORCESTER MA 015
018, 019, 055.	MIDDLESEX-ESSEX MA 018
020, 023, 024.	BROCKTON MA 023
021, 022 .....	BOSTON MA 021
025, 026 .....	BUZZARDS BAY MA 025
027, 028 .....	PROVIDENCE RI 028
035, 036, 051-053, 059.	WHITE RIVER JCT VT 051 SCHEME B
037, 050 .....	WHITE RIVER JCT VT 050 SCHEME C
038, 039 .....	PORTSMOUTH NH 038
043, 045 .....	PORTLAND ME 043
054, 056 .....	BURLINGTON VT 054
057, 058 .....	WHITE RIVER JCT VT 057 SCHEME A
068, 069 .....	STAMFORD CT 068
074, 076 .....	HACKENSACK NJ 076
077, 088 .....	KILMER NJ 088
078, 079 .....	WEST JERSEY NJ 078
080, 081 .....	SOUTH JERSEY NJ 080 SCHEME A
082-084 .....	SOUTH JERSEY NJ 082 SCHEME B
085-087 .....	TRENTON NJ 085
110, 113, 114, 116.	QUEENS NY 110
120-123 .....	ALBANY NY 120
124, 125, 127.	MID-HUDSON NY 125
130-132 .....	SYRACUSE NY 130
133, 134 .....	UTICA NY 133
137-139 .....	BINGHAMTON NY 137
140-143 .....	BUFFALO NY 140
155, 157 .....	JOHNSTOWN PA 155
164, 165 .....	ERIE PA 164
169, 177 .....	WILLIAMSPORT PA 169
180, 181, 183.	LEHIGH VALLEY PA 180
191, 192 .....	PHILADELPHIA PA 191
193, 194 .....	SOUTHEASTERN PA 193
197-199 .....	WILMINGTON DE 197
202-205 .....	WASHINGTON DC 202
208, 209 .....	SUBURBAN MD 208
210, 211, 219.	BALTIMORE MD 210
240, 241 .....	ROANOKE VA 240
250-252 .....	CHARLESTON WV 250
280, 281, 297.	CHARLOTTE NC 280 SCHEME A74
293, 296 .....	GREENVILLE SC 296
300, 301 .....	NORTH METRO GA 300

Column A 3-Digit ZIP Code Prefix Combinations	Column B Label to	Column A 3-Digit ZIP Code Prefix Combinations	Column B Label to
303, 311, 399.	ATLANTA GA 303	894, 895, 897.	RENO NV 894
310, 312 .....	MACON GA 310	873, 877, 878, 881, 883, 884.	ALBUQUERQUE NM 873
318, 319 .....	COLUMBUS GA 318	889-891 .....	LAS VEGAS NV 890
334, 349 .....	W PALM BEACH FL 334	902-905 .....	INGLEWOOD CA 902
335, 346 .....	TAMPA FL 335	906-908 .....	LONG BEACH CA 907
369, 393 .....	JACKSON MS 393 SCHEME B	913, 914 .....	VAN NUYS CA 913
377-379 .....	KNOXVILLE TN 377	917, 918 .....	INDUSTRY CA 917
390, 391 .....	JACKSON MS 390 SCHEME A	919-921 .....	SAN DIEGO CA 920
400, 401, 471.	LOUISVILLE KY 400	923-925 .....	SAN BERNARDINO CA 923
410, 470 .....	CINCINNATI OH 410 SCHEME A	926, 927 .....	SANTA ANA CA 926
430, 431, 433.	COLUMBUS OH 430 SCHEME A	940, 943, 944.	SAN FRANCISCO CA 940 SCHEME A
434-436 .....	TOLEDO OH 434	945, 948 .....	OAKLAND CA 945 SCHEME A
437, 438 .....	COLUMBUS OH 437 SCHEME B	946, 947 .....	OAKLAND CA 946 SCHEME B
442, 443 .....	AKRON OH 442	952, 953 .....	STOCKTON CA 952
444, 445 .....	YOUNGSTOWN OH 444	956, 957 .....	SACRAMENTO CA 956
446, 447 .....	CANTON OH 446	962-966 .....	SAN FRANCISCO CA 962 SCHEME B
450, 451 .....	CINCINNATI OH 450 SCHEME B	967-969 .....	HONOLULU HI 967
460-462 .....	INDIANAPOLIS IN 460		
463, 464 .....	GARY IN 463		
465, 466 .....	SOUTH BEND IN 465		
467, 468 .....	FORT WAYNE IN 467		
480, 483 .....	ROYAL OAK MI 480		
484, 485 .....	FLINT MI 484		
486, 487 .....	SAGINAW MI 486		
488, 489 .....	LANSING MI 488		
490, 491 .....	KALAMAZOO MI 490		
498, 499 .....	IRON MOUNTAIN MI 498		
500-502 .....	DES MOINES IA 500 SCHEME A		
503, 509 .....	DES MOINES IA 503 SCHEME B		
515, 516, 680.	OMAHA NE 680		
522, 523 .....	CEDAR RAPIDS IA 522		
527, 528, 612.	ROCK ISLAND IL 612		
535, 538 .....	MADISON WI 535		
540, 550 .....	ST PAUL MN 550		
541, 542 .....	GREEN BAY WI 541		
590-593, 595, 596, 821.	BILLINGS MT 590		
600, 602 .....	PALATINE IL 600		
601, 603 .....	CAROL STREAM IL 601		
610, 611 .....	ROCKFORD IL 610		
615, 616 .....	PEORIA IL 615		
618, 619 .....	CHAMPAIGN IL 618		
620, 622, 630, 633.	ST LOUIS MO 630		
654, 655 .....	SPRINGFIELD MO 654 SCHEME A		
656, 657 .....	SPRINGFIELD MO 656 SCHEME B		
670, 671 .....	WICHITA KS 670		
710, 711 .....	SHREVEPORT LA 710 SCHEME A		
713, 714 .....	SHREVEPORT LA 713 SCHEME B		
752, 753 .....	DALLAS TX 752		
786, 789 .....	AUSTIN TX 786		
808, 809 .....	COLORADO SPRINGS CO 808		
840-844 .....	SALT LAKE UT 840		

**L004 Area Distribution Centers (ADCs)**

[Text of current L101 with no change except revise footnote 2 as follows:]

\* \* \* \* \*

<sup>2</sup> For Periodicals and Standard Mail (A) mailings of barcoded flats.

\* \* \* \* \*

[Delete current L201, L202, L203, L701, L702, L703, L704, L706, and L707.]

**L600 Standard Mail****L601 BMCs—Machinable Parcels**

[Insert current L705 with no change in text.]

**L602 BMCs—DBMC Rates**

[Insert current L708 with no change in text.]

**L800 Automation Rate Mailings**

\* \* \* \* \*

**L804 AADCs—Letter-Size Mailings**

[Text of current L804 with no change except revise footnote 2 as follows:]

<sup>2</sup> For Periodicals and Standard Mail (A) mailings.

**L805 BMC/ASF Entry—Residual Periodicals and Standard Mail (A)**

[Insert current L805 with no change in text.]

**L806 Non-BMC/ASF Entry—Residual Periodicals and Standard Mail (A)**

[Insert current L806 with no change in text.]

**M Mail Preparation and Sortation****M000 General Preparation Standards****M010 Mailpiece Preparation**

[Redesignate current M011 as M012, and add new M011 as follows:]

**M011 General Preparation Standards****1.0 STANDARD PREPARATION TERMS AND DEFINITIONS****1.1 Presort**

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

**1.2 Presort Levels**

Terms used for presort levels are defined as follows:

a. Firm: all pieces for delivery at the address shown on the top piece.

b. Carrier route: all pieces for delivery to the same city carrier route, rural route, highway contract route, post office box section, or general delivery unit.

c. 5-digit: the delivery address on all pieces includes the same 5-digit ZIP Code.

d. 3-digit: the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002 (Column A) or L801 as applicable).

e. 3-digit/Scheme: the ZIP Code on the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme (see L003) and that, subject to standard, may be presorted together as a single group.

f. Entry SCF 3-digit(s): regardless of the volume of mail, a separation is required for each 3-digit area in the SCF service area of the entry facility.

g. SCF: the separation includes pieces for two or more 3-digit areas served by the same SCF (see L002 (Column B) or L802 as applicable), except that, where required or permitted by standard, mail for only one 3-digit area may be correctly prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available.

h. ADC/AADC/SDC: all pieces are addressed for delivery in the service area of the same ADC, or AADC (see L004, L803, or L804 as applicable).

i. ASF/BMC: all pieces are addressed for delivery in the service area of the same ASF or BMC (see L601 or L602 as applicable).

j. Mixed (BMC, AADC, etc.): the pieces are for more than one presort destination.

k. Where the terms are used, "residual" pieces/packages/sacks means material left over after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow package or bundle preparation to a particular destination, and usually does not qualify for a presort rate as a result. Residual mail is also referred to as "nonqualifying" or "working" mail.

### 1.3 Preparation Instructions

For purposes of preparing mail:

a. "Pieces" refers to individually addressed mailpieces. This definition also applies when "pieces" is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A "full" letter tray is one in which faced, upright pieces fill the tray to its capacity whenever practical, but never less than at least 3/4 of its length. Each tray must be filled before filling of the next tray is begun, with the contents in multiple trays being relatively balanced. A tray with less mail can be prepared only if less-than-full or overflow trays are allowed by the standards for the rate claimed. Tray preparation is described in M033.

c. An "overflow" letter tray is one that is allowed by the standards for the rate claimed to be less than full and contain any quantity of pieces that could not be placed in full trays for the same destination.

d. A "full" flat tray is one that is physically full. A specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray is sufficiently filled to allow or require preparation to the corresponding presort destination. When standards require preparation of "full" trays, less-than-full trays that contain more than the minimum volume for preparation must be filled with additional available pieces, up to the reasonable capacity of the tray.

e. A "full" sack is defined in the standards for the class and rate claimed.

f. An "entry [origin] 3-digit" tray contains all mail (regardless of quantity) for a 3-digit ZIP Code area within the SCF service area of the facility at which a mailing is entered. If more than one 3-digit area is served, as indicated in L002, a separate tray must be prepared for each.

g. The "required at (quantity)" instruction means that the particular unit must be prepared for the

corresponding presort level whenever the specified quantity of mail is reached or exceeded (e.g., required at 10 pieces). Packages, bundles, and containers may contain more than the minimum quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. In some situations as specified by standard, required preparation might apply only if the mailer chooses to qualify for the corresponding rate.

h. The "optional at (quantity)" instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Packages, bundles, or containers may contain more than the minimum quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed standards for larger quantities with which preparation is required.

i. "Entry (facility)" (or "origin (facility)") refers to the USPS mail processing facility (e.g., BMC) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the post office of entry determines the "entry" facility. "Entry SCF" includes both single- and multi-3-digit SCFs. "Entry BMC" includes subordinate ASFs unless otherwise specified.

j. "Smaller quantities not permitted" or "fewer pieces not permitted" disallows preparation of quantities of mail smaller than that stated as the minimum required. However, as a general exception, the last of more than one package, bundle, sack, or tray for a presort destination may have less than the otherwise applicable minimum. Other exceptions to minimum quantity criteria might be provided by the standards for the rate claimed.

k. A "package" is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards applicable to the rate claimed require securing the pieces in each group together, the result is a package. The term "package" does not correctly apply to unsecured groups of pieces, e.g., those prepared in trays and identified by separator cards. "Package" labels and other "package" identification methods may be used for

unsecured groups of pieces as permitted by standard. Package preparation is described in M020.

l. A "bundle" is a group of packages secured together as a unit under the standards applicable to the rate claimed.

## 2.0 PRESORT ACCURACY VALIDATION AND EVALUATION (PAVE)

### 2.1 Basic Information

The Presort Accuracy, Validation, and Evaluation (PAVE) program is a process designed in cooperation with the mailing industry to evaluate presort software and determine its accuracy in sorting address files according to DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that actually develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail that was prepared using PAVE-validated hardware/software.

### 2.2 Process

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting mailing statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC). The NCSC evaluates the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer generated facsimiles of mailing statements and other presort documentation. If the answers are accurate the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

### 2.3 Participation

To obtain detailed information on participation in PAVE, presort product developers may request the PAVE Program Technical Guide from the NCSC by calling 1-800-331-5746, extension 651 or 454. Participants may use the PAVE order form, included in that guide, to order PAVE test files.

### M012 Endorsements and Markings

[In 1.1a, replace "First-, third-, and fourth-class mail" with "First-Class or Standard Mail"; in 1.1b, replace "second-class" with "Periodicals"; revise other text as follows:]

\* \* \* \* \*

2.0 METHOD

2.1 Required Marking

Unless otherwise directed or allowed by standard, the required marking must be printed or produced as part of, or immediately below or to the left of, the permit imprint, meter impression or stamp, or precanceled or adhesive stamp. Alternatively, the mailer may place markings in the address area on the line immediately above the address or, preferably, two lines above the address. If the marking is in the address area, no other information may appear on the line with the rate marking except carrier route information. Markings may also be included in the optional endorsement line (under M013) or carrier route information line (under M014).

\* \* \* \* \*

2.3 Precanceled Stamps

If precanceled stamps bearing the words "Carrier Route Presort" are used, additional markings must be provided as required by the standards for the particular rate claimed.

\* \* \* \* \*

M013 Optional Endorsement Lines

[In 1.1, delete the entries for optional SDC, state, and mixed states packages; in 1.2 and 2.1, replace "[T]hird-[C]lass" with "Standard Mail (A)"; in 2.6, delete "fourth-class"; revise other text as follows:]

1.0 USE

1.1 Basic Standards

Mailers may prepare mailings without applying pressure-sensitive package labels to the top piece of packages by using a specific optional endorsement line (OEL) above the address block or on the address label on the top piece of a package as shown below. Use of OELs on bundles is subject to the standards applicable to the rate claimed.

On FIRM PACKAGES use .....FIRM 12345  
 On CARRIER ROUTE PACKAGES (Nonprofit Standard Mail, Regular and Preferred Periodicals) use.....CAR-RT-SORT\*\*C-001

On CARRIER ROUTE PACKAGES (Enhanced Carrier Route Standard Mail) use.....ECR\*\*C-001

On CARRIER ROUTE PACKAGES (Automation First-Class and Automation Standard Mail) use .....AUTOCRRT\*\*C-001

On 5-DIGIT PACKAGES use...5-DIGIT 12345  
 On OPTIONAL CITY PACKAGES use ..... MIXED CITY 12345

(Use lowest 5-digit ZIP Code assigned to that city.)

On 3-DIGIT PACKAGES use.....3-DIGIT 771

On SCF PACKAGES use .....SCF 750 (Use correct 3-digit SCF code as shown in L002, Column B.)

On ADC PACKAGES use.....ALL FOR ADC  
 On MIXED ADC PACKAGES use.....MIXED ADC

On AADC PACKAGES use.....ALL FOR AADC  
 On MIXED AADC PACKAGES use .....MIXED AADC

On RESIDUAL PACKAGES use .....WORKING \* \* \* \* \*

1.4 Rate Markings

At the mailer's option, the markings required by the standard for the class of mail and rate claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic information (required by 1.1) at the right end (e.g., on a carrier route package of Enhanced Carrier Route Saturation Standard Mail: \* \* \* \* ECRWSS\*\*C-001; on a Nonprofit Standard Mail SCF package: \* \* \* \* NONPROFIT\*\*SCF 750).

2.0 FORMAT

\* \* \* \* \*

2.6 ZIP Code

Except for carrier route packages, ADC, AADC, mixed ADC, and mixed AADC packages and AADC and (as applicable) working residual packages, the optional endorsement line must include the appropriate ZIP Code information. Mixed ADC bundles of bound printed matter must have facing slips as specified in M630.

M014 Carrier Route Information Lines

1.0 BASIC INFORMATION

Packages made up to individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units may be prepared without facing slips if prepared with optional endorsement lines under M013 or with carrier route information lines under 2.0. These standards apply to Automation First-Class, carrier route and Level I/K Periodicals, Automation and Enhanced Carrier Route Standard Mail, and carrier route bound printed matter mailings. Carrier route information lines may be on all pieces in a carrier route mailing regardless of their presort level.

2.0 FORMAT AND CONTENT

2.1 Route Information

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, the carrier route information may appear with the

applicable carrier route endorsement on the line above or two lines above the address if the carrier route rate marking is in the address area when permitted by standard (see Exhibit 2.1).

\*\*CARRIER ROUTE 011

RESIDENT  
 1300 WATERFORD DR  
 DISTRICT HEIGHTS MD 20747

\*\*C 011

RESIDENT  
 1300 WATERFORD DR  
 ENDICOTT NY 13760

\*\*RURAL ROUTE 005

RESIDENT  
 1602 COUNTRY LN  
 BURKE VA 22015

\*R 15005

POSTAL CUSTOMER

\*\*C 127

CAR-RT SORT  
 RESIDENT  
 2711 ORDWAY ST NW  
 WASHINGTON DC 20008

\*\*C 011

AUTOCRRT  
 RESIDENT  
 1300 WATERFORD DR  
 DISTRICT HEIGHTS MD 20747

2.2 Descriptive Prefix

The descriptive prefix "carrier route," "rural route," "highway contract route," "post office box section," or "general delivery unit" must be spelled out or abbreviated as shown below:

Carrier Route.....	C
General Delivery Unit .....	G
Highway Contract Route.....	H
Post Office Box Section.....	B
Rural Route .....	R

2.3 Route Code

These conditions apply to route codes:

a. The one-character descriptive prefix in 2.2 must be followed by a 3-digit route or post office box section number.

b. On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 2.2 must be followed by a route code that begins with the last two digits of the 5-digit ZIP Code and is followed by the route code in 2.3a.

c. The descriptive prefix and route code required for simplified address mailings in 2.3b may also be used on mailings of any class that contain a ZIP Code in the address.



## 2.4 Other Contents

Other elements of the carrier route information line include:

a. The carrier route information must be preceded by at least two asterisks (\*\*) or other distinctive nonalphabetic or nonnumeric characters.

b. At least 10 spaces must be allowed for carrier route information if included with other information on the top line.

c. Carrier route information lines may also contain the markings required by standard for the class of mail and rate claimed if all the information remains on a single line with the basic information (required by 2.1) at the right end (e.g., on a carrier route package of Enhanced Carrier Route Saturation rate mail):

\* \* \* \* \* ECRWSS\*\*C-001

## POSTAL CUSTOMER

### M020 Packages and Bundles

#### 1.0 BASIC STANDARDS

[Relocate current 1.1, 1.4, 1.5, and 1.7 to M011; renumber current 1.2, 1.3, and 1.6 as 1.1, 1.2, and 1.3, respectively; revise renumbered 1.3, and add new 1.4 as follows:]

\* \* \* \* \*

#### 1.3 Labeling

Unless excepted by standard, packages must be labeled using the pressure-sensitive package labels specified in the standards for the class and rate being prepared. On letter- and card-size mail, the label must be placed in the lower left corner of the top piece in the package. On flat-size mail, the label must be placed on the address side of the top piece in the package. Optional endorsement lines may be used in lieu of pressure-sensitive labels, subject to M013.

#### 1.4 Palletization

Packages and bundles placed on pallets must be able to withstand normal transit and handling without breakage or injury to USPS employees. Heavy-gauge shrinkwrap over plastic banding, only shrinkwrap, or only banding material is acceptable if the package or bundle can stay together during normal processing. Packages and bundles placed on BMC and mixed BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters; machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.

#### 1.5 Exception

Fewer than the minimum number of pieces required by the standards for the rate claimed may be prepared as an individual package without loss of rate eligibility in that regard under either of these conditions:

a. A greater number of pieces would exceed the maximum physical size for a package *and* the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a package of 8 pieces is 6 inches thick).

b. The pieces constitute the "last package" for a presort destination *and* previously prepared packages met the applicable minimum volume standard (e.g., 505 pieces prepared in ten 50-piece packages and one 5-piece package).

## 2.0 ADDITIONAL STANDARDS—PREFERRED PERIODICALS AND NONPROFIT STANDARD MAIL (A)

### 2.1 Nonautomation Rate Mailings

Nonautomation rate mailings are subject to these additional standards:

a. The maximum thickness for packages of other than walk-sequence rate letter-size mail is 6 inches. The maximum thickness for packages of letter-size walk-sequence rate mail is 4 inches.

b. Packages of letter-size mail up to 1 inch thick must be secured with appropriate banding applied around the girth. Thicker packages must be secured with at least two bands, the first placed around the length and the second around the girth so that the second band crosses over the first.

c. When preparing mail bearing a simplified address, all pieces for the same post office must be tied in packages of 50 whenever possible. If packages of other quantities are produced, the actual number of pieces must be shown on the facing slip that must be attached to show distribution desired (e.g., rural route, city route, post office boxholder).

### 2.2 Automation Rate Mailings

Automation rate mailings are subject to these additional standards:

a. The maximum thickness for packages of letter-size mail is 6 inches.

b. Packages must be prepared for mailings consisting entirely of card-size pieces, and for mail placed in AADC trays (except for residual AADC trays) and in mixed AADC trays (package-based mailings) or overflow trays (tray-based mailings).

c. Packages must not be prepared in full trays in tray-based mailings of larger

than card-size pieces except in residual AADC and mixed AADC trays and as permitted by standard for oversize pieces.

d. Packages must be secured with rubber bands, elastic strapping, flat plastic strapping, or string placed once around the girth (narrow dimension) on packages up to 1 inch thick. Thicker packages must be tied twice, with the first rubber band or elastic strap placed around the length and the second around the girth, crossing over the first. Additional ties may be used if none lies along the outer 1 inch of any package edge.

e. Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation prior to break. Minimum tension, when applied to bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. A mailer wanting to have elastic strapping material tested for acceptability must provide 25 packages (five each: 6 inches, 4 inches, 2 inches, 1 inch, and 10 pieces) strapped with the tested material. The mailer must send the material with a letter of request at least 6 weeks before the planned date of mailing to USPS Engineering. The mailer is notified in writing by the USPS. If the USPS approves the material, that letter (showing a unique number) serves as evidence that the material meets USPS standards. A copy of the letter must be attached to each mailing statement provided for mailings that use the tested strapping material. The mailer must be able to show when requested that the strapping material on a mailing is the same as that tested.

#### f. Separator cards:

(1) May be used instead of packaging (except for card-size pieces) to identify groups of pieces in 3-digit and SCF trays in package-based mailings.

(2) May be prepared from any paper or card stock.

(3) Must be at least 1/4 inch higher than the highest piece in the mailing.

(4) Must be placed in front of the corresponding groups of mail.

g. Except in package-based mailings under M895, if groups of presorted pieces are identified by separator cards, the required pressure-sensitive package label must be placed on the separator card or in the lower left-hand corner of the first piece behind it. Alternatively, the words "5-Digit" or "3-Digit," as appropriate for the group, may appear on the separator card. The pressure-sensitive label or the descriptive words (if placed on the separator card) must be at the top of each in a position that can be easily read when the card is in a tray.

h. In three-tier package-based Barcoded rate mailings under M895, pieces in AADC overflow trays must be secured into 5-digit packages in the 5-digit presort tier, and 3-digit packages in the 3-digit presort tier. These packages require no labeling.

i. In tray-based mailings, pieces in 5-digit overflow trays must be secured into and labeled as 5-digit packages. Pieces in 3-digit overflow trays and SCF overflow trays must be secured into and labeled as 3-digit packages.

### 3.0 ADDITIONAL STANDARDS—FIRST-CLASS MAIL AND OTHER PERIODICALS AND STANDARD MAIL (A)

#### 3.1 Cards and Letter-Size Pieces

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

a. The maximum thickness for packages of walk-sequence rate mail is 4 inches. The maximum thickness for other packages is 6 inches.

b. Card-size pieces must always be prepared in packages.

c. Packages must be prepared in all less-than-full trays, and for nonupgradable Retail First-Class and Regular Standard Mail, and for nonautomation-compatible Publications Service and other than Barcoded rate Regular Periodicals.

d. Separator cards may be used instead of packaging for carrier route groups in full Enhanced Carrier Route 5-digit carrier routes trays. Separator cards must be used instead of packaging for carrier route groups in full trays of Automation Carrier Route First-Class and Standard Mail, and in full trays of Barcoded rate Regular Periodicals. Separator cards must be prepared from paper or card stock, must be at least 1/4 inch higher than the highest piece in the mailing, and must be placed in front of the corresponding groups of mail.

e. For card-size pieces and mail in less-than-full trays, packages of letter-size pieces of Automation First-Class and Automation Standard Mail, automation-compatible Publications Service and Barcoded rate Regular Periodicals, and upgradable Retail First-Class and Regular Standard Mail must be secured with rubber bands. Other packages of letter-size pieces must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation prior to breaking. Minimum tension, when applied to bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS

Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)

#### 3.2 Flat-Size Pieces

Flat-size pieces are subject to these specific packaging standards:

a. Though not subject to a specific thickness limit, packages of flats must be secure and stable, and are subject to specific weight limits if palletized.

b. Flat-size pieces must always be prepared in packages unless excepted by standard.

#### 3.3 All Pieces

All pieces are subject to these standards:

a. For mail prepared using a simplified address, all pieces for the same post office must be tied in packages of 50 when possible. If packages of other quantities are produced, the actual number of pieces must be shown on the facing slip that must be attached to show distribution desired (e.g., rural route, city route, post office boxholder).

b. One package containing fewer than the otherwise applicable minimum number of pieces may be prepared when it represents the last package for a presort destination to which other packages (each containing at least the minimum volume required) were previously prepared in the same mailing.

c. Packages up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Thicker packages must be secured with at least two bands, the first placed around the length and the second around the girth so that the second band crosses over the first. Additional ties may be used if none lies along the outer 1 inch of any package edge.

\* \* \* \* \*

[Delete current 5.0 and 6.0.]

#### M030 Container Preparation

#### M031 Labels

[In 1.7 and 4.13, replace "second-class" in the heading and text with "Periodicals" and replace "2C" with "PERIOD"; in 2.1a, replace "First-, third-, and fourth-class" with "First-Class and Standard Mail" and replace "second-class" with "Periodicals"; in 3.2a, replace "First- and third-class" with "First-Class and Standard Mail" and replace "second-class" with "Periodicals"; in 4.2, replace "second-class" with "Periodicals" and replace "third- or fourth-class" with "Standard Mail"; in 4.8, insert "(Preferred

Periodicals only)" after "optional city," replace "second-class" with "Periodicals," and replace "third-class" with "Standard Mail"; in 4.14, replace "second-class" with "Periodicals"; in 5.0, replace "First- and third-class" with "First-Class and Standard Mail (A)," replace "second- or third-class" with "Periodicals or Standard Mail (A)," replace "First-, second-, and third-class" with "First-Class, Periodicals, and Standard Mail (A)," replace "third-class" with "Standard Mail (A)," and replace "[T]hird- and fourth-class" with "Standard Mail"; no other change in text.]

#### M032 Barcoded Container Labels

#### 1.0 BARCODED TRAY LABELS

##### 1.1 Standards

Barcoded tray labels are required for Automation First-Class, automation-compatible Publications Service Periodicals, and Automation Standard Mail mailings of letter-size pieces, and Automation First-Class mailings of flat-size pieces. Barcoded trays labels may be used on any other mailing. Mailer-produced barcoded tray labels must meet the standards below.

\* \* \* \* \*

[In 1.2, replace "First- and third-class mail" with "First-Class and Standard Mail (A)" and replace "second-class" with "Periodicals."]

\* \* \* \* \*

#### Exhibit 1.3c, Contents Identifier Codes

[Replace "2C" with "PERIOD"; replace "3C" with "STD A"; and replace "4C" with "STD B."]

\* \* \* \* \*

#### 2.0 BARCODED SACK LABELS

[Replace current 2.1 and 2.2 with new 2.1, below, and renumber current 2.3 through 2.5 as 2.2 through 2.4, respectively; in renumbered 2.2, replace "First-, third-, and fourth-class mail" with "First-Class and Standard Mail" and replace "second-class" with "Periodicals"; in renumbered 2.4e, change the reference from 2.5d to 2.4d; in renumbered 2.4f, replace "200 (2C)" with "200 (PERIOD)."]

##### 2.1 Standards

Barcoded sack labels are required for Barcoded rate Regular and automation-compatible Publications Service Periodicals and Automation Standard Mail flat-size pieces prepared in sacks. Barcoded sack labels may be used for other Periodicals and Standard Mail prepared in sacks. Mailer-produced

barcoded tray labels must meet the standards below.

\* \* \* \* \*

### M033 Sacks and Trays

#### 1.0 BASIC STANDARDS

##### 1.1 Total Weight

The total weight of any tray or sack (mail plus tray or sack tare) must not exceed 70 pounds.

##### 1.2 Equipment

Palletization of trays or sacks, or of packages of flats outside of sacks, is subject to M040. Preparation of bedloaded bundles of flats is subject to the standards for the class and rate claimed. Other mailings must be prepared in the container appropriate for the processing category and rate of the mail:

a. First-Class, Regular and Publications Service Periodicals, and Regular, Enhanced Carrier Route, and Automation Standard Mail (A) letter-size pieces (including cards) must be prepared in USPS letter trays with sleeves. Subject to equipment availability, 1- or 2-foot regular (MM) or 2-foot extended (EMM) letter trays must be used as appropriate for the size and volume of pieces. Letter trays may be used for other letter-size mail, subject to the applicable preparation standards.

b. First-Class flat-size pieces must be prepared in USPS flat trays with covers.

c. First-Class parcels weighing less than 11 ounces must be prepared in green USPS sacks.

d. Priority Mail must be prepared in orange USPS sacks.

e. Periodicals flat-size pieces, machinable and irregular parcels, and letter-size pieces not placed in trays at the mailer's option must be prepared in brown USPS sacks.

f. Standard Mail flat-size pieces, machinable and irregular parcels, and Nonprofit Standard Mail letter-size pieces not placed in trays at the mailer's option must be prepared in white canvas USPS sacks.

##### 1.3 Tray Sizes

Standard tray sizes to be used in applying mail preparation standards are:

a. Letter trays: Inside bottom length:  
(1) 2-foot MM and EMM trays: 21 inches.

(2) 1-foot trays: 10½ inches.

b. Flat trays:

(1) Inside bottom dimensions: 14¾ inches long by 10¾ inches wide.

(2) Height: 8 inches to bottom of handhold, 11¼ to top of tray.

##### 1.4 Presort

Presort, presort levels, and standard preparation terms are defined in M011,

except for Preferred Periodicals and Nonprofit Standard Mail (A), which are covered in 3.0 and 4.0.

##### 1.5 Sleevling and Strapping

Except under 1.6, each letter tray must be sleeved, and each flat tray must be covered by a lid, using USPS-provided sleeves or lids. All bedloaded letter trays must also be secured by a plastic strap placed tightly around the length of the tray without crushing the tray or sleeve. Flat trays must be secured by two straps placed tightly around the width of the tray (i.e., the shorter dimension).

##### 1.6 Exception

Trays do not require sleeves/lids or strapping if their contents are emptied and processed in the facility where deposited and that facility's manager has given the mailer a written waiver of one or both requirements. Strapping is not required on trays placed on 5-digit, 3-digit, and SCF pallets.

[Renumber current 2.0 and 3.0 as 3.0 and 4.0, respectively, and revise as shown below. Insert new 2.0 as follows:]

#### 2.0 FIRST-CLASS, REGULAR AND PUBLICATIONS SERVICE PERIODICALS, AND REGULAR, ENHANCED CARRIER ROUTE, AND AUTOMATION STANDARD MAIL

##### 2.1 Letter Tray Preparation

Pieces must be prepared to result in the fewest practical number of packages (where required) and trays to contain the mail presorted to a destination. Letter tray preparation uses terms defined in M011 and is subject to these further standards:

a. Pieces must be "faced" with all addresses in the same direction and placed in trays to maintain their orientation.

b. Each tray must be filled before filling of the next tray is begun, with the contents in multiple trays being relatively balanced. A tray with less mail can be prepared only if allowed by the standards for the rate claimed, subject to 2.1c. Subject to equipment availability, 2-foot trays must be used whenever available with 1-foot trays used for lesser volume or as overflow trays under 2.1c.

c. Subject to the standards for the rate claimed, pieces left over after filling one or more trays for a presort destination are packaged and placed in a less-than-full "overflow" tray. Where permitted, preparation of overflow trays is required for required presort levels and optional for optional levels. Only one overflow tray per destination may be prepared in the same mailing. As a general

exception, an overflow tray may be prepared where otherwise not allowed if the minimum number of pieces required by rate eligibility standards for the corresponding presort level is available but exceeds the capacity of a 2-foot tray (e.g., 150 pieces to a 5-digit destination are available to qualify for a 5-digit rate).

d. Subject to availability, standard MM trays are used for all letter-size mail, except that extended MM (EMM) trays must be used when available for letter-size mail more than 4½ inches high or 10½ inches long. When EMM trays are not available, pieces higher or wider than MM trays must be angled back and/or placed upright perpendicular to the length of the tray in row(s), as necessary, in a manner that preserves their orientation.

e. Each tray must bear the correct tray label.

f. Each tray must be sleeved and strapped under 1.4 and 1.5.

##### 2.2 Flat Tray Preparation (First-Class Mail Only)

All flat tray preparation is subject to these standards:

a. Pieces must be "faced" with all addresses in the same direction and placed in trays to maintain their orientation.

b. Once the required minimum volume is reached, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two stacks to optimize tray use, but mail must not overfill the tray to inhibit adequate closure or covering of the contents. The total weight of a tray and its contents must not exceed 70 pounds.

c. Each tray must bear the correct tray label.

d. Each tray must be sleeved and strapped under 1.4 and 1.5.

##### 2.3 Sack Preparation

All sack preparation is subject to these standards:

a. Each sack must bear the correct sack label.

b. The weight of a sack and its contents must not exceed 70 pounds.

#### 3.0 NONAUTOMATION PREFERRED PERIODICALS AND NONPROFIT STANDARD MAIL

[Text of current 2.0.]

#### 4.0 AUTOMATION RATE PREFERRED PERIODICALS AND NONPROFIT STANDARD MAIL

[Text of current 3.0.]

#### M040 Palletization

[M040 as shown below is revised based on a recently concluded separate

rulemaking, and reorganized to consolidate and replace current M042, M043, M044, and M048 into new M045.]

#### *M041 General Pallet Standards*

### 1.0 PHYSICAL CHARACTERISTICS

#### 1.1 Standards

All pallets presented to the USPS, whether USPS- or mailer-provided, must meet the standards in 1.2 through 1.4. Mail on such pallets must meet the standards applicable to the class and rate claimed.

#### 1.2 Construction

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow for four-way entry by fork trucks and two-way entry by pallet jacks.

#### 1.3 Securing

Except for pallet boxes under 4.3, loaded pallets of mail must be secured either with at least two straps or bands or wrapped with stretchable or shrinkable plastic strong enough to retain the integrity of the pallets during transportation and handling.

#### 1.4 Nonconforming Mailers

The USPS informs mailers or their agents who present palletized mailings, including plant-verified drop shipment (PVDS), when their pallets fail to meet basic pallet integrity and safety standards. After July 1, 1996, once notified and allowed to make changes to improve load integrity, if a mailer's methods, or those of the mailer's agent presenting PVDS mailings, do not work, the mailer is considered nonconforming. A nonconforming mailer is required to meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 2.0 through 4.0. After July 1, 1996, mailers will be suspended from the pallet program if their pallets continue to fail to meet the minimum load integrity levels.

### 2.0 TOP CAPS

#### 2.1 Use

Top caps are used as follows:

- Except under 2.1b and 2.1c, all pallets of sacks, letter mail trays, parcels, packages or bundles of mail, or pallet boxes must be top-capped if the pallets are double- or triple-stacked when presented to the USPS for acceptance.

- The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together

neither damages the mail on the top pallet nor allows the stack to shift.

- Lower pallet(s) containing either parcels or packages or bundles of mail, need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows for safe and efficient stacking of pallets placed on top, preventing sliding of the top pallet(s), damage to pieces, and crushing of the load.

#### 2.2 Construction

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above it, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

#### 2.3 Securing

A top cap must be secured to the pallet horizontal to the plane of the base pallet, either by stretchwrap or by at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

#### 2.4 Required Use by Nonconforming Mailers

Nonconforming mailers (see 1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or packages or bundles of mail, regardless of weight, or on pallets containing pallet boxes 60 inches or less in height. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

- Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.
- Fiberboard box end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C and/or B flute.
- Fiberboard honeycomb covered on both sides with heavy linerboard at least 1/2 inch thick.
- Corrugated fiberboard C flute sheet covering the entire top of the load with standard pallet solid fiberboard corner edge protectors.

### 3.0 STACKING PALLETS

#### 3.1 Double- or Triple-Stacking

Pallets may be double- or triple-stacked if:

- The combined gross weight of the stacked pallets (pallets, caps, and mail) does not exceed 2,200 pounds.
- The heaviest pallet is on the bottom and the lightest on top.

- The pallets are secured together with at least two straps or bands of appropriate material to maintain their integrity during transportation and handling (pallets must not be secured together with stretchable or shrinkable plastic).

- Each pallet is top-capped under 2.0.

- The combined height of the stacked pallets and their loads does not exceed 84 inches.

### 3.2 Nonconforming Mailers

Nonconforming mailers (see 1.4) who stack pallets are subject to the conditions in 3.1, except that triple-stacking is allowed only for pallets of parcels and the combined height of any stacked pallets may not exceed 77 inches.

### 4.0 PALLET BOXES

#### 4.1 Use

Mailers may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels prepared under M045. Single-wall corrugated fiberboard may be used only for light loads (such as light-weight parcels) that do not require transportation by the USPS beyond the entry office. The boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. The base of the boxes must measure approximately 40 by 48 inches.

#### 4.2 Maximum Height

The combined height of the pallet, pallet box, and mail may not exceed 77 inches, except that until July 1, 1996, the combined height may not exceed 84 inches. The contents of the box may not extend above the top rim of the box.

#### 4.3 Securing

Pallet boxes must be secured to pallets with strapping, banding, stretchable plastic, shrinkwrap, or other material that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

- The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents will be distributed.

- The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing, a pallet box must be secured to the pallet base.

#### 4.4 Nonconforming Mailers

Nonconforming mailers (see 1.4) may use pallet boxes only if constructed of triple-wall corrugated fiberboard (C and/or B flute material) with a maximum height of 77 inches.

#### 5.0 PREPARATION

##### 5.1 Presort

Pallet preparation and pallet sortation are subject to the specific standards in M045. Pallet sortation is intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Generally, pallet sortation is sequential from the lowest (finest) level to the highest, and must be completed at each required level before the next optional or required level is prepared. As applicable, presort levels and standard preparation terms for pallets are defined in M011 and M045. Mailers must prepare all required levels of pallets before any working pallet is prepared for a mailing or job.

##### 5.2 Required Preparation

Pallets are prepared as follows:

- a. A pallet must be prepared to a required level of sortation when there are 500 pounds of Periodicals or Standard Mail packages, sacks, or parcels or six layers of Periodicals or Standard Mail (A) letter trays.
- b. Up to 10 percent of the total pallets in any mailing or job may be working pallets labeled to the BMC (Standard Mail) or ADC (Periodicals) serving the post office where mailings are accepted into the mailstream. The processing and distribution manager of that facility may issue a written authorization to the mailer to label working pallets to the post office or processing and distribution center serving the post office where mailings are entered. Working pallets contain all mail remaining after required and optional pallets are prepared.

##### 5.3 Minimum Load

In a single mailing, the minimum load per pallet is 250 pounds of Periodicals or Standard Mail packages, parcels, and sacks (or three tiers/layers of letter trays of Periodicals or Standard Mail (A)), except that the processing and distribution manager of the facility where a mailing is entered may issue a written authorization to the mailer allowing preparation of 5- or 3-digit pallets containing less volume if the mail on those pallets is for that facility's service area.

#### 5.4 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for packages, bundles, parcels, sacks, or pallet boxes or 12 layers of letter trays.

#### 5.5 Mail on Pallets

Pieces in trays, packages, bundles, and sacks must be prepared under the standards applicable to the class of mail and rate claimed. When two or more Periodicals or Standard Mail (A) mailings are placed together on pallets, the mailer must maintain records for each mailing as required by standard. Automation rate and upgradable letter-size pieces may not be placed on the same 5-digit pallet as pieces at other rates. Trays always may be placed on pallets "right-side-up" with heavier, more filled trays at the bottom of the load.

#### 5.6 Sacked Mail

Mail that is not palletized must be prepared under the standards applicable to the rate claimed. For Periodicals, mailers must separately sack packages of each publication that are not palletized under M045 or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of packages not placed on pallets) containing packages remaining after all pallets are prepared may be presented with the palletized mail (and reported on the same mailing statement) if separated from the palletized portion of the mailing.

#### 5.7 Nonconforming Mailers

For nonconforming mailers (see 1.4) of letter-size mail in trays, the combined height of a pallet and its load must not exceed six layers of MM or EMM letter trays.

#### 6.0 COPALLETIZED, COMBINED, OR MIXED-RATE LEVEL MAILINGS

##### 6.1 General

Palletized mailings, including combined, copalletized, and mixed rate level mailings, must be prepared according to the standards applicable to the class of mail, subject to specific authorization by the RCSC serving the mailing post office when required.

##### 6.2 Application

The mailer (or publisher or agent) must submit a written request to the RCSC serving the mailing post office to present the types of pallets described in 6.1. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are

acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed rate mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names, addresses, and telephone numbers of the owner of the mail and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, rate, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation required in M045.

#### 6.3 Periodicals Publications

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common packages to achieve the finest level of presort for the mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently presorted packages for each publication to achieve the finest level of presort for the mailing. Both combining and copalletizing publications must be supported by the documentation required in M045. Preferred Periodicals may not be combined with Regular or Publications Service Periodicals.

#### 6.4 Standard Mail (A)

To combine mixed rate level Nonprofit Standard Mail (A) on pallets (i.e., 3/5 and Carrier Route), the mailer must be an authorized plant load mailer or an authorized plant-verified drop shipment (PVDS) mailer with on-site postal verification; must attach to the written request to the RCSC either a copy of an approved Form 3815 showing the mailer's authority to plant load or the USPS authorization for PVDS with on-site verification, as applicable; and must consolidate on pallets all independently prepared packages to achieve the finest level of presort for the mailing. To copalletize different Standard Mail (A) flat-size mailings, the mailer must consolidate on pallets all independently presorted packages from each mailing to achieve the finest level of presort for the mailing, and must present computer-generated listings at the time of mailing that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level.

## 6.5 Cancellation

An authorization may be canceled by the USPS if the mailer does not meet the standards for pallets or the rates claimed or the mailer does not submit information on future mailings as requested by the RCSC. Mailers may appeal canceled authorizations under G020.

### M045 *Preparing Mail on Pallets*

#### 1.0 BASIC USES

Mailers may prepare these types of mail on pallets:

- a. Letter-size mail in trays.
- b. Packages or bundles not prepared in sacks.
- c. Packages or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings (subject to M041).
- f. Combined mailings of machinable parcels (Standard Mail (A) and (B)) under M073.
- g. Two or more Periodicals publications combined or copalletized (subject to M041).
- h. Combined mailings of Nonprofit Standard Mail mixed rate levels (subject to M041).
- i. Commingled zone-rated Standard Mail (subject to M630).

#### 2.0 PACKAGES

##### 2.1 Standards

Package presort and labeling must meet the applicable general standards in M010 through M030, except as noted below. The palletized portion of a mailing may not include packages sorted to foreign destinations.

##### 2.2 Size—Periodicals

Package size: Six-piece minimum, 20-pound maximum, except that:

- a. Firm packages may contain as few as two copies of a publication and do not have to be consolidated into bundles with other packages to the same 5-digit destination. A firm "package" may be one piece for presort (see M210 and M290).
- b. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 20 pounds each.
- c. The last package to a presort destination may contain less than 10 pounds of mail.
- d. All palletized packages of copalletized publications must contain at least six pieces.

##### 2.3 Size—Standard Mail (A)

Package size: 10-piece minimum, 20-pound maximum, except that:

a. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 20 pounds each.

b. The last package to a presort destination may contain less than 10 pounds of mail.

##### 2.4 Size—Standard Mail (B)

Package size: 10-pound or 1,000-cubic-inch minimum (whichever occurs first), 40-pound maximum, except that:

- a. All pieces for a presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 40 pounds each.
- b. The last package to a presort destination may contain less than 10 pounds of mail.
- c. Packages must be prepared to carrier route sortations if the carrier route bulk bound printed matter rate is claimed. Mail at other rates must be sorted to 5- and 3-digit destinations.
- d. Smaller size packages of any copies remaining may be prepared to the levels noted in 2.4c after all required volume or larger packages are prepared. These smaller packages must be properly labeled and placed on an appropriate level pallet.

When pressure-sensitive labels are used, a red Label D must appear on 5-digit packages if the copies in those packages show carrier route information.

##### 2.5 Labels

When pressure-sensitive labels are used, a red Label D must appear on 5-digit packages if the copies in those packages show carrier route information.

##### 2.6 Residual

After all required and optional packages are prepared, remaining copies may be made into a residual package, properly labeled and placed on an appropriate level pallet.

#### 3.0 OPTIONAL BUNDLES—PERIODICALS AND STANDARD MAIL (A)

##### 3.1 Standards

Bundle presort and labeling must meet the applicable general standards in M010 through M030, except as noted below. The palletized portion of a mailing may not include bundles sorted to foreign destinations.

##### 3.2 Size

Bundle size: Two-package minimum, 20-pound maximum. Exception: For copalletized publications or products, bundles may contain 40 pounds of mail.

##### 3.3 Sortation

Sortation is in the same sequence as sacks.

##### 3.4 Labeling

Labeling of bundles is not required except for:

- a. Bundles containing packages for levels of sortation finer than the bundle destination. These bundles must have a facing slip with Lines 1 and 2 prepared as required for sacks.
- b. Bundles of Standard Mail (A) (other than carrier route and 5-digit bundles) placed on BMC pallets. These bundles containing packages for levels of sortation finer than the bundle destination must have a facing slip with Lines 1 and 2 prepared as required for sacks. The facing slip must completely cover the address and package label on the top piece in the bundle.

#### 4.0 PALLET PRESORT AND LABELING

##### 4.1 Packages, Bundles, Sacks, or Trays

Presort sequence and labeling:

- a. 5-digit (required for packages, bundles, and sacks, optional for trays); use destination of contents for Line 1.

- b. 3-digit (optional); use L002, Column A, for Line 1.

- c. SCF (required); use L002, Column B, for Line 1.

- d. As appropriate:
  - (1) Periodicals: ADC (required); use L004 for Line 1.

- (2) Standard Mail: As appropriate, (a) Destination ASF (allowed and required only if DBMC rate is claimed for mail deposited at ASF); use L602 for Line 1; or (b) Destination BMC (required); use L601 (L602 if DBMC rate claimed) for Line 1.

- e. As appropriate:
  - (1) Periodicals: Mixed ADC (optional); use L004 for Line 1, based on ZIP Code of entry office (in "Destination ZIP Codes" column) (label to plant serving entry post office if authorized by processing and distribution manager).

- (2) Standard Mail: Mixed BMC (optional); use L601 for Line 1, based on ZIP Code of entry office (in "Destination ZIP Codes" column) (label to plant serving entry post office if authorized by processing and distribution manager).

##### 4.2 Machinable Parcels—Standard Mail

Presort sequence and labeling:

- a. 5-digit (optional, but required for Standard Mail (A)  $\frac{3}{5}$  rate and Standard Mail (B) only); use destination of parcels for Line 1.

- b. ASF (allowed and required only if DBMC rate is claimed for mail deposited at ASF); use L602 for Line 1.

c. Destination BMC (required); use L601 (L602 if DBMC rate claimed) for Line 1.

d. Mixed BMC (optional); use L601 for Line 1, based on ZIP Code of entry office (in "Destination ZIP Codes" column).

#### 4.3 Presorted Special Standard Mail

a. 5-digit (5-digit rate only; required); use destination of pieces or packages for Line 1.

b. Destination BMC (BMC rate only; required); use L601 for Line 1.

#### 4.4 Line 2

Line 2, class of mail (shown below, as appropriate), processing category and mail type (e.g., LTRS BC), and any processing code required by the applicable labeling list under 4.1 through 4.3:

a. Periodicals: PERIOD or NEWS (as appropriate).

b. Standard Mail (A): STD 3C.

c. Standard Mail (B): STD 4C.

#### 5.0 PALLETS OF PACKAGES, BUNDLES, AND TRAYS OF LETTER-SIZE MAIL

##### 5.1 Periodicals

When two or more letter-size publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard. Preferred Periodicals may be combined with Regular or Publications Service Periodicals only as permitted by standard. Pieces claimed at delivery office rates do not require separation from pieces claimed at other rates.

##### 5.2 Standard Mail (A)

Nonprofit mail may be included in the same mailing or palletized on the same pallet as other Standard Mail (A) only as permitted by standard. Automation rate and upgradable letter-size pieces may not be placed on the same 5-digit pallet as pieces at other rates. Pieces claimed at destination delivery unit (DDU) rates do not require separation from pieces claimed at other rates.

##### 5.3 BMC Pallets

Packages and bundles placed on BMC pallets must be machinable on BMC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A BMC pallet may include pieces that are eligible for the DBMC rate and others that are ineligible if the mailer provides documentation showing the pieces that qualify for the DBMC rate.

##### 5.4 Commingled Zones

Pieces of Standard Mail (B) for different zones may be commingled only under M630.

##### 5.5 Securing Trays

Trays must be sleeved and strapped under M033, except that strapping is not required for trays on 5-digit, 3-digit, and SCF pallets, or on pallets whose loads are secured with stretchable or shrinkable plastic wrap

#### 6.0 PALLETS OF SACKS

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same mailing statement), if the sacks are segregated from the palletized portion of the mailing.

#### 7.0 PALLETS OF COPALLETIZED PERIODICALS OR STANDARD MAIL (A) FLAT-SIZE PIECES

##### 7.1 Basic Standards

Copalletized flat-size mailings must meet the standards in M041 and in 1.0 through 5.0, and those below. Any combination of automation rate mailings and nonautomation rate mailings is subject to the restrictions in 5.0. Packages in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed.

##### 7.2 Periodicals

Additional standards apply to Periodicals:

a. Preferred Periodicals may be combined with Regular or Publications Service Periodicals only as permitted by standard.

b. Documentation meeting the basic standard in P012 must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the RCSC manager. Approval is based on the mailer's demonstrated ability to provide documentation meeting these standards:

(1) Documentation by package and by publication and edition showing the number of pieces and copies in each package and the per piece presort rate claimed for each piece in each package, or a listing by pallet showing (by presort level (rate) and destination) the number of copies and pieces of each publication and edition.

(2) Documentation showing the number of copies and pieces claimed at the intra-SCF rate.

(3) Documentation showing that packages of all publications and editions are presorted to the appropriate finest level pallet in the mailing.

(4) Documentation showing that 5-digit, optional 3-digit, SCF, and ADC

pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.

(5) A listing showing the destination of pallets in the copalletized mailing.

(6) If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) of each publication or edition at each presort level (rate).

##### 7.3 Standard Mail (A)

Additional standards apply to Standard Mail (A):

a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other rates unless permitted by standard.

b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by the RCSC.

c. All pieces in mailings to be copalletized must be subject to the minimum per piece rate, or all subject to the per pound rate, unless otherwise authorized by the RCSC.

d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.

e. When requested, the mailer must present pallets selected by USPS employees for verification.

f. At the time of mailing, the mailer must provide a computer-generated listing (in ZIP Code sequence and numbered to correspond to the pallets) that shows:

(1) Mailer's name and location, owner of the mail, mailing segment, and entry post office.

(2) For each copalletized product, the number of pieces to each carrier route by 5-digit ZIP Code, to each 5- and 3-digit ZIP Code at the Basic and  $\frac{3}{5}$  rates, in total for these categories for each pallet and for the entire mailing. Barcoded rates must be identified, where applicable.

g. The number relating the computer-generated list to each pallet must be placed in the lower right corner of the pallet label in an easily read print size.

h. At the time of mailing, the mailer must show how packages and bundles are arranged on the pallets.

i. When preparing copalletized flat-size mailings of carrier route rate (e.g., Enhanced Carrier Route), automation rate (e.g.,  $\frac{3}{5}$  Barcoded), and regular rate (e.g., Regular Basic) pieces, mailers must separately group the packages at each rate.

j. Pallets may be stretchwrapped or otherwise secured only after USPS verification.

k. When top caps are used, the mailer must write the tare weight of the top cap

on the pallet label or in another prominent location.

#### 7.4 Line 2

Line 2 on pallet labels for copalletized mailings: Class (PERIOD or NEWS, or STD, as applicable), FLTS, and contents (BC, and/or CR or ECR, and/or PRESORT, as applicable).

#### 7.5 Mailing Statement

Separate mailing statements are required:

a. For Periodicals, a separate mailing statement is required for each publication and/or edition that is part of the copalletized mailing. Mailers must note on or in an attachment to the mailing statement the name and issue date of the publications with which each publication and/or edition was copalletized.

b. For Standard Mail (A), a separate mailing statement must be prepared for each mailing that is part of a single copalletized shipment, except that copalletized Regular, Enhanced Carrier Route, and Automation rate mailings produced as part of the same job may be reported on the same mailing statement.

#### 8.0 MIXED RATE LEVELS ON PALLETS—NONPROFIT STANDARD MAIL (A)

##### 8.1 Standards

Nonprofit mixed rate level mailings must meet the standards in 4.0 and those below.

##### 8.2 Authorizations

Mailers must be authorized to commingle either Nonprofit Carrier Route, 3/5, and Basic rate mail on pallets or Nonprofit Carrier Route and Barcoded rate flats in packages. Mailers do not need authorization to commingle mixed rate level mailings when only mailings of barcoded flats are presorted on pallets. Nonidentical-weight pieces may be commingled only if the correct postage is affixed to each piece or if otherwise authorized by the RCSC.

##### 8.3 Endorsements

Carrier route presort endorsements may appear only on pieces that qualify for that rate. Carrier route information, however, may appear on each piece in the mailing.

##### 8.4 Documentation

At the time of mailing, the mailer must provide a computer-generated listing (in ZIP Code sequence and numbered to correspond to the pallets) that describes the contents of each pallet. The mailer must keep a copy of this listing for 90 days after the mailing is dispatched. When requested, the

mailer must present pallets selected by USPS employees for verification by comparison with the listing. The listing must show:

a. Mailer's name and location, owner of the mail, mailing segment, and entry post office.

b. Number of pieces to each carrier route by 5-digit ZIP Code, to each 5- and 3-digit ZIP Code at the Basic and 3/5 rates, in total for these categories for each pallet and for the entire mailing. Barcoded rates must be identified, where applicable.

#### 8.5 Additional Pallet Standards

Pallets must meet these additional preparation standards:

a. The number relating the computer-generated list to each pallet must be placed in the lower right corner of the pallet label in an easily read print size.

b. At the time of mailing, the mailer must show how packages and bundles are arranged on the pallets.

c. When preparing copalletized Nonprofit Carrier Route and Barcoded rate mailings of flat-size pieces, mailers must separately group the packages at each rate.

d. Pallets may be stretchwrapped or otherwise secured only after USPS verification.

e. When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

#### 9.0 PALLETIZING MACHINABLE PARCELS

##### 9.1 Standard Mail (A)

Pieces may be eligible for the 3/5 rate when prepared under 4.2a through 4.2c. This eligibility includes pieces correctly presorted under 4.2b and 4.2c to the service area of the *entry* ASF/BMC.

##### 9.2 Standard Mail (B)

Mailers must sack by zone, using the applicable standards, any mail that cannot be placed on 5-digit or BMC pallets. Sacks containing mail remaining after all pallets are prepared may be presented with the palletized mailing (on the same mailing statement), if the sacks are segregated from the palletized portion of the mailing. Pieces for different zones may be commingled only under M630.

##### 9.3 DBMC Rate

If applicable, a BMC pallet may include pieces that are eligible for the DBMC rate and others that are ineligible. The mailer must provide documentation showing the pieces that qualify for the DBMC rate.

#### 9.4 Additional Standards

Pallets must meet these additional preparation standards:

a. Pallets may be stretchwrapped or otherwise secured only after USPS verification.

b. When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

#### M050 Walk Sequence

\* \* \* \* \*

#### 3.0 DELIVERY SEQUENCE INFORMATION

##### 3.1 With Simplified Addressing

Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 6 months before the date of mailing (or within 90 days before the date of mailing for Carrier Route Publications Service Periodicals or Enhanced Carrier Route Standard Mail), either from the Delivery Statistics File or from the postmaster.

##### 3.2 Without Simplified Addressing

Walk-sequence rate pieces prepared with other than a simplified address must be sequenced using USPS data from one of the above sources, issued within 6 months before the date of mailing (or within 90 days before the date of mailing for Carrier Route Publications Service Periodicals or Enhanced Carrier Route Standard Mail):

\* \* \*

\* \* \* \* \*

##### 3.4 Line of Travel

Line-of-travel sequence is an option for mailers who prepare carrier route mailings other than high density/125-piece or saturation mailings. Line-of-travel sequencing is required for Basic Enhanced Carrier Route Standard Mail and for Carrier Route Publications Service Periodicals (except automation-compatible letter-size pieces). Line-of-travel sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS Line-of-Travel (LOT) product provides a list of the ZIP+4 codes each route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses in each must be sorted in ascending or descending order. LOT information must be updated at the same frequency as carrier route codes,



i.e., within 90 days before the date of mailing.

\* \* \* \* \*

4.0 DOCUMENTATION

\* \* \* \* \*

4.2 High Density/125-Piece

For each carrier route to which 125-piece walk-sequence or high density rate mail is addressed, the mailer must document the total number of pieces to the route. If there are fewer than 125 pieces for a route, the documentation must also show the number of possible deliveries on the route.

\* \* \* \* \*

M070 Mixed Classes

M071 Basic Information

[In 1.1, 1.2, and 1.3, replace "[T]hird-[C]lass" with "Standard Mail (A)"; in 1.2, replace "second-class" with "Periodicals"; in 1.2c, replace "First- or third-class" with "First-Class or Standard Mail (A)"; and in 1.3, replace "third- or fourth-class" with "Standard Mail"; no other change in text.]

M072 Express Mail and Priority Mail Drop Shipment

[In 2.1, replace "Presorted First-Class and carrier route presort" with "Retail Presort and Automation"; delete current 2.2 and renumber 2.3 as 2.2; in the heading of 3.0, replace "Second-Class" with "Periodicals"; in the title of 4.0, replace "Third-Class" with "Standard Mail (A)"; in the title of 5.0, replace "Fourth-Class" with "Standard Mail (B)"; no other change in text.]

M073 Combined Mailings of Standard Mail Machinable Parcels

1.0 BASIC STANDARDS

1.1 Description

Subject to authorization under 2.0, a mailer authorized plant load or plant-verified drop shipment privileges may prepare a combined mailing of Regular Standard Mail (A) and Standard Mail (B) machinable parcels that have been merged and presorted together in sacks (under 3.0) or on pallets (under M045) to achieve the finest level of presort. The combined mailing must meet the standards below and those that apply to the rates claimed. Each parcel in a combined mailing is subject to the applicable Standard Mail rate, based on the corresponding standards. Required volume for bulk or presort rates is based solely on the quantity of pieces eligible for each rate at the required presort level. Pieces claimed at other rates in the same sack or on the same pallet do not count.

1.2 Postage Payment

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under P710, P720, or P730. The applicable agreement must include procedures for combined mailings approved by the RCSC.

1.3 Documentation

Separate mailing statements must be prepared for the Standard Mail (A) and (B) pieces. Within each group, combined forms may be prepared where standards and the forms permit. All mailing statements must be provided at the time of mailing, accompanied by a computer-generated listing (in ZIP Code sequence and numbered to correspond to the sacks or pallets) that describes the contents of each sack or pallet. The mailer must keep a copy of this listing for 90 days after the mailing is dispatched. This listing must show the mailer's name and location, the name and owner of each product, and the entry post office. For each product, the listing must detail the number of pieces at each rate by 5-digit ZIP Code and totals for each pallet or sack and for the entire mailing. Additional documentation must be provided for all mailings of nonidentical-weight pieces or in which basic and 3/5 presort rate pieces are commingled and the mailer has not separated the sacks or pallets containing the pieces at the respective rates. Such documentation must be in one of these formats:

a. Segmented sequentially by level of sortation (e.g., 5-digit, destination BMC) and, within each, listing a unique number or Line 1 of each sack or pallet label. For each 5-digit or destination ASF/BMC entry, the number of pieces at each rate must be shown by 5-digit ZIP Code or 3-digit ZIP Code prefix, respectively. Destination ASF/BMC sacks or pallets must show a total number of pieces in the sack or on the pallet. The entries must be summarized for the whole mailing to show total pieces at each rate, total pieces, and total postage (and additional postage due, as applicable). The sacks or pallets do not have to be presented to the USPS in any particular order.

b. Segmented sequentially by level of sortation and, by 5-digit ZIP Code (for 5-digit sacks) or 3-digit ZIP Code prefix (for other sacks or pallets), the number of pieces at each rate must be listed. The entries must be totaled for the whole mailing to show total pieces at each rate, total pieces, and total postage (or additional postage due, as applicable). If different amounts of additional postage are due, the summary must further

detail the number of pieces at each postage amount or at each amount of additional postage due. The sacks or pallets must be separated by level of sortation when presented for acceptance.

2.0 AUTHORIZATION

\* \* \* \* \*

2.3 Term

An authorization to combine Standard Mail (A) and (B) machinable parcels expires at the same time as the applicable postage payment system authorization and may not be for more than 2 years. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. The USPS may terminate an authorization, by written notice to the mailer explaining the reasons for termination, if it finds that the mailer does not meet the applicable standards.

3.0 SACK PREPARATION

3.1 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:  
a. 5-digit: optional, but required for Standard Mail (A) Regular and Nonprofit 3/5 rate eligibility (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. Destination ASF: allowed and required for DBMC rate only (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L602 for Line 1.

c. Destination BMC: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L602 if DBMC rate is claimed; otherwise, use L601 for Line 1.

d. Mixed BMC: required (no minimum); use L601 to show entry BMC for Line 1.

3.2 Line 2

Line 2:  
a. 5-digit, ASF, and destination BMC sacks: STD 3C/4C MACH.

b. Mixed BMC sacks: STD 3C/4C MACH MIXED BMC.

c. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

M074 Plant Load Mailings

[In 3.3b and 3.3c, replace "SDC" with "ADC"; in 3.3 and 3.7b, replace "second-class" with "Periodicals"; and in 3.4 and 3.7c, replace "[T]hird- or

[F]ourth-[C]lass [M]ail" with "Standard Mail"; no other change in text.]

#### *M100 First-Class Mail*

[Renumber current M101 as M120 with no change in text; replace current M102 and M103 with new M130 as follows:]

#### *M120 Priority Mail*

\* \* \* \* \*

#### *M130 Retail Presort*

### 1.0 BASIC STANDARDS

#### 1.1 All Pieces

All Retail Presort mailings are subject to these general standards:

a. Each mailing must meet the applicable standards in E130 and M010 through M030.

b. All pieces must be in the same processing category unless specifically excepted by standard.

c. All pieces must be presorted together and prepared under 2.0, 3.0, 4.0, or 5.0, as appropriate.

d. All pieces must be marked "Presort" and "First-Class."

e. Letter-size pieces (including cards) must be prepared in letter trays; flat-size pieces must be prepared in flat trays; parcels must be prepared in sacks.

#### 1.2 Local Exception

Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

### 2.0 BASIC PREPARATION—LETTER-SIZE PIECES

#### 2.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL); labeling optional.

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A, facing slip, or OEL.

d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

#### 2.2 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. 5-digit: required (full trays); no overflow; use 5-digit ZIP Code destination of packages for Line 1,

preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (full trays); no overflow; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); overflow allowed; use L002, Column A, for Line 1.

d. ADC: required (full trays); no overflow; use L004 for Line 1.

e. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range).

#### 2.3 Line 2

Line 2: FCM LTRS NON-OCR and, as applicable:

a. Mixed ADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 3.0 OPTIONAL PREPARATION—UPGRADABLE LETTER-SIZE PIECES

#### 3.1 Definition

Upgradable pieces are those that meet both the physical automation compatibility standards in C810 and the standards in C830 for an OCR clear zone, for reflectance, and for paper that can accept water-based ink. Addresses on upgradable pieces must be machine printed in a nonscript font. Upgradable pieces prepared under 3.0 are not packaged.

#### 3.2 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. 5-digit: optional (full trays); no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (full trays); no overflow; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); overflow allowed; use L002, Column A, for Line 1.

d. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix; use L804 for Line 1.

e. Mixed AADC: required (no minimum); group pieces by AADC and, within each, by 3-digit ZIP Code prefix; for Line 1, use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range).

#### 3.3 Line 2

Line 2: FCM LTRS OCR and, as applicable:

a. Mixed AADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 4.0 PREPARATION OF FLAT-SIZE PIECES

#### 4.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A, facing slip, or OEL.

d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

#### 4.2 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. 5-digit: required (full trays), no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (full trays), no overflow; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. ADC: required (full trays), no overflow; use L004 for Line 1.

e. Mixed ADC: required (no minimum); group pieces by 3-digit ZIP Code prefix; for Line 1, use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range).

#### 4.3 Line 2

Line 2: FCM FLTS and, on mixed ADC trays, WKG.

### 5.0 PREPARATION OF PARCELS

#### 5.1 Standards

First-Class parcels weighing 11 ounces or less, except Priority Mail, must be prepared under the standards below. All Priority Mail and any parcels weighing more than 11 ounces must be prepared under the applicable standards in M120.

#### 5.2 Package Size, Presort, and Labeling

Packaging is not required for pieces 1/2 inch thick or larger if they are placed in a sack to the same destination as that to which they would otherwise have been packaged. Package size, presort sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.
- c. ADC: required (10-piece minimum, fewer not permitted); pink Label A, facing slip, or OEL.
- d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

### 5.3 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: required (10-pound minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 3-digit: required (10-pound minimum); use L002, Column A, for Line 1.
- c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- d. ADC: required (10-pound minimum); use L004 for Line 1.
- e. Mixed ADC: required (no minimum); use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range).

### 5.4 Line 2

Line 2: FCM IRREG and, on mixed ADC sacks, WKG.

## 6.0 DOCUMENTATION

Documentation meeting the standards in P012 must be submitted with each mailing statement.

### *M200 Periodicals*

### *M210 Regular and Publications Service Periodicals*

## 1.0 BASIC STANDARDS

### 1.1 General Preparation

All pieces in each Regular or Publications Service mailing must be in the same processing category and must be presorted together to the finest extent required. Automation-compatible Publications Service pieces and Barcoded rate Regular Periodicals must be prepared under M800; other pieces under 2.0 and 3.0, 4.0, 5.0, or 6.0, as appropriate. Letter-size pieces must be prepared in trays; flat-size pieces must be prepared in sacks. Palletization of trays, sacks, or packages is as permitted by M040. Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do

not require postal transportation for processing.

### 1.2 Carrier Route and Walk-Sequence

Preparation for carrier route rates is optional and is subject to additional standards. Regular Periodicals for which a walk-sequence discount is claimed and Publications Service Periodicals optionally prepared in walk sequence must be prepared as a carrier route mailing under this section and the walk-sequencing standards in M050; pieces prepared with a simplified address must also meet the standards in A040.

### 1.3 Firm Packages

A "firm package" is two or more copies for the same address placed in one package. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the mailing statement. The firm package may be claimed as one piece for presort and on the mailing statement. If the copies are unaddressed, the firm package is considered one piece. A firm package presorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces packaged to the same destination to satisfy a six-piece package requirement when applicable, regardless of the number of copies in the firm package.

## 2.0 PACKAGE PREPARATION

### 2.1 General

Packaging preparation is subject to M020 and the specific standards below.

### 2.2 Carrier Route Packages

Mailers may choose to prepare carrier route packages at a higher level of route saturation (e.g., only if there are at least 15 pieces per route). Under this option, smaller packages of six or more pieces per carrier route not prepared for carrier route rates must be prepared for and paid at another applicable rate.

### 2.3 Regular Periodicals

In addition to labeling under 2.4b, each package of Regular Periodicals walk-sequence mail (or optionally prepared Publications Service walk sequence mail) must be labeled to show that the mail is walk sequenced. A facing slip with the phrase "HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL" or "SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL" (as applicable) may be placed on the top of each package of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a separate piece of paper

affixed to the top of the package. If packages are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the package to provide the equivalent information.

### 2.4 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. Firm: optional (two-piece minimum), blue Label F or optional endorsement line (OEL).
- b. Carrier route: optional but required for rate eligibility (six-piece minimum, fewer not permitted); labeling required only if placed in a 5-digit carrier routes tray or sack (purple Label CR, facing slip, OEL, or CR information line).
- c. 5-digit: required (six-piece minimum, fewer not permitted); red Label D or OEL.
- d. 3-digit: required (six-piece minimum, fewer not permitted); green Label 3 or OEL.
- e. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.
- f. Mixed ADC: required (no minimum); tan Label MS or OEL.

## 3.0 SACK PREPARATION (FLATS)—REGULAR PERIODICALS

### 3.1 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. Carrier route: required for rate eligibility at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes (carrier route packages only): required for rate eligibility (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- c. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- d. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.
- e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- f. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.
- g. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

## 3.2 Line 2

Line 2: PERIOD or NEWS (as applicable), FLTS or IRREG (as applicable), and:

- a. Basic Carrier Route sacks: route type and number.
- b. High Density sacks: WSH, route type and number.
- c. Saturation sacks: WSS, route type and number.
- d. 5-digit carrier routes sacks: CR-RTS.
- e. Mixed ADC sacks: WKG.
- f. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

## 4.0 SACK PREPARATION (FLATS)—PUBLICATIONS SERVICE

## 4.1 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. Carrier route: required for rate eligibility at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes (carrier route packages only): required for rate eligibility (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- c. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- d. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.
- e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- f. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.
- g. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

## 4.2 Line 2

Line 2: PERIOD or NEWS (as applicable), FLTS or IRREG (as applicable), and:

- a. Carrier Route sacks: LOT (or WSH or WSS if applicable), route type and number.
- b. 5-digit carrier routes sacks: CR-RTS.
- c. Mixed ADC sacks: WKG.
- d. As required by the applicable labeling list, Line 2 processing code

information must be right-justified under the ZIP Code on Line 1.

## 5.0 TRAY PREPARATION (LETTER-SIZE PIECES)—REGULAR PERIODICALS

## 5.1 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

- a. Carrier route: required for rate eligibility at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes (carrier route packages only): required for rate eligibility (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- c. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- d. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.
- e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- f. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.
- g. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

## 5.2 Line 2

Line 2: PERIOD or NEWS (as applicable), LTRS and:

- a. Basic Carrier Route trays: route type and number.
- b. High Density trays: WSH, route type and number.
- c. Saturation trays: WSS, route type and number.
- d. 5-digit carrier routes trays: CR-RTS.
- e. Mixed ADC trays: WKG.
- f. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

## 6.0 TRAY PREPARATION (LETTER-SIZE PIECES)—PUBLICATIONS SERVICE

## 6.1 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

- a. Carrier route: optional, but required for rate eligibility if full tray; no overflow; use 5-digit ZIP Code

destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 5-digit carrier routes (carrier route packages only): required for rate eligibility (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

c. 5-digit: required (full trays); no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

d. 3-digit: required (full trays); no overflow; use L002, Column A, for Line 1.

e. Entry SCF 3-digit(s): required (no minimum); overflow allowed; use L002, Column A, for Line 1.

f. ADC: required (full trays); no overflow; use L004 for Line 1.

g. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

## 6.2 Line 2

Line 2: PERIOD or NEWS (as applicable), LTRS and:

- a. Carrier route trays: LOT (or WSH or WSS if applicable), route type and number.
- b. 5-digit carrier routes trays: CR-RTS.
- c. Mixed ADC trays: WKG.
- d. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

## 7.0 BEDLOADED BUNDLES (FLATS)

## 7.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of flat-size Periodicals in bundles outside of sacks, subject to these standards:

a. This preparation must benefit the USPS. Generally, authorization is approved only when the number of bundles is not more than the number of sacks that would otherwise be used in a mailing.

b. The publisher or agent must submit an application for each publication, showing the name of the publication, the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and bundles to be deposited at each office.

c. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information similar to that required on the original application for future issues of the publication, if

requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years.

d. Authorization to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

#### 7.2 Package Preparation

Packages must be presorted and labeled under 2.0 and meet the applicable basic standards in M020 and these conditions:

a. Packages must contain at least six pieces but no more than 20 pounds of mail.

b. Firm packages may contain as few as two copies of a publication and do not have to be consolidated into bundles with other packages to the same 5-digit destination.

c. All pieces must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages weighing from 10 to 20 pounds each.

d. The last package to a destination may contain less than 10 pounds of mail.

e. All palletized packages of copalletized publications must contain at least six pieces.

#### 7.3 Bundle Preparation

Bundles must be presorted under 3.0 or 4.0 (as appropriate) and meet the applicable standards in M020 and these conditions:

a. Bundle size for all required presort levels: required (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

b. Bundle size for all optional presort levels: optional (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

c. Bundles other than carrier route and 5-digit bundles must be labeled with facing slips that have similar information to that required for sack labels. A facing slip is not required on carrier route bundles. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D.

#### 7.4 Physical Characteristics

Bundles must be machinable on USPS sack-sorting equipment, unless they consist of publications for entry and delivery in the same SCF service area. Machinability can be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to

mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

### 8.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

#### 8.1 Basic Information

A combined mailing is a mailing in which individually addressed copies of two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies are presorted together to achieve the finest presort possible for the combined mailing. This process is also known as comailing. More than one publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or bundle, applicable to the presort rate claimed. Each piece must meet all applicable standards for the specific rate claimed. Nonprofit and classroom publications may be combined with Regular or Publications Service publications only as permitted by standard. Letter-size pieces of Regular and Publications Service mail may not be combined.

#### 8.2 Mailing Statements

A separate mailing statement must be prepared for the postage computations for each publication or edition that is part of the combined mailing. The name and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the mailing statements. To report postage for firm packages for any combination not exclusively of Publications Service publications, the per piece postage computation (and nonadvertising adjustment, if applicable) for all copies included in firm packages must be on the mailing statement for the publication (having copies in those packages) that contains the higher (or highest) amount of advertising.

### 9.0 DOCUMENTATION

The publisher must be prepared to support information on mailing statements required with a Periodicals publication (e.g., the number of pieces or weight of copies addressed or sorted to specific destinations or zones, prepared at specific levels of presort, or prepared to qualify for a particular rate or discount). Except for mailings containing pieces at an automation rate, a destination entry rate, or a walk-sequence rate, the publisher may meet this standard at the time of mailing by separating sacks into groups based on the presort level for which their

contents qualify. In other situations, the publisher must have available documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards.

#### M290 Preferred Periodicals

[Text of current M201, M202, M203, and M205; M201.1.0, M202.1.0, and M203.1.0 are combined into M290.1.0; the remainder of M201, M202, and M203, and all of M205, are redesignated as M290.2.0, 3.0, 4.0, and 5.0, respectively, with subsections renumbered accordingly; no changes in text except to use correct class and rate names.]

### 1.0 BASIC STANDARDS

#### 1.1 Presort

All pieces in a Preferred Periodicals mailing must be presorted. All pieces must be in the same processing category unless specifically excepted by standard. Except for automation rate mailings, presort must at a minimum meet the standards in 2.0. Additional preparation might qualify pieces for other presort rates or discounts. Automation rate mailings must meet the presort standards in M800.

#### 1.2 Single-Piece

Subject to the applicable presort standards, if presorting results in a single piece remaining that cannot be included in a package already prepared, that single piece may be sorted to a tray, sack, or pallet, as appropriate, without being prepared as a "package."

#### 1.3 Loose Packing

District managers may authorize loose packing of faced, unpackaged flat-size mail if there are enough pieces to fill a No. 3 sack for the same 5-digit ZIP Code destination.

#### 1.4 Firm Packages

A "firm package" is two or more copies for the same address placed in one package. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the mailing statement. The firm package may be claimed as one piece for presort and on the mailing statement. If the copies are unaddressed, the firm package is considered one piece. A firm package presorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces packaged to the same destination to satisfy a six-piece package requirement when applicable, regardless

of the number of copies in the firm package.

### 1.5 Nonpostal Containers

Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and are cost effective.

## 2.0 PREPARATION FOR LEVEL G/J RATES

### 2.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. Firm: optional with at least two pieces; blue Label F or optional endorsement line (OEL).
- b. 5-digit: required at six pieces; smaller packages permitted; red Label D or OEL; labeling optional.
- c. City: optional with at least six pieces; yellow label C or OEL.
- d. 3-digit: required at six pieces; smaller packages permitted; green Label 3 or OEL.
- e. SCF: optional at six pieces; smaller packages permitted; green Label 3 or OEL.
- f. ADC: required with at least six pieces; pink Label A or OEL.
- g. Mixed ADC: required with no minimum; tan Label MS or OEL.

### 2.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: required at four packages; fewer packages permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. City: optional with no minimum except as required for rate eligibility; use lowest ZIP Code for destination from L001 for Line 1.
- c. 3-digit: required at four packages; fewer packages permitted; use L002, Column A, for Line 1.
- d. SCF: optional with no minimum; use L002, Column B, for Line 1.
- e. ADC: required at four packages; fewer packages permitted; use L004 for Line 1.
- f. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

### 2.3 Line 2

Line 2: PERIOD or NEWS (as applicable), processing category, and:

- a. City sacks: CITY, right-justified under the ZIP Code on Line 1.
- b. Mixed ADC sacks: WKG.
- c. As required by the applicable labeling list, Line 2 processing code

information must be right-justified under the ZIP Code on Line 1.

## 3.0 PREPARATION FOR LEVEL H RATES

### 3.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. Firm: optional with at least two pieces, subject to 1.5; blue Label F or optional endorsement line (OEL).
- b. 5-digit: required at six pieces; smaller packages not permitted; red Label D or OEL; labeling optional.
- c. City: optional with at least six pieces; yellow Label C or OEL.
- d. Unique 3-digit: required at six pieces; smaller packages not permitted; green Label 3 or OEL.

### 3.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: required at four packages; fewer packages permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. City: optional at one six-piece package, as required for rate eligibility; use lowest ZIP Code for destination from L001 for Line 1.
- c. 3-digit: required at four packages; fewer packages permitted; use L002, Column A (cities identified with two bullets), for Line 1.

### 3.3 Line 2

Line 2: PERIOD or NEWS (as applicable) and processing category (and, on city sacks, CITY right-justified under the ZIP Code on Line 1).

## 4.0 PREPARATION FOR LEVEL I/K RATES

### 4.1 Carrier Route

"Carrier route" includes city carrier routes, rural routes, highway contract routes, post office box sections, and general delivery units.

### 4.2 Trays

Mailings of letter-size pieces may be prepared in letter trays rather than sacks, subject to 3.1. Rate eligibility remains subject to the applicable standards. Letter-size pieces prepared in trays must be packaged under 2.0, except that packages are not required when there is enough mail to fill a tray for the same carrier route.

### 4.3 Walk-Sequence Mail

Pieces for which a walk-sequence discount is claimed must be prepared as a carrier route mailing under this section and the walk-sequencing

standards in M050. Pieces prepared with a simplified address must also meet the corresponding standards. Walk-sequence letter- and flat-size pieces must be prepared in packages. In addition to labeling under 4.4 and 4.5, each package of walk-sequence mail must be labeled to show that the mail is walk sequenced. A facing slip with the phrase "WALK-SEQUENCED CARRIER ROUTE MAIL" may be placed on the top of each package of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a separate piece of paper affixed to the top of the package. If packages are prepared without facing slips, "WS" must immediately precede the carrier route information on a carrier route information line on each piece in the package.

### 4.4 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. Firm: optional with at least two pieces, subject to 1.5; blue Label F or optional endorsement line (OEL).
- b. Carrier route: required at six pieces, subject to 4.6; smaller packages not permitted; label under 4.5.

### 4.5 Package Labels

Carrier route packages labels are based on the level of sack in which placed:

- a. No label is required if the package is placed in a correctly labeled carrier route sack.
- b. Packages in 5-digit carrier routes sacks must have a facing slip unless the pieces in the package show a carrier route information line.

c. Optional endorsement lines may be used instead of carrier information lines or facing slips.

### 4.6 Higher Level

Mailers may choose to prepare carrier route packages at a higher level of route saturation than required in 4.4b (e.g., only when there are at least 15 pieces per route). Under this option, smaller packages (but with six or more pieces per carrier route) not prepared as required for carrier route rates must be claimed at another rate and prepared accordingly.

### 4.7 Tray or Sack Size, Presort, and Labeling

Tray presort is in the same sequence as for sacks; a tray must be prepared for a required presort destination when the corresponding pieces (or packages of pieces) fill a tray. Minimum volume per

tray is the same as for a comparable sack. The information placed on tray labels is the same as on sack labels. Tray or sack size, presort sequence, and labeling:

a. Carrier route: optional at one six-piece package minimum, required for rate eligibility; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. Carrier routes: optional at minimum of one six-piece package each for two different routes in the same 5-digit ZIP Code area; required for rate eligibility; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

4.8 Line 2

Line 2: PERIOD or NEWS (as applicable), processing category, and:

a. Walk-sequence carrier route trays or sacks: WS, and route type and number.

b. Carrier route trays or sacks: route type and number.

c. 5-digit carrier routes trays or sacks: CARRIER ROUTES.

5.0 BEDLOADED BUNDLES (FLATS)

5.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of flat-size Periodicals in bundles outside sacks, subject to these standards:

a. This preparation must benefit the USPS. Generally, authorization is approved only when the number of bundles is not more than the number of sacks that would otherwise be used in a mailing.

b. The publisher or agent must submit an application for each publication, showing the name of the publication; the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and bundles to be deposited at each office.

c. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information similar to that required on the original application for future issues of the publication, if requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years.

d. Authorization to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

5.2 Package Preparation

Packages must be presorted and labeled under 2.0 and meet the

applicable basic standards in M020 and these conditions:

a. Packages must contain at least six pieces but no more than 20 pounds of mail.

b. Firm packages may contain as few as two copies of a publication and do not have to be consolidated into bundles with other packages to the same 5-digit destination.

c. All pieces must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages weighing from 10 to 20 pounds each.

d. The last package to a destination may contain less than 10 pounds of mail.

e. All palletized packages of copalletized publications must contain at least six pieces.

5.3 Bundle Preparation

Bundles must be presorted under 3.0 and meet the applicable standards in M020 and these conditions:

a. Bundle size for all required presort levels: required (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

b. Bundle size for all optional presort levels: optional (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

c. Bundles other than carrier route and 5-digit bundles must be labeled with facing slips that have similar information to that required for sack labels. A facing slip is not required on carrier route bundles. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D.

5.4 Physical Characteristics

Bundles must be machinable on USPS sack-sorting equipment, unless they consist of publications for entry and delivery in the same SCF service area. Machinability can be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

6.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

6.1 Basic Information

A combined mailing is a mailing in which individually addressed copies of two or more Periodicals publications or

editions are merged into a single mailstream, during production or after finished copies are produced, and all copies are presorted together to achieve the finest presort possible for the combined mailing. This process is also known as comailing. More than one publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or bundle, applicable to the presort rate claimed. Each piece must meet all applicable standards for the specific rate claimed. Nonprofit and classroom publications may be combined with Regular or Publications Service publications only as permitted by standard.

6.2 Mailing Statements

A separate mailing statement must be prepared for the postage computations for each publication or edition that is part of the combined mailing. The name and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the mailing statements. To report postage for firm packages, the per piece postage computation (and nonadvertising adjustment, if applicable) for all copies included in firm packages must be on the mailing statement for the publication (having copies in those packages) that contains the higher (or highest) amount of advertising.

7.0 DOCUMENTATION

The publisher must be prepared to support information on mailing statements required with a Periodicals publication (e.g., the number of pieces or weight of copies addressed or sorted to specific destinations or zones, prepared at specific levels of presort, or prepared to qualify for a particular rate or discount). Except for mailings containing pieces at an automation rate, a destination entry rate, or a walk-sequence rate, the publisher may meet this standard at the time of mailing by separating sacks into groups based on the presort level for which their contents qualify. In other situations, the publisher must have available documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards.

[Delete current M300 and M400; no change to M500.]

\* \* \* \* \*

**M600 Standard Mail****M610 Single-Piece and Regular Standard Mail (A)****1.0 SINGLE-PIECE RATES**

Each piece must be legibly marked "Standard" or "STD." Unmarked pieces are treated as First-Class Mail and charged postage at the applicable First-Class rate.

**2.0 BASIC STANDARDS"REGULAR RATES****2.1 All Mailings**

All Regular (Basic and 3/5) rate mailings are subject to these general standards:

a. Each mailing must meet the applicable standards in E631 and M010 through M030.

b. All pieces must be in the same processing category unless specifically excepted by standard.

c. All pieces must be presorted together and prepared under M610, except under M045 for palletized mail.

d. Sortation determines rate eligibility; pieces not claimed at or not eligible for the 3/5 rate must be claimed at the Basic rate.

e. All pieces must be marked "STD" (or "Standard") and "Presort."

f. Subject to 2.2, letter-size pieces must be prepared in trays and, unless palletized, flat-size pieces must be prepared in sacks.

g. Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

**2.2 Preparation Category**

Pieces of Standard Mail (A) that, by size, could qualify for an Automation rate as either a letter or a flat, and that are prepared as palletized flats at Automation rates for flats or at Enhanced Carrier Route rates, may be prepared as palletized flats at Regular nonletter rates as well if the number of Regular nonletter rate pieces does not exceed 10% of the total number of pieces in the entire mailing job (regardless of rate).

**2.3 Documentation**

Documentation meeting the standards in P012 must be provided for all mailings paid by permit imprint, in which all pieces do not bear the correct postage, or in which pieces are of nonidentical weight.

**3.0 BASIC PREPARATION"REGULAR RATE LETTER-SIZE PIECES****3.1 Package Size, Presort, and Labeling**

Package size, presort sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL); labeling optional.

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A, facing slip, or OEL.

d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

**3.2 3/5 Rate**

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces in total for the 3-digit area) can be prepared in 5- and 3-digit trays

**3.3 Tray Size, Presort, and Labeling**

Tray size, presort sequence, and labeling:

a. 5-digit: optional (full trays), subject to 3.2; no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (no minimum), subject to 3.2; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); overflow allowed; use L002, Column A, for Line 1.

d. ADC: required (full trays); no overflow; use L004 for Line 1.

e. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

**3.4 Line 2**

Line 2: STD LTRS NON-OCR and, as applicable:

a. Mixed ADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

**4.0 OPTIONAL PREPARATION—UPGRADABLE REGULAR RATE LETTER-SIZE PIECES****4.1 Definition**

Upgradable pieces are those that meet both the physical automation compatibility standards in C810 and the standards in C830 for an OCR clear zone, for reflectance, and for paper that can accept water-based ink. Addresses on upgradable pieces must be machine

printed in a nonscript font. Upgradable pieces prepared under 4.0 are not packaged.

**4.2 3/5 Rate**

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces in total for the 3-digit area) can be prepared in 5- and 3-digit trays

**4.3 Tray Size, Presort, and Labeling**

Tray size, presort sequence, and labeling:

a. 5-digit: optional (full trays), subject to 4.2; no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (no minimum), subject to 4.2; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); overflow allowed; use L002, Column A, for Line 1.

d. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix; use L804 for Line 1.

e. Mixed AADC: required (no minimum); group pieces by AADC and, within each, by 3-digit ZIP Code prefix; for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or L806, as appropriate.

**4.4 Line 2**

Line 2: STD LTRS OCR and, as applicable:

a. Mixed AADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

**5.0 PREPARATION—REGULAR RATE FLAT-SIZE PIECES AND IRREGULAR PARCELS****5.1 Commingling Irregular Parcel Mailings**

RCSCs may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort, if adequate means are available to ensure that proper postage is paid. When authorizing commingling, RCSCs may waive minimum quantity standards for preparation of 5-digit and 3-digit packages if doing so results in a finer makeup of at least 50% of the mail.

**5.2 Packaging Irregular Parcels**

Irregular parcels are packaged under 5.3, except that:

a. Irregular parcels 1/2 inch or more thick need not be made up into packages, if the packages would be placed in a sack for same destination.

b. Items that are so large that 10 or fewer pieces fill a sack need not be packaged.



c. Pieces in a 5-digit sack containing both machinable and irregular parcels need not be packaged. (Sacks containing both machinable and irregular parcels cannot be prepared to other presort levels.)

### 5.3 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.
- c. ADC: required (10-piece minimum, fewer permitted); pink Label A, facing slip, or OEL.
- d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

### 5.4 Loose Packing

District managers of customer services may authorize loose packing of unpackaged pieces to fill No. 3 sacks if no material in a sack would be more finely presorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of pieces placed in one sack must not exceed 70 pounds. Requests to loose-pack mail must be made through the post office of mailing.

### 5.5 When to Sack

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying mailing statement

whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 5.5b ("BOTH") was used.

### 5.6 Drop Shipment

Mailers who use Priority Mail or Express Mail to drop ship Standard Mail (A) may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

### 5.7 Sack Size, Presort, and Labeling

Sack size (subject to 5.4 through 5.6), presort sequence, and labeling:

- a. 5-digit: As applicable:
  - (1) Flats or irregular parcels: required (125 pieces/15 pounds minimum, smaller volume not permitted); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
  - (2) Commingled machinable and irregular parcels: required at 10 pounds, smaller volume permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 3-digit: required (125 pieces/15 pounds minimum, smaller volume not permitted); use L002, Column A, for Line 1.
- c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- d. ADC: required (125 pieces/15 pounds minimum, smaller volume not permitted); use L004 for Line 1.
- e. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

### 5.8 Line 2

- Line 2: STD and:
- a. 5-digit sacks of machinable and irregular parcels: 3C MACH AND IRREG.
  - b. Sacks of commingled irregular parcels: 3C COMM IRREG.
  - c. All other sacks: FLTS or 3C IRREG (as appropriate).
  - d. Mixed ADC sacks: WKG.
  - e. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 6.0 REGULAR RATE MACHINABLE PARCELS

#### 6.1 5-Digit Sacks

Five-digit sacks containing both machinable and irregular parcels must be prepared under 5.0. Each possible 5-digit sack must be prepared in any mailing including pieces claimed at the  $\frac{3}{5}$  rate. If each possible 5-digit sack is not prepared when there are 10 pounds or more of mail for that destination, the

$\frac{3}{5}$  rate may not be claimed for any part of the mailing.

### 6.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: optional at 10 pounds except under 6.1; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.
- b. Destination ASF: required for DBMC rate only (10 pounds minimum, smaller volume not permitted); use L602 for Line 1.
- c. Destination BMC: required (10 pounds minimum, smaller volume not permitted); use L602 if DBMC rate is claimed; otherwise, use L601 for Line 1.
- d. Mixed BMC: required (no minimum); use L601 to show entry BMC for Line 1.

### 6.3 Line 2

- Line 2: STD 3C MACH and:
- a. Mixed BMC sacks: MIXED BMC.
  - b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 7.0 BEDLOADED BUNDLES OF REGULAR RATE FLAT-SIZE PIECES

#### 7.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of Regular Standard Mail (A) in bundles outside mail sacks if this preparation benefits the USPS. Generally, authorization is approved only when the number of bundles is not more than the number of sacks that would otherwise be used in a mailing. The mailer or agent must submit an application for each product that states the name of the mailer, the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and of bundles to be deposited at each office. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information for future mailings, similar to that required in the original application if requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years. Authorizations to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

#### 7.2 Documentation

Documentation must be provided under 2.3, applying those standards to bundles rather than sacks.

### 7.3 Package Preparation

Package size for all presort levels: two-piece minimum, 20-pound maximum. Presort sequence and labeling of packages are subject to 5.0.

### 7.4 Bundle Preparation

Bundle size for all presort levels: two packages/20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted. Presort sequence is subject to 5.0. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D. Other bundles must be labeled with facing slips that have similar information to that required for sack labels. Packages too large to be placed in a bundle do not require a facing slip.

### 7.5 Physical Characteristics

Bundles must be machinable by USPS sack-sorting equipment, unless they consist of pieces for entry and delivery in the same SCF service area. Machinability might be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

#### *M620 Enhanced Carrier Route Standard Mail (A)*

## 1.0 BASIC STANDARDS

### 1.1 All Mailings

All Enhanced Carrier Route rate mailings are subject to these general standards:

- a. Each mailing must meet the applicable standards in E632 and M010 through M030.
- b. All pieces must be in the same processing category.
- c. All pieces must be presorted together and prepared under M620, unless palletized under M045.
- d. Sortation determines rate eligibility; pieces not claimed at or not eligible for the High Density or Saturation rates must be claimed at the Basic Carrier Route rate.
- e. Subject to M012, all pieces must be marked "STD" (or "Standard"), "ECR" (or "Enhanced Carrier Route"). In addition, Basic, High Density, and Saturation rate pieces must each be marked "LOT," "WSH," or "WSS," respectively, after the ECR marking (e.g., "ECRWSS"), in the correct optional endorsement line under M013, or in the

correct carrier route information line under M014. Pieces not claimed at the corresponding rate must not bear the "LOT," "WSH," or "WSS" marking.

f. Subject to 1.2, letter-size pieces must be prepared in trays and, unless palletized, flat-size pieces must be prepared in sacks.

g. Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

## 1.2 Preparation Category

Pieces of Standard Mail (A) that, by size, could qualify for an Automation rate as either a letter or a flat, and that are prepared as palletized flats at Enhanced Carrier Route rates, may be prepared as palletized flats at Regular nonletter rates as well if the number of Regular nonletter rate pieces does not exceed 10% of the total number of pieces in the entire mailing job (regardless of rate).

## 1.3 High Density and Saturation Rates

Mailpieces for which the High Density or Saturation rate is claimed must be prepared as a carrier route mailing under this section and the walk-sequencing standards in M050. Pieces prepared with a simplified address must also meet the corresponding standards.

## 1.4 Documentation

Documentation is subject to the general standards in P012. At the time a mailing is submitted for presort and postage verification, the mailer must submit a list of the number of pieces qualifying for each Enhanced Carrier Route rate claimed by 5-digit ZIP Code and, within each, by carrier route. Additional documentation is required under M050 for the High Density and Saturation rates. After the first mailing, the postmaster may authorize the mailer to keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to the USPS's satisfaction.

## 2.0 PACKAGE PREPARATION

### 2.1 General

Only carrier route packages are prepared. "Carrier route" includes city carrier routes, rural routes, highway contract routes, post office box sections, and general delivery units. Packages are not required in full carrier route trays.

### 2.2 Package Size and Labeling

Package size: carrier route; required (10-piece minimum, fewer not permitted). Carrier route package labels are based on the level of sack or tray in which placed:

- a. No label is required if the package is placed in a correctly labeled carrier route tray or sack.
- b. Packages in 5-digit carrier routes trays and sacks must have a facing slip unless the pieces in the package show a carrier route information line. Optional endorsement lines may be used instead of carrier information lines or facing slips.

### 2.3 Walk-Sequence Mail

A facing slip with the phrase "WALK-SEQUENCED CARRIER ROUTE MAIL" may be placed on the top of each package of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a separate piece of paper affixed to the top of the package. A facing slip does not satisfy the marking on each piece required by 1.1e.

## 3.0 TRAY PREPARATION—LETTER-SIZE PIECES

### 3.1 Tray Size, Presort, and Labeling

- Tray size, presort sequence, and labeling:
- a. Carrier route: required full tray; no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
  - b. 5-digit carrier routes: required (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

### 3.2 Line 2

- Line 2: STD LTRS and:
- a. Basic Carrier Route trays: ECRLOT, route type and number.
  - b. High Density trays: ECRWSH, route type and number.
  - c. Saturation trays: ECRWSS, route type and number.
  - d. 5-digit carrier routes trays: CR-RTS.

## 4.0 SACK PREPARATION—OTHER PIECES

### 4.1 When to Sack

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces

weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying mailing statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 4.1b ("BOTH") was used.

#### 4.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

a. Carrier route: required (125 pieces/15 pound minimum, smaller volume not permitted); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 5-digit carrier routes: required (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

#### 4.3 Line 2

Line 2: STD, FLTS or 3C IRREG (as appropriate), and:

a. Basic Carrier Route sacks: ECRLOT, route type and number.

b. High Density sacks: ECRWSH, route type and number.

c. Saturation sacks: ECRWSS, route type and number.

d. 5-digit carrier routes sacks: CR-RTS.

#### 5.0 RESIDUAL MAIL

Pieces not presorted under 2.0 and either 3.0 or 4.0 must be prepared as a separate mailing at Regular or Automation Standard Mail rates.

#### 6.0 BEDLOADED BUNDLES

##### 6.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of Enhanced Carrier Route Standard Mail in bundles outside mail sacks if this preparation benefits the USPS. Generally, authorization is approved only when the number of bundles is not more than

the number of sacks that would otherwise be used in a mailing. The mailer or agent must submit an application for each product that states the name of the mailer, the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and of bundles to be deposited at each office. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information for future mailings, similar to that required in the original application if requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years. Authorizations to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

##### 6.2 Documentation

Documentation meeting the standards in P012 must be provided for all mailings paid with a permit imprint, in which all pieces do not bear the correct postage, or in which pieces are of nonidentical weight.

##### 6.3 Package Preparation

Package size for all presort levels: two-piece minimum, 20-pound maximum. Presort sequence and labeling of packages are subject to 2.0.

##### 6.4 Bundle Preparation

Bundle size for all presort levels: two packages/20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted. Presort sequence is subject to 4.0. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D. Packages too large to be placed in a bundle do not require a facing slip.

##### 6.5 Physical Characteristics

Bundles must be machinable by USPS sack-sorting equipment, unless they consist of pieces for entry and delivery in the same SCF service area. Machinability might be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

#### M630 Standard Mail (B)

##### 1.0 PARCEL POST

###### 1.1 Marking

Pieces mailed at the single-piece parcel post rates do not require a marking. Each piece mailed at the bulk parcel post rates must be marked "Bulk Parcel Post" or "Bulk PP." Each piece mailed at the DBMC parcel post rates must be marked "DBMC Parcel Post" or "DBMC PP." If postage for the piece is paid with a permit imprint and the office of mailing is in a different 3-digit ZIP Code area from the post office in the return address, the 5-digit ZIP Code or the 3-digit ZIP Code prefix of the office of mailing must be included in the indicia or incorporated in the required marking (e.g., "DBMC PP 011" or "DBMC Parcel Post Mailed From 01101"). Pieces not clearly marked as required are treated as single-piece rate parcel post and subject to additional postage as necessary.

###### 1.2 Separation

DBMC and bulk parcel post pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under 8.0. For mailings prepared in sacks, pieces for more than one zone may not be placed in the same sack, and sacks must be separated by zone when presented to the USPS.

#### 2.0 BOUND PRINTED MATTER

##### 2.1 Basic Standards

There are no presort, sacking, or labeling requirements for single-piece rate bound printed matter. All bulk rate bound printed matter must be prepared under the standards in 2.5 and 2.6, except for carrier route presort rate bound printed matter, machinable pieces, bedloaded bundles, and palletized pieces and bundles subject to 3.0, 6.0, 7.0, and M045, respectively.

##### 2.2 Separation

Mailpieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under 8.0. Pieces for more than one zone may not be placed in the same bundle or sack, and bundles and sacks must be separated by zone when presented.

##### 2.3 Marking

Each piece claimed at single-piece bound printed matter rates must be marked "Bound Printed Matter." Each piece of bound printed matter claimed at bulk bound printed matter rates must be marked "Bound Printed Matter" and

“Bulk Rate” or “Blk. Rt.” Pieces not clearly marked as required are treated as single-piece rate parcel post and subject to additional postage as necessary.

#### 2.4 Catalogs

In addition to marking under 2.3, catalogs must be marked “CATALOG RATE” or “CATALOG.” For this standard, a “catalog” is bound printed matter consisting entirely of advertising. “Advertising” includes all material for the publication of which a valuable consideration is paid, accepted, or promised, which calls attention to something for getting people to buy it, seek it, sell it, or support it. Public service advertisements for which no consideration is paid are not advertising for postal purposes. Advertising includes:

- a. Reading matter or other material, for the publication of which an advertising rate is charged.
- b. Articles, items, and notices that are reading matter inserted by a custom or understanding that textual matter is to be inserted for the advertiser or the advertiser’s products in the publication where a display advertisement appears.
- c. Material in a publication advertising its own services or issues, or any other business (or products or services) of its publisher, whether display advertising or editorial or reading matter.

#### 2.5 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: required at 10 pieces/20 pounds/1,000 cubic inches; smaller volume permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 3-digit: required at 10 pieces/20 pounds/1,000 cubic inches; smaller volume permitted; use L002, Column A, for Line 1.
- c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- d. SCF: optional (10 pieces/20 pounds/1,000 cubic inches minimum; smaller volume not permitted); use L002, Column B, for Line 1.
- e. ADC: optional (no minimum); use L004 for Line 1.
- f. Mixed ADC: required (no minimum); for Line 1, use MXD followed by the entry ADC facility city/state/ZIP shown in L004.

#### 2.6 Line 2

Line 2: STD 4C, FLATS or IRREG (as applicable), and:

- a. Mixed ADC sacks: WKG.
- b. As required by the applicable labeling list, Line 2 processing code

information must be right-justified under the ZIP Code on Line 1.

#### 3.0 CARRIER ROUTE BOUND PRINTED MATTER

##### 3.1 Preparation

Carrier route rate bound printed matter must be prepared under the standards in 3.5 through 3.8, unless prepared as machinable pieces, bedloaded bundles, or palletized under 6.0, 7.0, and M045, respectively.

##### 3.2 Documentation

Documentation is subject to the general standards in P012. At the time a mailing is submitted for presort and postage verification, the mailer must submit a list of the number of qualifying and residual pieces for each by 5-digit ZIP Code and, within each, by carrier route. After the first mailing, the postmaster may authorize the mailer to keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to the USPS’s satisfaction.

##### 3.3 Marking

Each piece claimed at carrier route bulk bound printed matter rates must be marked “Bound Printed Matter Blk. Rt.” and “Carrier Route Presort” or “CAR-RT SORT.” In addition, catalogs must be marked “CATALOG RATE” or “CATALOG.” Catalog is defined in 2.4. Residual pieces in a carrier route bulk bound printed matter mailing may have the “Carrier Route Presort” or “CAR-RT SORT” marking if the number of residual pieces to any single 5-digit ZIP Code area does not exceed 5% of the total qualifying carrier route rate pieces addressed to that 5-digit area. The residual pieces must be separated from the qualifying pieces when presented to the USPS. Pieces not clearly marked as required are treated as single-piece rate parcel post and subject to additional postage as necessary.

##### 3.4 Package Preparation

“Carrier route” includes city carrier routes, rural routes, highway contract routes, post office box sections, and general delivery units. Packages must meet the applicable basic standards in M020.

##### 3.5 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling: Carrier route; required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller packages not permitted); facing slip required unless

the pieces in the package show a carrier route information line.

##### 3.6 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. Carrier route: optional (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use 5-digit destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes: required (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

##### 3.7 Line 2

Line 2: STD 4C, FLTS or IRREG (as applicable), and:

- a. Carrier route sacks: route type and number.
- b. 5-digit carrier routes sacks: CARRIER ROUTES.

##### 3.8 Residual Pieces

Residual mail not presorted under 3.5 through 3.7 may be prepared in packages of fewer than 10 pieces each for individual carrier routes. Residual pieces must be sacked under 2.0. Residual pieces may be included in a carrier route presort rate mailing with the “Carrier Route Presort” or “CAR-RT SORT” marking if postage is paid at the applicable bulk bound printed matter rate. These pieces must be separated from the qualifying carrier route rate pieces when presented to the USPS. The number of residual pieces endorsed “Carrier Route Presort” or “CAR-RT SORT” addressed to any single 5-digit ZIP Code area must not exceed 5% of the total qualifying presorted carrier route pieces addressed to that 5-digit area.

#### 4.0 SPECIAL STANDARD MAIL

##### 4.1 Basic Standards

There are no presort, sacking, or labeling requirements for single-piece Special Standard Mail. Presorted Special Standard Mail matter must be prepared subject to 4.3 through 4.5, unless prepared as machinable pieces, bedloaded bundles, or palletized, subject to 6.0, 7.0, and M045, respectively. Mailings of nonmachinable (outside) pieces eligible for the presort rates must be prepared to preserve the required presort as instructed by the postmaster of the office of mailing.

##### 4.2 Marking

Each piece claimed at Special Standard Mail single-piece rates must be marked “Special Standard Mail.” Each piece claimed at Presorted Special

Standard Mail rates must be marked "Presorted Special Standard Mail." Pieces not clearly marked as required are treated as single-piece parcel post and subject to additional postage as necessary.

#### 4.3 Sack or Bundle Preparation (5-Digit Rate)

Sack or bundle size, presort sequence, and labeling: 5-digit (only); required (eight pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); 20-pound maximum for bundles; no label required on bundles; on sacks use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

#### 4.4 Sack Preparation (BMC Rate)

Sack size, presort sequence, and labeling: destination BMC (only); required (four pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L601 for Line 1.

#### 4.5 Line 2

Line 2: STD 4C and processing category. As required by the labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 5.0 LIBRARY MAIL

#### 5.1 Basic Standards

There are no presort, sacking, or labeling requirements for single-piece Library Mail, except that, if 1,000 or more identical-weight Library Mail pieces are mailed during a single day, they must be presorted and sacked under 2.0 unless prepared as machinable parcels or palletized subject to 6.0 or M045, respectively.

#### 5.2 Marking

Each piece of Library Mail must be marked "Library Rate" or "Library Mail." Pieces not clearly marked as required are treated as single-piece parcel post and subject to additional postage as necessary.

### 6.0 MACHINABLE PARCELS

#### 6.1 Basic Standards

All Standard Mail (B) machinable parcels must be prepared in sacks under 6.2 unless palletized under M045. Parcel post or bound printed matter pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under 8.0. Pieces for more than one zone may not be placed in the same bundle or sack, and bundles and sacks must be separated by zone when presented.

#### 6.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

a. 5-digit: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. ASF: allowed and required only if DBMC rate is claimed for mail deposited at ASF; 10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted; use L602 for Line 1.

c. Destination BMC: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L601 (L602 if DBMC rate claimed) for Line 1.

d. Mixed BMC: required (no minimum); use L601 to show entry BMC for Line 1.

#### 6.3 Line 2

Line 2: STD 4C MACH and:

a. Mixed BMC sacks: MIXED BMC.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 7.0 BOUND PRINTED MATTER AS BEDLOADED BUNDLES

#### 7.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of bound printed matter meeting the applicable standards in 2.0 or 3.0 in bundles outside mail sacks if this preparation benefits the USPS. Generally, authorization is approved only when the number of bundles is not more than the number of sacks that would otherwise be used in a mailing. The mailer or agent must submit an application for each product that states the name of the mailer, the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and bundles to be deposited at each office. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information for future mailings, similar to that required on the original application, if requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years. Authorizations to bundle instead of sack can be revoked when it is determined that the preparation method no longer benefits the USPS.

#### 7.2 Separation

Unless prepared under 8.0, pieces for more than one zone may not be placed in the same package or bundle, and packages and bundles must be separated by zone when presented to the USPS.

#### 7.3 Package Preparation

Packages must meet the applicable basic standards in M020. Package size: two-piece minimum, 20-pound maximum. Presort sequence and labeling of packages are subject to 2.0 or 3.0, as applicable for the rate claimed.

#### 7.4 Bundle Preparation

Bundles must meet the applicable basic standards in M020. Bundles must be machinable by USPS sack-sorting equipment, unless they consist of pieces for entry and delivery in the same SCF service area. Machinability can be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

#### 7.5 Bundle Size, Presort, and Labeling

Bundle size, presort sequence, and labeling: For all presort levels: two packages/20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted. Presort sequence is same as sacks under 2.0 or 3.0, as applicable for the rate claimed. Bundles other than carrier route and 5-digit bundles must be labeled with facing slips that have similar information to that required for sack labels. A facing slip is not required on carrier route bundles. The 5-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D. Packages too large to be placed in a bundle do not require a facing slip. Optional endorsement lines may be used instead of facing slips on other than mixed states bundles, subject to M013.

### 8.0 COMMINGLING ZONES

Zone-rated Standard Mail pieces need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to the applicable conditions of this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the RCSC manager serving the office of mailing. These provisions also apply to

bundles of bound printed matter regardless of whether the bundles are bedloaded, sacked, or palletized. The mail must be prepared and documented:

a. Under P710 or P730; or

b. Under all these conditions:

(1) A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information on bound printed matter).

(2) For bound printed matter and all palletized mailings, Line 2 of the sack/pallet label for each sack/pallet that contains mail for more than one zone also shows "MIXED ZONES" and the zone numbers (e.g., "STD FLATS MIXED ZONES 2 & 3").

(3) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding mailing statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the level of sortation, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the mailing statement and the results of USPS random verification of piece counts and postage.

#### *M690 Nonprofit Standard Mail*

#### *M692 Basic and 3/5 Presort*

[Text of current M302, except in 1.2 and 3.3, replace "bulk third-class" with "Nonprofit Standard Mail (A)"; delete 1.3 and 1.5, and renumber succeeding sections accordingly; in renumbered 1.8a and 2.1, delete "or optional city," delete 2.2c, 2.3c, 3.4b, 3.5b, and 3.6b and reletter succeeding sections accordingly; in 3.6, replace "3C" with "STD"; and in 3.6a and 3.6b, insert "3C" before "MACH." In 2.2f, 2.3f, 3.4e, 3.5e, and 3.5g, replace "SDC" with "ADC"; in 2.3f, replace "orange Label S" with "pink Label A"; in 3.5g, replace "L706 or L707, as applicable" with "use L004"; delete current 3.6d, redesignate

3.6e and 3.6f as 3.6d and 3.6e, respectively, and revise redesignated 3.6d to read "Mixed ADC sacks: WKG"; delete 2.2g, 2.3g, 3.4f, and 3.5f; redesignate 2.2h, 2.3h, 3.4g, and 3.5g as 2.2g, 2.3g, 3.4f, and 3.5f, respectively, and replace "Mixed states" with "Mixed ADC."]

#### *M693 Carrier Route*

[Text of current M303, except in 1.2 and 3.3, replace "bulk third-class" with "Nonprofit Standard Mail (A)"; delete 1.3 and 1.5, and renumber succeeding sections accordingly; and in 3.6, replace "3C" with "STD."]

#### *M695 Machinable Parcels*

[Text of current M305, except in 2.4, replace "3C" with "STD 3C."]

#### *M696 Irregular Parcels*

[Text of current M306, except in 1.5, replace "bulk third-class" with "Nonprofit Standard Mail (A)"; and in 3.0, replace "3C" with "STD 3C."]

#### *M697 Bedloaded Bundles*

[Text of current M307, except in 1.2, replace "third-class mail" with "Nonprofit Standard Mail (A)."]

#### *M698 Combined Mailings of Nonprofit Standard Mail (A) and Standard Mail (B) Machinable Parcels*

[Text of current M073. In 1.1, replace "third-class and fourth-class" with "Nonprofit Standard Mail (A) and Standard Mail (B)"; in 1.2, replace "third- or fourth-class" with "Nonprofit Standard Mail (A) or Standard Mail (B)" and delete "class or"; in 1.6 and 1.7, replace "class" with "category"; in 1.7, replace "third- and fourth-class" with "Nonprofit Standard Mail (A) and Standard Mail (B) pieces"; in 1.7, replace "third- and fourth-class" with "Nonprofit Standard Mail (A) and Standard Mail (B)"; and in 3.3, replace "3C/4C" with "STD 3C/4C."]

#### *M800 Automation-Compatible Mail*

[Move current M810–M820 contents to M890 and renumber and revise as shown below to apply only to Preferred Periodicals and Nonprofit Standard Mail (A). For Automation First-Class and Standard Mail (A) and Barcoded rate Regular and automation-compatible Publications Service Periodicals, add new M810 (replacing M814 through M816) and M820 (replacing M823), as follows; (M812, M813, M817, M818, M819, M825, and M827 are deleted for these subclasses.)]

#### *M810 Letter-Size Mail—(Except Preferred Periodicals and Nonprofit Standard Mail)*

### 1.0 BASIC STANDARDS

#### 1.1 Standards

Letter-size Automation First-Class, Barcoded rate Regular and automation-compatible Publications Service Periodicals, and Automation Standard Mail must be prepared under M810, subject to the basic eligibility standards applicable to the rate claimed. Presort, labeling, and package and tray preparation are subject to the general standards in M010 through M030. All pieces in a mailing must be in the same processing category and must be presorted together to the finest extent required. Firm packages may not be included in mailings prepared under M810.

#### 1.2 Marking

First-Class pieces must be marked "First-Class." Standard Mail must be marked either "STD" or "Standard." In addition, Carrier Route rate pieces must be marked "AUTOOCR," and pieces at other rates must be marked "AUTO." No markings are required on Periodicals pieces.

#### 1.3 Grouping, Packaging, Labeling

Grouping, packaging, and labeling are not generally required, with these exceptions:

a. Pieces must be packaged to preserve orientation in overflow and less-than-full trays and in any mailing consisting entirely of card-size pieces.

b. Pieces must be grouped as specified below in 5-digit carrier routes, AADC, and mixed AADC trays, and for Regular Periodicals.

c. Package labels are required only for Regular Periodicals.

#### 1.4 Heavy Letter Mail

Each tray of heavy letter mail (as defined in C810) must be identified by a flag (similar to a separator card) clearly marked "HEAVY LETTER MAIL" and placed in front of the contents of the tray. Each pallet, general purpose mail container, or other equipment used to transport trays of heavy letter mail must be labeled "HEAVY LETTER MAIL," in letters not less than 1/2 inch high on white or light-colored stock not smaller than 8 by 11 inches, on two adjacent sides of the pallet or other equipment.

#### 1.5 Mixed Rates

A single mailing (e.g., Automation First-Class) may include pieces prepared at all available rate levels (e.g., Carrier Route, 5-Digit, 3-Digit, and

Basic); all may be reported on the same mailing statement and documentation. No other combinations are permitted.

#### 1.6 Availability of Carrier Route Rates

Preparation of mail to qualify for Automation Carrier Route rates is optional for Automation First-Class and Standard Mail (A) and Publications Service pieces, subject to the availability limitations in E140, E232, and E641.

#### 1.7 Scheme Sortation—Availability and Use

Scheme sortation is an option available for Automation First-Class, Automation Standard Mail (A), and Publications Service pieces only, and only for those ZIP Code prefix groups listed in L003. Scheme sortation may be performed for only selected available destinations and may include only pieces that could not be prepared in full 3-digit trays. Scheme trays are considered 3-digit separations for rate eligibility, subject to a single minimum volume and the applicable standards for the rate claimed.

#### 2.0 PREPARATION—FIRST-CLASS AND STANDARD MAIL (A)

##### 2.1 Packaging/Grouping

No packaging is required in full trays. Grouping is required for Carrier Route rate pieces and pieces in AADC and mixed AADC trays.

##### 2.2 Grouping—Carrier Route Pieces

Grouping size, presort sequence, and labeling: carrier route (only); required (10-piece minimum; fewer not permitted); use OEL or carrier route information line. Group pieces by carrier route (using separator cards under M020, not packaging) in full 5-digit carrier routes trays.

##### 2.3 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. Carrier route: optional, but required for rate eligibility (full trays); no overflow; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. 5-digit carrier routes (carrier route pieces only): optional, but required for rate eligibility (no minimum); overflow allowed; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

c. 5-digit: optional, but required for rate eligibility (150-piece minimum); overflow allowed; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

d. 3-digit/scheme: required (150-piece minimum); overflow allowed; for Line 1, use L002, Column A (3-digit trays), or L003 (scheme trays), as appropriate.

e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

f. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix; use L804 for Line 1.

g. Mixed AADC: required (no minimum); group by AADC and, within each, by 3-digit ZIP Code prefix; for Line 1, for First-Class Mail, use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range) or, for Standard Mail, use L805 (mail entered by the mailer at an ASF or BMC) or L806, as appropriate.

##### 2.4 Line 2

Line 2: FCM or STD (as appropriate), LTRS BC, and:

- a. Carrier route trays: route type and number.
- b. 5-digit carrier routes trays: CR-RTS.
- c. For scheme trays: SCHEME.
- d. For mixed AADC trays: WKG.

#### 3.0 PREPARATION—PUBLICATIONS SERVICE

##### 3.1 Packaging/Grouping

No packaging is required in full trays. Grouping is required for Carrier Route rate pieces and pieces in AADC and mixed AADC trays.

##### 3.2 Grouping—Carrier Route Pieces

Grouping size, presort sequence, and labeling: carrier route (only); required (six-piece minimum; fewer not permitted); no label required. Group pieces by carrier route (using separator cards under M020, not packaging) in full 5-digit carrier routes trays.

##### 3.3 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. Carrier route: optional, but required for rate eligibility (full trays); no overflow; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. 5-digit carrier routes: optional, but required for rate eligibility (no minimum); overflow allowed; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

c. 5-digit: optional, but required for rate eligibility (150-piece minimum); overflow allowed; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

d. 3-digit/scheme: required (150-piece minimum); overflow allowed; for Line 1, use L002, Column A (3-digit trays), or L003 (scheme trays), as appropriate.

e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

f. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix; use L804 for Line 1.

g. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or L806, as appropriate.

##### 3.4 Line 2

Line 2: PERIOD or NEWS (as appropriate), LTRS BC, and:

- a. Carrier route trays: route type and number.
- b. 5-digit carrier routes trays: CR-RTS.
- c. For scheme trays: SCHEME.
- d. For mixed AADC trays: WKG.

#### 4.0 PREPARATION—REGULAR PERIODICALS

##### 4.1 Packaging/Grouping, Presort, and Labeling

Pieces are grouped with separator cards but not packaged in full trays. Grouping size, presort sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).
- b. 3-digit: required (50-piece minimum, fewer not permitted); green Label 3 or OEL.
- c. AADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.
- d. Mixed AADC: required (no minimum); tan Label MS or OEL.

##### 4.2 Tray Size, Presort, and Labeling

Tray size, presort sequence, and labeling:

a. 5-digit: required (full trays); no overflow; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (full trays); no overflow; for Line 1, use L002, Column A (3-digit trays), or L003 (scheme trays), as appropriate.

c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. AADC: required (full trays); no overflow; use L804 for Line 1.

e. Mixed AADC: required (no minimum); for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or L806, as appropriate.

## 4.3 Line 2

Line 2: PERIOD or NEWS (as appropriate), LTRS BC, and, on mixed AADC trays: WKG.

## 5.0 DOCUMENTATION

The mailer must be prepared to support information on mailing statements with documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards. Combined mailings of Periodicals publications must also be documented under M210. A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing.

*M820 Flat-Size Mail—(Except Preferred Periodicals and Nonprofit Standard Mail)*

## 1.0 BASIC STANDARDS

## 1.1 Standards

Flat-size Automation First-Class, Barcoded rate Regular and automation-compatible Publications Service Periodicals, and Automation Standard Mail must be prepared under M820, subject to the basic eligibility standards applicable to the rate claimed. Presort, labeling, and package, sack, and tray preparation are subject to the general standards in M010 through M030. All pieces in a mailing must be in the same processing category and must be presorted together to the finest extent required.

## 1.2 Packages

All pieces must be prepared in packages. When the pieces for a presort destination must be prepared in more than one package or in packages each with fewer pieces than the minimum required (because of size or total number of pieces), rate eligibility is not affected if the total number of pieces for that destination exceeds the applicable minimum. Firm packages are allowed only in Publications Service mailings.

## 1.3 Standard Mail (A)

Pieces of Standard Mail (A) that, by size, could qualify for an Automation rate as either a letter or a flat, and that are prepared as palletized flats at Automation rates for flats or at Enhanced Carrier Route rates, may be prepared as palletized flats at Regular nonletter rates as well if the number of Regular nonletter rate pieces does not exceed 10% of the total number of pieces in the entire mailing job (regardless of rate).

## 1.4 Marking

First-Class pieces must be marked "First-Class" and "AUTO." Standard Mail must be marked either "STD" or "Standard" and "AUTO." No markings are required on Periodicals pieces.

## 1.5 Other Rates

A single mailing (e.g., Automation First-Class) may include pieces prepared at all available rate levels (e.g., 3/5 and Basic); all may be reported on the same mailing statement and documentation. Other combinations are permitted only when allowed by standard.

## 2.0 PREPARATION—FIRST-CLASS MAIL

## 2.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); use red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); use green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); use pink Label A or OEL.

d. Mixed ADC: required (no minimum); use tan Label MS or OEL.

## 2.2 Tray Preparation

Tray size, presort sequence, and labeling:

a. 5-digit: required full trays, no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required full trays, no overflow; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. ADC: required full trays, no overflow; use L004 for Line 1.

e. Mixed ADC: required (no minimum); use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range) for Line 1.

## 2.3 Line 2

Line 2: FCM FLTS BC, and:

a. Mixed ADC sacks: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

## 3.0 PREPARATION—REGULAR PERIODICALS

## 3.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. 5-digit: required (six-piece minimum, fewer not permitted); use red Label D or optional endorsement line (OEL).

b. 3-digit: required (six-piece minimum, fewer not permitted); use green Label 3 or OEL.

c. ADC: required (six-piece minimum, fewer not permitted); use pink Label A or OEL.

d. Mixed ADC: required (no minimum); use tan Label MS or OEL.

## 3.2 Sack Preparation

Sack size, presort sequence, and labeling:

a. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.

e. Mixed ADC: required (no minimum); for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or use MXD, followed by the entry ADC facility city/state/ZIP shown in L004, as appropriate.

## 3.3 Line 2

Line 2: PERIOD or NEWS (as appropriate), FLTS BC, and:

a. Mixed ADC sacks: WKG.  
b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

## 4.0 PREPARATION—PUBLICATIONS SERVICE

## 4.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. Firm: optional (two-piece minimum); use blue Label F or optional endorsement line (OEL).

b. Carrier Route: optional (six-piece minimum, fewer not permitted); use purple Label CR or OEL.

c. 5-digit: required (six-piece minimum, fewer not permitted); use red Label D or OEL.



d. 3-digit: required (six-piece minimum, fewer not permitted); use green Label 3 or OEL.

e. ADC: required (six-piece minimum, fewer not permitted); use pink Label A or OEL.

f. Mixed ADC: required (no minimum); use tan Label MS or OEL.

#### 4.2 Sack Preparation

Sack size, presort sequence, and labeling:

a. Carrier route: required for rate eligibility at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 5-digit carrier routes: (carrier route packages only) required for rate eligibility (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

c. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

d. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.

e. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

f. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.

g. Mixed ADC: required (no minimum); for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or use MXD, followed by the entry ADC facility city/state/ZIP shown in L004, as appropriate.

#### 4.3 Line 2

Line 2: PERIOD or NEWS (as appropriate), FLTS, and:

a. Carrier Route sacks: LOT (or WSH or WSS if applicable), route type and number.

b. 5-digit carrier routes sacks: CR-RTS.

c. 5-digit, 3-digit, and ADC sacks: BC.

d. Mixed ADC sacks: BC WKG.

e. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

#### 5.0 PREPARATION—STANDARD MAIL

##### 5.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); use red

Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); use green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); use pink Label A or OEL.

d. Mixed ADC: required (no minimum); use tan Label MS or OEL.

##### 5.2 When to Sack

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying mailing statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 5.2b ("BOTH") was used.

##### 5.3 Sack Preparation

Sack size, presort sequence, and labeling:

a. 5-digit: required (125-piece/15-pound minimum, smaller volume prohibited); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required (125-piece/15-pound minimum, smaller volume prohibited); use L002, Column A, for Line 1.

c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. ADC: required (125-piece/15-pound minimum, smaller volume prohibited); use L004 for Line 1.

e. Mixed ADC: required (no minimum); for Line 1, use L805 (mail entered by the mailer at an ASF or BMC)

or use MXD, followed by the entry ADC facility city/state/ZIP shown in L004, as appropriate.

##### 5.4 Line 2

Line 2: STD FLTS BC and:

a. Mixed ADC sacks: WKG.

b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

#### 6.0 DOCUMENTATION

The mailer must be prepared to support information on mailing statements with documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards. Combined mailings of Periodicals publications must also be documented under M210. A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing.

*M890 Preferred Periodicals and Nonprofit Standard Mail*

*M891 ZIP+4 Presort—Tray-Based Letter-Size Mailings*

[Text of current M812, revised to apply only to Preferred Periodicals publications and Nonprofit Standard Mail.]

#### 1.0 BASIC STANDARDS

##### 1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a ZIP+4 presort rate must be prepared as a tray-based mailing under 1.2 through 1.7, 2.0, 4.0, and 5.0, or as a package-based mailing under M892. Grouping, packaging, labeling, and trayings are subject to M010 through M030.

##### 1.2 Automated Sites

Mailings consisting entirely of pieces for the 3-digit areas listed in L801 ("automated sites") may be prepared under 3.0 rather than 2.0. Pieces for other ZIP Code areas must be prepared in a separate mailing.

##### 1.3 Grouping

Grouping is required for pieces for the same 3-digit ZIP Code prefix in SCF trays and for pieces for the same AADC area in working trays. Grouping by ZIP Code is not required in 5-digit, city, or 3-digit trays.

##### 1.4 Packaging

Packaging is required:

a. For mailings consisting entirely of pieces that qualify by size for First-Class

card rates, regardless of the actual rate claimed or class of mail. Package labels are required in less-than-full trays.

b. For mail in overflow AADC trays, in mixed AADC trays, and in a less-than-full working tray. Appropriate package labels are required in these trays.

#### 1.5 No Packaging

Packaging may not be used for larger than card-size pieces, except that:

a. Mail in overflow trays must be packaged and labeled correctly as for the corresponding trays (mail in a less-than-full tray for the entry SCF must be sorted and labeled as 3-digit packages).

b. Mail in AADC trays may be packaged, and mail in mixed AADC trays must be packaged into AADC packages.

#### 1.6 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation and may be marked "ZIP+4" or "5-digit ZIP+4" (as appropriate). No marking is required on Periodicals.

#### 1.7 Carrier Route

ZIP+4 rate mail and carrier route presort (or walk-sequence) rate mail may not be included in the same mailing or reported on the same mailing statement.

\* \* \* \* \*

[In 2.2b and 2.3, replace "second-class" with "Periodicals"; no other change to 2.0 or 3.0. Revise succeeding sections as follows:]

#### 4.0 RESIDUAL MAIL

Pieces remaining after packages and trays are prepared under 2.0 or 3.0 are residual (nonqualifying) mail. Residual Periodicals or Standard Mail must be prepared as follows:

a. All pieces must be sorted by AADC area using L804 (or, for automated site mailings, L803).

b. Quantities of 10 or more pieces for an AADC area must be prepared as an AADC package (or, if possible, a full AADC tray). Packaging is not required in full AADC trays. AADC packages of fewer than 10 pieces are not permitted.

c. All AADC packages must be trayed in AADC or mixed AADC trays. Pieces remaining after preparing full AADC trays and AADC packages must be placed in separate working trays.

d. Pieces in less-than-full AADC overflow trays and in all mixed AADC trays must be packaged and labeled as AADC packages using a pink Label A or OEL. Separator cards are not permitted.

e. Pieces in working trays must be grouped by AADC area. Pieces in a less-

than-full working tray must be prepared in working packages up to 6 inches thick making as few packages as possible without regard to AADC breaks. Separator cards are not permitted. Label packages in less-than-full working trays with either a facing slip marked "WORKING" or "WKG" or the optional endorsement line "WORKING".

f. A piece count listing must be provided for all residual pieces that shows by tray level and AADC area (listed by numeric AADC code from the labeling list in L804 or, for automated site mailings, L803) the number of pieces eligible for each rate and the number of pieces with and without a ZIP+4 code.

g. Tray size:

(1) AADC: required full trays; one less-than-full overflow tray permitted per destination per mailing.

(2) Mixed AADC: required full trays; one less-than-full tray permitted.

(3) Working: required full trays; one less-than-full tray permitted.

h. Residual presort sequence and Line 1 labeling:

(1) AADC (required); use L804 (or, for automated site mailings, L803) for Line 1.

(2) Mixed AADC (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

(3) Working (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

i. For Line 2: class (PERIOD or NEWS (as applicable), or STD), followed by:

(1) For AADC trays: AADC ZIP+4 PRESORT.

(2) For mixed AADC trays: ZIP+4 PRESORT PKGS.

(3) For working trays: ZIP+4 WORKING or ZIP+4 WKG.

#### 5.0 DOCUMENTATION

##### 5.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M891" must be placed at the top and, as appropriate, "Automated Site" (if prepared under 3.0).

\* \* \* \* \*

##### 5.4 Standards

Documentation must include residual pieces and meet the basic standards in

P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must also be documented under M210.

\* \* \* \* \*

##### 5.6 ZIP Code Option

Under the ZIP Code option, individual entries for each type of tray destination must be listed sequentially by ZIP Code: by 5-digit ZIP Code for 5-digit trays; by lowest assigned 5-digit ZIP Code for city trays (Periodicals only); by 3-digit ZIP Code for 3-digit and SCF trays; by the 3-digit AADC code (preceded by "AADC") in L804 (or L803 for automated sites) for AADC, mixed AADC, and working trays. Volume in overflow trays must be included in the corresponding entry even though there is a list of overflow trays.

##### 5.7 Tray Label Option

Under the tray label option, individual entries for each tray must be listed sequentially by the unique tray number on each label or by Line 1 on the label. The contents of each overflow tray is reported as an individual entry even though there is a list of overflow trays. Each tray entry must be subdivided as needed to report volume sequentially by ZIP Code in the tray: by 5-digit ZIP Code for 5-digit trays; by lowest assigned 5-digit ZIP Code for city trays (Periodicals only); by 3-digit ZIP Code for 3-digit and SCF trays; by the 3-digit AADC code (preceded by "AADC") in L804 (or L803 for automated sites) for AADC, mixed AADC, and working trays.

##### 5.8 Line Entries

Under either option, each entry must report ZIP+4 coded (including delivery point barcoded) and uncoded pieces by each rate for which specific numbers of pieces are eligible, and a cumulative total for the segment through that entry. As applicable, data on each line must be broken down further:

a. In Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, to separately report pieces at each destination entry rate.

##### 5.9 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report and a summary must list data for the entire mailing, including the residual. The summary must include:

a. The number of pieces with a ZIP+4 code or delivery point barcode, the number without, the total number of

pieces in the mailing, and the percentage with ZIP+4 codes or delivery point barcodes.

b. Each rate (or weight increment, combination of rate and discount, or other variable in 5.8), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings, postage rates and computed totals may be omitted.)

c. A list of overflow trays.

d. For postage-affixed mailings, further detail must be added as needed to account for the value of postage affixed, if less than the applicable amount, and the net due, to yield the correct total postage.

*M892 ZIP+4 Presort—Package-Based Letter-Size Mailings*

[Text of current M813, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

1.0 BASIC STANDARDS

1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a ZIP+4 presort rate must be prepared as a package-based mailing under 2.0, 3.0, 5.0, and 6.0, or as a tray-based mailing under M891. Grouping, packaging, labeling, and trayng are subject to M010 through M030.

1.2 Automated Sites

Mailings consisting entirely of pieces for the 3-digit areas listed in L801 ("automated sites") may be prepared under 4.0 rather than 3.0. Pieces of Periodicals or Standard Mail for other ZIP Code areas must be prepared in a separate mailing.

\* \* \* \* \*

1.4 No Packaging

Packages or separator cards are not required for larger than card-size pieces in full 5-digit trays, full AADC trays if the contents are only residual AADC packages, and full working trays under 4.2 and 4.3.

\* \* \* \* \*

1.6 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation, and may be marked "ZIP+4" or "5-digit ZIP+4" (as appropriate). No marking is required on Periodicals.

\* \* \* \* \*

[In 2.1b, 2.2b, 3.2b, 3.3b, and 3.4b, replace "second-class" with "Periodicals"; no other change to 2.0, 3.0, or 4.0.]

5.0 RESIDUAL MAIL

5.1 Definition

Pieces remaining after packages and trays are prepared under 2.0 through 4.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared under an option in 5.2 and 5.3. Residual mail from automated site mailings under 4.0 is subject to specific instructions where applicable. All residual mail must be presented under 5.6.

5.2 Options

Residual Periodicals and Standard Mail must be prepared under one of these options and in accordance with 5.3.

a. Separate AADC Preparation. Residual mail is trayed separately from qualifying mail. Groups of 10 or more residual pieces to an AADC area in L804 (or L803 or automated site preparation) are placed in AADC trays and mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. Residual pieces in mixed AADC trays and in less-than-full AADC trays must be prepared and labeled as AADC packages. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 5.3.

b. Intermixed SCF/AADC Preparation. Some residual mail is trayed with qualifying mail. Groups of 10 or more residual pieces to the same AADC area in L804 (or L803 for automated site preparation) are packaged by AADC and placed in AADC trays (with qualifying mail) and in mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. AADC trays containing only residual AADC packages are allowed. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is allowed. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 5.3.

5.3 Required Preparation

Subject to 5.1 and 5.2, residual mail must be prepared as follows:

\* \* \* \* \*

d. Tray presort sequence and Line 1 labeling: [In 5.3d(4) and 5.3d(5), delete "second- and third-class."]

e. Line 2: class (PERIOD or NEWS (as applicable), or STD), followed by:

(1) On 3-digit and SCF trays (option 5.2b only): ZIP+4 PRESORT.

(2) On AADC trays: AADC ZIP+4 PRESORT.

(3) On mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) On working trays: ZIP+4 WORKING or ZIP+4 WKG.

[Delete current 5.4 and 5.5; renumber current 5.6 as 5.4, no change in text.]

6.0 DOCUMENTATION

6.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M892" must be placed at the top and, as appropriate, "Automated Site" (if prepared under 4.0).

6.2 When Not Required

Documentation under 6.3 through 6.8 is not required if each piece in the mailing is correctly ZIP+4 coded or delivery point barcoded and either has postage affixed at the exact rate for which it qualifies; or is of identical weight, the pieces in each tray are subject to the same rate, and the trays for each rate are segregated when presented to the USPS.

6.3 Standards

Documentation must include residual pieces and must meet the basic standards in P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must be documented under M210.

6.4 Segmentation, Labeling

Documentation must be segmented and labeled by qualification tier (e.g., presort and residual). Each tier must be further segmented by type of package/grouping (5-digit, 3-digit, AADC, as applicable) under 6.5, or have all represented 3- and 5-digit ZIP Codes (and AADC codes for residual mail under 5.2 and 5.3) reported in a continuous sequential list under 6.6 within each tier listing. Under either option, data must be presented as shown in 6.7 and 6.8.

6.5 Type of Package Option

If the report is segmented by type of package, for each type, individual entries for each destination must be ordered sequentially by ZIP Code: by 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for

AADC packages and AADC groups (in working trays) under 5.2 and 5.3, by the applicable 3-digit AADC code in L803 (for automated site mailings) or L804 (AADC entries must be preceded by "AADC").

#### 6.6 Sequential List Option

If the report is a sequential list, individual entries for each destination must be ordered sequentially by ZIP Code within each tier, regardless of package type: by 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for AADC packages and AADC groups (in working trays) under 5.2 and 5.3, by the applicable 3-digit AADC code in L803 (for automated site mailings) or L804. AADC entries must be preceded by the prefix "AADC." For Periodicals only, listings for 5-digit, city, and 3-digit packages must be preceded by the prefixes 5DG, CTY, and 3DG, respectively.

#### 6.7 Line Entries

Under either option, each entry must separately report ZIP+4 coded (including delivery point barcoded) and uncoded pieces by each rate for which specific numbers of pieces are eligible; and a cumulative total for the segment through that entry. As applicable, data on each line must be broken down further:

- a. In Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.
- b. In Standard Mail, to separately report pieces at each destination entry rate.

#### 6.8 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report, and a summary must list data for the entire mailing, including the residual. The summary must include:

- a. The number of pieces with a ZIP+4 code or delivery point barcode, the number without, the total number of pieces in the mailing, and the percentage with ZIP+4 codes or delivery point barcodes.
- b. Each rate (or weight increment, combination of rate and discount, or other variable in 6.7), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings, postage rates and computed totals may be omitted.)
- c. For postage-affixed mailings, further detail must be added as needed to account for the value of postage

affixed, if less than the applicable amount and the net due, to yield the correct total postage.

#### M893 Barcoded Tray-Based Letter-Size Mailings

[Text of current M814, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

### 1.0 BASIC STANDARDS

#### 1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a Barcoded presort rate must be prepared as a tray-based mailing under 1.2 through 1.7, 2.0 through 4.0, or as a package-based mailing under M894 or M895. Grouping, packaging, labeling, and traying are subject to M010 through M030.

#### 1.2 Grouping

Grouping is required for pieces for the same 3-digit ZIP Code prefix in SCF trays, and for pieces for the same AADC area in working trays under 3.0. Grouping by ZIP Code is not required in 5-digit, city, or 3-digit trays.

#### 1.3 Packaging

Packaging is required:

- a. For mailings consisting entirely of pieces that qualify by size for First-Class card rates, regardless of the actual rate claimed or class of mail. Package labels are required in less-than-full trays.
- b. For mail in overflow AADC trays, in mixed AADC trays, and in a less-than-full working tray. Appropriate package labels are required.

#### 1.4 No Packaging

Packaging may not be used for larger than card-size pieces, except that:

- a. Mail in overflow trays must be packaged and labeled correctly (as for the corresponding full trays).
- b. Mail in a less-than-full tray for the entry SCF must be sorted and labeled as 3-digit packages.
- c. Mail in AADC trays may be packaged and mail in mixed AADC trays must be packaged into AADC packages.
- d. Mail in a less-than-full working tray under 3.0 must be packaged.

#### 1.5 5-Digit Trays

Only pieces with correct DPBCs may be presorted to 5-digit trays. Other pieces for the same ZIP Code must be sorted to successive trays as appropriate. Preparation of 5-digit trays is required only for mail claimed at the 5-digit Barcoded rate.

#### 1.6 Marking

Standard Mail must be marked "Nonprofit Organization" or the

authorized abbreviation and may be marked "Barcoded." No marking is required on Periodicals.

#### 1.7 Carrier Route

Barcoded rate mail and carrier route presort (or walk-sequence) rate mail may not be included in the same mailing or reported on the same mailing statement.

#### 1.8 Heavy Letter Mail

Each tray of heavy letter mail (as defined in C810) must be identified by a flag (similar to a separator card) clearly marked "HEAVY LETTER MAIL" and placed in front of the contents of the tray. Each pallet, general purpose mail container, or other equipment used to transport trays of heavy letter mail must be labeled "HEAVY LETTER MAIL," in letters not less than 1/2 inch high on white or light-colored stock not smaller than 8 by 11 inches, on two adjacent sides of the pallet or other equipment.

[In 2.2b, replace "second-class" with "Periodicals"; no other change to 2.0.]

\* \* \* \* \*

### 3.0 RESIDUAL MAIL

Pieces remaining after packages and trays are prepared under 2.0 are residual (nonqualifying) mail.

Residual Periodicals or Standard Mail must be prepared as follows:

- a. All pieces must be sorted by AADC area, using L804.
- b. Quantities of 10 or more pieces for an AADC area must be prepared as an AADC package (or, if possible, a full AADC tray). Packaging is not required in full AADC trays. AADC packages of fewer than 10 pieces are not permitted.
- c. All AADC packages must be trayed in AADC or mixed AADC trays. Pieces remaining after preparing full AADC trays and AADC packages must be placed in separate working trays.
- d. Pieces in less-than-full AADC overflow trays and in all mixed AADC trays must be packaged and labeled as AADC packages using a pink Label A or OEL. Separator cards are not permitted.
- e. Pieces in working trays must be grouped by AADC area. Pieces in a less-than-full working tray must be prepared in working packages up to 6 inches thick making as few packages as possible without regard to AADC breaks. Separator cards are not permitted. Label packages in less-than-full working trays with either a facing slip marked "WORKING" or "WKG" or the optional endorsement line "WORKING."
- f. A piece count listing must be provided for all residual pieces that shows by tray level and AADC area

(listed by numeric AADC code from the labeling list in L804) the number of pieces eligible for each rate and the number of pieces with a DPBC, the number of pieces without a DPBC that qualify for ZIP+4 rates, and the number of other pieces.

g. Tray size:

(1) AADC: required full trays; one less-than-full overflow tray permitted per destination per mailing.

(2) Mixed AADC: required full trays; one less-than-full tray permitted.

(3) Working: required full trays; one less-than-full tray permitted.

h. Residual presort sequence and Line 1 labeling:

(1) AADC (required); use L804 for Line 1.

(2) Mixed AADC (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

(3) Working (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

i. For Line 2: class (PERIOD or NEWS (applicable), or STD), followed by:

(1) For AADC trays: LTRS AADC BARCODED.

(2) For mixed AADC trays: LTRS BARCODED PKGS.

(3) For working trays: LTRS BARCODED WKG.

4.0 DOCUMENTATION

4.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The mailing endorsement "M893" must be placed at the top, based on the documentation method used, and "ZIP Code Option" or "Tray Label Option."

\* \* \* \* \*

4.4 Standards

Documentation must include residual pieces and meet the basic standards in P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must also be documented under M210.

\* \* \* \* \*

4.6 Zip Code Option

Under the ZIP Code option, individual entries for each type of tray destination must be listed sequentially

by ZIP Code: by 5-digit ZIP Code for 5-digit trays, by lowest assigned 5-digit ZIP Code for city trays (Periodicals only), by 3-digit ZIP Code for 3-digit and SCF trays, by the 3-digit AADC code (preceded by "AADC") in L804 for AADC, mixed AADC, and working trays. Volume in overflow trays must be included in the corresponding entry even though there is a list of overflow trays.

4.7 Tray Label Option

Under the tray label option, individual entries for each tray must be listed sequentially by the unique tray number on each label or by Line 1 on the label. The contents of each overflow tray are reported as an individual entry even though there is a list of overflow trays. Each tray entry must be subdivided as needed to report volume sequentially by ZIP Code in the tray: by 5-digit ZIP Code for 5-digit trays, by lowest assigned 5-digit ZIP Code for city trays (Periodicals only), by 3-digit ZIP Code for 3-digit and SCF trays, by the 3-digit AADC code (preceded by "AADC") in L804 for AADC, mixed AADC, and working trays.

4.8 Line Entries

Under either option, each entry must report DPBC mail, correctly ZIP+4 coded non-DPBC mail (meeting the standards in C830), and other pieces by each rate for which specific numbers of pieces are eligible, and a cumulative total for the segment through that entry. As applicable, data on each line must be subdivided further:

a. In Periodicals mailing, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, to separately report pieces at each destination entry rate.

4.9 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report and a summary must list data for the entire mailing, including the residual. The summary must include:

a. The number of pieces with a DPBC, the number without, the total number of pieces in the mailing, and the percentage with DPBCs.

b. Each rate (or weight increment, combination of rate and discount, or other variable in 4.8), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings, postage rates and computed totals may be omitted.)

c. A list of overflow trays.

d. For postage-affixed mailings, further detail must be added as needed to account for the value of postage affixed, if less than the applicable amount and the net due, to yield the correct total postage.

M894 Barcoded Two-Tier Package—Based Letter-Size Mailings

[Text of current M815, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

1.0 BASIC STANDARDS

1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a Barcoded presort rate must be prepared as a tray-based mailing under M893, as a two-tier package based mailing under 1.2 through 1.6, 2.0 through 5.0, or as a three-tier package-based mailing under M895. Grouping, packaging, labeling, and traying are subject to M010 through M030.

\* \* \* \* \*

1.3 No Packaging

Packages or separator cards are not required for larger than card-size pieces in full 5-digit trays, full AADC trays if the contents are only residual AADC packages, and full working trays under 4.2 and 4.3.

[Delete current 1.4 and replace with the following:]

1.4 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation and may be marked "Barcoded." No marking is required on Periodicals.

\* \* \* \* \*

[In 2.1b, 2.2b, 3.2b, 3.3b, and 3.4b, replace "second-class" with "Periodicals"; delete the parenthetical in 2.1c and 2.2c; no other change to 2.0 or 3.0.]

4.0 RESIDUAL MAIL

4.1 Definition

Pieces remaining after packages and trays are prepared under 2.0 and 3.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared under an option in 4.2 and 4.3. All residual mail must be presented under 4.6.

4.2 Options

Residual Periodicals and Standard Mail must be prepared under one of these options and in accordance with 4.3.

a. Separate AADC Preparation. Residual mail is trayed separately from

qualifying mail. Groups of 10 or more residual pieces to an AADC area in L804 are placed in AADC trays and mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. Residual pieces in mixed AADC trays and in less-than-full AADC trays must be prepared and labeled as AADC packages. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 4.3.

b. Intermixed SCF/AADC Preparation. Some residual mail is trayed with qualifying mail. Groups of 10 or more residual pieces to the same AADC area in L804 are packaged by AADC and placed in AADC trays (with qualifying mail) and in mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. AADC trays containing only residual AADC packages are allowed. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is allowed. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 4.3.

#### 4.3 Required Preparation

Subject to 4.1 and 4.2, residual mail must be prepared as follows:

\* \* \* \* \*

d. Tray presort sequence and Line 1 labeling:

[In 4.3d(4) and 4.3d(5), delete "second- and third-class."]

e. Line 2: class (PERIOD or NEWS (as applicable), or STD), followed by:

(1) On 3-digit and SCF trays (option 5.2b only); ZIP+4 PRESORT.

(2) On AADC trays: AADC ZIP+4 PRESORT.

(3) On mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) On working trays: ZIP+4 WORKING or ZIP+4 WKG.

[Delete current 4.4 and 4.5; renumber current 4.6 as 4.4, no change in text.]

#### 5.0 DOCUMENTATION

##### 5.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M894" must be placed at the top.

##### 5.2 Standards

Documentation must include residual pieces and must meet the basic standards in P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must be documented under M210.

##### 5.3 When Not Required

Documentation under 5.4 through 5.8 is not required if each piece in the mailing is correctly delivery point barcoded and either has postage affixed at the exact rate for which it qualifies; or is of identical weight, the pieces in each tray are subject to the same rate, and the trays for each rate are segregated when presented to the USPS.

##### 5.4 Segmentation, Labeling

Documentation must be segmented and labeled by qualification tier (e.g., presort and residual). Each tier must be further segmented by type of package/grouping (5-digit, 3-digit, AADC, as applicable) under 5.5, or have all represented 3- and 5-digit ZIP Codes (and AADC codes for residual mail under 4.2 and 4.3) reported in a continuous sequential list under 5.6 within each tier listing. Under either option, data must be presented as shown in 5.7 and 5.8.

##### 5.5 Type of Package Option

If the report is segmented by type of package, for each type, individual entries for each destination must be ordered sequentially by ZIP Code: by 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for AADC packages and AADC groups (in working trays) under 5.2 and 5.3, by the applicable 3-digit AADC code in L804 (AADC entries must be preceded by "AADC").

##### 5.6 Sequential List Option

If the report is a sequential list, individual entries for each destination must be ordered sequentially by ZIP Code within each tier, regardless of package type: 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for AADC packages and AADC groups (in working trays) under 4.2 and 4.3, by the applicable 3-digit AADC code in L804. AADC entries must be preceded by the prefix "AADC." For Periodicals only, listings for 5-digit, city, and 3-digit packages must be preceded by the prefixes 5DG, CTY, and 3DG, respectively.

##### 5.7 Line Entries

Under either option, each entry must separately report DPBC pieces, correctly ZIP+4 coded non-DPBC pieces (meeting the standards in C830), and other pieces, by each rate for which specific numbers of pieces are eligible; and a cumulative total for the segment through that entry. As applicable, data on each line must be subdivided further.

a. In Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

In Standard Mail, to separately report pieces at each destination entry rate.

##### 5.8 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report, and a summary must list data for the entire mailing, including the residual. The summary must include:

a. The number of pieces with a DPBC, the number without, the total number of pieces in the mailing, and the percentage with DPBCs.

b. Each rate (or weight increment, combination of rate and discount, or other variable in 5.7), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings, postage rates and computed totals may be omitted.)

c. For postage-affixed mailings, further detail must be added as needed to account for the value of postage affixed, if less than the applicable amount, and the net due, to yield the correct total postage.

*M895 Barcoded Three-Tier Package-Based Letter-Size Mailings* [Text of current M816, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

#### 1.0 BASIC STANDARDS

##### 1.1 Standards

Preferred Periodicals and Nonprofit Standards Mail claimed at a Barcoded presort rate must be prepared as a tray-based mailing under M893, as a two-tier package-based mailing under M894, or as a three-tier package-based mailing under 2.0 through 7.0. Grouping, packaging, labeling, and traying are subject to M010 through M030.

\* \* \* \* \*

##### 1.3 No Packaging

Packages or separator cards are not required for larger than card-size pieces in full 5-digit trays in the 5-digit tier; nor in the 3-digit tier in full city, full 3-digit, full SCF, and full AADC trays

containing only residual AADC packages; nor in full working trays under 6.2 and 6.3.

\* \* \* \* \*

### 1.5 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation, and may be "marked" Barcoded." No marking is required on Periodicals.

\* \* \* \* \*

[In 4.1a, 4.2a, 5.2a, 5.3a, and 5.4b, replace "second-class" with "Periodicals"; delete the parenthetical "optional for . . ." in 4.1b and 4.2b; no other change to 2.0 through 5.0.]

## 6.0 RESIDUAL MAIL

### 6.1 Definition

Pieces remaining after packages and trays are prepared under 2.0 through 5.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared under an option in 6.2 and 6.3. All residual mail must be presented under 6.6.

### 6.2 Options

Residual Periodicals and Standard mail must be prepared under one of these options and in accordance with 6.3.

a. **Separate AADC Preparation.** Residual mail is trayed separately from qualifying mail. Groups of 10 or more residual pieces to an AADC area in L804 are placed in AADC trays and mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. Residual pieces in mixed AADC trays and in less-than-full AADC trays must be prepared and labeled as AADC packages. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 6.3.

b. **Intermixed SCF/AADC Preparation.** Some residual mail is trayed with qualifying mail. Groups of 10 or more residual pieces to the same AADC area in L804 are packaged by AADC and placed in AADC trays (with qualifying mail) and in mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. AADC trays containing only residual AADC packages are allowed. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is allowed. Remaining groups of fewer

than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 6.3.

### 6.3 Required Preparation

Subject to 6.1 and 6.2, residual mail must be prepared as follows:

\* \* \* \* \*

d. Tray presort sequence and Line 1 labeling:

[In 6.3d(4) and 6.3(5), delete "second- and third-class."]

e. Line 2: class (PERIOD, NEWS, or STD), followed by:

(1) On 3-digit and SCF trays (option 6.2b only): ZIP+4 PRESORT.

(2) ON AADC trays: AADC ZIP+4 PRESORT.

(3) On mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) On working trays: ZIP+4 WORKING of ZIP+4WKG.

[Delete current 6.4 and 6.5; renumber current 6.6 as 6.4, no change in text.]

## 7.0 DOCUMENTATION

### 7.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M895" must be placed at the top.

### 7.2 Standards

Documentation must include residual pieces and must meet the basic standards in P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must be documented under M210.

### 7.3 When Not Required

Documentation under 7.4 through 7.8 is not required if each piece in the mailing is correctly delivery point barcoded and either has postage affixed at the exact rate for which it qualifies; or is of identical weight, the pieces in each tray are subject to the same rate, and the trays for each rate are segregated when presented to the USPS.

### 7.4 Segmentation, Labeling

Documentation must be segmented and labeled by qualification tier (e.g., presort and residual). Each tier must be further segmented by type of package/grouping (5-digit, AADC, as applicable) under 7.5, or have all represented 3- and 5-digit ZIP Codes (and AADC codes for residual mail under 6.2 and 6.3) reported in a continuous sequential list under 7.6 within each tier listing. Under either option, data must be presented as shown in 7.7 and 7.8.

### 7.5 Type of Package Option

If the report is segmented by type of package, for each type, individual entries for each destination must be ordered sequentially by ZIP Code: by digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP code for 3-digit packages, and, for AADC packages and AADC groups (in working trays), by the applicable 3-digit AADC code in L804 (AADC entries must be preceded by "AADC").

### 7.6 Sequential List Option

If the report is a sequential list, individual entries for each destination must be ordered sequentially by ZIP Code within each tier, regardless of package type: by 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for AADC packages and AADC groups (in working trays) under 6.2 and 6.3, by the applicable 3-digit AADC code in L804. AADC entries must be preceded by the prefix "AADC." For Periodicals only, listings for 5-digit, city, and 3-digit packages must be preceded by the prefixes 5DG, CTY, and 3DG, respectively.

### 7.7 Line Entries

Under either option, each entry must separately report DPBC pieces, correctly ZIP+4 coded non-DPBC pieces (meeting the standards in C830), and other pieces, by each rate for which specific numbers of pieces are eligible; and a cumulative total for the segment through that entry. As applicable, data on each line must be subdivided further.

a. In Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, to separately report pieces at each destination entry rate.

### 7.8 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report, and a summary must list data for the entire mailing, including the residual. The summary must include:

a. The number of pieces with a DPBC, the number without, the total number of pieces in the mailing, a and the percentage with DPBCs.

b. Each rate (or weight increment, combination of rate and discount, or other variable in 7.7), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings,

postage rates and computed totals may be omitted.)

c. For postage-affixed mailings, further detail must be added as needed to account for the value of postage affixed, if less than the applicable amount, and the net due, to yield the correct total postage.

#### *M896 Elective Documentation for Letter-Size Mailings*

[Text of current M817; in 1.1, 2.2, 2.4, 3.1c, and 4.8, replace "M812 through M816" with "M891 through M895"; in 1.2, 4.7b, and 4.7d, replace "M817," "M815," and "M812 or M814" with "M896," "M894," and "M891 or M893," respectively; no other change in text.]

[Delete current M818 and M819.]

#### *M897 ZIP+4 Barcoded Flat-Size Mail*

[Text of current M823, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

### 1.0 BASIC STANDARDS

#### 1.1 Standards

Flat-size Preferred Periodicals and Nonprofit Standard Mail claimed at a ZIP+4 Barcoded presort rate must be prepared as described below. Packaging, labeling, a and sacking are subject to M010 through M030.

\* \* \* \* \*

#### 1.5 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation, and may be marked "Barcoded." No marking is required on Periodicals.

\* \* \* \* \*

### 2.0 PACKAGE PREPARATION—MAILINGS SUBJECT TO 85% RULE

#### 2.1 Package Size, Presort, and Labeling—Periodicals

Package size, presort sequence, and labeling for Periodicals:

a. 5-digit: required at six pieces; smaller packages permitted but do not qualify for Level H rates; use red Label D or optional endorsement line (OEL).

b. City: optional at six pieces; smaller packages permitted but do not qualify for Level H rates; use yellow Label C or OEL.

c. 3-digit: required at six pieces; smaller packages permitted but do not qualify for Level H rates; use green Label 3 or OEL.

d. SCF: required at six pieces; smaller packages permitted; use green Label 3 or OEL.

#### 2.2 Package Size, Presort, and Labeling—Standard Mail

Package size, presort sequence, and labeling for Standard Mail:

a. 5-digit: required at 10 pieces; smaller packages prohibited; use red Label D or optional endorsement line (OEL).

b. 3-digit: required at 10 pieces; smaller packages prohibited; use green Label 3 or OEL.

c. SCF: required at 10 pieces; smaller packages prohibited; use green Label 3 or OEL.

### 3.0 PACKAGE PREPARATION—MAILINGS NOT SUBJECT TO 85% RULE

#### 3.1 Package Size, Presort, and Labeling—Periodicals

Package size, presort sequence, and labeling for Periodicals:

a. 5-digit (ZIP+4 or DPBC pieces only; see 1.3): required at six pieces; smaller packages prohibited; use red Label D or optional endorsement line (OEL).

b. 5-digit (nonbarcoded pieces only; see 1.3): required at six pieces; smaller packages prohibited; use red Label D or OEL.

c. City: optional at six pieces; smaller packages permitted but do not qualify for Level H rates; use yellow Label C or OEL.

d. 3-digit: required at six pieces; smaller packages permitted but do not qualify for Level H rates; use green Label 3 or OEL.

e. SCF: required at six pieces; smaller packages permitted; use green Label 3 or OEL.

#### 3.2 Package Size, Presort, and Labeling—Standard Mail

Package size, presort sequence, and labeling for Standard Mail:

a. 5-digit (ZIP+4 or DPBC pieces only; see 1.3): required at 10 pieces; smaller packages prohibited; use red Label D or optional endorsement line (OEL).

b. 5-digit (nonbarcoded pieces only; see 1.3): required at 10 pieces; smaller packages prohibited; use red Label D or OEL.

c. 3-digit: required at 10 pieces; smaller packages prohibited; use green Label 3 or OEL.

d. SCF: required at 10 pieces; smaller packages prohibited; use green Label 3 or OEL.

### 4.0 SACK PREPARATION—QUALIFYING MAIL

#### 4.1 Sack Size, Presort, and Labeling—Periodicals

Sack size, presort sequence, and labeling for Periodicals:

a. 5-digit: required with four packages; smaller volume permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. City: optional with four packages; smaller volume permitted; use lowest ZIP Code for destination from L001 for Line 1.

c. 3-digit: required with four packages; smaller volume permitted; use L002, Column A, for Line 1.

d. SCF: required with four packages; smaller volume permitted; use L002, Column B, for Line 1.

e. ADC: required with no minimum.

#### 4.2 When to Sack—Standard Mail

For Standard Mail, a sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying mailing statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 4.2b ("BOTH") was used.

#### 4.3 Sack Size, Presort, and Labeling—Standard Mail

Sack size, presort sequence, and labeling Standard Mail, subject to 4.2:

a. 5-digit: required at 125 pieces/15 pounds; smaller volume prohibited; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

b. 3-digit: required at 125 pieces/15 pounds; smaller volume prohibited; use L002, Column A, for Line 1.

c. SCF: required at 125 pieces/15 pounds; smaller volume prohibited; use L002, Column B, for Line 1



d. ADC: required with no minimum; use L004 for Line 1

4.4 Line 2

Line 2: class of mail and FLATS BARCODED (and, on city sacks, CITY right-justified under the ZIP Code for Line 1).

5.0 RESIDUAL MAIL

[In 5.4a, delete "second- or third-class"; no other change in text in 5.0.]

6.0 DOCUMENTATION

[In 6.9c, replace "second-class" with Periodicals"; revise other text as follows:]

\* \* \* \* \*

6.7 Line Entries

Under either option, the mailer must identify 5-digit, city, 3-digit, SCF, and residual packages by the prefixes 5DG, 3DG, SCF, and WKG, respectively. Each entry must separately report ZIP+4 or DPBC pieces, and 5-digit barcoded or nonbarcoded pieces, by each rate for which specific numbers of pieces are eligible; and a cumulative total for the segment through that entry. As applicable, data on each line must be subdivided further in Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

6.8 Actual Piece Count

In Standard Mail for which the mailer used the actual piece count and weight of the mail to prepare sacks ("BOTH"), a separate listing must identify for each sack the total number of pieces it contains and their combined weight.

\* \* \* \* \*

M898 Elective Documentation for Flat-Size Mailings

[Text of current M825; in 1.1, 2.2, 2.3, 3.1c, 3.4, and 4.5, replace "M823" with "M897"; in 1.2, replace "M825" with "M898"; no other change in text]

[Delete current M827.]

P POSTAGE AND PAYMENT METHODS

P000 Basic Information

P010 General Standards

P011 Payment

[In 1.5 and 2.3, replace "third-class mail" with "Standard Mail (A)"; in 2.3, replace "fourth-class" with "Standard Mail (B)"; in 4.2 and 5.1, change the reference form "E370" to "E670"; in 5.0 and 5.1, replace "special [bulk] third-class" with "Nonprofit Standard Mail"; no other change in text]

P012 Documentation

1.0 PURPOSE AND BASIC STANDARDS

\* \* \* \* \*

1.6 When Required

In addition to the correct mailing statement under 3.0, documentation is required for a First-Class or Standard Mail mailing in which all pieces are not of identical weight and full postage at the applicable rate is not affixed to each piece, for all mailings paid with permit imprint in which pieces at different rates are not separated when presented to the USPS. Documentation also must be submitted when specified by the standards for the rate claimed.

\* \* \* \* \*

2.0 BASIC CONTENT AND FORMAT

[Re-number current 2.1 through 2.6 as 2.2 through 2.7, respectively, and add new 2.1 as follows:]

2.1 Standardized Documentation

Standardized documentation contains the elements described in 2.2 through 2.7, as applicable. Documentation produced by Presort Accuracy Verification and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) software, appropriate for the accompanying class of mail and rate claimed, is considered standardized documentation for purposes of these standards.

2.2 Format and Content

Standardized documentation includes: \* \* \*

\* \* \* \* \*

3.0 MAILING STATEMENT

[Add to the end of the section:] \* \* \* A facsimile mailing statement produced by Presort Accuracy Verification and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) software, appropriate for the accompanying class of mail and rate claimed, is considered a USPS-approved form for purposes of these standards.

P013 Rate Application and Computation

1.0 BASIC STANDARDS

\* \* \* \* \*

1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing at single-piece rates, in a bulk rate mailing at Standard Mail parcel post or Special Standard Mail rates, or in any bulk rate mailing of nonidentical-weight pieces (except at Periodicals rates), weight each piece individually. To determine single-piece

weight in any other bulk or presort rate mailing (except at Periodicals rates), compute the average weight of a single piece by weighing a sample group of at least 10 randomly selected pieces and dividing the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.4 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece rate Express Mail, First-Class, Priority Mail, or Standard Mail (A) mailing, or in any postage-affixed Standard Mail (B) mailing, the mailer must affix to each piece a value in adhesive stamps, precanceled stamps, or meter impressions equal to at least the postage required for the piece. (In a Standard Mail bound printed matter rate mailing, the postage affixed to each piece must be at least the sum of the applicable per pound charge based on the weight of the piece plus one unit of the applicable per piece charge.) Less than the correct amount of postage may be affixed only when allowed by standard or specific USPS authorization.

1.5 Affixing Postage—Other Than Single-Piece Rate Mailings

In a First-Class, Priority Mail, or Standard Mail postage-affixed mailing at other than a single-piece rate, the mailer must affix to each piece a value in precanceled stamps or meter impressions that equals at least the full amount of postage at the applicable rate; or

a. For First-Class and Priority Mail, the applicable postage at the lowest rate in the mailing (or a lesser amount if authorized under P760) if all additional postage is paid at the time of mailing.

b. For Standard Mail (A), the minimum per piece charge, with the pound rate charge paid with permit imprint under the applicable standards; or the applicable postage at the lowest rate in the mailing (or a lesser amount if authorized under P760) if all additional postage is paid at the time of mailing.

c. For Standard Mail bound printed matter, the postage affixed to each piece must be at least the sum of the applicable per pound charge plus one unit of the applicable per piece charge.

\* \* \* \* \*

3.0 RATE APPLICATION—PERIODICALS

3.1 Rate Elements

Postage for all Periodicals includes a pound rate charge, a piece rate charge,

and any discounts and reductions for which the mail qualifies under the corresponding standards.

3.2 Applying Pound Rate

Pound rates are applied to the weight of the mailpieces in the mailing. Regular and preferred outside-county pound rates are based on the weight of the advertising portion of the mail sent to each postal zone (as computed from the office of entry) and the weight of the nonadvertising portion without regard to zone. In-county pound rates consist of a delivery office zone rate and a uniform (unzoned) rate for all other eligible mailpieces delivered within the county of publication. Publications Service pound rates are based on the weight of the mail sent to each postal zone (as computed from the office of entry) without regard to advertising content. The minimum pound rate charge for any zone or other group for which a per pound charge is computed is 1 unit (1 pound) of the pound rate charge. For example, three 2-ounce pieces for a zone are subject to the minimum 1-pound charge.

3.3 Computing Weight of Advertising Portion

Advertising content is a postage factor only for Regular and Preferred Periodicals. The pound rate charge is the sum of the charges for the computed weight of the advertising portion of copies to each zone, plus an additional flat (unzoned) charge for the total weight of the nonadvertising portion of all copies to all zones. For publications containing advertising, the minimum pound rate charge for any zone to which copies are mailed is 1 unit (pound) of the advertising pound rate charge. The minimum pound rate charge for the nonadvertising portion is that which applies to all weight not reported in the advertising (zoned) portion. (Authorized nonprofit rate publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound rates and the nonadvertising adjustment, use "0" as the "advertising percentage." Authorized nonprofit rate publications claiming 0% advertising must pay the nonadvertising pound rate for the entire weight of all copies to all zones.)

\* \* \* \* \*

4.0 RATE APPLICATION—STANDARD MAIL (A)

4.1 Single-Piece Rates

[In 4.1a, 4.1b, and 4.1c, replace "third-class" with "Standard Mail (A)" and

revise the opening of the section as follows:]

Single-piece rate postage is based on the rate that applies to the weight (postage) increment of each piece. Single-piece rates are applied differently depending on weight: \* \* \*

\* \* \* \* \*

4.3 Bulk Rates

Bulk rates are based on the weight of the pieces and are applied differently to pieces weighing under or equal to a "break point" and those weighing more:

- a. Pieces weighing 0.2059 pound (3.2941 ounces) or less (Automation or Enhanced Carrier Route rates), 0.2067 pound (3.3071 ounces) or less (Regular rates), or 0.2149 pound (3.4383 ounces) or less (Nonprofit rates), are subject to the minimum applicable rate per piece.
- b. Pieces weighing more than 0.2059 pound (3.2941 ounces) (Automation or Enhanced Carrier Route rates), 0.2067 pound (3.3071 ounces) (Regular rates), or 0.2149 pound (3.4383 ounces) (Nonprofit rates), are subject to a per piece charge plus a per pound charge based on the weight of the piece.

5.0 RATE APPLICATION—STANDARD MAIL (B)

\* \* \* \* \*

5.4 Special Standard Mail

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

\* \* \* \* \*

7.0 COMPUTING POSTAGE—PERIODICALS

\* \* \* \* \*

7.4 Pound Rate

To compute the pound rate postage for Regular and Preferred outside-county copies, multiply the weight of the advertising and nonadvertising portions by the corresponding rates, add the unrounded results, and subtract any applicable discounts. To compute the pound rate postage for in-county and Publications Service copies, multiply their total weight by the corresponding rate per pound.

\* \* \* \* \*

7.6 Nonadvertising Adjustment

To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100,

multiply the remainder by the nonadvertising adjustment per piece, multiply the unrounded product by the number of pieces, and round off the product to four decimal places.

\* \* \* \* \*

8.0 COMPUTING POSTAGE—STANDARD MAIL (A)

\* \* \* \* \*

9.0 COMPUTING POSTAGE—STANDARD MAIL (B)

[In 9.1b and 9.3, replace "fourth-class" with "Standard Mail (B)"; in 9.4, replace "R400" with "R600"; combine current 9.5 and 9.6 and revise as follows:]

9.5 Permit Imprint

In a permit imprint mailing:  
 a. At other than bulk bound printed matter rates, for each weight increment multiply the number of pieces by the applicable rate per piece, rounding off each product to four decimal places. Add the products and round up the total postage to the nearest whole cent.

b. At bulk bound printed matter rates, for each zone multiply the total unrounded weight of the pieces by the applicable rate per pound (round off each product to four decimal places) and multiply the number of pieces by the applicable rate per piece without rounding. Add the pound and piece charges and round up the total postage to the nearest whole cent.

P014 Refunds and Exchanges

[In 2.3, replace "First-Class, third-class single-piece, and fourth-class mail" with "First-Class Mail, single-piece rate Standard Mail (A), or Standard Mail (B)"; in 4.1, replace "First-Class or bulk third-class" with "First-Class Mail or bulk rate Standard Mail (A)"; in 4.12, replace "Presorted First-Class, ZIP+4 Presort, or one of the Barcoded" with "Automation"; in 4.13, replace "[T]hird-[C]lass" with "Standard Mail (A)"; in 4.13c, replace "3/5 presort, basic ZIP+4, or one of the Barcoded minimum per-piece rates" with "Nonprofit 3/5 presort, Nonprofit Basic ZIP+4, or one of the Nonprofit Barcoded minimum per piece rates for Nonprofit Standard Mail, or an Automation minimum per piece rate for other Standard Mail (A)"; in 4.14d, replace "First- or third-class" with "First-Class or Standard Mail (A)," delete 4.14e, redesignate 4.14f as 4.14e and replace "third-class" with "Standard Class (A)"; delete 4.17c and redesignate 4.17d and 4.17e as 4.17c and 4.17d, respectively; in redesignated 4.17d, replace "in (b) (and (c) and (d), as applicable)" with "in (b) (and (c) if applicable)"; no other change in text.]

P020 Postage Stamps and Stationery

P021 Stationery Bearing Postage

[In 1.1b, replace "special bulk third-class" with "Nonprofit Standard Mail"; in 2.5b, replace "Express, First-, or third-class mail" with "Express Mail, First-Class, or Standard Mail (A)"; in 2.5a, 2.5c, and 2.5d, replace "third-class," "THIRD-CLASS," and "third-class" with "Standard Mail (A)," "STANDARD MAIL," and "Standard Mail (A)," respectively; no other change in text.]

\* \* \* \* \*

P023 Precanceled Stamps

[In 1.2, replace "third-class" with "Standard Mail (A)"; in 1.12, replace "Third-Class Mail" with "Standard Mail"; in 3.5a, replace "third-class mail" with "Standard Mail"; no other change in text.]

P030 Postage Meters and Meter Stamps

[In 1.4, replace "second-class" with "Periodicals"; in 1.5 and 1.5c, replace "special fourth-class" with "Special Standard Mail"; in 4.8 and 4.9, replace "third- or fourth-class" with "Standard Mail"; in 5.3a, replace "First- or third-class mail" with "First-Class or Standard Mail (A)"; no other change in text.]

P040 Permit Imprints

[In 2.5 and 3.5b, replace "bulk third-class mail" with "bulk rate Standard Mail (A)"; in 3.2, replace "[S]econd-[C]lass Mail" with "Periodicals"; in 3.3, replace "[T]hird- and [F]ourth [C]lass" with "Standard Mail"; in 3.5a, replace "third- or fourth-class" with "Standard Mail"; in Exhibit 4.1a, replace "Presorted," "ZIP+4 Presort," "Third-Class," "Bulk Rate," "Fourth-Class," and "Special Fourth-Class" with "Presort," "First-Class Mail Auto," "Standard Mail (A)," "Presort," "Standard Mail (B)," and "Special Standard Mail," respectively; in Exhibit 4.1b, replace "Presorted," "Third- and Fourth-Class," "Third-Class," "Bulk Rate," "Bulk Rate Car-Rt Sort," "Bulk Rate," "Third-Class," "Fourth-Class," and "Special Fourth-Class" with "Presort," "Standard Mail" "Standard Mail (A)," "Presort," "Enhanced Carrier Route," "Presort," "Standard Mail (A)," "Standard Mail (B)," and "Special Standard Mail," respectively; no other change in text.]

P070 Mixed Classes

[In 1.1, replace "second-, third-, or fourth-class" with "Periodicals or Standard Mail"; in 1.1, 1.2, 2.1, 2.2, 2.4, 2.5, 2.5d, 2.6, 2.6d, 2.7, 2.9, 2.9b, and

3.2, replace "First- or third class" with "First-Class or Standard Mail (A)"; in 1.3, 2.7, and 2.8, replace "third-class" with "Standard Mail (A)"; in 2.0, 2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.9, 2.9a, and 4.2, replace "second-class" with "Periodicals"; in 3.0, replace "third- and fourth-class" with "Standard Mail"; in 5.0 and 5.4, replace "special fourth-class" with "Special Standard Mail"; no other change in text.]

P100 First-Class Mail

\* \* \* \* \*

2.0 RETAIL SINGLE-PIECE RATES

[In 2.1, replace "regular" with "Retail."]

\* \* \* \* \*

4.0 RETAIL PRESORT RATES

4.1 Payment Methods

Postage on mailings made at Retail Presort First-Class rates must be paid with meter stamps, permit imprints, or precanceled postage, subject to the corresponding standards. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or USPS authorization.

4.2 Postage Affixed, Generally

Unless permitted by other standards or authorized by the USPS, when precanceled postage or meter stamps are used, each piece must bear the correct postage at the Retail First-Class rate for which it qualifies.

[Delete current 4.3, 4.4, and 4.5, and renumber 4.6 as 4.3.]

\* \* \* \* \*

5.0 AUTOMATION RATES

5.1 Payment Methods

Postage on mailings made at Automation rates must be paid with meter stamps, permit imprints, or precanceled postage, subject to the corresponding standards. All pieces in a mailing must be paid by the same method unless otherwise permitted by standard or USPS authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by the RCSC serving the mailing post office.

5.2 Postage Affixed, Generally

Unless permitted by other standards (e.g., 5.2c) or authorized by the USPS, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear the correct postage at the rate for which it qualified. In a metered or precanceled stamp mailing:

- a. Each piece weighing more than 1 ounce must bear the correct amount of

additional postage to pay for the additional ounces.

- b. Flat-size pieces must bear enough postage to include the nonstandard surcharge if applicable.

- c. Each piece may bear postage at the lowest rate applicable to pieces in the mailing if all additional postage is paid at the time of mailing by advance deposit account or by a meter strip affixed to the required mailing statement.

- d. Documentation meeting the standards in P012 must be presented with the mailing statement to show the number of pieces at each rate and the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies).

\* \* \* \* \*

P200 Periodicals

[In 1.3, 1.4, 1.9, 1.11, 1.12, 2.4, and 4.0, replace "second-class" with "Periodicals"; in 1.9, replace "third- or fourth-class" with "Standard Mail"; revise other sections as follows:]

\* \* \* \* \*

2.0 MONTHLY MAILINGS STATEMENT

\* \* \* \* \*

2.4 Waiving Advertising Rates

[Revise the first sentence to read:]

Instead of marking a copy of each issue to show the advertising and nonadvertising portions, the publisher may pay postage at the advertising zone rates on both portions of all issues or editions of a Periodicals publication (except a requester or Publications Service publication). \* \* \*

[Delete current 3.0 (key rates were eliminated as of 11/1/95); redesignate 4.0 as 3.0; delete current P300 and P400 but incorporate text into new P600 as shown below; no change in P500.]

\* \* \* \* \*

P600 Standard Mail

1.0 BASIC INFORMATION

1.1 Payment Method

Subject to the corresponding standards, postage for single-piece rate Standard Mail may be paid by any method; postage for bulk rate Standard Mail may be paid with meter or permit imprints. Postage for bulk rate Standard Mail (A) may also be paid with precanceled stamps. Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings of

nonidentical-weight pieces only if authorized by the RCSC serving the office of mailing. The mailer is responsible for proper payment of postage.

1.2 Mailing Statement

The mailer must submit a complete and signed mailing statement, as specified in P012, with every Standard Mail mailing for which postage is paid with a permit imprint or claimed at any bulk rate.

2.0 REGULAR, NONPROFIT, AND ENHANCED CARRIER ROUTE RATES

[Text of current P300.2.0, revised as follows:]

2.1 Identical-Weight Pieces

Bulk mailings of identical-weight pieces at 3/5 rates may have postage affixed at the respective rate to each piece in the mailing with additional postage for pieces subject to the basic

presort rate paid either by an advance deposit account or with a meter strip affixed to the back of the accompanying mailing statement. The 3/5 presort rate pieces and carrier route presort or walk-sequence rate pieces may not be part of the same mailing nor (except under D600) reported on the same mailing statement.

\* \* \* \* \*

3.0 AUTOMATION RATES

[Text of current P300.3.0, revised as follows:]

3.1 Method

[Revise the first sentence to read:]

Postage on mailings made at all Automation and Nonprofit ZIP+4 and Barcoded rates must be paid with meter stamps, permit imprints, or precanceled postage, under applicable standards.

\* \* \* \* \*

P700 Special Postage Payment Systems

P710 Manifest Mailing System (MMS)

[In 1.0, replace "second-class" with "Periodicals"; in 2.6 and 3.1, replace "First- or third-class" with "First-Class or Standard Mail (A)"; in Exhibit 3.1, replace "Third-Class" with "Standard Mail (A)"; combine and revise current 3.3 and 3.4 as shown below and renumber current 3.5 as 3.4; no other change in text.]

\* \* \* \* \*

3.3 Rate Category Abbreviations—Letter-Size Mail

Keylines on letter-size First-Class Mail or bulk Standard Mail (A) must use only the rate category abbreviations in 3.3a or 3.3b, respectively. All mailpieces that qualify for more than one rate of postage must show each rate category abbreviation, separated by a "/" (slash) (e.g., ZP/DS).

Code	Rate category
<b>a. First-Class Mail</b>	
AC	AUTOMATION CARRIER ROUTE
AV	AUTOMATION 5-DIGIT [Letters]
AT	AUTOMATION 3-DIGIT [Letters]
AF	AUTOMATION 3/5 [Flats]
AB	AUTOMATION BASIC
RP	RETAIL PRESORT
<b>b. Standard Mail (A)</b>	
AC	AUTOMATION CARRIER ROUTE
AV	AUTOMATION 5-DIGIT [Letters]
AT	AUTOMATION 3-DIGIT [Letters]
AF	AUTOMATION 3/5 [Flats]
AB	AUTOMATION BASIC
RA	REGULAR 3/5
RB	REGULAR BASIC
EB	ENHANCED CARRIER ROUTE BASIC
EH	ENHANCED CARRIER ROUTE HIGH DENSITY
ES	ENHANCED CARRIER ROUTE SATURATION
ZB	NONPROFIT 5-DIGIT ZIP+4 BARCODED
TB	NONPROFIT 3-DIGIT ZIP+4 BARCODED
BB	NONPROFIT BASIC ZIP+4 BARCODED
ZP	NONPROFIT 3/5 ZIP+4
ZN	NONPROFIT BASIC ZIP+4
ST	NONPROFIT SATURATION WALK SEQUENCE
HD	NONPROFIT 125-PIECE WALK SEQUENCE
CP	NONPROFIT CARRIER ROUTE
FD	NONPROFIT 3/5 PRESORT
BA	NONPROFIT BASIC PRESORT
DB	DESTINATION BMC
DS	DESTINATION SCF
DD	DESTINATION DELIVERY UNIT

\* \* \* \* \*

P720 Optional Procedure (OP) Mailing System

[In 1.1, replace "First-, third-, and fourth-class" with "First-Class and

Standard Mail"; no other change in text.]

\* \* \* \* \*

P750 Plant-Verified Drop Shipment (PVDS)

[In 1.1, 1.2b, 1.3a, 2.4, 2.6, 2.12a, and 5.1, replace "[S]econd-class" with "Periodicals"; in 1.2c, 2.5, and 2.11, replace "[T]hird- and [F]ourth-class"

with "Standard Mail"; in 1.3b, 2.2e, and 2.5, replace "third- or fourth-class" with "Standard Mail"; in 2.7, 2.9, 2.12b, 5.2, and 6.0, replace [T]hird-[C]lass "with "Standard Mail (A)"; in 2.8, 2.12c, 5.3, 7.0, and 7.2, replace "[F]ourth-[C]lass" with "Standard Mail (B)"; no other change in text.]

*P760 First-Class or Standard Mail Mailings With Different Postage Payment Methods*

[In 1.1 and 4.1, replace "First- or third-class" with "First-Class or Standard Mail (A)"; in 3.1e, 3.2, and 3.3a, replace "third-class" with "Standard Mail (A)"; in 3.3a, replace "Presorted First-Class" with "Retail Presort First-Class"; in Exhibit 4.6, replace "First-Class and Third-Class ZIP+4 Barcoded," "ZIP+4 Barcoded," and "3rd" with "First-Class and Standard Mail Automation and Barcoded"; "Automation or Barcoded," and "STD," respectively; revise 2.0 as shown below; no other change in text.]

\* \* \* \* \*

2.0 POSTAGE

2.1 Payment for Metered Pieces—First-Class

Metered pieces in a combined mailing must bear postage for the first ounce at

an Automation rate for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's advance deposit account.

2.2 Payment for Metered Pieces—Standard Mail (A)

Metered pieces in a combined mailing must bear postage at an Automation rate (or, in combined Nonprofit mailings only, at a Nonprofit rate) for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's advance deposit account.

2.3 Payment for Precanceled Pieces—First-Class

Pieces with precanceled stamps in a combined mailing must bear postage for the first ounce in any denomination of precanceled stamp permitted in an Automation rate mailing and the full applicable amount of postage due for additional ounces. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's advance deposit account.

2.4 Payment for Precanceled Pieces—Standard Mail (A)

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an Automation rate or Nonprofit Barcoded rate mailing. Nonprofit postage may appear only on pieces in a Nonprofit rate mailing that are eligible for and claimed at a Nonprofit rate. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's advance deposit account.

2.5 Permit Imprint—First-Class and Standard Mail (A)

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid by the advance deposit account maintained or combined mailings. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing.

R Rates and Fees

*R000 Stamps and Stationery*

1.0 PLAIN STAMPED ENVELOPES

Quantity and price

Kind	Size <sup>1</sup>	Denomination or value	Each (less than 500)	500	1,000
Regular .....	6¾	\$0.32	\$0.38	\$168.20	\$336.40
	10	0.32	0.38	172.00	344.00
Single .....	6¾	0.32	0.38	169.00	338.00
Window .....	10	0.32	0.38	173.00	346.00
Special .....	6¾	0.32	0.38	170.50	341.00
Regular <sup>2</sup> .....	10	0.32	0.38	175.00	350.00
Bulk Rate:					
Regular .....	10	0.10	.....	62.00	124.00
Nonprofit .....	6¾	0.05	.....	33.20	66.40
Regular .....	10	0.05	.....	37.00	74.00
Nonprofit .....	6¾	0.05	.....	34.00	68.00
Sngl. Wndw .....	10	0.05	.....	38.00	76.00

<sup>1</sup> Size 10 includes all intermediate sizes through 10.

<sup>2</sup> Envelopes with multicolor indicia such as a Love stamp or a hologram.

2.0 PERSONALIZED STAMPED ENVELOPES

Quantity and price

Kind	Size <sup>1</sup>	Denomination or value	50	500	1,000
Regular .....	6¾	\$0.32	\$19.00	\$172.60	\$345.20
	10	0.32	19.20	176.40	352.80
Single .....	6¾	0.32	19.10	173.40	346.80
Window .....	10	0.32	19.30	177.40	354.80
Special .....	6¾	0.32	19.00	174.90	349.80
Regular <sup>2</sup> .....	10	0.32	19.20	179.40	358.80
Bulk Rate:					
Regular .....	10	0.10	.....	66.40	132.80
Nonprofit .....	6¾	0.05	.....	37.60	75.20

Quantity and price

Kind	Size <sup>1</sup>	Denomination or value	50	500	1,000
Regular .....	10	0.05	.....	41.40	82.80
Nonprofit .....	6¾	0.05	.....	38.40	76.80
Sngl. Wndw .....	10	0.05	.....	42.40	84.80

<sup>1</sup> Size 10 includes all intermediate sizes through 10.

<sup>2</sup> Envelopes with multicolor indicia such as a Love stamp or a hologram.

3.0 POSTAL CARDS

Postal cards in sheets, per sheet—  
\$8.40.

Denomination	Description
\$0.21 .....	Domestic regular or commemorative, cut single card.
0.21 .....	Domestic regular, sheet of 40.
0.42 .....	Domestic regular, double reply-paid card.

4.0 POSTAL STAMPS

Purpose	Form	Denomination
Regular Postage .....	Panes of up to 100 .....	\$0.01, .02, .03, .04, .05, .10, .20, .23, .25, .29, .30, .32, .35, .40, .45, .46, .50, .52, .55, .60, .75, .78, \$1, \$2, \$3, \$5, \$10.75.
	Booklets .....	\$0.20 (\$2.00 booklet), \$0.32 (\$3.20 or \$6.40 booklets).
	Coils of 100 \$0.20, .23 (additional oz. postage), .32..	
	Coils of 500 .....	\$0.01, .02, .03, .04, .05, .10, .20, .23, .32, \$1.
	Coils of 3,000, Coals of 10,000.	\$0.01, .02, .03, .04, .05, .10, .20, .23, .32 \$0.05, .32.
Precanceled Postage—Bulk Rate First-Class and Standard Mail (A).	Coil of 500, 3,000, and 10,000.	Various nondenominated; available only to permit holders.
Comemorative .....	Panes of up to 50 .....	\$0.32 or other denominations, including international rates, as announced.
	20-Stamp Booklets .....	\$0.32 (\$6.40. booklets).

R100 First-Class Mail

1.0 RETAIL SINGLE-PIECE RATES

1.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110:

Single—\$0.21 each  
Double—0.42 (\$0.21 each part)

1.2 Letters, Flats, and Parcels

Letters, flats, and parcels (i.e., matter not eligible for card rates); surcharge might apply under 9.0:

First ounce or fraction of an ounce—\$0.32  
Each additional ounce or fraction of an ounce—0.23

2.0 RETAIL PRESORT RATES

2.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110: \$0.190 each.

2.2 Letters, Flats, and Parcels

Letters, flats, and parcels (i.e., matter not eligible for card rates); surcharge might apply under 9.0:

First ounce or fraction of an ounce: (For pieces weighing not more than 2 ounces)—\$0.300

(For pieces weighing more than 2 ounces)—0.254

Each additional ounce or fraction of an ounce—0.230

3.0 AUTOMATION BASIC RATES

3.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110: \$0.175 each.

3.2 Letter-Size Pieces

Letter-size pieces other than cards:

First ounce or fraction of an ounce: (For pieces weighing not more than 2 ounces)—\$0.270

(For pieces weighing more than 2 ounces)—0.224

Each additional ounce or fraction of an ounce—0.230

3.3 Flat-Size Pieces

Surcharges might apply under 9.0:

First ounce or fraction of an ounce: (For pieces weighing not more than 2 ounces)—\$0.290

(For pieces weighing more than 2 ounces)—0.244

Each additional ounce or fraction of an ounce—0.230

4.0 AUTOMATION 3-DIGIT RATES

4.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110: \$0.155 each.

4.2 Letter-Size Pieces

Letter-size pieces other than cards:

First ounce or fraction of an ounce: (For pieces weighing not more than 2 ounces)—\$0.250

(For pieces weighing more than 2 ounces)—0.204

Each additional ounce or fraction of an ounce—0.230

5.0 AUTOMATION 5-DIGIT RATES

5.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110: \$0.140 each.

5.2 Letter-Size Pieces

Letter-size pieces other than cards:

First ounce or fraction of an ounce: (For pieces weighing not more than 2 ounces)—\$0.235

(For pieces weighing more than 2 ounces)—0.189

Each additional ounce or fraction of an ounce—0.230

**6.0 AUTOMATION 3/5 RATES (FLAT-SIZE PIECES)**

Surcharges might apply under 9.0:  
 First ounce or fraction of an ounce:  
 (For pieces weighing not more than 2 ounces)—\$0.270  
 (For pieces weighing more than 2 ounces)—0.224

Each additional ounce or fraction of an ounce—0.230

**7.0 AUTOMATION CARRIER ROUTE RATES**

**7.1 Cards**

Single and double postal cards and postcards meeting the standards in C100 and E110: \$0.137 each.

**7.2 Letter-Size Pieces**

Letter-size pieces other than cards:  
 First ounce or fraction of an ounce:  
 (For pieces weighing not more than 2 ounces)—\$0.232  
 (For pieces weighing more than 2 ounces)—0.186  
 Each additional ounce or fraction of an ounce—0.230

Retail			Automation					
	Single-piece	Presort	Basic (letters)	3-digit (letters)	5-digit (letters)	Carrier route (letters)	Basic (flats)	3/5 (flats)
Letters, flats, and parcels weight not over (ounces):								
1 <sup>1</sup> .....	\$0.32	\$0.300	\$0.270	\$0.250	\$0.235	\$0.232	\$0.290	\$0.270
2 .....	0.55	0.530	0.500	0.480	0.465	0.462	0.520	0.500
3 .....	0.78	0.714	0.684	0.664	0.649	0.646	0.704	0.684
4 .....	1.01	0.944	0.914	0.894	0.879	0.876	0.934	0.914
5 .....	1.24	1.175	( <sup>5</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1.164	1.144
6 .....	1.47	1.404	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1.394	1.374
7 .....	1.70	1.634	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1.624	1.604
8 .....	1.93	1.864	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1.854	1.834
9 .....	2.16	2.094	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	2.084	2.064
10 .....	2.39	2.324	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	2.314	2.294
11 .....	2.62	2.554	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	2.544	2.524
Postcards Postal Cards:								
Single .....	0.21	0.190	0.175	0.155	0.140	0.137	.....	.....
Double <sup>2</sup> .....	0.42	0.380						

<sup>1</sup> Surcharges might apply.

<sup>2</sup> Rates shown apply to each single or double postcard when originally mailed; reply half of double postcards must bear full postage at applicable rates when returned.

<sup>3</sup> Weight not to exceed 3.4383 oz.

**Summary of First-Class Rates**

[Renumber current 10.0 as 8.0; no change in text.]

**9.0 NONSTANDARD SURCHARGE**

Retail single-piece rate pieces, each \$0.11.

Retail Presort and Automation rate pieces, each: \$0.05.

[Renumber current 12.0 through 14.0 as 10.0 through 12.0; no change in text.]

*R200 Periodicals*

[Renumber current 1.0 through 7.0 as 2.0 through 8.0; insert new 1.0 and revise current text as shown below:]

**1.0 PUBLICATIONS SERVICE RATES**

**1.1 Pound Rates**

Pound rates, per pound or fraction:

Zone	Rate
Delivery Office .....	\$0.108
SCF .....	0.129
1 & 2 .....	0.150
3, 4 & 5 .....	0.193
6, 7 & 8 .....	0.311

**1.2 Piece Rates**

Per addressed piece:

Presort level	Rate
Basic .....	\$0.147
Carrier Route .....	0.083

**1.3 Delivery Office Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the delivery office zone rate, the discount is \$0.021.

**1.4 SCF Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the SCF zone rate, the discount is \$0.011.

**2.0 REGULAR RATES**

**2.1 Pound Rates**

Pound rates are:  
 For the nonadvertising portion—\$0.194 per pound or fraction.  
 For the advertising portion, per pound or fraction:

Zone	Rate
Delivery Office .....	\$0.218
SCF .....	0.239
1 & 2 .....	0.259
3 .....	0.268
4 .....	0.294
5 .....	0.332
6 .....	0.372

Zone	Rate
7 .....	0.420
8 .....	0.462

**2.2 Piece Rates**

Per addressed piece:

Presort level	Regular	Barcoded (letter-size)	Barcoded (flat-size)
Basic .....	\$0.272	\$0.226	\$0.237
3/5 .....	0.217	0.188	0.188
Carrier route	0.166		
High density	0.159		
Saturation ...	0.146		

**2.3 Nonadvertising Adjustment**

For each 1% of nonadvertising content, the nonadvertising adjustment is \$0.00066 per piece.

**2.4 Delivery Office Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the delivery office zone rate, the discount is \$0.021.

**2.5 SCF Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the SCF zone rate, the discount is \$0.011.

\* \* \* \* \*

**6.0 SCIENCE-OF-AGRICULTURE RATES**

**6.1 Pound Rates**

Pound rates are:

For the nonadvertising portion—  
\$0.194 per pound or fraction.

For the advertising portion, per pound or fraction:

Zone	Rate
Delivery Office .....	\$0.135
SCF .....	0.143
1&2 .....	0.159
3 .....	0.268
4 .....	0.294
5 .....	0.332
6 .....	0.372
7 .....	0.420
8 .....	0.462

**6.2 Piece Rates**

Per addressed piece:

Presort level	Regu- lar	Barcoded (letter- size)	Barcoded (Flat- Size)
Basic .....	\$0.272	\$0.226	\$0.237
3/5 .....	0.217	0.188	0.188
Carrier route	0.166		
High density	0.159		
Saturation ...	0.146		

**6.3 Nonadvertising Adjustment**

For each 1% of nonadvertising content, the nonadvertising adjustment is \$0.00066 per piece,

**6.4 Delivery Office Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the delivery office zone rate, the discount is \$0.021.

**6.5 SCF Zone Pieces**

For each addressed piece claimed in the pound-rate portion at the SCF zone rate, the discount is \$0.011.

**7.0 APPLICATION FEES**

Original entry"\$305.00.

Publications Service entry—\$305.00

News agent registry"\$50.00.

Additional entry"\$85.00.

Reentry"\$50.00.

[Delete current R300 and R400, revise and redesignate text of current R300 and R400 as parts of new R600 as shown below; no changes in R500.]

**R600 Standard Mail**

**1.0 REGULAR STANDARD MAIL SINGLE-PIECE RATES**

Weight	Rate
Not exceeding 1 oz .....	\$0.32
Over 1 oz., but not exceeding 2 oz ...	0.55
Over 2 oz., but not exceeding 3 oz ...	0.78
Over 3 oz., but not exceeding 4 oz ...	1.01
Over 4 oz., but not exceeding 5 oz ...	1.24
Over 5 oz., but not exceeding 6 oz ...	1.47
Over 6 oz., but not exceeding 7 oz ...	1.70
Over 7 oz., but not exceeding 8 oz ...	1.93
Over 8 oz., but not exceeding 9 oz ...	2.16
Over 9 oz., but not exceeding 10 oz ..	2.39
Over 10 oz., but not exceeding 11 oz	2.62
Over 11 oz., but not exceeding 13 oz	2.90
Over 13 oz., but not less than 16 oz .	2.95

**2.0 KEYS AND IDENTIFICATION DEVICES**

Weight	Rate
Not exceeding 2 oz .....	\$0.99
Over 2 oz., but not exceeding 4 oz ...	1.54
Over 4 oz., but not exceeding 6 oz ...	2.09
Over 6 oz., but not exceeding 8 oz ...	2.64
Over 8 oz., but not exceeding 10 oz ..	3.19
Over 10 oz., but not exceeding 12 oz	3.74
Over 12 oz., but not exceeding 14 oz	4.29
Over 14 oz., but less than 16 oz .....	4.84

**3.0 REGULAR STANDARD MAIL BULK RATES**

**3.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2067 lb. (3.3071 oz.) or less**

Entry discount	Basic	3/5
None .....	\$0.261	\$0.219
BMC .....	0.248	0.206
SCF .....	0.244	0.202

**3.2 Nonletter-Size Minimum Per Piece Rates—Pieces 0.2067 lb. (3.3071 oz.) or less**

Entry discount	Basic	3/5
None .....	\$0.305	\$0.237

Entry discount	Basic	3/5
BMC .....	0.292	0.0224
SCF .....	0.288	0.220

**3.3 Piece/Pound Rates—Pieces More Than 0.2067 lb. (3.3071 oz.)**

	Basic	3/5
Per Piece Rates* .....	\$0.163	\$0.095
Per Pound Rates* (incl. entry discount if appl.):		
None .....	plus: \$0.687	plus: \$0.687
BMC .....	0.626	0.626
SCF .....	0.606	0.606

\*Each piece is subject to both a piece and a pound rate.

**4.0 ENHANCED CARRIER ROUTE STANDARD MAIL BULK RATES**

**4.1 Minimum Per Pieces Rates—Pieces 0.2059 lb. (3.2941 oz.) or less**

Entry discount	Basic	High density	Satura- tion
None .....	\$0.155	\$0.148	\$0.135
BMC .....	0.142	0.135	0.122
SCF .....	0.137	0.130	0.177
Delivery Unit .....	0.132	0.125	0.112

**4.2 Piece/Pound Rates—Pieces More Than 0.2059 lb. (3.2941 oz.)**

	Basic	High density	Satura- tion
Per Piece Rates* .....	\$0.050	\$0.043	\$0.030
Per Pound Rates* (incl. entry discount if appl.):			
None .....	plus: 0.510	plus: 0.510	plus: 0.510
BMC .....	0.446	0.446	0.446
SCF .....	0.425	0.425	0.425
Delivery Unit ..	0.399	0.399	0.399

\*Each piece is subject to both a piece and a pound rate.

**5.0 AUTOMATION STANDARD MAIL BULK RATES**

**5.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2059 lb. (3.2941 oz.) or Less**

Entry discount	Basic	3-Digit	5-Digit	Carrier route
None .....	\$0.175	\$0.168	\$0.510	\$0.141
BMC .....	0.162	0.155	0.137	0.128
SCF .....	0.158	0.151	0.133	0.124
Delivery Unit .....				0.119



5.2 Flat-Size Minimum Per Piece Rates—Pieces 0.2059 lb. (3.2941 oz.) or Less

Entry discount	Basic	3/5
None .....	\$0.237	\$0.190
BMC .....	0.224	0.177
SCF .....	0.220	0.173

5.3 Flat-Size Piece/Pound Rates—Pieces More Than 0.2059 lb. (3.2941 oz.)

	Basic	3/5
Per Piece Rates* .....	\$0.132	\$0.085
Per Pound Rates* incl. entry discount if appl.):	plus	plus
None .....	0.510	0.510
BMC .....	0.449	0.449

	Basic	3/5
SCF .....	0.429	0.429

\* Each piece is subject to both a piece and a pound rate.

6.0 NONPROFIT STANDARD MAIL BULK RATES

6.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2149 lb. (3.4383 oz.) or Less

Nonautomation rates					Automation rates				
Entry discount	Basic	3/5	Carrier route	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic barcoded	3-digit barcoded	5-digit barcoded
None .....	\$0.124	\$0.111	\$0.086	\$0.083	\$0.117	\$0.107	\$0.106	\$0.101	\$0.093
BMC .....	0.112	0.099	0.074	0.071	0.105	0.095	0.094	0.089	0.081
SCF .....	0.106	0.093	0.068	0.065	0.099	0.089	0.088	0.083	0.075
Delivery Unit .....			0.063	0.060					

Note: See C810 for additional weight restrictions for automation rates.

6.2 Nonletter-Size Minimum Per Piece Rates—Pieces 0.2149 lb. (3.4383 oz.) or Less

Nonautomation rates						Automation rates				
Entry discount	Basic	3/5	Carrier route	125-PC W-S	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic barcoded	3-digit barcoded	3/5-digit barcoded
None .....	\$0.175	\$0.161	\$0.128	\$0.126	\$0.121	.....	.....	\$0.149	.....	\$0.143
BMC .....	0.163	0.149	0.116	0.114	0.109	.....	.....	0.137	.....	0.131
SCF .....	0.157	0.143	0.110	0.108	0.103	.....	.....	0.131	.....	0.125
Delivery Unit .....			0.105	0.103	0.098	.....	.....			

Note: Each piece is subject to both a piece and a pound rate. Automation rates are available only for automation-compatible flats (see C820).

6.3 Piece/Pound Rates—Pieces More Than 0.2149 lb. (3.4383 oz.)

Nonautomation rates						Automation rates				
	Basic	3/5	Carrier route	125-PC W-S	Saturation W-S	Basic ZIP+4	3/5 ZIP+4	Basic barcoded	3-Digit barcoded	3/5-Digit barcoded
Per Piece Rates* .....	\$0.074	\$0.060	\$0.027	\$0.025	\$0.020	.....	.....	\$0.048	.....	\$0.042
Per pound rates *(incl. entry discount if appl.):	plus	plus	plus	plus	plus	.....	.....	plus	.....	plus
None .....	0.470	0.470	0.470	0.470	0.470	.....	.....	0.470	.....	0.470
BMC .....	0.410	0.410	0.410	0.410	0.410	.....	.....	0.410	.....	0.410
SCF .....	0.386	0.386	0.386	0.386	0.386	.....	.....	0.386	.....	0.386
Delivery Unit .....			0.362	0.362	0.362	.....	.....			

\* Each piece subject to both a piece and a pound rate. Automation rates are available only for automation-compatible flats (see C820).

7.0 PARCEL POST

[Insert text and rates from current R400.1.0 with no change.]

8.0 BOUND PRINTED MATTER

8.1 Single-Piece Rates

[Insert text and rates from current R400.2.0 with no change.]

8.2 Bulk Rates

[Insert text and rates from current R400.3.0 with no change.]

8.3 Bulk Rate Computed Postage Amount With Postage Affixed

[Insert text and rates from current R400.4.0 with no change.]

9.0 SPECIAL STANDARD MAIL RATES

[Insert text and rates from current R400.5.0 with no change.]

10.0 LIBRARY RATES

[Insert text and rates from current R400.6.0 with no change.]

11.0 FEES

11.1 Per 12-Month Period

a. Regular, Enhanced Carrier Route, Automation, and Nonprofit Bulk Rates—\$85.00.

b. Parcel Post Destination BMC Rate—\$85.00.

c. Presorted Special Standard Mail—\$85.00.

11.2 Address Correction Service

Manual, per notice issued—\$0.50. Automated, per notice issued—\$0.20.

## 11.3 Pickup

Parcel Post only, per occurrence—\$4.95.

## 12.0 NONSTANDARD SURCHARGE

Applicable to Regular Single-Piece rate pieces only, each—\$0.11.

## S SPECIAL SERVICES

*S000 Miscellaneous Services*

\* \* \* \* \*

*S020 Money Orders and Other Services*

[Retitle 1.0, 2.0, and 3.0 as "Issuing Money Orders," "Cashing Money Orders," and "Use of the Federal Reserves System," respectively; add new 4.0, as shown below.]

## 4.0 NONPOSTAL SERVICES

## 4.1 Bird Stamps

Migratory-bird hunting and conservation stamps are required by federal law for the hunting of migratory birds, such as ducks and geese. As a convenience to the public, these stamps are sold at all post offices in CAGs A–J and (based on demand) at designated offices in CAGs K and L. These facilities act as agents of the federal government for this function. Blocks composed of two or more attached unused stamps, sold on consignment to any person but not resold, may be redeemed at any time on or before the last day of the stamp year. Stamps validated by signature or stamps that appear removed from a hunting license or identification card are not accepted.

[Redesignate current S030.2.0, 3.0, and 4.0 as S020.4.2, 4.3, and 4.4,

respectively; no other changes in text; delete current S030.]

*S070 Mixed Classes*

[In 1.1, replace "third- or fourth-class mail" with "Standard Mail"; in 1.2, replace "third- and fourth-class mail" with "Standard Mail"; no other change in text.]

*S500 Special Services for Express Mail*

[In 3.0, replace "third- or fourth-class mail" with "Standard Mail"; no other change in text.]

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*S913 Insured Mail*

[In 1.2a, replace "third- and fourth-class mail" with "Standard Mail"; in 1.2b, replace "third- or fourth-class mail," "Third-Class Mail," and "Fourth-Class Mail" with "Standard Mail," "Standard Mail (A)," and "Standard Mail (B)," respectively; no other change in text.]

*S914 Certificate of Mailing*

[In 1.2, replace "First-, third-, and fourth-class" with "First-Class and Standard Mail"; in 1.6, replace "third-class mail" with "Standard Mail (A)"; in 2.3, replace "First- and third-class" with "First-Class and Standard Mail (A)"; no other change in text.]

\* \* \* \* \*

*S917 Return Receipt for Merchandise*

[In 1.2, replace "third-class" and "special fourth-class" with "Standard Mail (A)" and "Special Standard Mail," respectively; in 1.3, replace "third-class" and "third-class and fourth-class" with "Standard Mail (A)" and "Standard Mail," respectively; no other change in text.]

*S921 Collect on Delivery (COD) Mail*

[In 1.2, replace "First-, third-, and fourth-class" with "First-Class and Standard Mail"; no other change in text.]

\* \* \* \* \*

*S923 Merchandise Return Service*

[In 1.1, replace "third-class and fourth-class" and "special fourth-class" with "and Standard Mail" and "Special Standard Mail," respectively; in 1.7, replace "third-class, and fourth-class" with "and Standard Mail"; in 1.10, replace "single-piece third-class or fourth-class parcel post" with "Standard Mail single-piece Regular or parcel post"; in 1.11, replace "or third- or fourth-class" and "Special fourth-class" with "Standard Mail (A) or Standard Mail (B)" and "Special Standard Mail," respectively; in 3.2, replace "First-, third-, or fourth-class" with "First-Class or Standard Mail"; in 4.0, replace "third- or fourth-class," "Third-Class Mail," and "Fourth-Class Mail" with "Standard Mail," "Standard Mail (A)," and "Standard Mail (B)," respectively; in 4.7 and 5.6d, replace "third- or fourth-class" with "Standard Mail"; in 4.10, replace "third- and fourth-class" with "Standard Mail"; no other change in text.]

*S930 Handling*

[In 2.2, replace "third- and fourth-class mail" with "Standard Mail"; in 3.2, replace "both third-class mail and fourth-class mail" with "Standard Mail"; no other change in text.]

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