POSTAL SERVICE

39 CFR Part 111

Classification Reform; Implementation Standards

AGENCY: Postal Service.

ACTION: Final rule; request for comments.

SUMMARY: This final rule sets forth the Domestic Mail Manual (DMM) standards adopted by the Postal Service to implement the Decision of the Governors of the Postal Service in Postal Rate Commission Docket No. MC95–1, Classification Reform I, and requests further comments on some aspects of those standards.

DATES: The final rule is effective on July 1, 1996. Comments as allowed herein must be received on or before March 27, 1996.

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

FOR FURTHER INFORMATION CONTACT: Leo F. Raymond, (202) 268–5199, concerning the DMM standards, or Lynn Martin, (202) 268–6351, concerning the comments analysis.

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 (Classification Reform). The PRC designated the filing as Docket No. MC95–1. The PRC published a notice of the filing, with a description of the Postal Service's proposals, on April 3, 1995, in the Federal Register (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 process being used to prepare for implementation of Classification Reform and to begin development of the Domestic Mail Manual (DMM) implementing standards. The notice also contained detailed information about issues that had been identified for consideration in the implementation process, presented in a format that paralleled the Domestic Mail Classification Schedule (DMCS) changes proposed in the MC95–1 filing. Many of those implementation issues 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. The advance notice requested comments on the criteria under consideration for inclusion in proposed DMM implementing standards. Readers who are unfamiliar with the content of the Postal Service's MC95–1 filing or the implementation process 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 in response to the first 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 in response to the second notice, the Postal Service would revise its proposed implementation criteria as appropriate and would use those criteria 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 were adopted.

On December 22, 1995, the Postal Service published for public comment in the Federal Register a proposed rule (60 FR 66582–66703) that summarized and responded to comments received from the August notice; offered extensive details about contents of the proposed rule that were new or modified compared to the earlier notices and assessed their possible impact on the mailing community; offered simplified charts to illustrate proposed mail preparation standards; supplied an estimated list of 5-digit ZIP Codes affected by one of its proposals; and concluded with a complete listing of changes to the standards in the DMM that it proposed to adopt if the Classification Reform proposals requested by the Postal Service in PRC Docket No. MC95–1 were recommended by the PRC and approved by the Governors of the Postal Service.

Pursuant to 39 U.S.C. 3624, on January 26, 1996, the PRC issued its Recommended Decision on the Postal Service's Request to the Governors of the Postal Service. The PRC recommendations made revisions to some of the mail classification structure and rates requested by the Postal Service. Based on an extensive analysis of the PRC's Recommended Decision and deliberation as to its consequences to the Postal Service and its customers, and pursuant to 39 U.S.C. 3625, the Governors acted on the PRC's recommendations on March 4, 1996. Decision of the Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on Classification Reform I, Docket No. MC95–1. With the exception of the PRC's separate courtesy envelope mail and bulk parcel post proposals, the Governors determined to approve the PRC's recommendations, and the Board of Governors set an implementation date of July 1, 1996, for those rate and classification changes to take effect. A notice announcing the Governors' Decision and the issuance of final Domestic Mail Classification Schedule and Rate Schedule changes is published elsewhere in this issue of the Federal Register.

This final rule contains the DMM standards adopted by the Postal Service to implement the Governors' decision. Except as specifically noted below, the revised DMM standards will take effect on July 1, 1996.

In its testimony before the PRC, the Postal Service presented extensive evidence concerning the prudence and necessity of certain fundamental changes it was seeking to cause or facilitate in the mailstreams it processes. Most if not all of those changes were not founded in a particular rate or classification scheme, although the Postal Service considered that the incentives offered in its requested structure make it easier for customers to accept or benefit from those changes. Many components of the proposed rule reflected basic operational and network changes designed to improve the Postal Service's ability to encourage, manage, and benefit from automated mail, to improve mailflow, and to focus processing activities at a redesigned matrix of node facilities. As a result, despite the differences between the Postal Service's Request and the PRC's recommendation which the Governors have approved, the value and efficacy of those elements of the proposed rule related to mail quality, preparation, automation, and equipment and network utilization remain undiminished. As a result, the content of the proposed rule has been adopted as a final rule except as described below to correct factual or typographical errors, respond to comments received, or align with the rate and classification

structure recommended by the PRC and approved by the Governors.

Because the PRC's Recommended Decision, as approved by the Governors, made significant changes to the mail classification structure requested by the Postal Service, adaptation of the proposed rule to the final structure has been necessitated in the final rule. Most of these changes are a direct consequence of the difference between the rate and classification changes proposed by the Postal Service and those recommended by the PRC and approved by the Governors. These were matters at issue in the PRC proceeding and, as such, are not subject to review or adjustment in this rulemaking. To the extent this final rule establishes further standards that were not previously published for public comment, the Postal Service has determined to seek and consider additional input from customers. This further opportunity for public comment is limited to matters that are newly introduced in the final rule, that do not result from the difference in recommended rate and classification provisions, and that are significant in their impact on customers compared with what was proposed in the proposed rule. The provisions for which comments are solicited are:

1. New standards applied to Periodicals that are similar to those adopted in this final rule for First-Class and Standard Mail:

a. All pieces in an automation rate mailing must be delivery point barcoded.

b. Presort and other preparation standards, including a 150-piece minimum for preparing trays of automation rate letter-size mail.

c. 5-digit ZIP Codes used in the addresses on nonautomation rate Periodicals must be verified annually for accuracy; mailers must certify this at the time of mailing..

d. Letter-size reply envelopes and cards enclosed in automation rate pieces must meet specific standards for automation-compatibility; mailers must certify this at the time of mailing.

2. Standards for documentation produced by Presort Accuracy Validation and Evaluation (PAVE) certified software and for standardized documentation produced otherwise. These standards are presented in P012, below; examples of documentation are also presented as part of this notice.

After considering the potential impact of these provisions, the Postal Service has determined to allow 15 days for public comment. Although a longer comment period is usually provided, the Postal Service concluded that a 15-day comment period was warranted in this case for two reasons. First, the list of provisions on which comment is sought is limited and straightforward. Mailers should have little difficulty evaluating the impact of these provisions on their operations and preparing comments in a short time period. Second, the Postal Service wants to ensure that mailers have sufficient time after the close of the comment period and publication of any possible revisions to this final rule to make the necessary changes to their operations before the July 1, 1996 implementation date. After review of the comments received, the Postal Service will modify the corresponding standards if such modification is determined to be appropriate.

Part A of this notice summarizes major changes that have been made to or added to the proposed implementation standards since the proposed rule. Part B provides an analysis of comments received on the proposed rule and the Postal Service responses. Part C shows examples of standardized documentation that would be generated under the standards shown below. Part D summarizes the changes to the DMM, followed by the text of the revised DMM standards.

A. Major Changes and Additions Since the December 22 Proposed Rule

This section identifies additions and changes to the final DMM mailing standards that were not part of the proposed rules published on December 22.

1. Marking Standards

Marking standards have been revised to allow mailers to continue to use ''Presorted First-Class'' and ''Bulk Rate'' markings as class of mail markings for presorted First-Class and Standard Mail. These markings must appear in the postage area on mailpieces. Additional mailing or rate specific markings are also required. This change will allow mailers to continue to use existing envelope stock, precanceled stamps, and meter slugs.

2. Postage Payment

Revisions have been made to postage payment standards to allow mailers to affix metered postage to all the pieces in a mailing job at the lowest rate that applies to any presorted mailing contained in the mailing job.

3. Value Added Refund

The proposal that would have required all pieces in a value added refund (VAR) mailing to have postage affixed at an automation rate has been removed. First-Class mailpieces bearing postage at Presorted First-Class rates will be acceptable for inclusion in automation First-Class VAR mailings, and Standard Mail pieces bearing postage at presorted nonautomation Regular rates will be acceptable for inclusion in automation Standard Mail VAR mailings.

4. Minimum Quantity Per Mailing

In accordance with the Domestic Mail Classification Schedule standards approved by the Governors, separate 500-piece minimum quantity per mailing standards have been established for mailings of cards in addition to those which apply to letters. Mailers may continue to combine comparably prepared letters and cards in the same mailings if the separate minimums are met and additional postage payment and documentation standards are met.

5. Postage Statements

Mailing statements have been renamed postage statements to clarify the new standards that will allow all mailings submitted for verification as part of the same mailing job to be reported on a single postage statement.

6. Sleeving and Banding

The proposed sleeving and banding standards for trayed letter mail have been modified. There will be no exceptions to sleeving. Exceptions to strapping of local mail have been extended to allow such exceptions for mail entered and delivered within the service area of the SCF serving the entry post office if approved by local management. The proposal had limited this exception only to mail entered and delivered within the service area of the facility where the mail was entered. The DMM palletization standards have been modified to make it clear that only trayed mail on stretchwrapped 5-digit, 3-digit, and SCF pallets are exempt from tray-strapping.

7. Packaging Material

The proposal has been removed that required use of only rubber bands to prepare packages within automation letter mailings. Upon implementation of Classification Reform, mailers may continue to prepare these packages using either rubber bands, elastic strapping, plastic strapping or string. However, the Postal Service plans to require use of rubber bands or elastic strapping for automation mailings at a future date and will work with mailers on the timing of this standard.

8. Courtesy Reply Mail in Automation Mailings

The standards have been revised concerning courtesy envelope and business reply mail enclosed in pieces mailed at First-Class or Standard Mail automation rates. The final rule also applies these standards to automation Regular Periodicals. The proposal indicated that the enclosed reply pieces must all bear a delivery point barcode, in addition to being automation-compatible and bearing a FIM. Under the final rule, the barcode standards have been revised to indicate that ZIP+4 barcodes are required for business reply mail and that courtesy reply mail must bear the correct delivery point barcode for the delivery address as defined by the Postal Service. Unique 5-digit and ZIP+4 barcodes provided by the Postal Service for use with courtesy reply mail will be considered valid delivery point barcodes for purposes of meeting this standard. In addition, the final rule requires that the enclosed reply mail pieces meet the barcode preparation standards in DMM C840. The standards concerning reply mail enclosed in First-Class, Standard Mail and Periodicals automation rate mailings are effective January 1, 1997. Comments are permitted on the extension of this requirement to Periodicals.

9. 3-Digit Schemes for Automation Letters

Use of 3-digit scheme sort will be required for automation letters. This standard will allow mailers to obtain the finest discount level and the Postal Service to receive mail presorted to the finest extent possible.

10. Grouping of Pieces in AADC Trays

Within mixed AADC trays in automation and upgradable letter mailings, the proposed standard to group pieces in those trays by both AADC, and within each AADC group, by 3-digit ZIP Code has been modified. Mail in these mixed AADC trays will be required to be grouped only by AADC area.

11. Specific Use of 1-Foot and 2-Foot Trays

The traying standards for proper use of appropriate 1-foot and 2-foot trays have been clarified to specify the type of tray that must be used when mailers have a quantity of mail for a tray sortation level that exceeds the physical capacity of a 1-foot tray, but is less than the minimum quantity for a full 2-foot tray. For automation and upgradable mailings of other than card-size pieces, the Postal Service would like the fewest number of packages (which are only prepared in less-than-full trays). For these mailings, when the mail remaining after filling all possible 2-foot trays exceeds the physical capacity of a 1-foot tray, but is less than the minimum quantity for a full 2-foot tray, mailers must place this mail in two 1-foot trays (a full 1-foot tray (without packaging) and a less-than-full 1-foot tray (with packaging)). For nonautomation mailings and for automation and upgradable mailings consisting entirely of card-size pieces, which are prepared in banded packages, the Postal Service would like to receive the fewest number of trays. Therefore for nonautomation mailings, when the mail remaining after filling all possible 2-foot trays exceeds the physical capacity of a 1-foot tray, but is less than the minimum quantity for a full 2-foot tray, mailers must place this mail in a single less-than-full 2-foot tray.

12. Less-Than-Full 3-Digit Trays

Modification has been made to the proposed standard to tray all mail for the 3-digit ZIP Codes served by the SCF of the entry post office to at least the 3-digit level. These rules now apply only to the SCF that serves the post office where the mailing is verified.

13. Modification to ADC Lists

The ADC list in proposed DMM L004 has been modified to provide for some class-specific differences in labeling. In addition, separate ADC and Mixed ADC labeling lists for Standard Mail irregular parcels have been added as DMM L603 and L604.

14. Mixed ADC and AADC Tray Destinations for First-Class Mail

Mixed ADC and mixed AADC trays in First-Class mailings will be labeled to the SCF that serves the entry post office rather than to the 3-digit ZIP Code of the entry post office.

15. Qualification of AADC and ADC Sort Levels for BMC Destination Entry Discounts

Eligibility for destination BMC discounts for Standard Mail prepared in AADC trays and ADC trays, sacks, and packages on pallets has been clarified. The entire contents of these trays, sacks, or packages placed on pallets may receive a DBMC discount, provided that the ZIP Code in the top line of the tray or sack label, (or the ZIP Code assigned to the ADC in L004 for the package) is in the service area of the BMC at which the tray, sack, package on a pallet, is entered.

16. Revisions to Barcoded Tray Label Specifications

The effective date for the standard to use barcoded tray and sack labels for mailings at automation First-Class, automation Standard, and automation Periodicals rates has been changed to January 1, 1997.

17. Revisions to Specifications for Mailer Prepared Tray and Sack Labels

Adjustments and corrections have been made to the specifications in DMM M032 concerning mailer-prepared tray and sack labels, including barcoded labels. Mailers at all classes and rates are also reminded that effective July 1, 1996, tray, sack, and pallet labels used with their mailings must be revised to reflect the network changes, changes to the names of the classes of mail, and other labeling changes that will go into effect with these final DMM rules.

18. Enhanced Carrier Route Rates

Separate letter and nonletter rates have been established by the Governors for the Standard Enhanced Carrier Route subclass. In addition, the automation carrier route rate proposed under a separate automation subclass has been recommended by the PRC and approved by the Governors as an automation Enhanced Carrier Route rate. Accordingly, automation Enhanced Carrier Route mailings must meet a separate minimum quantity requirement from mail at automation Regular Standard rates, and will be subject to the minimum per piece weight breakpoint for the Enhanced Carrier Route subclass.

19. Palletization of Mail Meeting Both Letter-Size and Automation Flat-Size Standards

In the proposed rule, the Postal Service proposed an exception that would allow certain letter-size mail to be prepared as packages on pallets. Under this exception, mailers of pieces that meet both the letter and automation flats dimensions, and who mail a portion of their mailing job at the automation flats rates, would be permitted to prepare the entire mailing job (i.e., Enhanced Carrier Route, automation Regular, and nonautomation Regular mailings) as packages on pallets, provided the nonautomation Regular portion was 10% or less of the total pieces mailed at the Enhanced Carrier Route and automation Regular rates, and flat rates (non-letter rates) were paid on all pieces. The final rule will provide for this exception, but only until January 1, 1997. Beginning January 1, 1997, the Enhanced Carrier Route and nonautomation Regular portions of

mailing jobs of pieces that meet the definition of letter-size mail will be required to be trayed. Preparation of trays on pallets is preferred. This is consistent with the Postal Service's need to have all letter mail prepared in trays, and is discussed further in the section discussing comments.

20. Periodicals

The proposed Publications Service subclass of Periodicals was not recommended to the Governors by the Postal Rate Commission. Instead revised rates for Regular Periodicals were recommended. These changes to Periodicals have been accepted by the Governors. As a consequence, the Postal Service has determined to modify the mail preparation and quality standards for entry at the Regular Periodicals rates. The standards set forth in this notice are final rules. Because many of these standards were not applied to all Periodicals mailers in the proposed rule, the Postal Service will permit comments on these standards.

Unlike the proposed rule, there are no rates and corresponding preparation standards for automation carrier route mail; only mail sorted to 5-digit and unique 3-digit ZIP Code packages, trays, and sacks may qualify for applicable 3/5 rates; and zone rates apply only to advertising pounds. Like the proposed rule, optional city will no longer be a sortation level, and SDC, State, and Mixed States sortation levels have been replaced with the appropriate ADC and mixed ADC or AADC and mixed AADC sortation levels.

a. Regular Periodicals Automation Rate Mailings

(1) *Letter-Size Pieces.* Mailings must be presorted under standards similar to automation First-Class and Standard mailings. There is no automation carrier route mail preparation or rate. Mailers must sort mail to required 5-digit, required unique 3-digit, required 3-digit/scheme, and required AADC trays, using a 150-piece minimum at each tray level. Remaining mail is trayed to mixed AADC trays. Only mail in 5-digit and unique 3-digit trays is eligible for 3/5 automation Regular Periodicals per-piece rates. Mail in 3-digit/scheme, AADC, and mixed AADC trays qualifies for basic automation per-piece rates. Both 1-foot and 2-foot tray sizes must be used as appropriate.

Mailings must be 100% delivery point barcoded. Addresses must be matched semi-annually using CASS-certified software and a current AIS database. Barcoded tray labels will be required effective January 1, 1997. Use of PAVE-certified software or standardized documentation will be required effective January 1, 1997. Enclosed courtesy and business reply mail envelopes will be required to be automation-compatible and prepared with barcodes and FIM marks effective January 1, 1997.

(2) *Flat-Size Pieces.* Firm and carrier route packages cannot be part of an Automation flats mailing. Mailers must prepare packages of 6 or more pieces to 5-digit, 3-digit, ADC and mixed ADC destinations and place them in 5-digit, 3-digit, ADC and mixed ADC sacks or on the appropriate level of pallet. Only pieces in 5-digit and unique 3-digit sacks (or in 5-digit and unique 3-digit packages placed on pallets), are eligible for the 3/5 automation Regular Periodicals per-piece rates. Pieces in non-unique 3-digit, ADC and mixed ADC sacks (and non-unique 3-digit, ADC and mixed ADC packages placed on pallets) will qualify for basic Automation per-piece rates. Mailings must be 100% ZIP+4 or delivery point barcoded. Addresses must be matched semi-annually using CASS-certified software and a current AIS database. Barcoded sack labels will be required effective January 1, 1997. Use of PAVE-certified software or standardized documentation will be required effective January 1, 1997. Enclosed courtesy and business reply mail envelopes will be required to be automation-compatible and prepared with barcodes and FIM marks effective January 1, 1997.

b. Nonautomation Mailings

(1) *Letters.* Mail must be prepared in trays. Both 1-foot and 2-foot trays must be used as appropriate. Firm packages are permitted and receive rates based on current criteria. Six-piece or larger carrier route packages must be placed in carrier route trays when there are at least 24 pieces for the tray, but trays with as few as one 6-piece package are acceptable. Remaining carrier route packages are placed in 5-digit carrier routes trays. Six-piece or larger 5-digit, 3-digit, ADC, and mixed ADC packages are prepared and must be placed in 5-digit, 3-digit, and ADC trays whenever there are at least 24 pieces for one of those tray destinations. Trays with as few as one 6-piece or larger package may be prepared. Remaining packages are placed in mixed ADC trays. Only mail in 5-digit or unique 3-digit trays qualifies for 3/5 nonautomation Regular Periodicals per-piece rates. Mail in non-unique 3-digit, ADC and mixed ADC trays qualifies for basic per-piece rates. The carrier route portion must be matched using CASS-Certified software to a current CRIS file or other AIS product containing carrier route codes, within 90 days prior to the date of mailing. No sequencing is required for basic carrier route rates. High Density and Saturation rate mail must be prepared in carrier walk sequence using a current USPS DSF or CDS file or other USPS sequencing service within 90 days prior to the date of mailing. Effective October 1, 1996, 5-digit ZIP Codes in each address in the non-carrier route portion of the mailing must have been verified and corrected within 12-months prior to the date of mailing by a USPS approved method.

(2) *Nonautomation Flats.* Mail is sorted according to current DMM issue 49 standards except that there must now be a minimum of one 6-piece package in each sack other than a mixed ADC sack; the optional city package and sack level has been eliminated; and SDC, state, and mixed states packages and sacks have been replaced with ADC and mixed ADC packages and sacks. Only mail in 5-digit or unique 3-digit sacks (or in 5-digit or unique 3-digit packages on pallets) qualifies for 3/5 nonautomation Regular Periodicals per-piece rates. Mail in non-unique 3-digit, ADC, and mixed ADC packages and sacks qualifies for basic per-piece rates. The carrier route portion must be matched using CASS-Certified software to a current CRIS file or other AIS product containing carrier route codes, within 90 days prior to the date of mailing. No sequencing is required for basic carrier route rates. High Density and Saturation rate mail must be prepared in carrier walk sequence using a current USPS DSF or CDS file or other USPS sequencing service within 90 days prior to the date of mailing. Effective October 1, 1996, 5-digit ZIP Codes in each address in the non-carrier route portion of the mailing must have been verified and corrected within 12-months prior to the date of mailing by a USPS approved method.

21. Submission of Form 3553

A standard to submit a Form 3553, CASS Report, with automation carrier route First-Class, automation and nonautomation Enhanced Carrier Route Standard, and carrier route Regular Periodicals has been added to the final DMM standards. Submission of this report with each mailing will document that the addresses in these mailings were matched to a current database using CASS certified software within 90 days prior to the date of mailing. Mailings at carrier route Nonprofit Standard and carrier route Preferred Periodicals rates will not be required to be accompanied by a Form 3553 because the standard for use of CASS

certified address matching software will not apply to mailings at these rates (although the standard to update their carrier route information within 90 days prior to the date of mailing using a current database will apply). Comments will be accepted on the application of these rules to Regular Periodicals.

B. Summary of Comments From the December 22 Proposed Rule

The Postal Service received 64 pieces of correspondence offering comments on the December 22 proposed rule. Respondents included major mailer associations, individual publishers, printers, presort bureaus, and mailers.

The specific points raised in the comments are presented below, organized by general comments and then by letters, flats, Periodicals and addressing.

1. General Comments

a. Change in Name of Third-Class and Fourth-Class Mail to Standard Mail

Three comments were received regarding the change in name of third- and fourth-class mail to Standard Mail.

The Postal Service proposed, as part of Classification Reform, that mail matter currently designated as third-class and fourth-class be combined into a new single Standard Mail class. This change was not opposed in the Postal Rate Commission (PRC) proceeding and has been recommended by the PRC and approved by the Governors.

The Postal Service will be publishing information on the name change in the Postal Bulletin and has other planned communication events and publications to raise the awareness level of all mailers and the general public of this change and the other changes needed to implement Classification Reform.

b. Format of Final Mailing Standards for Classification Reform

One commenter requested that entire DMM pages be published in the Postal Bulletin that transmits the mail preparation rules in this Federal Register notice and requested that any new wording be placed in bold.

Due to limits on time, space, cost, and size of the document, the DMM standards published in the Postal Bulletin will follow the same format as this final rule and will contain only the sections that are changed. DMM issue 50, which will incorporate the new preparation standards will be distributed prior to implementation.

c. Comments Beyond the Scope of this Rulemaking Process

Ten commenters submitted comments requesting such things as a change in the rates, rate structure, minimum quantity standards for a rate category, or stated concerns about the structure of the future Classification Reform proposals for nonprofit mail, or suggested an implementation date for Classification Reform. One commenter requested that the Postal Service provide mailers its delivery performance data.

These comments are beyond the scope of this rulemaking. The rates, rate structure, and basic standards for rates in MC–95–1 were subject to litigation before the Postal Rate Commission, and cannot be unilaterally revised by the Postal Service in a rulemaking process. Similarly, the date for implementation of MC95–1 is determined by the Board of Governors of the Postal Service and is outside the scope of this rulemaking. Comments concerning the structure of the future Classification Reform proposal for Nonprofit Mail have been noted, but are also outside the scope of this rulemaking process.

d. General Comments on Mail Preparation Standards in the Proposed Rule

Eight general comments were received regarding the preparation standards set forth in the proposed rule. One commenter was pleased to see the Federal Register notice published on the Postal Service electronic bulletin board (RIBBS). One indicated he found no problems or inequities with the proposed rule. The remaining six disagreed with the overall effect of the preparation rules.

One of these indicated that the Postal Service is adding ‘‘picky details‘‘ to make the preparation standards complex. One indicated that some of the implementation standards may be exclusionary and create unnecessary barriers thereby creating growth of coarsely sorted and non-automated mail, exactly the opposite of the intended outcome of Classification Reform. Another commenter indicated that the preparation rules will negatively impact mailer cost and service. This commenter argued the proposed rules would keep more mailers out of automation thereby eliminating their reason to improve address quality, and leaving the USPS with more difficult-to-process mail. This commenter suggested that the Postal Service delay implementing unduly restrictive rules.

Three commenters indicated a combination of several of the make-up standards for mail will increase preparation costs, listing such things as 1) the separate mailstreams for barcoded and non-barcoded mail; 2) the need to have 150 pieces to a 5-digit or 3-digit destination to obtain 5-digit and 3-digit automation rates; 3) the requirement to use barcoded tray labels on automation mailings; 4) the requirement for the mailer to strap all trays of letter mail; 5) the standard to prepare each subclass as a separate mailstream with separate subclass markings; 6) the required use of both 1-foot and 2-foot trays in letter-size mailings; 7) the standards to tray letter mail prior to palletizing it; 8) the decrease in drop shipment discounts when trucking costs may increase due to increased cost of preparing pallets and loss of cube space in trailers; and 9) the standards for purchasing and printing new reply mail pieces that bear barcodes and FIM marks for inclusion within pieces at automation rates.

One commenter remarked that it did not appear the Postal Service gave serious consideration to mailer comments concerning these issues in the last Federal Register and requested that it give such attention in this rulemaking.

Some of the items stated as concerns by these commenters involve issues that were at issue in the PRC proceeding, such as drop shipment discounts, and minimum quantity standards for mailings. The Postal Service cannot use rulemaking to change rates, discounts, and DMCS provisions that were recommended by the PRC and approved by the Governors. The Postal Service recognizes that under Classification Reform many mailers will be affected by new preparation criteria; however, the Postal Service believes that these preparation criteria are necessary to achieve the goal of encouraging mail that is efficient for the Postal Service to handle.

e. Minimum Quantity Standards/ Definition of a Mailing

Ten comments were received concerning the application of minimum quantity standards to mailings and the definition of a mailing. These commenters had concerns about the proposed standard that each separate subclass and, within each subclass, each separate mail processing category, meet the appropriate 500-piece (First-Class) or 200-piece (Standard Mail) minimum quantity standard.

Five commenters indicated the minimum quantity should apply to the combined subclasses in the physical mailing and not to each individual subclass. Six commenters similarly requested that mailers should be able to combine mailings of different subclasses and rate categories that are part of the same mailing job. Four commenters stated that applying the minimum to

each subclass could cause problems for qualifying non-barcoded mail because when using lists that have a high percentage of names that can be properly barcoded, there may not be enough pieces left over after preparing the Automation mailing to meet a separate minimum quantity standard for mailing at Retail (now Presorted First-Class) or Regular (now Nonautomation Standard) rates. Another commenter expressed concern that mail remaining that cannot meet a separate minimum quantity standard will end up in the single-piece rate category, and that single-piece rate mail is generally not accepted at business mail entry units. One commenter also indicated that proposed DMM M130.1.1b, which stated that a mailing can consist of only one processing category, and M130.1.1d, which required that a separate rate marking appear on Retail Mail (now named Presorted First-Class), do not permit mailers to prepare the residual to an Automation mailing as a Retail (Presorted First-Class) mailing. One commenter expressed concern that splitting a Standard mailing job into three separate mailstreams complicates the mailing process and that this conflicts with a stated purpose of Classification Reform to simplify the preparation of mailings.

The Domestic Mail Classification Schedule approved by the Governors specifies separate 500-piece minimum quantity standards for the following First-Class mailings: (1) Letters and Sealed Parcels Automation, (2) Cards Automation, (3) Letters and Sealed Parcels Presorted, and (4) Cards Presorted. Accordingly, the final implementing DMM standards in this notice contain these separate minimum quantity standards for Automation mailings and for Presorted First-Class Mailings, including the separate minimums for mailings of First-Class Cards. First-Class mailers will be permitted to combine letters and cards in the same mailing as they do currently, provided each separate subclass (cards and letters) meets its own separate 500 piece minimum quantity standard and mailers either affix exact postage to each piece in the mailing or can provide standardized documentation to reflect the number of pieces in each subclass and each rate category within the combined mailing. The current provisions that all pieces in a mailing must be of the same processing category (with certain exceptions allowing for commingling Standard Machinable and Irregular parcels) are also retained in the final implementing DMM standards.

The DMCS also prescribes separate minimum quantity standards of 200 pieces or 50 pounds each mailing of Standard Regular and Enhanced Carrier Route rate mail. Due to operational differences in the way that mail is handled, automation mail must be sorted and presented separately from presorted nonautomation mail. The Postal Service has determined that automation and nonautomation mail must therefore be prepared and presented as separate mailings. Accordingly, the final implementing DMM standards in this notice contain separate minimum quantity standards for the following Standard mailings: (1) automation Enhanced Carrier Route, (2) nonautomation Enhanced Carrier Route, (3) automation Regular, and (4) presorted nonautomation Regular.

If, after preparing one or more of the above mailings within a class, mailers are left with a quantity of pieces that do not meet the minimum quantity standards for a Presorted First-Class or presorted nonautomation Regular mailing, mailers are correct that such pieces must be mailed at single-piece rates. These single-piece rate pieces will be accepted through the Business Mail Entry Unit when presented along with other presort rate mailings. Additional information on markings and postage payment for these pieces is provided in the separate comment sections on those two topics.

Eight commenters indicated that mailings of all subclasses should be able to be reported on the same mailing statement, and on the same documentation. Four commenters requested clarification concerning the application of minimum quantity standards to plant verified drop shipment (PVDS) mailings expressing opinions that Customer Support ruling PS–283 be continued under Classification Reform. Three commenters pointed out that there is a conflict in the proposed rule between the information presented in the general comments section which states separate subclasses cannot be part of the same mailing, and the information in DMM 600.2.4 which states that all the Standard Mail subclasses can be prepared in the same mailing, and that this is further confused by rules and comments indicating that mailings of different subclasses can be combined on the same pallets in palletized mailings. These commenters stated that the proposed policy was confusing and inconsistently applied throughout the proposed standards. One of these commenters indicated that he interpreted the proposed standards to mean that Standard Automation and Regular (now nonautomation Regular) mail may be on the same pallet and can be reported on the same documentation and mailing statement. One commenter stated that his support for 100% barcoding during the Implementation Advisory Group (IAG) meetings was conditional on having Enhanced Carrier Route, Automation, and Regular subclass mail to be part of the same mailing and reported on the same mailing statement. This commenter believed that previous responses to comments led him to believe the Postal Service agreed with this single mailing concept.

The information in proposed DMM 600.2.4, which stated that all the Standard mail subclasses could be prepared in the same mailing contained a typographical error omitting the word ''not.'' The Postal Service regrets any confusion this may have caused. Under Classification Reform, a mailing will consist of a group of mail of the same class and subclass which will be processed in the same manner by the Postal Service, and which is submitted for verification at the same time. Each mailing will be required to meet a separate minimum quantity standard. As indicated above, for presorted Regular Standard Mail mailers, automation mail must be prepared as a separate mailing from mail entered at presorted nonautomation rates, and automation Enhanced Carrier Route mail must be submitted as a separate mailing from mail entered at nonautomation Enhanced Carrier Route rates and from other Regular Standard mailings. Each of these four mailings must therefore meet a separate 200-piece or 50-pound minimum quantity standard. Similarly, a First-Class Automation letter mailing must meet a separate 500-piece minimum quantity standard and a Presorted First-Class letter mailing must meet a separate 500-piece minimum quantity standard. Separate minimum quantity standards must also be met for mailings of automation First-Class Cards and Presorted First-Class Cards.

The final implementing DMM standards contained in this notice provide that separate mailings of the same class of mail and in the same mailing job that are presented for verification at the same time may be claimed on a single postage statement. The Postal Service has renamed its ''mailing statements'' as ''postage statements'' to avoid confusion as to whether more than one mailing can be reported on a single statement. Under the standardized documentation standards for these mailings, separate documents describing each mailing will

be required except for copalletized, commingled, or combined mailings submitted on pallets. For these palletized mailings, packages or sacks or trays from each of the separate mailings are sorted together for placement on the appropriate level of pallets. Therefore, standardized documentation for palletized mailings will report pieces contained in each separate mailing by each separate rate category on a pallet by pallet basis, with a summary roll up of the total pieces for each separate mailing and each rate for the entire mailing job. Each of the mailings on the pallets that are part of the same mailing job may be reported on a single postage statement. The DMM standards in this notice have been revised to make these standards clear.

Customer Support Ruling PS–283, Third-Class Destination Entry Discounts and Fourth-Class Bulk Bound Printed Matter for PVDS, that pertains to application of minimum quantity standards for plant verified drop shipment (PVDS) mailings will continue to apply to the corresponding Standard mailings under Classification Reform.

f. Marking Standards

Eighteen comments were received in response to the proposed marking standards for First-Class and Standard Mail. Five commenters expressed outright opposition to the additional required markings. Three commenters suggested the Postal Service consider a transition period to allow time for mailer system and mailpiece design changes to accommodate the proposed marking standards. One of these commenters requested a one-year transition period to allow his company to deplete their envelope stock bearing current markings. One commenter asked whether the Postal Service would produce precanceled stamps bearing the proposed markings and asked whether it would accept stamps with current markings. One of these commenters questioned the need for the markings since they have no impact on improving deliverability of mailpieces.

One commenter indicated that 5 to 7 address lines would be needed for the markings plus a barcode, and that this means their address windows will have to be enlarged to accommodate the extra address lines. Another commenter similarly indicated he would have space problems with their addresses if an optional endorsement line had to be added. Two commenters indicated they had cleaned their address blocks to appear more personalized and had eliminated all but the carrier route endorsement line and the Address Correction Service information line. These commenters were concerned the proposed markings would detract from the appearance of their mailings and thereby reduce the response rate to these pieces.

Several commenters pointed out problems that separate markings for separate mailings would pose for their operations. Four MLOCR users indicated that they cannot mark the mail before processing it, and that the ability to apply the marking with an ink jet is not currently available. They also stated that since their mailings consist of various size pieces it would be hard to spray on a marking in a consistent place. They further indicated that they could not apply markings representing individual presort rates. One of these mailers stated that in a letter sorter environment postage is applied to the pieces prior to sorting them, and therefore correct markings could be applied only if an optional endorsement line was used (requiring an enormous amount of programming time) or if some mail was run through the postage meter process a second time. Five commenters stated that because their Retail Mail (renamed Presorted First-Class) will come from Automation mail that was not delivery point barcoded, a standard to separately mark this mail as Retail Mail (now Presorted First-Class) would be a problem in itself and would also lead to postage payment problems. One of these commenters stated the same marking and postage problems will be encountered if some of the uncoded mail must be entered at the First-Class single-piece rates.

One commenter requested use of a generic ''Presort'' marking for all mailings. Two commenters requested that Retail Mail be allowed to bear an Automation marking, and two commenters suggested Automation mail be permitted to use the Retail marking. Two commenters indicated there would be no efficient way to delete old markings and add new markings to mailpieces. Another commenter indicated that the proposed endorsements would cause a problem in his mailing operations in which separately sorted mailings that each bear preprinted markings on an insert appearing through a window are merged together using barcode sorters to boost presort qualification levels. The merged final mailing would therefore not be able to show an individual rate qualification level marking. One commenter stated that one of the exhibits in the proposed rule appeared to require destination entry level in the markings and requested that the Postal Service eliminate this standard.

One commenter indicated that the standards are unclear and requested clarification as to whether each subclass would have to bear a separate marking. This commenter requested further information as to which markings can appear in the indicia. Another commenter pointed out that the proposed language in DMM P040, Exhibit 4.1b, stated that the ''Bulk Rate'' marking in permit imprints should be replaced with a ''Presort'' marking, yet the standards in proposed DMM M810.1.1 stated that Standard Mail must be marked Standard or STD. This commenter stated that based on proposed DMM M810.1.1 he would have expected the permit imprint to have contained the marking ''Standard'' rather than :''Presort.'' One commenter was confused as to where the proposed subclass markings could be placed and suggested this standard could be a problem unless they were allowed in the address block. One commenter stated that the rules for optional endorsement lines and key lines need to be standardized since the information in each of these appears to be similar but is not consistent in content and format. One commenter asked whether the markings in DMM P700 would be required for everyone or just for customers who use manifest mailing systems.

One commenter wanted to know why nonprofit mailers and Periodicals Mail did not need to meet the new marking standards.

One commenter didn't understand the need for the markings indicating that it will provide no additional information to the Postal Service. One commenter stated that the marking standards are the result of shortcomings in the Postal Service In-Office Cost System (IOCS). This commenter further stated that the Postal Service should invest in technology to correct these shortcomings, and not require mailers to invest in technology to fix them. One commenter indicated that the Postal Service should use mailers' acceptance documents to gather needed information and expressed a belief that these forms are not analyzed and documented now. This commenter further questioned whether the information this proposal requested would be used any more effectively.

Markings are used to develop detailed cost information about various categories of mail. The Postal Service In-Office Cost System (IOCS) determines the costs attributable to each subclass and certain rate categories. These attributable costs are used in determining rates. The IOCS uses a sampling system. A data collector will

go to a randomly selected postal employee at a randomly selected time and record the subclass, and where applicable, the rate category information appearing on any mail that postal employee is handling at the time of observation. The data collector will use the markings that appear on individual mail pieces, as well as postage, piece size, and other information to determine the subclass and any applicable rate category of the mail being handled at the time of observation.

Accurate cost attribution depends on accurate piece markings. It is therefore in the best interest of both mailers and the Postal Service to have accurate costing information for subclasses and mailing and rate categories within subclasses for ratemaking purposes. Classification Reform offers an opportunity to implement markings that will enable the Postal Service to more accurately determine the costs of automation (barcoded) mailings and other mailings. Accordingly, the Postal Service has determined that the markings applied to First-Class and Standard mailpieces must accurately reflect the subclass and mailing category at which the pieces are actually mailed. For mail at any carrier route rates, a marking specifying the actual rate category within a mailing will also be required.

The Postal Service is also sensitive to the concerns of the mailers who commented. It recognizes that in some instances the marking standards contained in this notice may require mailers to make changes to their current mailing practices. In response to these concerns, the Postal Service has made modifications to the final marking standards to make them easier for mailers to comply with. The final standards are described below.

In response to comments concerning needed phase-in time to use current stocks of envelopes bearing ''Presorted First-Class'' and ''Bulk Rate'' markings, and concerns over use of precanceled stamps that currently bear these printed markings, the Postal Service has decided to retain use of ''Presorted First-Class'' rather than adopt the proposed ''Presort First-Class'' for First-Class Mail; and to retain use of ''Bulk Rate'' or ''Blk. Rt.'' as the marking for Standard Mail (A) rather than the proposed ''Standard'' marking plus another specific mailing marking. Use of these current class specific markings will still allow the Postal Service to collect accurate data without adding the extra cost to mailers of buying new envelopes, or replacing meter slugs, or remarking mail bearing precanceled stamps with what would have been obsolete markings. This retention of current markings will also eliminate the confusion that would have occurred during any transition period that would have allowed mail bearing the old markings concurrent with mail bearing new markings. Accordingly, the Postal Service does not plan to phase-in the marking standards.

For all First-Class and Standard Mail (A) presort rate mailings, both a class marking and a mailing marking will be required on each piece. For carrier route rates a class marking, mailing marking, and a specific carrier route rate marking will be required.

For presorted First-Class mailings (both Automation and Presorted First-Class), the class marking of either ''First-Class'' or ''Presorted First-Class'' must appear in the postage area. For presorted Standard (A) mailings (Automation, Enhanced Carrier Route, and Nonautomation), the class marking ''Bulk Rate'' or ''Blk. Rt.'' must appear in the postage area. The postage area is defined as the area within the permit imprint or precanceled stamp, or below or to the left of the meter stamp, permit imprint or precanceled stamp.

For automation First-Class, automation Regular Standard, and automation Enhanced Carrier Route Standard mailings, the marking ''AUTO'' in all capital letters will be required on all pieces in addition to the applicable class marking described above. In addition, mail qualifying for a presort First-Class or Enhanced Carrier Route Standard automation carrier route letter rate, must bear an additional CR rate marking so that the marking will appear as ''AUTOCR'' on each piece qualifying for those rates. The ''AUTOCR'' marking is in addition to the applicable class marking described above. The ''AUTOCR'' marking may appear only on pieces qualifying for an automation carrier route rate and the ''AUTO'' marking may appear only on pieces qualifying for a non-carrier route automation rate. The automation marking (''AUTO'' or ''AUTOCR'') may appear in the postage area or on the top line of the address (only a barcode may appear above it). Alternatively, for MLOCR users, the appropriate ''AUTO'' or ''AUTOCR'' marking may appear to the left of a barcode in the lower right corner of the envelope, or to the left of a date applied by the MLOCR in the postage payment area.

For nonautomation Presorted First-Class mailings the marking ''Presorted First-Class'' will be required in the postage area. This serves as the marking for both the class of mail and type of mailing. As indicated above, mail entered at the Presorted First-Class rates will not be permitted to also bear an ''AUTO'' or ''AUTOCR'' marking. Mail entered at single-piece First-Class rates must bear only the ''First-Class'' marking, no marking, or under certain conditions, the ''Presorted First-Class'' marking. Single-piece rate mail may bear the ''Presorted First-Class'' marking only if additional postage is affixed to each piece to bring the total postage affixed to each piece up to the correct single-piece rate (based on the weight of the piece). For mailers using precanceled stamps or permit imprints, the additional postage affixed to single-piece rate mail could be in the form of either stamps or a meter imprint. The addition of postage to single-piece rate mail marked ''Presorted First-Class'' will allow IOCS data collectors to determine that the piece was mailed at a single-piece First-Class rate.

For presorted nonautomation Regular Standard mailings, the ''Bulk Rate'' or ''Blk. Rt.'' marking will be required in the postage area. This serves as the marking for both the class of mail and type of mailing. For nonautomation Enhanced Carrier Route Standard Mail, each piece must bear the marking ''ECRLOT'', ''ECRWSH'', or ''ECRWSS'' that is appropriate for the rate paid (basic, high density, or saturation) for the piece in addition to the ''Bulk Rate'' or ''Blk. Rt.'' class of mail marking. The Enhanced Carrier Route markings may appear either in the postage area or on the top line of the address. Mail entered at single-piece Standard rates must bear the marking ''Standard'', or under certain conditions, the ''Bulk Rate'' or ''Blk. Rt.'' marking. Single-Piece Standard Mail may bear the ''Bulk Rate'' or ''Blk. Rt.'' marking only if additional postage is affixed to each piece to bring the total postage affixed to each piece up to the correct single-piece rate (based on the weight of the piece). For mailers using precanceled stamps or permit imprints, the additional postage could be in the form of either stamps or a meter. The addition of postage to single-piece rate mail marked ''Bulk Rate'' or ''Blk. Rt.'' will allow IOCS data collectors to determine that the piece was mailed at a single-piece Standard rate.

These marking standards will allow use of current meter slugs, permit imprints, and precanceled stamps that bear the ''Presorted First-Class'' and ''Bulk Rate'' or ''Blk. Rt.'' markings. For mailers who electronically presort mail, any additional mailing and carrier route rate markings can be applied on the top line of the address.

For MLOCR users, including those preparing mail under value added refund (VAR) provisions, it is

recognized that some changes to their operations may be needed to comply with these marking standards. However, these mailers should be able to comply with these standards provided they can spray the appropriate ''AUTO'' or ''AUTOCR'' marking on mailpieces at the time a delivery point barcode is applied. The ''AUTO'' or ''AUTOCR'' marking would have to be suppressed any time a 5-digit barcode or no barcode is applied. Since pieces in both the automation First-Class mailing and the Presorted First-Class mailing will be allowed to bear the marking ''Presorted First-Class'' in the postage area, this will allow mail not coded to delivery point being to be submitted as a properly marked Presorted First-Class mailing, provided all other standards for that type of mailing are met, including a separate 500 piece minimum quantity standard. Similarly the provision for both an automation Enhanced Carrier Route mailing and a nonautomation Regular mailing to bear the marking ''Bulk Rate'' or ''Blk. Rt.'' in the postage area, and the ability to apply the appropriate ''AUTO'' or ''AUTOCR'' marking at the time the barcode is applied will allow mail not coded to delivery point to be submitted as a properly marked nonautomation Regular mailing. The provision allowing the ''AUTO'' and ''AUTOCR'' marking to be printed to the left of the barcode in the lower right corner of the mailpiece, or in the postage area to the left of a date applied by the MLOCR, should make the ''AUTO'' or ''AUTOCR'' markings easier to apply for these mailers. In response to the commenter that indicated ink jet capability has not yet been developed, it should be pointed out that MLOCR users may currently use ink jet to spray a new mailing date and the correct ZIP Code for the mailpiece, and that many mailers are using these options already. The Postal Service does not believe that it would be onerous to adapt these existing systems to apply the ''AUTO'' or ''AUTOCR'' markings.

First-Class, Regular Standard and Enhanced Carrier Route Standard mailers opposed to placing markings in the top line of the address will either need to modify their address labels or address inserts and windows, or to place the applicable mailing and carrier route rate markings in the postage area.

Nonprofit Standard and Preferred Periodicals mailers are not affected by these new marking standards because these subclasses were not part of this Classification Reform effort. Cost data for Periodicals Mail is determined by the publication number that must appear in each copy. Accordingly, new marking standards will not be applied to Regular Periodicals under Classification Reform.

g. Postage Payment

Five commenters had concerns about postage payment issues. Four of these commenters had concerns about the treatment of mail that would not qualify as part of an Automation mailing and would, as a result, become part of a Retail (Presorted First-Class) mailing. These commenters requested that Retail (Presorted First-Class) mail left over after preparing Automation mailings be permitted to bear postage at the Automation rates rather than the Retail (Presorted First-Class) rates, and that any difference between the postage affixed and the actual rate of postage owed for these mailings be paid by means of a meter strip affixed to the mailing statement or through an advance deposit account. This would simplify their mailing operations and prevent them from having to remeter mail entered at Retail (Presorted First-Class) rates. Generally mailers affix postage to mail prior to sorting it. Most of these commenters indicated that they use MLOCRs to prepare the mail and indicated that they would not know whether a piece could be barcoded and entered as part of an Automation mailing until after it was sorted. These commenters indicated that the proposed standards to separately mark and pay postage at the appropriate Retail (Presorted First-Class) rates for their nondelivery point barcoded mail would require them to run the mail through a second metering operation after it was sorted, adding cost and time to their operations. One of these commenters also requested that single-piece rate mail that could not be made part of either an Automation mailing or a Retail (Presorted First-Class) mailing also be allowed to pay the difference in postage between the rate affixed and the single-piece rate through a meter strip or an advance deposit account.

The rules for payment of postage under Classification Reform will differ by method of postage payment as they do today. For mailings paid by permit imprint, all pieces in a mailing must be of identical weight (unless manifesting or an optional or alternative procedure has been authorized by a rates & classification service center). Presort mailings containing more than one rate category must be verifiable either based on weight (because the pieces are of identical weight and the mailer separates the trays or sacks by rate category at the time of verification), or based on the submission of standardized documentation showing the number of pieces in each rate category. As indicated under the marking section, if any pieces remain that are subject to single-piece rates, each such piece must have postage affixed at the correct single-piece rate, or the pieces must be submitted as a separate single-piece rate permit imprint mailing bearing the proper rate markings for single-piece rate mail and meeting a separate minimum quantity standard for a permit imprint mailing.

For metered mailings, postage must be metered on each piece at either the exact rate of postage for the mailpiece, or at the lowest rate applicable to any piece in the mailing, unless the mailer is authorized by a rates and classification service center to mail under an alternative program such as value added. An exception is provided by this final rule for mailing jobs. When a mailing job consists of two (First-Class) or two to three (Standard) mailing categories, and all the mailings in the mailing job are presented for verification at the same time, mailers may apply postage at the lowest rate applicable to any piece in the mailing job to all pieces in the mailing job. For First-Class metered mailings, each piece weighing more than 1-ounce must bear the correct amount of additional postage to pay for the additional ounces.

Metered mailings containing more than one rate category must be verifiable either based on weight (because the pieces are of identical weight and the mailer separates the trays or sacks by rate category at the time of verification), or based on the submission of standardized documentation showing the number of pieces in each rate category. Presort mailings of nonidentical-weight pieces must (and mailings of identical weight may) be accompanied by standardized documentation that shows the number of pieces in the applicable rate categories and the total postage owed for the mailing. Any difference between the amount of postage affixed to the piece and the amount of postage owed for the presort mailing may be paid by means of a meter strip affixed to the postage statement or through a trust fund account. If any pieces remain that are subject to single-piece rates, each such piece must have postage affixed at the correct single-piece rate.

For mailing jobs metered at the lowest rate in the job and having all mailings submitted on one postage statement, the individual mailings in a job of identical-weight pieces may also be verified by weighing as described above. Nonidentical-weight mailing jobs must (and identical weight mailings may) be accompanied by documentation that

shows the pieces and postage at each rate category by mailing with a summary for the job. Any difference between the total amount of postage affixed to each piece and the amount of postage owed for the total of all the presort mailings for the job may be paid by means of a meter strip affixed to the postage statement or through a single debit to an advance deposit account. If any pieces remain that are subject to single-piece rates, each such piece must have postage affixed at the correct single-piece rate.

For precanceled stamp mailings, each piece must bear either a Postal Service precanceled stamp or stamps precanceled with a mailer's postmark. Mailers must be able to document (either by the weighing method or standardized documentation as described for meters) the difference between the price paid for the stamp affixed and the amount of postage owed for the presort mailing. The additional postage owed for the presort mailing and any single-piece rate pieces must be paid in the same manner as described for metered mailings. The provisions for mailing jobs also apply to precanceled stamp mailings.

For value added refund mailings, the value added refund documentation and payment procedures will be extended to the nonautomation presorted portion of the mailing.

Mailings or jobs of any postage payment method in which cards and letters are combined must be accompanied by standardized documentation that substantiates that the separate minimum quantity standards for cards and letters have been met. The documentation must also contain separate rate columns for each card rate and for each letter rate in the mailing or mailing job. In addition, if such combined mailings are paid with precanceled stamps or meters, the cards must bear postage at card rates and the letters must bear postage at the letter rates. Any difference between postage affixed and postage owed for the presort portion of a mailing or mailing job containing both cards and letters may also be paid by means of a meter strip affixed to the postage statement or through an advance deposit account. If any pieces remain that are subject to single-piece rates, each such piece must have postage affixed at the correct single-piece rate, or the pieces must be submitted as a separate single-piece rate permit imprint mailing bearing the proper rate markings for single-piece rate mail and meeting a separate minimum quantity standard for a permit imprint mailing.

h. Minimum Per Piece Rate Breakpoints for Standard Mail (A)

Five comments were received regarding the minimum per piece rate weight breakpoints. All five commenters requested that the same breakpoint be used for the entire class of Standard Mail for the sake of simplicity. Two of these commenters further indicated that they wanted the highest weight breakpoint to apply to the entire class. These two commenters also stated a belief that there was no reason for the weight limits on heavy letter mail (mail weighing more than 3 ounces) that is eligible for mailing at the Automation letter rates to be different for First-Class, Periodicals, Regular Standard, and Nonprofit Standard Mail.

Separate rate schedules for each subclass of Standard Mail were recommended by the PRC and approved by the Governors. The rate schedules for the Regular, Enhanced Carrier Route, and Nonprofit subclasses of Standard Mail (A) each separately prescribe that mailers must pay either the minimum piece rate or the pound rates, whichever is higher. The weight breakpoint for each subclass is mathematically derived to determine the weight at which the pound rates become higher than the minimum per piece rates. Accordingly, the Postal Service cannot change the point at which the pound rates apply for individual subclasses in this process. Once a particular weight break is exceeded, the non-letter size piece and pound rates apply. The Postal Service does set the weight limits for eligibility for automation First-Class or Periodicals letter rates based on operational and administrative criteria. In the interest of simplicity, the Postal Service has determined to allow First-Class and Periodicals letter mail that meets the higher Standard Mail weight breakpoint to be eligible for barcoded letter rates provided that such mail meets all other standards for that rate. This affords as many mailers as possible the highest weight cut-off for Automation letter rates.

i. Acceptance Procedures for Presort Errors

One commenter requested information as to what would happen if one of his machines missorted one piece of mail. This commenter gave an example of a situation where on the second pass of an MLOCR, a piece destined to a 3-digit bin might mistakenly be sorted by the machine to another bin. The commenter indicated that the machine would not report that piece at the 3-digit automation rate, but indicated that this piece might be subsequently found and placed in a mixed AADC tray because it would be difficult to find the proper 3-digit tray. The commenter asked whether finding such a piece within a mixed AADC tray would be considered an error, and if such errors exceeded whatever tolerance might be established, if it would disqualify the mailing or result in substantial penalties. The commenter requested that this type of error be ignored for acceptance purposes since the primary 3-digit and AADC separations would be made and correct postage would be paid on the piece.

Currently, a First-Class barcoded mailing is permitted to contain an unlimited amount of residual mailpieces without penalty, even if the pieces could have been sorted to a finer extent. This is because the residual mail is currently paid at single-piece rates. When Classification Reform is implemented, all pieces in an Automation mailing will receive a presort rate. Therefore it will be expected that all pieces within such mailings be presorted to the finest extent possible to 3-digit and AADC destinations prior to placing mail in a mixed AADC tray. All possible 5-digit trays will not be expected because this is an optional sortation level. Therefore, if during the acceptance process, mail is discovered in a mixed AADC tray that could have been sorted to a 3-digit or AADC tray in the mailing, such mail will be considered a presort error. Because the Postal Service recognizes that some machine or human errors can occur in the preparation of mailings, the Postal Service allows a tolerance without penalty for errors discovered in a mailing during acceptance. If the errors found in the mailing exceed this tolerance, mailers will be given the same two choices currently available: (1) to take the mailing back, correct it, and resubmit it to the Postal Service; or (2) to pay additional postage at the appropriate rate for the proportion of the mailing found to be in error during the verification process. The Postal Service does not agree with the commenter that certain types of errors should be ignored because the mailer did not intentionally make the error. The Postal Service expects that mailers will exercise good machine maintenance and other quality control procedures in their operations to ensure that such errors in sorting are minimized.

j. Destination Delivery Unit Discounts

Ten commenters had concerns over the proposed revisions in the qualification criteria for destination delivery unit discounts for Standard

Mail and Publications Service Periodicals to require that mailers take carrier route sorted mail to the postal facility where sequencing of the mail takes place rather than to the postal facility where the carrier is located, in those situations where these were not the same facility.

Seven commenters requested that the change requiring carrier route mail to be entered at the location where the mail is sequenced should be dropped. These mailers questioned how a small mailer is to know this information and that it will be subject to change. Two commenters did not disagree with the new standard but recommended that the Postal Service develop a list of 5-digit ZIP Code facilities at which mailers must drop Destination Delivery Unit mail. One commenter stated that this standard only has logic for letters and possibly for automation flats, and that applying it to non-automation flats could interfere with well established mailing patterns for newspapers and their shippers. This commenter requested that postmasters be given the authority to allow mail to be dropped at the delivery office.

As pointed out by one commenter, a change in where the mail is dropped makes sense only for letter mail. Moreover, any change in where the mail is dropped would apply only to automation (barcoded) letter mail that is processed at CSBCS sites. Since Publications Service was not recommended as a separate subclass of Periodicals mail, and there is no automation carrier route rate applicable to Regular Periodicals, this revision will not apply to Periodicals under implementation of Classification Reform. Mailers of Periodicals, and of Standard letters mailed at other than automation Enhanced Carrier Route letter rates, will continue to drop their mail at the destination where the carrier is located since it is the carrier who sequences this mail under these final rules. However, for automation Enhanced Carrier Route letter mail, mailers will be required to drop their mail at the postal facility where the mail is sequenced. This could be the facility at which the carrier sequence barcode sorter (CSBCS) is located which will sequence the mail, rather than the facility at which the carrier is located. Mailers may contact the appropriate USPS district drop shipment coordinators to determine the sites where automation Enhanced Carrier Route letter mail must be dropped to obtain DDU discounts. The Postal Service plans to incorporate information as to where automation Enhanced Carrier Route mail must be dropped to obtain DDU discounts in its AIS Drop Shipment product in the future.

k. Replacement of SDC Network With ADC Network

One comment was received in response to the Postal Service's notice that the SDC network would be replaced by the ADC network for all mail, effective with the implementation of Classification Reform. This commenter asked whether we would be creating an excess of skin sacks as a result of this since there are more ADCs than SDCs. He indicated that today all working flat mail is placed in the same sack, and it appears that the network change would require a separate sack for this mail for each ADC.

The sortation rules for mail sorted to ADCs will require either a full tray (with no overflow) or a sack meeting a prescribed minimum quantity. Therefore there should not be an excess of skin sacks created by this network change. Mail that cannot be placed in full letter or flat trays, or in sacks meeting the specified minimum quantity would continue to be merged into mixed trays or sacks with the label changed to Mixed ADC rather than mixed states.

l. Enhanced Carrier Route Rate Eligibility for Routes With Fewer Than Ten Stops

One commenter commended the USPS for allowing mail destined for carrier routes that have fewer than 10 delivery stops to qualify for the Saturation Enhanced Carrier Route rates if it meets the applicable density and documentation standards.

m. Eligibility for Enhanced Carrier Route High Density Rates

Three comments were received in response to the Postal Service's indication that walk sequencing rather than line-of-travel (LOT) sequencing would be required to qualify for High Density Enhanced Carrier Route rates. All three commenters indicated that LOT sequencing should be permitted.

Currently, walk sequence is required to obtain these rates, and that standard has been retained in the applicable DMCS provisions recommended by the PRC and accepted by the Governors.

n. Density Standards for Saturation Enhanced Carrier Route Mail

One commenter requested an explanation as to why in proposed DMM sections E632.1.7b and c, multiple pieces for a single delivery address are not allowed to count toward meeting the Saturation Enhanced Carrier Route qualification criteria, but are permitted to count toward meeting the 125-pieces per route standard for High Density Enhanced Carrier Route rates. This commenter asked whether this excludes multiple dwelling units such as apartments or trailer parks. He requested clarification of this rule and also a modification to make this rule consistent for qualification for both rates.

The proposed DMM sections E632.1.7b and c do not reflect a change from current standards but merely carry forward the current standards in DMM E334.1.6d. To meet the saturation criteria, the Postal Service requires delivery of a mailpiece to at least 90% of the active residential addresses or at least 75% of the total number of active possible delivery addresses for each carrier route claiming these rates, whereas for High Density rates it requires only a total of 125 sequenced pieces per route. A delivery address for purposes of meeting the Saturation standards could be individual apartments in an apartment complex or highrise or individual trailers in a trailer park. This standard for saturation rates does not preclude mailers from mailing more than one piece to a specific delivery address, it only specifies that the specific delivery address to which a piece or pieces are delivered can count only once towards meeting the applicable percentage of active possible delivery addresses per carrier route.

o. Placement of All Packages or Pieces for the Entry SCF in 3-Digit or Finer Trays or Sacks

Eleven comments were received in response to the Postal Service's proposal to require that all mail for the 3-digit ZIP Codes served by the SCF of the entry post office be trayed or sacked to a 3-digit or finer level of sortation. This proposed standard could have resulted in the preparation of less-than-full 3-digit trays and sacks for the 3-digit ZIP Codes served by the SCF of the entry post office where full 3-digit or finer trays or sacks for these destinations could not be prepared. This standard was added to avoid having small quantities of local mail being transported from the local office to an ADC or AADC where it would undergo processing and transportation back to the SCF at which it was entered. The avoidance of this loop would result in better service and an expanded opportunity for mail to qualify for destination SCF rates.

Four commenters indicated that this standard should be changed from required to optional because it would be impossible for many drop shipment mailers to comply with it. These

commenters pointed out that at many mail preparation facilities, mailings are presorted and produced first and decisions as to destination entry drop points made second after the mailer is able to determine the total volume of mail it has produced on a given day for certain drop shipment destinations. Because the presort is performed prior to determining drop entry points, requiring 3-digit sortation based on the SCF service area of the facility at which the mail is dropped would require these mailers either to resort the mail by drop ship sites or, to manually remove this mail from ADC, AADC, mixed ADC and mixed AADC trays or sacks and make manual corrections to mailing documentation. Six commenters indicated that these less-than-full 3-digit trays should be eligible for the applicable 3-digit or 3/5 rate rather than a basic rate. One commenter believed that a standard for separate 3-digit trays was overkill and requested the ability to prepare an SCF tray for this mail with separator cards. This would prevent mailers from having to prepare 10 separate less-than-full 3-digit trays for SCF areas such as White River Junction, VT, which serves 10 different 3-digit ZIP Code areas. One commenter opposed this standard, indicating that consistency in mail preparation transcends the minimal benefit derived from this proposal.

In response to the comments by drop shipment mailers, the Postal Service is revising the final DMM language to require preparation of these less-than-full 3-digit trays or sacks only for the 3-digit ZIP Codes served by the SCF of the post office where the mail is verified. These trays or sacks would be optional for other entry points. The Postal Service would also like to point out that because tray label destinations for mixed AADC trays and mixed ADC trays and sacks of mail will differ depending on the location of where the mail is dropped, plant verified drop shipment mailers will be expected to make appropriate tray label changes for any mixed AADC trays or mixed ADC trays and sacks that are drop shipped to other than the facility where the mail is verified.

The Postal Service does not want to reinstitute preparation of SCF trays. Therefore the Postal Service is retaining the standard that, after preparation of any applicable carrier route and 5-digit trays or sacks, and all 3-digit trays or sacks meeting the applicable minimum quantity standards, any mail (for automation and upgradable letters) or any 5-digit and 3-digit packages (for other sortations) remaining for the 3-digit ZIP Code or ZIP Codes served by the post office where the mail is verified, must be prepared in separate 3-digit sacks or trays. The only exception is that for automation letter mailings, preparation of 3-digit scheme trays would be required where scheme sorts are indicated in DMM L003. The Postal Service recognizes that in some SCF areas like White River Junction, VT, which serves 10 different 3-digit ZIP Code areas, this could result in as many as 10 separate less-than-full trays or sacks for mailings at other than automation letter rates. (For automation rate letters, only 3 separate scheme trays would be required for this mail, assuming there were pieces in the mailing for each of these schemes.) However, as stated above, the Postal Service does not wish to reinstitute preparation of SCF packages, trays, or sacks. The Postal Service is also retaining its position that when the pieces in these entry or origin 3-digit (3-digit scheme for automation rate letters) trays or sacks do not meet applicable minimum quantity standards for 3-digit or 3/5 rates, the pieces must be paid at basic rates.

p. Presort Accuracy Validation and Evaluation (PAVE)

The Postal Service proposed to require use of PAVE-certified software or standardized documentation when preparing mailings under any of the reformed subclasses. Four commenters responded to this proposal. One commenter indicated that PAVE should not be required for mail acceptance, rather there should be only a requirement for standardized documentation. One commenter indicated that he is waiting for further information. This commenter recommended that the verification process for all changes and new proposals be incorporated into the standardized documentation standards in order to eliminate redundant documentation and streamline acceptance. One commenter indicated that his company has invested in sophisticated documentation software and needs the standardized documentation requirements in order to make necessary programming changes. One commenter indicated that the Postal Service needs to establish timely and reasonable procedures for mailers to have their documentation certified as standard. One commenter sent in a sample of current documentation to determine whether it met the standardized documentation requirements.

The Postal Service has retained the standard for mailers to use either PAVE-certified software or to use standardized documentation. The standardized documentation requirements are included in this final rule. Mailers who use standardized documentation need not also meet the PAVE-certified software standard although its use is strongly recommended. Mailers using PAVE-certified software can be assured that their documentation will meet the standardized documentation requirement. The standardized documentation specified in this final rule does not incorporate all the new eligibility and mail preparation standards of Classification Reform as requested by one commenter. The standardized documentation is used to show that the presort criteria have been met and that rates were properly claimed on the postage statement. Certification of addressing standards, move update standards for First-Class Mail, certification that enclosed reply pieces in automation rate mailings are prepared with proper barcodes and FIMs, etc. cannot properly be captured by standardized documentation and will be certified through separate use of a Form 3553, the postage statement, or other means. Consolidation of all these certification standards may be considered in the future but is not part of these final implementing rules.

The Postal Service plans to have PAVE testing available for affected presort categories prior to implementation of Classification Reform. PAVE test files will be available to software vendors on March 22 for First-Class and Regular Standard letters and flats categories, and on March 29 for Enhanced Carrier Route Standard categories. This will provide sufficient time for the Postal Service to evaluate returned test files and certify participants prior to implementation of Classification Reform. Vendors whose files fail as a result of an initial evaluation will also have time for retesting and reevaluation for certification prior to the July 1 implementation date. Test files for Regular Periodicals will not be available until early summer as a result of the significant changes made to the quality and preparation standards in this category from those published in the proposed rule. Accordingly, the standard for use of PAVE certified software or standardized documentation for Regular Periodicals will not be required until January 1, 1997.

Mailers are advised that 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 a software program to sort addresses properly, but does not test the

mailer's proper use of it or the application of proper mailing parameters to each mailing. Use of PAVE-certified software will assure that the documentation produced meets the requirements for standardized documentation. PAVE also tests the ability to prepare properly formatted postage statement facsimiles. Software that is developed in-house by mailers may be PAVE-certified. Requests for PAVE certification information and tests should be directed to:

Pave Program, National Customer Support Center, US Postal Service, 6060 Primacy Pky Ste 101, Memphis TN 38188–0001

A list of PAVE certified products, by vendor, will be available on RIBBS, the Postal Service Rapid Information Bulletin Board System, and from the above address.

q. Perceived Restriction on the Mailability of Postcards as Bills

One commenter pointed out that the proposed Domestic Mail Classification Schedule language in section 232.2 indicated that mailpieces having certain characteristics such as punched holes, vertical tearing guides, an address portion which is smaller than the remainder of the card and numbers or letters unrelated to postal purposes appearing in the address portion of the card, are not mailable as a postal card or postcard unless the mailpieces are prepared as prescribed by the Postal Service. This commenter believed that these standards were new restrictions and was concerned that the Postal Service included neither descriptions of ''face'' and ''holes, tearing guides'' in the proposed DMM language in the proposed rule, nor preparations ''prescribed by the Postal Service'' in order for mailers to maintain mailability for such pieces. The commenter believed that this meant that the Postal Service was seeking to prohibit such pieces from being mailed and expressed concern about the impact this would have on mailers of postcard bills.

DMCS section 232.2 does not set forth new restrictions on postcards. This section carries forward the provisions of current DMCS section 100.043. The related DMM preparation standards for this DMCS provision are in current DMM C100.2.6 through 2.8. The Postal Service did not propose any changes to DMM C100.2.6 through 2.8, except that DMM C100.2.8 was revised to reflect the changes in the names of the classes and subclasses of mail proposed in MC95–1 and to reflect the proposed change to prepare this mail in trays rather than sacks. The reason current DMM C100.26 and 2.7 were not included in the proposed rule is because no changes were proposed for those existing sections. The asterisks that appeared between revised DMM C100.2.1 and revised DMM C100.2.8 meant that no changes were made to current rules that appeared between these two sections in the DMM. Accordingly, the current DMM provisions in C100.2.6 and 2.7 allowing postcards having the characteristics described in DMCS section 232.2, to be mailed at card rates if they are prepared under the provisions of DMM C100.2.8 will remain in effect. The commenter is also advised that the additional preparation standards in C100.2.8 for pieces having the aforementioned physical characteristics are for the purposes of maintaining eligibility for card rates. Pieces having punched holes, vertical tearing guides, an address portion smaller than the remainder of the card, and numbers or letters unrelated to postal purposes appearing in the address portion of the card, that are described in DMM C100.2.6 and 2.7, and that do not meet the additional standards in DMM C100.2.8, are still mailable but must pay postage at the letter rates rather than the card rates.

2. Automation Mailings

a. 100% Barcoding

Nineteen commenters responded to the Postal Service proposal that mailings at the proposed automation First-Class and automation Standard Mail subclasses be comprised of 100% delivery point barcoded pieces for letters and 100% ZIP+4 barcoded or delivery point barcoded pieces for flats. Although an automation subclass was not recommended by the PRC, the Postal Service reviewed these comments in light of its desire to retain the 100% barcoding standard for automation mailings in the First-Class Letters and Parcels subclass, automation mailings in the Regular Standard Mail subclass, and automation mailings in the Enhanced Carrier Route Standard Mail subclass. Furthermore, the Postal Service plans to extend the 100% barcoding standard to automation (barcoded rate) mailings within the Regular Periodicals subclass. Comments on this extension to automation mailings of Regular Periodicals will be permitted as discussed above.

Two commenters supported this standard, one of which indicated that there is no need to phase in this standard because there is another subclass at which to mail noncoded pieces. Another commenter requested that implementation of this standard be delayed.

Four commenters requested a gradual increase in the percentage of barcoded pieces needed to qualify, two of which suggested moving the standard first to 90% and then to 95%, and one which wanted a 2-year phase-in period. One commenter suggested that the standard be changed to 95%, and another suggested that the Postal Service provide some tolerance. One commenter asked whether there will be any error tolerance for occurrences such as labels falling off, address misprints, or a barcode spraying over two envelopes.

Two commenters requested the rules be changed to allow nonbarcoded letter mail to be placed in the same trays as delivery point barcoded mail, one suggesting separation of barcoded and nonbarcoded mail in all trays, and one suggesting this practice be limited to AADC and mixed AADC trays. Three other 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 indicated it could result in more nonpresorted mail and another commenter indicated that this standard would eliminate large volumes of easier to process mail. Another commenter stated that together with the 150-piece minimum for rate qualification, the 100% barcoding standard will result in a net increase in postage for many mailers, which in turn could lead to a decrease in the volume of barcoded and presorted mail. This commenter further stated that because postage for nonbarcoded mail will increase total postage, the 100% barcoding standard could result in a decrease of business for mail service companies.

As indicated in the comment section of the December 22, 1995, proposed rule, when mailers, as is currently permitted, mix delivery point barcoded mail and non-delivery point barcoded mail within 3-digit and residual portions of their barcoded rate mailings, the non-delivery point barcoded mail is rejected from barcode sorters and must be rerun on MLOCRs or multiposition letter sorting machines (MPLSMs). (Mail presorted to 5-digit packages and trays must currently be 100% delivery point barcoded.) Requiring mailers to prepare a separate mailing for non-delivery 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 rates recommended by the PRC and approved by the Governors. Accordingly, the Postal Service does not

believe that phasing in or delaying this standard is appropriate. In return for lower automation rates, mailers will have to perform the additional work of separating nondelivery point barcoded mail (letters) and non-ZIP+4 or delivery point barcoded mail (flats) from barcoded mail, and presenting it as a separate Presorted First-Class, nonautomation Regular Standard, nonautomation Enhanced Carrier Route Mailing, or nonautomation Regular Periodicals mailing.

The Postal Service does not understand how this standard will eliminate large volumes of easier to process mail or how it will lead to a decrease in the volume of barcoded and presorted mail as some commenters suggested. The nonautomation mailing rates approved by the Governors are higher than current nonautomation rates, and much higher than the automation rates to be implemented. For example, the rate difference between an automation First-Class mailing and a Presorted First-Class mailing is 3.4 cents-per-piece at basic automation rates and 4.1 cents-per-piece for 3-digit automation rates. There is a 7.3 cents-per-piece difference between automation Regular Standard basic rates and nonautomation Standard Regular basic rates, and a 3.4 cents-per-piece difference between automation Regular Standard 3-digit rates and nonautomation 3/5 Regular Standard rates. Based on these incentives, the Postal Service believes most mailers will try to qualify as much mail as possible for the lower automation rates, thereby leading to an increase in barcoded mail.

One commenter took exception to a Postal Service response to a comment indicating that if the 100% barcoding standard 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. The commenter stated that mailers have been told for years that nonqualified residual must be presented early in the night because operating units aren't able to handle this volume. This commenter maintains that the 100% barcoding standard will result in larger volumes of nonbarcoded mail and that this in turn will affect the cut-off times that are now around 9:00 p.m. for acceptance of this mail.

As indicated above, the Postal Service does not believe that the 100% barcoding standard will result in larger volumes of nonbarcoded mail. When mailers separate out the current 15% of their nonbarcoded mail that is currently permitted within barcoded rate mailings and submit it as a separate mailing, they are not increasing the total amount of nonbarcoded mail that must be processed by the Postal Service. Furthermore, these mailers are likely to submit the non-delivery point barcoded pieces as either a Presorted First-Class or nonautomation Regular Standard mailing. These presorted nonautomation rate mailings will contain 5-digit, 3-digit, and ADC trays (AADC trays for upgradable mail) that can be dispatched directly to the appropriate facility and thereby bypass individual piece processing at the entry SCF. For automation Regular Standard mail, mixed AADC trays will be directed to concentration centers, and nonautomation mixed ADC trays will be directed to origin ADC for processing, also bypassing processing at the entry SCF (unless the entry SCF happens to be the concentration center or ADC). First-Class Mail received at the entry post office in mixed AADC or mixed ADC trays will be processed at the entry SCF. However, the processing of this mail will be more efficient than the current processing of residual mail. Current residual mail contains a mix of barcoded and nonbarcoded pieces. Under Classification Reform, mixed AADC trays of automation rate mail will be 100% barcoded and can be directed to an outgoing primary barcode sorter, mixed AADC trays of upgradable nonbarcoded mail can be directed to an MLOCR operation, and mixed ADC trays of nonupgradable mail can be directed to the appropriate mechanized or manual operation. Furthermore, because the SCF of the entry post office will not also have to process on OCRs 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. If, despite all these offsetting factors, a higher quantity of nonbarcoded single piece or mixed AADC barcoded mail is experienced at a particular postal facility, the Postal Service can make internal adjustments to handle that mail. Accordingly, the Postal Service reiterates its belief that it has the operational capacity to process this mail.

Two comments were received regarding the exception set forth in the proposed rule to allow outgoing courtesy reply mail envelopes bearing a FIM and a preapplied unique 5-digit or unique ZIP+4 barcode to be considered to have a proper delivery point barcode as opposed to an 11-digit delivery point barcode required for all other mail. The Postal Service allowed this because this mail can be easily identified at acceptance by the presence of the FIM. One commenter indicated that he was pleased to see this provision and the other commenter noted that this exception was missing from the DMM standards and requested it be added to the DMM. Since the incidence of courtesy reply mail within the outgoing barcoded mailstream should be small, and limited to MLOCR users, this exception will be handled as an acceptance issue and will not be included in DMM standards.

One commenter indicated that the 100% barcoding standards should also apply to Nonprofit Standard Mail and to Periodicals mail. The 100% barcoding standards have been added to Periodicals Automation mailings. Nonprofit Standard and Preferred Periodicals mail is not part of this phase of Classification Reform and therefore will not be affected by this standard at this time. As indicated above, this standard is being applied to automation Regular Periodical mail under the final rule.

One commenter suggested that the Postal Service cannot barcode all addresses and that mailers therefore should not be held to this standard. This commenter also believed that there are addresses in the United States that have not been assigned ZIP+4 codes. One commenter indicated the ZIP+4 database has errors and suggested that the Postal Service match the DSF file against the ZIP+4 file, using CASS-certified software, to list all noncoded addresses, and further list good addresses that are not matched to the finest level to determine why this might happen. Another commenter expressed concern that valid addresses might not be coded due to data problems or strict software standards, and invalid addresses might appear valid because incorrect ZIP+4 codes are assigned. One commenter requested that the standard be changed from 100% to between 95% and 97% to account for new addresses and 911 conversions that are not in the database.

There are no addresses for which the Postal Service is unable to assign a ZIP+4 code. For legal and privacy reasons, the Postal Service cannot disclose mailing lists. The ZIP+4 files contain ranges of ZIP Codes and are not intended as a product that would allow a mailer to determine whether an address on a mailpiece actually exists. Mailers with good quality addresses can obtain delivery point barcodes on their mailpieces. If they cannot, those pieces can be mailed at the appropriate rates for nonbarcoded mailings. Having

identified a need for accurate barcodes to ensure proper automation sortation, the Postal Service tests and certifies address matching software to ensure that it is producing correct barcodes. Because only correct barcodes are acceptable, software is controlled to help ensure that an incomplete or otherwise poor quality address receives a barcode only if it is correct. The Governors approved reduced postage rates for mail with correct barcodes. Those rates were not designed to apply to nonbarcoded mail or to mail with incorrect barcodes. Use of bad barcodes causes misdirected mailpieces. This in turn causes increased costs and reduces 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 to assist in improving address quality. If a mailer using CASS- or MASS-certified software cannot apply a correct delivery point barcode or, for flats a correct ZIP+4 barcode, to mailpieces, the mailer should, and will be required to, mail those pieces at the Presorted First-Class, presorted nonautomation Regular Standard, nonautomation Regular Periodicals, or single-piece rates, whichever is applicable.

b. Courtesy and BRM Barcoded Envelopes

Thirteen commenters responded to the proposed standard that, effective January 1, 1997, letter-size courtesy and business reply envelopes and cards included in letter-size an flat-size automation First-Class or automation Standard mailings must be automation-compatible, bear a FIM, and bear a correct barcode for the address to which the piece is returned. Three commenters requested a more liberal phase-in period for this standard, one specifying a minimum of 1 year, to allow mailers to exhaust their existing stock of reply mail letters and cards. Four commenters indicated that they do not support this standard, three of which stated that they object to the standard because enclosed reply mail has no connection with the cost of processing the outgoing mailpiece. One of those commenters further stated that the cost of processing reply mail should be borne by the reply mail.

Several commenters had concerns over the certification standard and enforcement of this standard. One commenter stated that this will add costs to his mailing operation by requiring someone to proof every reply piece prior to insertion. Two commenters requested a further explanation of the certification standards and indicated most lettershops are not involved with the creation and postal approval of courtesy and business reply envelopes. Two commenters stated tracking down the producer of the business reply piece will be difficult. One commenter stated that the Postal Service's contention that a mailer capable of printing a barcode on an outgoing piece should be able to prepare properly barcoded reply pieces has no bearing on this standard because some mailers do not print the reply pieces, only the host pieces. Three commenters indicated that liability for noncompliance should be the owner of the mail, not the preparer or presenter. One commenter stated the Postal Service needs to clarify the actions that will be taken for noncompliance. One commenter stated that enforcement seems unattainable and that this standard could renew a call for a public automation rate. One commenter assumed that an improperly prepared reply piece discovered at acceptance would downgrade the entire mailing to a higher rate of postage and stated that such a penalty is draconian and a dangerous precedent that could drive postal customers away from using return mailpieces rather than encourage their use.

The Postal Service is adopting its proposal that letter-size reply envelopes and cards that are included within both letter-size and flat-size mailpieces entered as automation First-Class, automation Regular Standard and automation Enhanced Carrier Route Standard mailings, must be automation-compatible, bear a FIM, and a correct barcode for the reply address. In addition, the Postal Service is extending this requirement to automation mailings of Regular Periodicals. Comments on this extension to Regular Periodicals will be permitted as discussed above.

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. 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 standard is met. To allow time for this and for utilization of existing reply mail stock, the Postal Service is setting an implementation date of January 1, 1997, for this standard. The Postal Service does not believe a longer delay of this standard is warranted. At that time, automation First-Class, automation Regular Standard, automation Regular Enhanced Carrier Route, and automation Regular Periodicals mailers will be required to certify that enclosed reply pieces are properly prepared when the mailing is presented to the post office. Mailers will certify this by checking a box on the postage statement and signing the statement. For this purpose, the mailer is whomever presents the mail to the post office. As indicated above, it will be up to mailers to work with their customers and advertisers to ensure that reply pieces provided to mailers comply with the standards for barcoded reply pieces. Upon implementation, if mailers cannot certify that this standard has been met, or noncomplying reply pieces are found within the outgoing mailing, the mailing may not be mailed at the automation rates and must pay the higher nonautomation rates.

Several commenters had questions concerning the standards for proper preparation of reply mail. Two commenters had concerns over the proposed standard for a delivery point barcode on all pieces. One pointed out that business reply mail is required to use a ZIP+4 barcode and that most courtesy envelope mail uses a unique ZIP+4 barcode. This commenter indicated that requiring an 11-digit delivery point barcode will require many mailers to make expensive form design changes to accommodate the larger barcode without any benefit to the Postal Service. The other commenter pointed out that there is a discrepancy between the Postal Service's apparent willingness to accept courtesy reply mail bearing unique 5-digit and ZIP+4 barcodes as properly barcoded outgoing pieces for purposes of meeting the 100% barcoded standard for automation rates, and its unwillingness to accept them on courtesy reply pieces contained within such mailings. One commenter questioned whether the standards for barcode preparation in DMM C840 would also be required as this section was not referenced in the appropriate E module sections of the proposed DMM language. This commenter was concerned that, if the reflectance standards contained in C840 will be required, that the envelope industry may not be able to meet them. This commenter also stated that because most reply envelopes are printed with a flexographic process, 100% of the barcodes cannot be guaranteed to meet the automation standards as this process does not produce results as consistent as laser, inkjet, and impact printing. One commenter, for environmental reasons, requested that the Postal Service work to modify the reflectance tolerance levels in DMM C840 for the area around the barcode, to improve the capability of its barcode readers to read nonpolymer

window envelope coverings, and to relax its flexibility standards in order to accommodate recycled paper. Another commenter requested that a reference to DMM C840 be included in the DMM standards for enclosed courtesy reply mail because this is the section that provides for barcodes in the address block. One commenter requested the ability to put barcodes in the address area for business reply mail. Another commenter believed that the Postal Service had committed to allow the barcode, permit holder, and permit number to appear on inserts through a window on business reply mail in early 1996 and thanked us for this effort.

The DMM standards concerning courtesy reply mail can be found in DMM E140.1.5, E241.1.2, E641.1.2, and C810.8. The Postal Service has determined that, for purposes of enclosed courtesy reply mail under this section, a unique 5-digit or unique-ZIP+4 barcode provided by the Postal Service will satisfy the delivery point barcode standards. This will make these rules consistent with the acceptance provisions for allowing outgoing courtesy reply mail prepared in this manner to count toward the 100% delivery point barcoding standards for letter-size automation rates. The Postal Service will require that barcodes on enclosed reply mail meet the barcode, reflectance, and window standards in DMM C840. The Postal Service recognizes that some recycled paper will not meet the reflectance standards. However, recycled paper that meets the Postal Service reflectance standards is available. Because the reflectance standards reflect the current capabilities of USPS barcode reader equipment they cannot be modified. Originators of reply mail pieces will be expected to make the necessary changes to the preparation of these pieces to ensure that they meet all the applicable DMM standards. Although the Postal Service has not begun a formal rulemaking process to allow BRM format elements such as the name of the permit holder and the permit number to appear through a window on BRM pieces, it will consider this for a future rulemaking.

The Postal Service will provide, free of charge, camera-ready positives of appropriate FIMs and correct barcodes for the production of reply mail. Mailers should contact their local Postal Service account representative or postal business center 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. Additional information on business reply mail and barcode standards is contained in the Domestic Mail Manual. These publications contain information on how to prepare barcodes that appear in the address block of reply pieces and those that appear through an address window.

c. Barcoded Tray and Sack Labels

Nineteen comments were received concerning the proposal to require that automation First-Class and Standard Mail, and automation-compatible Publications Service Periodicals be prepared with barcoded tray or sack labels. The proposed Publications Service subclass of periodicals was not recommended to the Governors by the Postal Rate Commission. Instead revised rates for Regular Periodicals were recommended and these changes to Periodicals have been accepted by the Governors. The Postal Service is applying the requirement for barcoded tray and sack labels to all automation Regular Periodicals under these final rules.

Eight commenters indicated that implementation of this standard needs to be delayed in order to give mailers enough time to buy equipment and/or adapt their systems. Two of these commenters indicated that at least 6 months was needed and another indicated that the date should be much later than July 1, 1996. One commenter indicated that he must replace dot matrix printers with ink jet, thermal or laser printers. One commenter indicated that this standard should be dropped as it will require him to stock labels for every 3-digit ZIP Code because he will no longer be able to handwrite labels for destinations that are seldom used. He indicated that this will cause him either enormous storage problems or require him to purchase either an outside vendor's system of special printers and unprinted labels. One commenter simply stated that his operation is not set up to handle barcoded labels at this time.

Six commenters indicated that the barcode specifications in the DMM cannot be met by most mailers and are not met by the Postal Service's own label printing facility. Problem areas mentioned included the point size, characters per inch, and size of the labels. These commenters also pointed out that these DMM standards are not met by the PASSPORT and Monarch printers system indicated to be a way to meet these standards in the proposed rule. One commenter indicated that the DMM M032 exhibit needs to include the appropriate CINs for tray and sack labels under Classification Reform.

Three commenters were concerned about the Postal Service's ability to supply the total demand for these labels in a timely manner. One commenter stated that the Postal Service needs to design better tray label holders that will hold the label in place.

The Postal Service has investigated the barcode label specifications in the DMM in relation to these comments. As a result, some changes to the barcode tray and sack label specifications in DMM M032 have been made and are published in this notice. Revised CINs have also been published in the DMM section of this notice. In order to give mailers time to incorporate these barcode specification changes into any current systems they may have to produce labels and to give other mailers time to buy necessary equipment and adapt their mailing systems to incorporate barcoded tray labels, the Postal Service is delaying the requirement to use barcoded tray and sack labels with automation rate mailings until January 1, 1997. At that time automation First-Class, automation Regular Standard, automation Enhanced Carrier Route, and automation Regular Periodicals mailings must be prepared with barcoded tray or sack labels. As indicated above, comments will be allowed on the extension of this standard to Regular Periodicals mail.

The Postal Service currently has tray management systems that utilize barcoded container labels deployed at its largest plants and is aggressively deploying these systems to other plants. Barcoded tray labels are needed to capture the efficiencies of the tray management systems. Barcoded labels are also currently used to sort trays and sacks of Standard mail at BMCs. Accordingly, mailers are strongly encouraged to begin using barcoded tray labels prior to the January 1, 1997, implementation date.

Furthermore, mailers are reminded that, even though the requirement to use barcoded tray and sacks labels with automation mailings has been delayed, new tray and sack labels will be required for all mailings under Classification Reform (with the exception of some sort levels of First-Class Mail) due to the changes in postal networks, the addition of scheme sorts, and changes to the names of the classes of mail.

As indicated in the previous notice, the Postal Service will supply barcoded tray and sack labels. Customers must complete Form 1578–B and submit it to their local post office, which after

checking the order, will forward it to the Postal Service Label Printing Center in Topeka, Kansas. The labels will be delivered in approximately 6 weeks of the order. These labels will reflect the network changes and the new CINs for Classification Reform and can not be used until July 1, 1996.

Alternatively, mailers having a personal computer and a modem can obtain free PASSPORT software from the Postal Service that will enable them to order labels directly from the Label Printing Center in Topeka. In addition, the PASSPORT system will allow mailers to print barcoded labels on demand if they use one of three printers—Monarch 9425 or Monarch 9445, or Intermac 3000. The Passport system also includes free updates to the Postal Service labeling lists in DMM module L. PASSPORT software or further information about Passport may be obtained from the National Customer Support Center at 1–800–238–3150.

The Postal Service purchased new tray labels holders last year that hold labels more firmly in place. The Postal Service is systematically replacing old tray label holders with the new ones.

d. ZIP Code Limits on Letter-Size Automation Carrier Route Rates

Eleven commenters responded to the proposal to limit letter-size automation Carrier Route rates to ZIP Codes where mail will be sequenced either manually or by a carrier sequence barcode sorter (CSBCS). One commenter is opposed to the idea of reducing eligibility for carrier route rates. One commenter indicated that this limit on where letter-size automation carrier route rates can be obtained worsens the rate qualification degradation caused by the 150-piece standard for 5-digit and 3-digit Automation rates. This commenter indicated that he will mail at the Enhanced Carrier Route nonautomation letter rates rather than try to qualify mail for the 5-digit barcoded rate.

As indicated in previous notices, the limits on availability of automation Carrier Route 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 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 being directed to carriers for manual sequencing. Carrier route and walk-sequence sorted letter mail without barcodes is directed to MLOCRs for application of barcodes and subsequent DPS processing. In many cases today, this process results in the Postal Service backflowing mail from a delivery unit to the place where the DBCS or MLOCR 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 rates are based in part on steps avoided by the Postal Service during processing. The preparation of carrier route packages and trays of barcoded mail addressed to ZIP Code areas at which mail is DPS processed on DBCSs does not avoid processing steps. The Postal Service will not give reduced rates for mail preparation that provides the Postal Service no value. Automation Carrier Route rates will therefore not be provided to barcoded carrier route mail at those 5-digit ZIP Code areas where DPS sequencing on DBCSs takes place.

Carrier sequence barcode sorters (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 make sense for the Postal Service to offer carrier route rates for barcoded mail that it sorts on CSBCSs and for mail on carrier routes that are sequenced manually.

The Postal Service is aware that this limit on automation Carrier Route rates will reduce the number of pieces a mailer can qualify for automation carrier route rates. It will be up to each mailer to make the decision whether the level of discount is worth the expense of preparing their particular mail for automation rates. The issue concerning the 150-piece minimum for 5-digit and 3-digit automation letter rates is further discussed under a separate section on 150-piece standards.

Seven commenters indicated that the list of ZIP Codes ineligible for automation Carrier Route rates should be available on RIBBS on a permanent basis and that small mailers should not have to subscribe to the City/State file as this is an unnecessary and costly burden.

The Postal Service sees no advantage and only possible confusion in providing a list of ZIP Codes where letter-size automation Carrier Route rates may be obtained. The argument that small mailers should not have to subscribe to the City/State file because this is an unnecessary and costly burden is not a good one. To qualify for automation Carrier Route rates, mailers will be required to match their addresses using CASS-certified software to a current CRIS file or other AIS product containing carrier route codes within 90 days prior to the date of mailing. The City/State File is automatically provided with all Address Information System (AIS) products and must always be used in conjunction with these AIS products for accurate matching. Accordingly, obtaining information as to which are the permissible ZIP Codes for automation Carrier Routes rates can be done at the same time as addresses are matched to the applicable CRIS, ZIP+4 or other AIS product that contains carrier route codes. In addition, some presort software vendors are including a City/State file match as part of the presort program. Accordingly, the Postal Service does not believe that use of the City/State file for determining the 5-digit ZIP Code areas for which automation Carrier Route rates can be obtained will be an unnecessary or costly burden to mailers. Furthermore, because software processing using the City/State file and an appropriate database containing carrier route information is already required for these mailings, the Postal Service does not believe that publication of the lists on RIBBS would be beneficial.

Two commenters indicated that the Postal Service should provide an equipment deployment schedule to mailers that would give mailers sufficient lead time and would also provide the Postal Service a tool to make sure that the schedule is followed.

The Postal Service does not plan to publish an equipment deployment schedule. Knowing when and where equipment is scheduled to be shipped to a plant will not provide mailers with the information that they are seeking. Knowing to which location and when a piece of equipment will be shipped does not equate to having a list of ZIP Codes that will be processed on that equipment. The 5-digit ZIP Codes that will be processed on this equipment are determined locally. ZIP Codes being processed on DBCSs may be shifted to processing on CSBCSs as these machines are deployed. This in turn will provide the capacity for additional ZIP Codes to be processed on DBCSs.

Because procedures will be in place to update the City/State file on an established bimonthly basis, as to which 5-digit ZIP Codes may obtain the automation Carrier Route letter rates, and because mailers can easily incorporate this information in their mailings approximately every 90 days in connection with the required address matching standard, the Postal Service does not deem it appropriate to publicly provide its equipment deployment plans.

e. 5-Digit Scheme Sortation for Automation Letters

Seven commenters responded to the information provided in the proposed rule that the Postal Service will not provide 5-digit scheme sortation for letters at the time Classification Reform is implemented. All seven commenters would like the Postal Service to do so. One argument for this action is to avoid the need to install a separate and costly software release to implement it at a later date. Three of these commenters indicated that having scheme sortation would enable mailers to qualify more mail for 5-digit automation rates. Two commenters indicated 5-digit scheme sort would reduce costs for both mailers and the Postal Service. Two commenters indicated that the volatility of 5-digit schemes should be no different than the update of the ZIP Codes eligible for letter automation Carrier Route rates and suggested a workgroup be formed to discuss obstacles. One commenter similarly stated that it seems that there are systems in place to handle volatility of scheme issues.

The Postal Service recognizes that 5-digit scheme sortation will allow mailers to qualify more mail for 5-digit automation letter rates, and agrees that it is in the best interest of mailers and the Postal Service to provide these schemes when practical. As indicated in comments on automation Carrier Route rates, the Postal Service is actively deploying CSBCS and DBCS equipment. ZIP Codes being processed on DBCSs may be shifted to processing on CSBCSs as these machines are deployed. This in turn will provide the capacity for additional ZIP Codes to be processed on DBCSs. This volatility will result in frequent changes to 5-digit schemes being used within local plants in the near future. Therefore 5-digit scheme sorts will not be implemented at this time. Given this, the Postal Service does not believe that it would benefit from forming a workgroup to discuss these matters.

f. 3-Digit Scheme Sort for Letters

Eleven comments were received in response to the provisions for a 3-digit scheme sort for automation letters set forth in the Proposed rule. All 10 commenters interpreted proposed section DMM M810.1.7 as requiring all possible 3-digit sorts to be prepared before performing 3-digit scheme sorts and all disagreed with it. One of these commenters indicated that requiring 3-digit sorts prior to scheme sort would drive an unacceptable amount of mail into the residual mailstream, both decreasing mailer discounts and increasing the amount of raw mail processed by USPS receiving units. Several commenters pointed out that this information conflicted with the information presented in the discussion of comments that scheme sorts could be prepared prior to preparing 3-digit sortations. One commenter asked that we reword the obvious error in DMM M810.1.7. One commenter stated that if the Postal Service does require preparation of 3-digit trays prior to preparing 3-digit scheme trays, that this is contrary to what was agreed to at the Implementation Advisory Group meetings and also defeats the purpose of scheme sort by not allowing mailers to merge small quantities of some scheme 3-digit areas with larger quantities of others in order to meet a single 150-piece minimum quantity standard for the 3-digit scheme.

The Postal Service acknowledges that the wording of proposed section DMM M810.1.7 was misleading. This section was intended to give greater flexibility to mailers and not intended to require that 3-digit sorts would have had to been prepared prior to preparing 3-digit scheme sorts. The Postal Service agrees with mailers that this would be counterproductive, and notes the comment indicating that elimination of 3-digit scheme sort would increase the amount of mail falling into basic rate levels of sortation.

The Postal Service has re-reviewed comments opposed to requiring scheme sort that were received in response to the August 30 notice. Reasons for opposition were either not given (other than to say it would be a barrier to automation) or were based on desires not to change current software programs or to be able to use the same software sortation program for both automation and nonautomation mail. As pointed out to these mailers in the comments section of the proposed rule, mailers will be required to change their software because of major changes under Classification Reform in the way mail is sorted, including different sortation rules for automation mail and nonautomation mail.

Accordingly, the Postal Service has revised the DMM language in this final rule to require use of 3-digit scheme sort. A separate labeling list in DMM L003 contains the information needed to sort to 3-digit schemes and to sort non-scheme 3-digit ZIP Codes to direct 3-digit trays. This will simplify sortation rules to avoid confusion such as that encountered with the Proposed rule, and also, as pointed out by a commenter, ensure that mail is sorted to the finest extent possible. This will also ensure that mailers will qualify the most mail possible for 3-digit Automation rates.

g. 5-Digit Scheme Sortation for Automation Flats

One commenter indicated a desire for implementation of a 5-digit scheme sort for automation flats. Five-digit scheme sortation for automation flats is not foreseeable in the near future. The Postal Service will look at the feasibility of such sortation after it has implemented 3-digit scheme sortation for automation flats.

h. 3-Digit Scheme Sort for Flats

Four comments were received concerning provisions for a 3-digit scheme sort for automation flat mailings. All four expressed a desire that these schemes be available on the date of implementation because it will benefit both the Postal Service and mailers. One commenter also pointed out that it would prevent the cost of installing another software change if this was implemented on the same date as Classification Reform.

The Postal Service believes that a 3-digit scheme list for flats is feasible and has begun work on developing such a sortation scheme. However, work will not be completed in time to make this available with Classification Reform implementation. The 3-digit scheme sort for flats should be available in 1997.

i. Value Added Mailings

Nine comments were received concerning the Postal Service's proposal to include only pieces with postage affixed at an automation First-Class or automation Standard Mail rate in mailings presented under the value added refund (VAR) procedures in DMM P014.4. All nine commenters strongly disagreed with this proposal and stated that the original intent of value added refund procedures was to encourage the upgrading of Presorted First-Class Mail to barcoded mail. Two commenters pointed out that this was never offered for discussion with

members of the Implementation Advisory Group. One commenter indicated that this will reduce the volume of barcoded mail received by the Postal Service. One commenter indicated that this standard increases the postage risk of presort bureaus because the bureaus will be required to affix 5-cent postage to each nonbarcoded piece rather than 2-cents, and it is unlikely the difference could be recovered from the mailer. One commenter indicated that no mailer would be able to remeter all the pieces that did not qualify for barcoded rates. Two commenters indicated that not all pieces coming into their shop will enter into the automation mailstream. One of these further indicated that this will cause problems for mailers when doing a handsort on nonautomation mail.

In response to mailer comments, the Postal Service has determined to continue to allow mail having postage affixed at the Presorted First-Class rate or presorted nonautomation Regular Standard rates, to continue to be mailed under the value added refund program.

j. Optimizing 5-Digit Sortation for Automation Letters

One commenter asked whether mailers would be able to continue to optimize 5-digit sortation of Automation letters by moving some but not all pieces able to be sorted to 5-digit trays to 3-digit or 3-digit scheme trays to bring the total number of pieces sorted to the 3-digit/scheme destination to the minimum of 150 pieces.

Because 5-digit sortation is optional for Automation mail, mailers are not required to sort all possible pieces to the 5-digit level. Accordingly, if a mailer has more than 150 pieces for a 5-digit ZIP Code destination and fewer than 150 pieces for a 3-digit or 3-digit scheme destination, mailers will be permitted to move pieces that potentially could have been sorted to 5-digit destinations to a 3-digit/scheme level of sortation. Each 5-digit destination would have to be left with a minimum of 150 pieces trayed to that destination and each 3-digit/scheme destination would also have to have a minimum of 150 pieces trayed to that destination. Furthermore, the pieces that could have been placed in a 5-digit tray but were actually placed in a 3-digit or 3-digit scheme tray would have to be documented and reported as qualifying for 3-digit automation rates.

k. Grouping of Pieces in AADC and Mixed AADC Trays in Automation Letter Mailings

One commenter requested that this standard be dropped because it would be impractical to sort mail within AADC and mixed AADC trays into 3-digit or AADC groups in his MLOCR operation. This commenter indicated that if the MLOCR determines on the first pass that there are fewer than 150 pieces for a particular 3-digit ZIP Code, then, on the second pass groups with fewer than 150 pieces for a 3-digit or 3-digit scheme will be aggregated to appropriate AADC or mixed AADC bins. Imposing the standard for ZIP Code sortation within the AADC and mixed AADC trays would require costly and time-consuming additional presort passes on this mail to sort it into 3-digit sequence.

The Postal Service maintains that for mailers using presort software, or even sorting manually, it should not be a burden to maintain 3-digit/scheme groupings when placing mail in AADC trays or to maintain groupings by AADC within mixed AADC trays. However, the Postal Service acknowledges that this could be problematic for some MLOCR users depending upon how mail is sorted to bins on the second pass. The Postal Service is retaining this standard because it allows mailings to be easily matched to standardized documentation during verification, or if weigh verification is used, to determine that mail is presorted to the finest extent possible. However, the Postal Service will waive this standard for MLOCR users who submit standardized documentation.

In addition, the Postal Service has reviewed its need for pieces within mixed AADC trays grouped by AADC to be further subgrouped by 3-digit ZIP Code within each AADC group. This 3-digit subgrouping would also be burdensome to MLOCR users sorting to AADC bins. Also, documentation of these 3-digit subgroupings within mixed AADC trays could potentially require a mailer to list every 3-digit ZIP Code in the country. The Postal Service has determined that the added length to required documentation and added sortation complexity is not outweighed by the gains in ease of verification. Accordingly, the final implementing DMM language will require only grouping by AADCs within mixed AADC trays.

l. Numeric ZIP Code Standard for Automation Letter Mail

One commenter questioned the meaning of proposed DMM E241.1.1c that required Regular Periodicals barcoded letter rate mail to ''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).'' This commenter asked whether this section meant that the entire DPBC numeric must be printed in front of the delivery point barcode as part of the ZIP Code correction process allowed MLOCR mailers.

This standard means only that each piece in an automation mailing must bear a numeric ZIP Code in the address and that this ZIP Code can be either a 5-digit, ZIP+4, or delivery point numeric ZIP Code at the choice of the mailer, with the exception that a delivery point numeric code is only permitted on pieces bearing a delivery point barcode.

m. Request for Elimination of Required Tray Sortation Level

One commenter wanted to begin sortation at the AADC tray level if the cost of manual presortation was found to be higher than the savings from sorting mail to qualify for 3/5 rates and 3- and 5-digit automation rates.

The presort rates are based on presorting mail to the finest extent possible, with the exception that 5-digit trays are optional for automation rate letters and for the upgradable presort option for nonautomation letters. Accordingly, mailers will be required to prepare 3-digit trays of automation letter mail any time there are at least 150 pieces for a 3-digit ZIP Code before preparing AADC trays. Similarly, for upgradable Presorted First-Class and upgradable nonautomation Regular Standard Mail preparation, 3-digit trays will be required any time there are at least 150 pieces for a 3-digit ZIP Code prior to preparing AADC trays. For all other mailings, preparation of all possible 5-digit trays and 3-digit trays is required prior to preparing ADC trays.

n. ACT Tags

Two comments were received in response to the Postal Service's removal of the standard for mailers to apply ACT tags to trays of automation First-Class letters. One commenter applauded the decision to drop this standard. One commenter pointed out that current DMM P014.4.14c requires mailers to sleeve, band, and ACT tag all trays in a mailing for which a value added refund (VAR) request will be submitted. The commenter requested that the Postal Service remove this standard from the DMM.

The DMM language in this final rule removes the requirement for use of ACT tags within VAR mailings. However, mailers participating in other special programs such as multiple acceptance times may still be required to prepare mail with ACT tags.

3. Letter Mail

a. Standard To Prepare All Letter Mail in Trays

Eight commenters responded to the Postal Service's proposal to require preparation of all letter mail entered at reformed subclasses in trays. Six of the comments were opposed to this standard for Enhanced Carrier Route Standard Mail. Two were opposed to it as a standard for any letter mail, and one was concerned about the availability of trays.

Three commenters indicated the traying standards would result in higher preparation costs for their mailings and loss of cube on trailers for drop shipment. One of these commenters indicated that this standard and others led to a net loss for his company despite the decrease in Automation rates. Two commenters indicated that since the attributable costs underlying the proposed Enhanced Carrier Route rates were based on flat-sized mail, and therefore letter-size mail is paying a higher rate, letter mailers should have the option of traying or sacking this mail. One commenter stated that heavy letters, which are not automation-compatible due to weight, would be more efficiently handled in sacks since more pieces could fit into a sack than in a tray resulting in fewer containers for the Postal Service and mailers to handle. One commenter stated the Postal Service should be prepared to allow optional forms of preparation such as bundles on pallets in the event of tray shortages. Another commenter stated that Enhanced Carrier Route letter mail should be allowed to be prepared as packages on pallets provided such preparation is limited to 5-digit pallets. This commenter believed this limited packages on pallets preparation would not have a great impact on handling for the Postal Service and would alleviate the demand for trays.

Trays are the most efficient method of containerizing letter mail for the Postal Service. Since the Postal Service prepares letter mail in trays, it is important that all mailer prepared letter mail be prepared in trays. Accordingly, the DMM standards set forth in this final rule require that all letter mail, except for Nonprofit Standard and Preferred Periodicals, be prepared in trays. It should also be clarified that although encouraged, it is *not* required that Standard or Periodicals 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, it must be prepared in trays on pallets, with one short-time 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 Regular Standard flats rate, until January 1, 1997, all the pieces in the mailing job may be prepared in packages placed directly on pallets provided all pieces pay the applicable rates as a flat-size piece and the amount of nonautomation Regular Standard mail palletized in this manner does not exceed 10% of the amount of Enhanced Carrier Route and Automation Regular Standard mail in the mailing job. After January 1, 1997, all letter mail, other than letter mail meeting the dimensions of an automation flat and mailed at those rates, must be prepared in trays and preferably in trays on pallets.

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 as to whether to prepare mail for destination entry discounts. The standard to use both 1-foot and 2-foot trays will aid in assuring the most efficient use of trailer space under the traying environment. As indicated in response to a previous comment, the Postal Service recognizes that many mailers will be affected by start-up costs for new preparation criteria and possibly some additional ongoing costs. However, the Postal Service believes that these preparation criteria are necessary to achieve one of the goals of Classification Reform of encouraging mail that is most efficient for the Postal Service to handle.

One commenter indicated that they now prepare letter mail in sacks in which they mix letter-size and flat-size mail (this mail is a flat only because it exceeds ¼-inch in thickness). This mailer indicated that the standard to tray letters and sack flats will be a problem for them causing their mailstream to be split four ways (barcoded vs. nonbarcoded and trayed vs. sacked). One commenter stated if they could not sack their letters they would like to tray their flats so their automated handling systems could handle only one type of equipment. Similarly, one commenter requested the ability to place automation Standard flats in flats trays since it is not efficient to prepare both barcoded tray labels and barcoded sack labels.

Currently, mailers are not permitted to mix mail of different mail processing categories in the same mailing, except for limited circumstances under which mailers may combine machinable and irregular parcels. The standard for separate mailings for separate mail processing categories will continue under Classification Reform. Letters and flats are handled under two separate mail processing streams and must not be merged together in the same mailing. Under Classification Reform, mail exceeding ¼ of an inch in thickness and classified as a flat will therefore be required to be sacked or prepared as packages on pallets. The Postal Service also will not permit flat mail to be prepared in letter trays due to the strong chance this mail will be directed to letter sorting operations where such pieces will not process on mechanized or automation letter sorting equipment. As indicated in the last two notices, Standard flats will not be permitted to be prepared in flats trays upon implementation of Classification Reform. The Postal Service plans to initially limit the use of these trays to First-Class flats to allow for a more gradual change to a future operating environment in which all flat mail will be prepared in trays (except for Standard Mail and Periodicals prepared as packages on pallets). Currently, the Postal Service processes First-Class flats in trays. Generally, flats trays are better handled at processing and distribution center facilities and Airmail Facilities than sacks which are more conducive to BMC processing. At processing and distribution center facilities and at AMFs the Postal Service has tray handling systems. When barcoded flat mail is distributed on flat sorting machines using the barcode, there are instances were the flat mail is dispatched in flat trays to the next handling or destination regardless of class. Therefore, it is likely that as part of transitioning all classes of flats mail to tray preparation, allowing automation-compatible (barcoded) flat mail in trays would be the next step, albeit a future step.

b. 150-Piece/Full Tray Standard

Twenty-two commenters responded to the Postal Service's proposal to require 150 pieces per 5-digit ZIP Code or 3-digit ZIP Code destination to qualify for 5-digit or 3-digit automation rates, and to be used as the basis for sorting to 5-digit, 3-digit and AADC trays. Six of these commenters also voiced concern over the standard for 150 pieces per 3-digit ZIP Code area being the basis for rate qualification and sortation for the 3/5-digit nonautomation Regular Standard rates.

Nine commenters cited specific examples of rate degradation in the automation rate categories and four commenters were concerned about rate degradation in the 3/5-digit

nonautomation Regular Standard rate categories. These commenters indicated that the 150-piece minimum would cause varying percentages of their mail to drop from 5-digit to 3-digit, or from 3-digit to basic within the automation rates, or from 3/5-digit to basic in the nonautomation Regular Standard rates. Most of these commenters had concerns regarding the shift in rate qualifications based on a comparison of the qualification criteria under the current 10-piece/50-piece minimums to qualify for current barcoded rates or the current 125-piece/15-pound criteria to qualify for current 3/5-digit non-automation rates and the new 150-piece qualification rules.

One commenter indicated that because the proposed automation rates were slightly lower than current rates the rate impact might balance out for the barcoded portion of the mailing, but that since the rates for nonbarcoded mail were increasing, it would raise their total postage bill. Two commenters stated that the 150-piece rule would have a big impact on 5-digit rate qualifications, one indicating all his current 5-digit mail will move to the 3-digit qualification level resulting in a 3% postage increase. The other indicated that the 150-piece standard at the 5-digit level would force many mailers into moving their mail into the Enhanced Carrier Route subclass since they may have many carrier routes that will meet the 10-piece package minimum, but very few groups of 150-pieces to a particular 5-digit ZIP Code. One commenter indicated that modeling based on the 150-piece criteria showed that some of his third-class customers would pay higher rates under Classification Reform even though their lists were close to 100% barcoded. One commenter indicated they will probably discontinue preparation of 5-digit sortations in order to be able to continue qualifying mail for the 3-digit level, and that this degradation of presort seems counter-productive to the Postal Service.

Other commenters had further concerns over the rate implications for mail that could physically fill trays but would not meet the 150-piece standard. Sixteen commenters in total requested that the Postal Service allow mailers two choices to qualify for rates, one based upon physically full trays without regard to the number of pieces within them, and the other the proposed 150-piece minimum. These commenters indicated that enforcement of the 150-piece standard will cause a tremendous hardship on the ability of mailers of thicker pieces to discount mail. One commenter stated he thought the idea was to fill trays. Six commenters further requested that the physically full tray option allow full 1-foot trays to qualify for rates without regard to number of pieces. Two commenters indicated a physically full tray criteria for rates and sortation would promote tray usage efficiencies. One commenter stated that the definition of a full tray should be 85% full because this is flexible enough to allow mailers to calculate the number of pieces needed to fill a tray and would resolve mailer consternation over near misses such as 130 pieces filling a tray but not being eligible for a rate. Two commenters believed the Postal Service should perform market surveys to gather data on mail volume characteristics to assess the impact of the 150-piece minimum on its customers.

Some of these commenters provided statistics on the number of pieces that would fill trays as requested by the Postal Service in the proposed rule. One commenter indicated they had pieces for which 47 to 65 pieces would fill a 1-foot tray. Five commenters cited pieces that would fill two-foot trays ranging from as few as 63 pieces upwards to 140 pieces per tray. One commenter pointed out that by his estimate ''heavy'' letter mail, weighing up to 3.4383, which will be permitted to qualify for letter-size barcoded rates under Classification Reform, would generally average 125 pieces per 2-foot tray. Another commenter also noted the Postal Service's provisions for including ''heavy weight'' mail in the Automation mailstream and indicated this will ''probably encourage a growing volume of such letters that fill trays in less quantity than lighter weight mail.'' Another commenter pointed out that allowing an option to base the qualification and sortation on a physically full tray would allow more opportunity for larger size pieces that meet both the letter size dimensions and the automated flat dimensions to be prepared as a barcoded letter.

Two commenters also stated that basing the traying criteria on the 150-piece minimum could result in service degradation since much mail now trayed to the 5-digit or 3-digit level will drop down to the AADC level. Two other commenters indicated that this drop in sortation level will result in more residual or mixed AADC mail to be processed by the Postal Service at the local SCF because some mail currently placed in AADC trays will not be able to meet the 150-piece standard and will subsequently be trayed at the mixed AADC level. These commenters questioned whether the Postal Service could handle this volume and questioned whether requiring a move from an AADC tray to a mixed AADC tray made any sense from a mail processing standpoint.

One commenter stated that basing rates on the average number of pieces that fill a 1-foot tray makes sense only if adequate supplies of 1-foot trays are available and was concerned that if they were not and overflow had to be placed in a 2-foot tray it would result in loss of cube space for drop shipment purposes.

One commenter questioned whether the 150-piece rule applied to postcards since 150 postcards equals only about 4 inches of mail.

One commenter stated his thickness varies and in many instances 150 pieces will not fit in a single tray. Another indicated that sometimes he produces sub-150-piece count trays containing mail of varying thicknesses under a manifesting agreement. This commenter indicated that because he manifests he cannot arbitrarily move mail around to fill trays. One commenter indicated that at only 125–140 pieces per tray none of this mail would qualify and the customer would have to revise their mailing package which could result in losing sales.

Several commenters who advocate addition of an ''or full tray'' criteria to the qualifications for First-Class and Standard Regular Automation mail and to Standard Regular Nonautomation mail, challenged the reasons given by the Postal Service in the Proposed rule for keeping the standard at 150 pieces. Four commenters indicated that having an option to base discounts on full tray should not complicate acceptance too much since mailers are currently preparing and documenting this mail now under tray-based rules and the Postal Service is currently accepting it.

Five commenters responded to the Postal Service's statement that if a physically-full tray qualification criteria were instituted, it would be based on a physically full 2-foot tray rather than a one-foot tray. These commenters stated this makes no sense since the Postal Service is basing the 150-piece rule on a one-foot tray. Three of these commenters stated this would be unfair since it would require these mailers to make twice as many trays to achieve equal qualification levels.

One commenter stated that allowing physically full trays to qualify without a piece limit does not make sense from a unit (per piece) cost or gross profit standpoint in that the Postal Service would have to transport up to six trays of thicker Standard Mail for every one tray of First-Class Mail, and would receive less revenue for the Standard Mail.

One mailer of Standard pieces indicated that it appears the 150-piece standard was designed primarily for MLOCR barcode sorter users. This commenter indicated that since 90% of mailers do not use barcode sorters, this reasoning should not apply to them. One commenter simply stated that the level playing field argument does not make sense.

Four commenters challenged the Postal Service's argument that the 150-piece minimum per 3-digit area to be applied to nonautomation Regular Standard Mail will not keep qualification levels equivalent to today arguing that today mail can qualify based on either 125 pieces or 15 pounds of mail. Two commenters gave examples wherein their mailings currently require only 75 pieces or 80 pieces to meet the 15-pound minimum. These mailers indicated that the 150-piece rule will either double or increase by 78% the number of pieces they will need to qualify for the 3/5 rate. These commenters also pointed out that the dual standard of 200 pieces *or* 50 pounds still applies as the minimum quantity standard for each Standard mailing.

The Postal Service believes that applying a 150-piece minimum to an entire 3-digit area to qualify for 3/5 nonautomation Regular Standard rates will, on average, result in comparable or better rate qualifications when compared to current qualification criteria, even for heavier pieces of mail. Currently, the 125-piece/15-pound sacking rules are applied separately to 5-digit sacks and to 3-digit sacks. The two commenters with pieces meeting the 15 pound requirement with 75 to 80 pieces of mail to an individual 5-digit or 3-digit sack, would still be able to meet the 150-piece requirement per 3-digit area in instances where they had an equivalent number of pieces that are now contained in two 5-digit sacks for the same 3-digit area, or in other combinations of 5-digit and 3-digit sacks for the same 3-digit area. Mailers who currently qualify for this rate based on a separate 125-piece requirement should, on average, be able to qualify more mail for 3/5 rates since the 150-piece rule applies to an entire 3-digit area and not to individual 5-digit or 3-digit trays.

The Postal Service would like to point out to the two commenters who were concerned that they could not qualify for automation rates based on the 150-piece rule because they could not fit 150 pieces in a single tray, that the Postal Service has provided for overflow trays wherever it has established a 150-piece minimum. This means that if a mailer has 150 pieces for a given sortation level, the mail will qualify for the rate regardless of the number of trays it takes to tray the mail to that sortation level. Likewise, for thinner pieces, if the 150 piece minimum for a rate level is met, the mail will qualify for that rate even if 150 pieces does not fill a tray.

The rate design approved for automation letters provides reduced rates for these mailings. Those rates are based in part on more stringent preparation standards that allow more efficient Postal Service processing of that mail. Under the Automation Standard Mail (A) letter rates, certain mailers could experience a minor increase in postage over what they pay today given a number of assumptions, such as that all mail not eligible for an automation carrier route rate moves to the 3-digit barcoded rate level, and that there are no basic automation rate pieces in the mailing. This hypothetical postage increase would also be offset by any pieces which the mailer now qualifies for basic rates, because there is a significant decrease in the basic automation rates under Classification Reform.

Overall, the Postal Service believes that the automation letter discount levels and preparation standards will lower postage bills for automation mailings for most mailers of all three classes. Under current Barcoded rate mailing rules, a large portion of mail qualifying for 5-digit and 3-digit rates is already prepared in full 2-foot trays without packages. Because the 150-piece standard is based on a 1-foot tray, most mailers should be able to place even more mail in full 5-digit and 3-digit trays under this standard.

The 150-piece minimum represents an average of the average number of First-Class pieces that can fill three-fourths of a 1-foot tray and the average number of Standard letter-size pieces that can fill three-fourths of a 1-foot tray. This 150-piece average is applied uniformly to all letter mail classes for purposes of determining rate qualification and for determining when to prepare a particular sortation level of tray for automation presort in the final DMM standards published in the latter part of this rule. The purpose of the standard is to apply rates to tray levels and to eliminate as much as possible the preparation of packages for automation mail. Basing the standard on an average number of pieces it takes too fill a 1-foot tray also provides the opportunity for the Postal Service to increase the number of pieces sorted to 5-digit and 3-digit destinations for the vast majority of letter mail.

The Postal Service reiterates that it also desires to apply rates on an equal basis to all mailers. The application of the 150-piece rule allows mailers of postcard-size or other thin pieces to qualify for rates in the same way that thicker pieces can qualify, and in the same way as the vast majority of mail in the middle of this spectrum. Since the 150-piece standard is based on an average of averages for First-Class and Standard Mail, the Postal Service believes this standard is equitable for both classes of mail. Moreover, the rates being implemented are based on cost and volume figures that relied on the 150-piece criteria.

The Postal Service recognizes that pieces exist that can fill trays with fewer than 150 pieces and that mailers of these pieces may not be able to qualify as many pieces for 5-digit and 3-digit automation rates under a 150-piece rule as they would under a physically full tray rule. However, these mailers will not experience any more of a rate degradation than will any other letter mailer at automation rates. Testing with heavy letters has shown the Postal Service that heavier pieces reduce automation productivity. Thicker pieces also result in more tray handlings for the Postal Service, and increased use of cube in its transportation systems, as compared to an equal number of thinner pieces. It is noted that all but one of the commenters requesting application of rates based on physically full trays were Standard rate mailers. Standard Mail postage does not increase with weight as does First-Class Mail, which means the same minimum piece postage will be received regardless of the thickness of the pieces, up to the minimum per piece rate weight breakpoint. Accordingly, if the Postal Service allowed these thicker pieces to obtain rates at quantities of less than 150 pieces, the Postal Service would be granting a rate break to mail that will cost it more to process. Although the Postal Service has permitted heavier weight pieces to qualify for automation rates, we do not feel it is in our best interest to encourage mailers to increase the thickness of their pieces in order to lower their rate qualification thresholds. One commenter indicated he could fill a 1-foot tray with as few as 47 pieces. It would be hard to justify to the commenters to this rule who were concerned about rate degradation in terms of moving from a 50-piece per 3-digit qualification standard to a 150-piece qualification standard, why we were allowing a mailer of thicker pieces (and therefore more expensive to process) to qualify even fewer pieces

than are required today (47) for a 3-digit rate, while maintaining that they must continue to meet the 150-piece rule to qualify.

The Postal Service recognizes that the 150-piece sortation rules, when applied to pieces that fill 1-foot or 2-foot trays with fewer than 150 pieces may result in instances where mail ends up not being sorted to as fine a level as if a full tray rule were instituted. By the same token, the Postal Service will be obtaining finer levels of sortation through use of the 150-piece rule from thinner pieces. On average, the Postal Service feels that the 150-piece rule will provide a good level of sortation for most mail. In the past the Postal Service has attempted to fine-tune mailing standards and rates to meet the needs of a variety of unusual mailpieces that constitute a small percentage of the mailstream. The result was a Domestic Mail Manual and rate schedule that led to public outcries for ''simpler rules.'' As indicated in past notices and proposals, another benefit to having only one set of preparation criteria is simplicity. Currently the Postal Service provides three different types of sortation for barcoded letter mail. It strongly wants to maintain only one type of preparation under Classification Reform. Classification Reform to a great extent is about simpler preparation rules, and the Postal Service has determined to keep it that way. Therefore, the final rules in this notice retain the 150-piece rules and do not permit qualification for rates based on an indeterminate number of pieces that would produce a physically full tray.

c. Overflow Trays

One commenter disagreed with the Postal Service's proposal to require use of overflow trays in those instances where the 150-piece rule is applied. The Postal Service is retaining this rule in order to ensure that mail is sorted to the finest extent possible.

d. Use of both 1-foot and 2-foot trays

Fifteen commenters responded to the Postal Service's proposal to require letter-size mailings to be prepared in a combination of 1-foot and 2-foot trays in a manner that will result in the fewest number of trays. Seven commenters stated that use of two sizes of tray should be left to the mailer's discretion in that it will be in the mailer's interest as well to use the fewest number of trays. Three of these commenters indicated that the Postal Service could re-evaluate making this a standard at a later date if it finds mailers are not preparing mail in an economical fashion. Five commenters had concerns about pallet preparation in that use of two sizes of tray could lead to unstable shipments. One of these commenters requested that all 1-foot or all 2-foot trays be permitted for purposes of building pallets. Five commenters were opposed to this standard stating it will create a very difficult manufacturing operation to manage and will cause significant production costs. One of these commenters indicated it will eliminate his ability to automate the sleeving and banding process and doubles the capital and space needed. Two commenters were concerned whether the Postal Service will have adequate supplies of the different sizes of trays. One of these commenters was particularly concerned about the availability of extended mail trays. This mailer indicated difficulties in obtaining adequate quantities of extended mail trays now and asked the Postal Service to indicate the steps it is taking to ensure adequate supplies since moving mail from extended mail trays to standard letter trays jeopardizes their mail production strategy. Another commenter similarly stated that shortages of 1-foot trays that would result in mailers having to use only 2-foot trays in their mailings would result in problems in determining drop shipment loads and would increase cube space needed on transportation. One commenter stated required use of both 1-foot and 2-foot trays will be a barrier to mailers preparing Automation mail.

The 150-piece minimum quantity to qualify for automation letter rates is based on the preparation of average size pieces in a 1-foot tray in order to make it easier for mailers to qualify for those rates, and to provide more full trays to direct destinations thereby 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. The Postal Service does not want to potentially double its number of tray handlings by allowing a mailing to be prepared entirely in 1-foot trays. Also, the Postal Service does not want to increase transportation costs by shipping an increased number of less-than-full 2-foot trays. Accordingly, the standard to use both 1-foot and 2-foot trays where appropriate is considered necessary by the Postal Service. The final DMM language contained herein requires mailers to fill as many 2-foot trays as possible before filling 1-foot trays.

The Postal Service recognizes that this standard 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 as to what size tray mail should be placed in as well as indicating where the tray breaks are. 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 is anticipating the increased need for both sizes of trays and has purchased additional supplies. In addition the Postal Service is continuing to review the need to purchase more trays. If local shortages of a particular size tray develop, mailers will have to tray using the tray size that the Postal Service provides. For example, if only 2-foot trays are provided, all mail would be placed in 2-foot trays. If only 1-foot trays are provided, the entire mailing would be placed in 1-foot trays. 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 different mailings should help mailers to build stable pallets. An exception is that pieces at automation rates must not be combined with mail at nonautomation rates on 5-digit pallets. The standard to place destination delivery unit trays on the top of the pallet has also been eliminated. Accordingly, mailers may build pallets of trays based solely on the weight of the trays (heavier trays must be on the bottom) and the pallet destination.

Since mailers will be required to use a combination of 1-foot and 2-foot trays for all letter mail, including presorted nonautomation mailings, the Postal Service does not agree that this standard will be a barrier to automation.

e. Tray Sleeving and Strapping

Six commenters responded to the Postal Service's proposal to require that all trays used to prepare letter-size mailings be both sleeved and strapped with limited exceptions for mail destined for the service area of the entry post office and an exception to strapping only for trays contained on 5-digit, 3-digit, and SCF pallets. Two commenters requested that the Postal Service eliminate this standard because it requires a private equipment purchase on the part of mailer's and an increase

in their processing burdens. These commenters pointed out that the Postal Service already has adequate capacity to strap all outgoing trays, and one suggested that the Postal Service use stretchwrapped pallets in its outgoing processing of mail to decrease its own need for strapped trays. Two commenters requested that the Postal Service delay implementation of this standard to allow mailers time to purchase and install strapping equipment, one suggesting at least a 6-month delay. Two commenters pointed out a discrepancy between the language in the comments section of page 66595, section p, proposed DMM M045.5.5 (which implied mail on any stretchwrapped pallet was exempt from strapping standards), and the lack of changes to P014.4.14c which requires all trayed mail submitted under value added refund procedures be both sleeved and strapped.

The Postal Service will require sleeving and strapping of all trays of mail prepared under all reformed subclasses, with the exception that mail entered within the service area of an SCF which is for delivery within the SCF area may obtain a local exception to the tray strapping standard, and that strapping of individual trays placed on stretchwrapped 5-digit, 3-digit, and SCF pallets will not be required. All trays in all circumstances will be required to be sleeved. Mail transported without first being sleeved is susceptible to spillage and damage during transportation and handling. This is especially true for automation mail in which full trays will not contain banded packages. 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 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 of this mail, however, it has been determined that sleeving will still be necessary.

For palletized mailings, sleeving will be required for all trays, but strapping will be required only for trays placed on ADC, ASF, BMC, mixed ADC, and Mixed BMC pallets. These pallets must be broken down and the trays further transported before reaching the local SCF or plant and accordingly must be strapped to maintain their integrity during handling and transportation.

The discrepancies in the DMM language contained in the proposed rule have been corrected in this final rule to reflect the above policy, which will apply to all mail including that prepared under value added refund provisions.

The Postal Service will require sleeving and strapping effective July 1, 1996. A major element of the Postal Service's Classification Reform initiative is to remove costs from the postal processing system, thereby enabling rates to remain stable for longer periods of time. Accordingly, the Postal Service believes implementation of this standard at the time Classification Reform is appropriate.

f. Elimination of 3-Digit Carrier Routes Trays.

One commenter stated that the Postal Service may be seriously underestimating the number of 1-bundle trays that will be created by elimination of 3-digit trays for barcoded carrier route mail. This mailer indicated that he currently prepares a lot of 3-digit trays which each contain only a few carrier route bundles for different 5-digit areas. He indicated that almost every bundle currently in 3-digit carrier routes trays will be required to be prepared in a separate 1-bundle, 1-foot tray upon implementation of Classification Reform. He believes these trays will be a problem to both mailers and the Postal Service in terms of the increase in the number of trays needed to prepare a mailing, and the resultant increase in the amount of air being shipped in those trays which will impact drop shipment efforts.

The Postal Service recognizes that elimination of 3-digit carrier routes trays will increase the total number of trays needed to prepare the carrier route portion of automation First-Class mailings and to prepare Enhanced Carrier Route mailings. However, preparation of carrier route mail in direct carrier route or 5-digit carrier routes trays will eliminate the breakdown and distribution of 3-digit carrier routes trays at the plant level. This means trays can be routed directly to the appropriate piece of automated equipment, or to the postal facility where the carriers are located, without costly and time consuming resorting of the mail in 3-digit trays. The use of 1-foot trays for those 5-digit areas having only a few or one carrier route package should eliminate a lot of the air being shipped both by mailers and the Postal Service. Mailers will need to make their own cost-benefit analyses concerning whether drop shipment will be beneficial to them. The Postal Service has increased its procurement of 1-foot trays in order to meet the anticipated demand under Classification Reform.

g. Banding Material for Package Preparation

Five commenters responded to the proposed standards that would prohibit use of string or plastic strapping for preparation of packages in less-than-full trays of automation mailings, and would require use of separator cards in lieu of any banding material in full 5-digit carrier routes trays within automation First-Class and automation Enhanced Carrier Route mailings. Five commenters were opposed to the prohibition of string or plastic banding on automation mail, and one other to the prohibition against plastic strapping only. One commenter indicted it would cost him $150,000 to replace tying machines, and that he can't use rubber bands because of carpal tunnel syndrome complaints from his employees. One commenter was concerned primarily because it is problematic to have several different standards for different mailings within the same mailing job, such as in some places it is required to use separator cards, in some instances they are prohibited, sometimes rubber bands are required, and sometimes string and plastic strapping is required. This commenter would like the standards to be consistent for all mailings since having different standards causes mailer operational problems in terms of supply inventories, training, processing, and quality checking. One commenter indicated that the rules are not clear and appear to be contradictory in different places in the proposed DMM language.

The standards for preparing packages or group separations for First-Class, Regular Standard, Enhanced Carrier Route Standard, and Regular Periodicals are contained in DMM M020.3.0. The Postal Service has determined to continue to allow packages in automation related mailings (automation First-Class, automation Regular Standard, automation Enhanced Carrier Route Standard, and automation Regular Periodicals, as well as upgradable Presorted First-Class and upgradable nonautomation Regular Standard Mail), to be prepared using either rubber bands, elastic strapping, plastic strapping, or string. However, preparation using rubber bands or elastic strapping is optimal for efficient Postal Service handling of the aforementioned automation-related mailings because this material is quick and easy to remove and eliminates the

debris created by removal of string and plastic strapping. Accordingly, the Postal Service encourages mailers to prepare letter-size mailings using rubber bands or elastic strapping under Classification Reform and plans at some future point to institute this standard for automation and upgradable mailings. The Postal Service will work with mailers on the timing of making rubber bands a requirement.

In certain locations the Postal Service may take 5-digit carrier routes trays and sort them using automated equipment to individual carrier routes for subsequent DPS sequencing on CSBCS equipment. Accordingly, the Postal Service is retaining the standard to prepare full 5-digit carrier routes trays within automation mailings with separator cards. However banding material must be used in all other instances where packaging is required, (less-than-full trays or any trays consisting entirely of postcard-size pieces within automation and upgradable mailings, and all packages prepared for presorted nonautomation letters and all presorted flats).

h. Machinability (Automation-Compatible) Standards

One commenter requested that the Postal Service relax its machinability standards (as they relate to automation mailings) to allow more mailers to prepare automation mail.

The Postal Service cannot spontaneously relax machinability standards. The current standards are based on the type of mail that is capable of being processed on currently available Postal Service MLOCR and barcode sorting equipment.

i. Standards for Upgradable Mail

One commenter would like to see handwritten mail permitted to be prepared under the upgradable option for nonautomation Presorted First-Class and nonautomation Regular Standard Mail.

The upgradable option for nonautomation mail is for mail that has a high likelihood of being read by current optical character readers (OCRs). The Postal Service does not at this time wish to extend the upgradable preparation option to mail that would require more costly RBCS processing.

4. Flat Mail

a. Palletization Sortation Standards

Three comments were received in regard to the new palletization make-up standards that: contained revised levels of pallet sortation, and added a standard that all mail presented on pallets be sorted to pallets to the finest extent possible. One commenter indicated support of the standard allowing 10% of the total pallets to be working pallets since it will eliminate most sacks and thereby streamline production lines and improve the quality of mailpieces. One commenter requested clarification as to whether automation Standard trayed letter mail would be required to be sorted to SCF and BMC pallets, and if so would they still be eligible for destination BMC/SCF discounts. One commenter stated the new preparation standards are a rate increase without a rate case due to the need for new software and more labor by mailers.

If presented to the Postal Service on pallets, trayed automation Standard letter mail will be required to be sorted to SCF and BMC pallets (and ASF pallets if drop shipment rates are claimed at ASFs). Up to 10% of the mail on these pallets could be submitted on Mixed BMC pallets. Trayed mail on SCF pallets will be eligible for SCF discounts if entered at the SCF facility, and carrier route, 5-digit carrier routes, 5-digit, 3-digit and ADC or AADC trays for destinations within the service area of the BMC or ASF will be eligible for BMC discounts if entered at the BMC or ASF. Determination of BMC rate eligibility for all mail in AADC trays and for all mail in ADC trays, sacks, or packages placed on pallets, will be made based upon whether the ADC or AADC 3-digit ZIP Code that appears on the top line of the tray or sack label in DMM L004 (or the ZIP Code assigned to the ADC in DMM L004 for the package) is within the BMC service area.

As pointed out in previous notices, although there is a standard to prepare letter-size mail in trays, there is no standard to place those trays on pallets. However, if mailers choose to palletize trays of letter-size mail, the trays must be palletized according to the sortation standards set forth in DMM M040.

The standard to sort all mail placed on pallets rather than submitting unsorted mail on working pallets is necessary for efficient Postal Service operations. Receiving unsorted mail on a pallet means that the pallet must be staged somewhere in the plant where it must be broken down, sorted to other containers, and dispatched. When large quantities of unsorted pallets are received at a plant, the facility can run out of space to place the pallets that are waiting to be broken down and sorted. In most instances it is more efficient to unload the contents of bedloaded trucks at a BMC directly into the sortation stream than it is to move a working pallet to a staging area, break it down, and then direct it to a sorting operation. The purpose of palletization of mail is to allow the Postal Service to cross-dock entire pallet loads of mail to particular destinations eliminating the need to break down and sort all the pallets at the entry postal facility. Accordingly the Postal Service is retaining the standard that mail presented on pallets must be sorted to required destinations with a minor portion (no more than 10%) received on working pallets.

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

Eight commenters had concerns regarding the preparation of mailpieces that meet the size standards for a letter size piece as well as the size standards for an automation flat-size piece.

Six commenters stated that mailers should have the option of preparing their mail in a manner associated with the rates they are paying. That is, if a mailer chooses to pay rates associated with flat-size mail, the mailer should be able to prepare this mail as a flat in sacks, or as packages on pallets; and conversely, if a mailer chooses to pay letter rates the mail must prepared in trays or preferably in trays on pallets.

The Postal Service disagrees with this position. The Postal Service processes mail in different mailstreams based on the mail processing category of the mailpiece, i.e., letter, flat, automation flat, machinable parcel, irregular parcel or outside parcel. The mail processing categories are defined by the size dimensions or size and weight and other physical characteristics of the mailpieces as defined in DMM C050. Therefore, even if a letter pays a flat rate it would be processed by the Postal Service as a letter. The Postal Service therefore wants letter-size mail prepared in trays and the trays labeled to show they contain letter-size pieces so they can be directed to the appropriate letter processing stream. Letter and nonletter rates are developed on the basis that mail meeting the letter-size characteristics is processed as letters and mail meeting the flat-size or parcel characteristics is processed as flats or parcels as appropriate. Accordingly, the DMM standards reflected in this notice will require mail meeting the letter-size dimensions in DMM C050 to be prepared as a letter. The one anomaly in this rule is the automation flats category. Flat sorting machines can handle some smaller pieces that overlap into the letter-size processing category, and in the interest of encouraging preparation of barcoded flat mail, the Postal Service allowed this smaller mail to qualify for the barcoded flat rates. Accordingly the Postal Service will

continue to allow letter-size mail that also meets the size dimensions for an automation flat to be prepared according to the preparation standards for a flat, but only when such pieces are presented as part of an automation flats mailing.

In the proposed rule, the Postal Service proposed an accommodation for mailers of pieces that meet both the letter and Automation flats dimensions if they prepare that mail as packages on pallets. Under this accommodation, the Postal Service proposed that when a portion of the mailing job consisted of such pieces and was prepared as an automation flats mailing of packages on pallets, the Postal Service would allow the entire mailing job, which could include Enhanced Carrier Route and nonautomation Regular Standard mail, to be prepared as packages on pallets if no more than 10% of the total number of pieces in the mailing job were claimed at nonautomation Regular rates and provided the pieces claimed at the nonautomation Regular rates were paid at the non-letter rates. This was in recognition that mailers who prepare mail in packages on pallets would have more efficient mail preparation operations if allowed to prepare an entire mailing job in the same manner. Seven commenters disagreed with the 10 percent limit on the Regular mail (now nonautomation Regular Standard Mail). Six of these commenters reiterated the reason above, that if they are paying flats rates they should be able to prepare their mail as a flat without limit. One commenter indicated he didn't understand the rationale, especially if pieces over 3 ounces are not run on automated letter sorting equipment. One commenter stated that the 10% limit should be increased to 15% to accommodate the mail that previously could have been prepared as part of a barcoded flat mailing under the 85/15 barcoding rules. One commenter stated that if there was no limit on carrier route mail there should be no limit on the amount of Regular mail prepared in the mailing job. This commenter further indicated that there appears to be insufficient justification in terms of Postal Service benefits to offset complications in mailer operations.

At the time the Postal Service proposed this accommodation to mailers preparing packages on pallets, it was working under the terms of its proposal to the PRC in which the Enhanced Carrier Route subclass did not contain separate rates for letter and flat mail. The Postal Service determined that it would overlook any additional preparation costs it incurred by not having the letter-size carrier route mail prepared in trays since there was no separate letter rate. However, the PRCs recommended decision approved by the Governors includes separate letter and flat rates for Enhanced Carrier Route mail. This change in the rate structure, together with fairness issues related to giving an exception for palletized mail but not for sacked mail, has caused the Postal Service to rethink its proposed accommodation for palletized mail. As reiterated in the beginning of this section and elsewhere in the comments concerning letters, the Postal Service is handling all letter mail in trays in its internal operations and for the sake of processing category recognition and efficiency in handling, wants all letter mail presented for entry by mailers to be prepared in letter trays. The Postal Service believes that preparation of letter-size Enhanced Carrier Route mail as well as nonautomation Regular letter mail in trays, and preferably in trays on pallets, is the most efficient preparation for its operations. The Postal Service will therefore not offer the exception set forth in the proposed rule, for palletized mailing jobs that contain a portion prepared as an automation flats mailing indefinitely. That exception will be terminated on January 1, 1997. At that time the Postal Service will provide that, for mailing jobs consisting of mailpieces meeting the definitions of both a letter and an automation flat, only the portion submitted as an automation Regular Standard flats mailing may be prepared as a flat. Letter-size pieces entered as Enhanced Carrier route and nonautomation Regular mailings must be prepared according to their letter-size classification as trayed mailings, and preferably as trays on pallets.

c. Physically Full Flats Trays

One comment was received that supported the Postal Services proposed definition of a full flats tray as one that is physically full. This is further defined in DMM M011.1.3 as a minimum of a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds. When there is additional mail for the same tray destination and additional pieces can be stacked in the tray, it must be further filled to capacity.

5. Periodicals

Two mailers submitted comments concerning the proposed Publications Service subclass standard. As the Publications Service subclass was not recommended by the PRC, these comments will not be addressed.

6. Addressing

a. Move Updates

Eighteen comments were received concerning the proposal to require automation First-Class and Presorted First-Class mailers to update the addresses of their customers who have moved within 6 months of the mailing date. One commenter supported the proposal. One commenter stated there was no support for the proposal within the mailing industry.

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

Use of the endorsement ''Address Correction Requested'' means the mailpiece will be returned to the sender with the new address information affixed. This service is provided at No Additional Charge to the mailing customer. The mailer may then update the address information, use a new envelope and mail the piece to the new address.

Use of the endorsement ''Forwarding and Address Correction Requested'' means 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. This notice can be used to update the mailers address and costs $0.50 for each notice.

Use of Address Change Service provides the mailer with an electronic notice of new address information instead of a hard copy notice. Electronic notices cost $0.20 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 so long as the mailer can certify that each address in a First-Class mailing has been updated for customer moves within 6 months prior to the date of the mailing.

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.

Use of these move update methods on mailings in other classes would meet the standard for the addresses in the mailing list and qualify them for access to automation First-Class or Presorted First-Class rates. Any new addresses added to the mailing list would be ''move updated'' during the next scheduled processing of the addresses.

One commenter stated that they are unable to use the current methods and two said they were too costly. The Postal Service incurs costs to rehandle

undeliverable-as-addressed mail and also incurs 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 provide flexibility to mailers in meeting the proposed standard, including the ''no fee'' Address Correction Requested endorsement.

Three commenters asked that implementation of the standard be postponed to allow time to adjust and obtain move updates. The Postal Service believes this proposal has merit. The Postal Service recognizes that many mailers will need to revise their addressing systems to accommodate move updating. Some will have to learn to use electronic update systems. Others will need to use up stocks of envelopes that do not bear an endorsement. Some mailers may need to experiment with several options, such as the impact of the two different endorsements, to determine which makes the best business sense for their operations. The Postal Service also wants to avoid creating a semi-annual ''crunch'' of demand for NCOA and ACS services that might occur if Move Update was implemented at the same time as the rate and classification changes resulting from Classification Reform. 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 automation First-Class and Presorted First-Class mailings on complete move update qualification until January 1, 1997. This ''ramp up'' compliance period should give all concerned customers more than enough time to decide on the 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 expressed concern about the availability of service from NCOA licensees. The Postal Service believes the existing group of licensees has the capacity to continue to provide their services to mailers within the terms of the license (process and return address files within 7 business days of receipt.) If Postal Service determines that a legitimate need exists, it will increase the number of licensees.

Several commenters also asked that implementation be postponed indefinitely until other methods to do move updating, such as the Multiline Forwarding System, have been approved. The Postal Service does not believe that such an open-ended delay is warranted, given the wide range of current options. Excellent progress has been made towards the implementation of the Multiline Forwarding System, now known as FASTFORWARDsm. The Postal Service expects the implementation process to continue on schedule with certification of the operating systems to occur during the summer of 1996. Mailers who choose this option will be able to meet the Move Update requirement well before the end of the ''ramp up'' period. The Postal Service plans to continue to work with MLOCR users through the Mailers Technical Advisory Committee and the Multiline Users Group on the development of the FASTFORWARDsm. As marketplace demands create a need, the Postal Service will also consider expanding the range of options in the existing services. For example, this might include adding additional notification options in Address Change Service beyond the current ones available.

Three commenters inquired if their in house address correction centers, to which they have devoted significant resources, might be certified as meeting the standard. For those mailers who believe 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 for their customer. The simple and straightforward use of the endorsement would meet the proposed standard with no difficulty, need only be applied to all addresses on the list at least once within the 6 months prior to the date of 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 which are well maintained by special mailer move correction processes. The Postal Service will discuss additional alternatives with members of the Mailers Technical Advisory Committee and other industry representatives.

Three other commenters inquired 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 if 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 feel they are prohibited from using Postal Service provided corrections. In most cases, mailers are expected to update their mailing addresses promptly. However the Postal Service recognizes that in some industries there may be legally mandated limits on the address that can be used in certain customer communications. 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 which the customer could sign and return. Address information could then be updated in the mailer's records prior to the next mailing cycle.

b. Carrier Route Sequencing Standards

16 comments were received on the proposed standards to sequence basic Enhanced Carrier Route Standard mail and Publications Service Periodicals carrier route mail. The proposal required update of sequence information to be done through any of the established sequencing methods or, for basic carrier route rates, use of the newly developed Line-of-Travel (LOT) product.

Two commenters said they would be unable to sequence their mailings. Two others asked that the High Density rate category in Enhanced Carrier Route Standard Mail be allowed to use line of travel sequence rather than exact walk sequence.

The Domestic Mail Classification Schedule which was recommended by the PRC and approved by the Governors specifies that High Density Enhanced Carrier Route Standard and High Density Regular Periodicals mailings must be prepared in walk sequence, and this requirement is incorporated in the DMM final rules. The approved DMCS provides that basic nonautomation Enhanced Carrier Route mail and basic automation Enhanced Carrier Route

mail be sequenced as prescribed by the Postal Service. The DMM language in this final rule prescribes that nonautomation basic Enhanced Carrier Route must be sequenced using either LOT or walk sequence. Sequencing will not be required for automation Enhanced Carrier Route letters. Furthermore, the approved DMCS does not specify sequencing for basic carrier route Regular Periodicals. Accordingly, the Postal Service has determined that sequencing will not be required for those rates in the final DMM standards.

Four commenters asked that, where sequencing is required, the Postal Service accept either ascending or descending order for sequencing. Commenters added that the turns in production runs may vary and it would be difficult to accurately predict which direction may result. One also speculated that the efficiencies gained would be the same going from end to beginning of the route as they would from beginning to end of the route. The Postal Service will identify mailers whose mailings are frequently in reverse order and work with them to ensure mailings are presented in the proper order.

Eight comments were received concerning the availability of the LOT product. LOT has been available for subscription since July 1995. Implementation of the sequencing standards will occur with the implementation date for Classification Reform. Mailers who are interested in obtaining the Line-of-Travel product should contact the National Customer Support Center at 1–800–238–3150 for subscription information. Continuing updates of LOT sequence information will occur with the same frequency that carrier route codes are updated.

c. Five Digit ZIP Code Verification

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 standard for all presorted mail. Those who are unwilling to verify that the ZIP Codes they apply to mailpieces will not be allowed access to discounted postage rates that are based on ZIP Code presortation.

One commenter asked if the results of CASS processing would verify ZIP Code accuracy. If the mailer uses certified software and updates the ZIP Code information using the software, this would be considered a acceptable verification method. One commenter said the standard should not be implemented because the Postal Service has received the revenue and can just discard Standard rate mail if it is undeliverable. The Postal Service disagrees. The Postal Service would still incur all the transportation and processing costs in addition to waste disposal fees.

Two commenters asked for a longer implementation period. Mailers will be expected to identify the method used to verify the ZIP Code information and sign a certification of verification attached to the postage statement. The Postal Service has decided to allow mailers 3 months from the date of Classification Reform implementation to verify the accuracy of their 5-digit ZIP Code information. The Postal Service believes this October 1, 1996, date provides adequate time in which to verify ZIP Code information. One commenter asked who would be responsible for ensuring ZIP Code accuracy. The person in control of the address would be responsible, however, others may offer services which would provide the verification. For example, an MLOCR could be used to apply a barcode representing the correct ZIP Code or a service bureau may offer a verification service as a part of their service line.

d. Carrier Route Updates

Five comments were received about the proposal to update carrier route information within 90 days of the date of mailing. Two comments suggested that the coding date should be 120 days, not 90 and one suggested 180 days. Two commenters questioned if the important date was the date of coding or the date of the AIS product being used. It appears that some commenters misinterpreted the chart which was included in the last Federal Register concerning this issue. The chart indicated all of the possibilities when data products would be valid for use, not how long the codes assigned by using the product would be valid. Carrier route assignments are more frequently changed to accommodate the operational needs of the Postal Service to balance a carrier's workload. Thus, the Postal Service believes 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 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 such time as new AIS products have been released by the Postal Service.

e. Address Information System Product Cycle Changes

Eight comments were received concerning the proposed increase in the frequency of required updates to AIS products. One commenter suggested the Postal Service publish a separate Federal Register notice to ensure that all affected parties are aware of the proposed changes. Three stated that it is difficult to implement the ZIP+4 product releases within the required 45 day window and that to add CRIS within the same window would be impossible. Another commenter added that they have experienced difficulty with software vendors fulfilling product updates consistently. Two other comments expressed concern about the possible cost increases. To ensure a smooth transition to the bimonthly product cycle, the Postal Service will begin bimonthly product fulfillment with the October 15 product release. Thereafter products will be released on December 15, February 15, April 15, June 15, and August 15. The Postal Service believes it has given adequate notice of these proposed changes through the various notices and mailer meetings that have been a part of the Classification Reform implementation effort. It also believes that the benefits which will accrue from more timely updates justify the additional effort that mailers will need to make to incorporate these product releases. However, as part of its customer information commitment, the Postal Service will continue to work with the vendor industry to resolve any remaining concerns about product production and fulfillment.

C. Examples of Standardized Documentation

The following pages show examples of documentation that would be produced under the requirements for standardized documentation described below.

BILLING CODE 7710–12–P

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M810 Date:

STANDARD MAIL AUTOMATION - Letters/Cards

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest	CB	5B	3B	BB	Running Total
1	1	CRD	74102	B050	148				148
2	1	CR5	74102	B050	25				173
3	1	CR5	75221	C080	15				188
				R009	20				208
				B090	30				238
4	2	CR5	87103	C002	151				389
				C016	222				611
5	2	5DG	82033			400			1011
6	2	5DG	92011			384			1395
7	1	3DGS	840	840			100		1495
				841			20		1515
				843			58		1573
8	1	3DGS	923	923			91		1664
				924			12		1676
				925			56		1732
9	2	3DG	802				450		2182
10	1	3DG	802				131		2313
11	1	AADC	550	550				76	2389
				551				75	2464
				556				14	2478
12	2	AADC	870	865				48	2526
				871				79	2605
				872				32	2637
				877				111	2748
				884				93	2841
13		MAAD	320	A507				12	2853
				A603				6	2859
				A702				42	2901
TOTALS					611	784	918	588	2901

Rate Summary	Pieces
Automation Carrier Route (CB)	611
Automation 5-Digit (5B)	784
Automation 3-Digit (3B)	918
Automation Basic (BB)	588
TOTAL Auto.	2,901

STANDARD MAIL REGULAR NONAUTOMATION - Letters (Nonupgradeable)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M610 Date:

Tray #	Tray Size	Tray Lvl	Tray ZIP	Pkg Dest	Rates 3/5	BS	Running Total
1	2	5DG	12345	12345	110		110
2	1	3DG	123	12345	14		124
				12348	10		134
				123	31		165
3	2	5DG	20852	20852	57		222
4	2	3DG	280	28053	19		241
				28057	26		267
				280	63		330
5	1	3DG	282	280	40		370
6	2	ADC	280	28112		20	390
				28601		17	407
				288		51	458
				A214		10	468
7	2	MADC	33298	31044		12	480
				60607		15	495
				421		16	511
				A590		22	533
				A852		21	554
				M33298		22	576
TOTALS					370	206	576

Rate Summary	Pieces
3/5-Digit (3/5)	370
Basic (BS)	206
TOTAL Reg. Nonauto.	576

STANDARD MAIL AUTOMATION - Flats (Sacked)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M820 Date:

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Rates 3/5B	BB	Running Total
1	5DG	12345	12345	140		140
2	5DG	12367	12367	225		365
3	3DG	123	12345	10		375
			12348	78		453
			123	81		534
4	ADC	120	12403	13		547
			12551	28		575
			12990	19		594
			121	23		617
			127	40		657
			A120		16	673
5	3DG	146	14621	75		748
			146	56		804
6	ADC	140	14201	100		904
			14911	10		914
			149	80		994
			A140		10	1004
7	MADC	33298	31044	12		1016
			421	16		1032
			A622		41	1073
			M33298		32	1105
TOTALS				1006	99	1105

Rate Summary	Pieces
Automation 3/5 (3/5B)	1,006
Automation Basic (BB)	99
TOTAL Auto.	1,105

STANDARD CLASS REGULAR NONAUTOMATION - Flats - Sacked
(Use same format for irregular Parcels)

Report: USPS Qualification Report
Entry: Schenectady, NY 123
Sort: Standard Mail, DMM M610

Mailer: Gump's Mailing Service
Mail ID: 12345ABC
Date:

Page: 1

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Rates 3/5	BS	Running Total
1	5DG	12345	12345	140		140
2	5DG	12367	12367	225		365
3	3DG	123	12345	10		375
			12348	78		453
			123	81		534
4	ADC	120	12403		13	547
			12551		28	575
			12990		19	594
			121		23	617
			127		40	657
			A120		16	673
5	3DG	146	14621		75	748
			146		56	804
6	ADC	140	14201		100	904
			14911		10	914
			149		80	994
			A140		10	1004
7	MADC	120	31044		12	1016
			421		16	1032
			A622		41	1073
			M120		32	1105
TOTALS				534	571	1105

Rate Summary	Pieces
3/5-Digit (3/5)	534
Basic (BS)	571
TOTAL Reg. Nonauto.	1,105

STANDARD MAIL ENHANCED CARRIER ROUTE - Letters in Trays

(Example includes saturation rate qualification information which may be documented separately)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M620 Date:

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest	Rates WS	HD	CR	Running Total	Deliv Pts Mailed to	Total Actv Deliv	Total Resid Deliv	Per-cent-age
1	1	CRD	34002	B050		233		233				
2	1	CR5	34252	C080			124	357				
				R009			70	427				
				B090			28	455				
3	2	CRD	40203	BOO1		461		916				
4	2	CRD	40665	C023	501			1417				
5	1	CR5	40665	C023	34			1451				
				C046		186		1636				
6	1	CR5	40974	C010		197		1833	554	645		85.9
				R023	53			1886	500	500		100
7	2	CR5	41701	C028	431			2317	431		450	95.8
8	1	CR5	47656	R009			109	2426	9		9	100
				CO10			114	2540				
9	1	CR5	47734	B004			100	2640				
				C076		126		2766				
				C001			11	2777				
TOTALS					1019	1202	556	2777				

Rate Summary	Pieces
Saturation (WS)	1,019
High Density (HD)	1,202
Basic (CR)	556
TOTAL Enh. Car. Rt.	2,777

STANDARD MAIL ENHANCED CARRIER ROUTE - Flats (Packages in Sacks)

(Example includes saturation rate qualification information which may be documented separately)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Louisville, KY 402 Mail ID: 12345ABC
Sort: Standard Mail, DMM M620 Date:

Sack #	Sack Lvl	Sack ZIP	Group Dest	WS	Rates HD	CR	Running Total	Delv. Pts. Mailed to	Total Act. Delv.	Total Resid. Delv.	Per-centage
1	CRD	33902	B050		233		233				
2	CR5	34252	C080			104	337				
			R009			70	407				
			B090			28	435				
3	CRD	40203	BOO1		261		696				
4	CRD	40665	C023	278			974	278		278	100
5	CRD	40665	C046		186		1160				
6	CR5	40665	C024			34	1194				
7	CR5	40974	C010			19	1213				
			R023			53	1266				
8	CRD	41701	C028	231			1497				
9	CRD	41701	C028	200			1697	431		450	95.7
9	CR5	47656	R009	9			1706	9		9	100
			CO10			124	1830				
10	CR5	47734	B004			100	1930				
			C076			113	2043				
			C001			11	2054				
TOTALS				718	680	656	2054				

Rate Summary	Pieces
Saturation (WS)	718
High Density (HD)	680
Basic (CR)	656
TOTAL Enh. Car. Rt.	2,054

STANDARD MAIL ENHANCED CARRIER ROUTE - Flats (Packages in Sacks)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M620 Date:

Sack #	Sack Lvl	Sack ZIP	Group Dest	WS	Rates HD	CR	Running Total
1	CRD	33702	B050		233		233
2	CR5	34252	C080			104	337
			R009			70	407
			B090			28	435
3	CRD	40203	BOO1		261		696
4	CRD	40665	C023	278			974
5	CRD	40665	C046		186		1160
6	CR5	40665	C024			34	1194
7	CR5	40974	C010			19	1213
			R023			53	1266
8	CRD	41701	C028	231			1497
9	CRD	41701	C028	200			1697
9	CR5	47656	R009	9			1706
			CO10			124	1830
10	CR5	47734	B004			100	1930
			C076			113	2043
			C001			11	2054
TOTALS				718	680	656	2054

Rate Summary	Pieces
Saturation (WS)	718
High Density (HD)	680
Basic (CR)	656
TOTAL Enh. Car. Rt.	2,054

STANDARD MAIL TRAYS ON PALLETS - Letters
Example of Trays from Enhanced Carrier Route Mailing, Automation Mailing, and Upgradeable Regular Nonautomation Mailing Combined on Pallets
Use same format for sacks on pallets.

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 14
Entry: Jacksonville, FL 33203 Mail ID: 12345ABC
Sort: Standard Mail, DMM M610, 620, 800 Date:

PALLET #17 LEVEL: BMC DESTINATION: 90901

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest	WS	HD	CR	Rates 5B	3B	BB	3/5	BS	Running Total
1	2	CRD	91902	B050		233							20,233
2	2	CR5	91952	C080			124						20,357
				R009			70						20,427
				B090			28						20,455
3	2	CRD	92003	BOO1		261							20,716
4	2	CRD	92010	C023	221								20,937
5	2	CRD	92010	C023	221								21,158
6	2	CR5	92010	C023	24								21,182
				C046		186							21,368
6	1	CR5	92023	C010		127							21,495
				R023			53						21,548
7	2	CR5	92031	C028		237							21,785
8	2	CR5	92101	R009			109						21,894
				CO10			114						22,008
9	2	CR5	92110	B004			100						22,108
				C076		126							22,234
				C001			11						22,245
10	2	5DG	92121								237		22,482
11	1	5DG	92137					119					22,601
12	2	5DG	92138					232					22,833
13	2	3DGS	923	923					91				22,924
				924					82				23,006
				925					56				23,062
14	2	3DGS	923	923					71				23,133
				924					84				23,217
				925					60				23,277
15	2	3DG	928								222		23,499
16	2	3DG	928								236		23,735
17	2	3DG	930								221		23,956
18	2	3DG	932								219		24,175
19	2	3DG	934								217		24,392
20	2	3DG	935								224		24,616
					466	1,170	609	351	444		1,576		

Total Pieces on Pallet: 4,616
Pallet Weight: 1154 lbs

Rate Summary	Pieces	Rate Summary	Pieces	Rate Summary	Pieces
Saturation (WS)	466	Autmation 5-Digit(5B)	351	3/5-Digit	1,576
High Density(HD)	1,170	Automation 3-Digit (3B)	444		
Basic (CR)	609				
TOTAL Enh Car Rt	2,245	TOTAL Automation	795	TOTAL Reg. Nonauto.(Upg)	1,576

Provide pallet summary by rate for each pallet, and by mailing and entry point for plant-verified drop shipments (PVDS)
PALLET #, PALLET LEVEL, and Pallet DESTINATION information may be shown above the pallet detail listing or to the left of the detail listing. Sack number and size columns not required for sacks on pallets. Show tray numbers and tray size if information is available.

STANDARD MAIL - COMBINED/COPALLETIZED - Flats (Packages on Pallets)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 14
Entry: Chicago IL 606 Mail ID: 12345ABC
Sort: Standard Mail, DMM M045 Date:

(The two pallets listed below represent a partial listing of pallets in a large job.)

Pallet #	Pallet Lvl	Pallet ZIP	Package Lvl	Package Dest	WS	HD	CR	Rates 3/5B	BB	3/5	BS	Running Total
26	SCF	606	CR	60606 C021	550							18550
			CR	60606 C033	671							19321
			CR	60606 C048	589							19810
			5DG	60606				78				19888
			5DG	60606						11		19899
			CR	60707 C101		326						20225
			CR	60707 C113	602							20827
			5DG	60707				167				20994
			5DG	60707						22		21016
			3DG	607				243				21259
			3DG	607						163		21422
PALLET TOTALS					2412	326		488		196		

Rate Summary	Pieces	Rate Summary	Pieces	Rate Summary	Pieces
Saturation (WS)	2,412	Automation 3/5 (3/5B)	488	3/5-Digit	196
High Density (HD)	326				
TOTAL Enh. Car. Rt.	2,738	TOTAL Automation	488	TOTAL Reg. Nonauto.	196

Pallet total Pieces: 3422
Pallet Weight: 855 lbs.

(Continued on next page)

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 15
Entry: Chicago IL 606 Mail ID: 12345ABC
Sort: Standard Mail, DMM M045 Date:

Pallet #	Pal-let Lvl	Pallet ZIP	Package Lvl	Package Dest	WS	HD	CR	Rates 3/5B	BB	3/5	BS	Running Total
27	BMC	60808	5DG	46412				400				21822
			3DG	464				12				21834
			CR	53112 C003		130						21964
			5DG	53112				14				21978
			5DG	53711				49				22027
			3DG	539						85		22112
			5DG	60813				128				22240
			3DG	610				87				22327
			ADC	A606					423			22750
			ADC	A606							161	22911
PALLET TOTALS						130		690	423	85	161	

Rate Summary	Pieces	Rate Summary	Pieces	Rate Summary	Pieces
		Auto. 3/5-Digit (3/5B)	690	3/5-Digit (3/5)	85
High Density (HD)	130	Automation Basic (BB)	423	Basic (BS)	161
TOTAL Enh. Car. Rt.	130	Total Automation	1,113	TOTAL Reg. Nonauto.	246

Pallet total Pieces: 1,444 Pallet Weight: 361

(The totals below represent the total pieces in the combined mailings at each rate level and for the mailings)

TOTALS	18332	1211	641	12109	2357	773	835	36258

Rate Summary*	Pieces	Rate Summary*	Pieces	Rate Summary*	Pieces
Saturation (WS)	18,332	Auto. 3/5 (3/5B)	12,109	3/5-Digit (3/5)	773
High Density (HD)	1,211	Auto. Basic (BB)	2,357	Basic (BS)	835
Basic (CR)	641				
TOTAL Enhanced Car Rt	20,184	TOTAL Automation	14,466	TOTAL Reg. Nonauto.	1,608

Grand Total Pieces: 36,258 Grand Total Weight: 90,645 lbs.

For co-palletized mailings, add a column to further identify contents of packages by product or edition code, and a summary of the applicable rates for each product or edition by pallet and for the copalletized mailings. When documentation is printed, this column detail may be shown for only the first 20 pallets and every 20th pallet thereafter reported on the same documentation and verified at the same time provided the mailer maintains full package detail for 90 days and can provide it to the Postal Service upon request within 3 working days. When this abbreviated documentation is used, a summary of the applicable rates for each product or edition by pallet and for the mailing must still be shown.

***(Mailing summary by rate** : roll up of all rates for all pallets (by entry point) . For co-palletized mailings, provide pallet summary by rate for each product or edition by pallet and by mailing.*

PALLET # , PALLET LEVEL, and Pallet DESTINATION information may be shown above the pallet detail listing or to the left of the detail listing.

FIRST-CLASS MAIL AUTOMATION - Letters/Cards

Report: USPS Qualification Report Mailer: Gump's Mailing Service Page: 1
Entry: Chicago IL 606 Mail ID: 12345ABC
Sort: First Class, DMM M810 Date:

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest*	CB	5B	Rates 3B	BB	Running Total
1	1	CRD	74102	B050	148				148
2	1	CR5	74102	B050	25				173
3	1	CR5	75221	C080	15				188
				R009	20				208
				B090	30				238
4	2	CR5	87103	C002	151				389
				C016	222				611
5	2	5DG	82033			400			1011
6	2	5DG	92011			384			1395
7	1	3DGS	840	840			100		1495
				841			20		1515
				843			58		1573
8	1	3DGS	923	923			91		1664
				924			12		1676
				925			56		1732
9	2	3DG	802				450		2182
10	1	3DG	802				131		2313
11	1	AADC	550	550				76	2389
				551				75	2464
				556				14	2478
12	2	AADC	870	865				48	2526
				871				79	2605
				872				32	2637
				877				111	2748
				884				93	2841
13		MAAD	606	A507				12	2853
				A603				6	2859
				A702				42	2901
TOTALS					611	784	918	588	2901

Rate Summary	Pieces
Automation Carrier Route (CB)	611
Autmation 5-Digit (5B)	784
Automation 3-Digit (3B)	918
Automation Basic (BB)	588
TOTAL Auto. (letters or cards) 2,901	

*In Group Destination (Dest) column report separate groups within a tray level including: carrier routes in a 5-digit tray, 3-digit ZIP codes in scheme trays and in AADC trays, and AADC groups in a mixed AADC trays.

Note: If cards and letters are combined, separate rate columns and totals are needed for each.
Separate 500 piece minimums must be met for each
Separate rate columns must be included if 1, 2 and 3 oz. permit imprint pieces are included in mailing.

FIRST-CLASS MAIL PRESORTED - Letters/Cards (Upgradeable)

Report: USPS Qualification Report Mailer: Excellent Mailing Service Page: 1
Entry: Chicago IL 606 Mail ID: 23345ABC
Sort: First Class, DMM M130 Date:

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest*	Presort Pieces	Running Total
1	1	AADC	550	547	112	112
				551	93	205
2	2	5DG	62033		400	605
3	1	3DG	641		159	764
4	1	3DG	645		166	930
5	2	AADC	640	640	96	1026
				644	89	1115
				655	113	1228
				658	126	1354
6	1	3DG	840		197	1551
7	2	5DG	92011		384	1935
8	1	3DG	919		170	2105
7	2	3DG	931		415	2520
8	2	3DG	946		397	2917
9		MAAD	606	A507	15	2932
				A603	22	2954
				A702	11	2965
TOTALS					2965	2965

Rate Summary
Total Pieces Presorted Rate: (letters or cards) 2,965

* In Group Destination (Dest) column report separate groups within a tray level including: 3-digit ZIP codes in AADC trays and AADC groups in mixed AADC trays.

Note: If cards and letters are combined, separate rate columns and totals are needed for each.
Must be minimum of 500 pieces of each.
Separate rate columns must be included if 1, 2 and 3 oz. permit imprint pieces are included in mailing.

FIRST-CLASS MAIL PRESORTED -Letters/Cards (Nonupgradable)

Report: USPS Qualification Report Mailer: Friendly Mailing Service Page: 1
Entry: Albany NY 120 Mail ID: 33345ABC
Sort: First Class, DMM M130 Date:

Tray #	Tray Size	Tray Lvl	Tray ZIP	Pkg Dest	PresortPieces	Running Total
1	1	5DG	12345	12345	200	200
2	2	3DG	123	12345	10	210
				12346	50	260
				12347	40	300
				12348	100	400
				123	200	600
3	1	ADC	210	21211	11	611
				21445	32	643
				254	80	703
				A210	116	819
4	1	MADC	120	31044	12	631
				421	16	647
				A530	22	669
				A680	41	710
				M604	32	742
TOTALS					742	742

Rate Summary
Total Pieces Presorted Rate: (letters or cards) 742

Note: If cards and letters are combined, separate rate columns and totals are needed for each. Must be minimum of 500 pieces of each.
Separate rate columns must be included if 1, 2 and 3 oz. permit imprint pieces are included in mailing.

STANDARD MAIL REGULAR NONAUTOMATION - Letters (Upgradeable)

Report: USPS Qualification Report
Entry: Chicago IL 606
Sort: Standard Mail, DMM M610

Mailer: Excellent Mailing Service
Mail ID: 23345ABC
Date:

Page: 1

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest*	Rates 3/5	BS	Running Total
1	1	AADC	550	547		112	112
				551		93	205
2	2	5DG	62033		400		605
3	1	3DG	641		159		764
4	1	3DG	645		166		930
5	2	AADC	640	640		96	1026
				644		89	1115
				655		113	1228
				658		126	1354
6	1	3DG	840		197		1551
7	2	5DG	92011		384		1935
8	1	3DG	919		170		2105
7	2	3DG	931		415		2520
8	2	3DG	946		397		2917
9		MAAD	606	A507		15	2932
				A603		22	2954
				A702		11	2965
TOTALS					2288	677	2965

Rate Summary	Pieces
3/5-Digit(3/5)	2,200
Basic (BS)	677
TOTAL Reg. Nonauto.	2,965

* In Group Destination (Dest) column report separate groups within a tray level including: 3-digit ZIP codes in AADC trays and AADC groups in mixed AADC trays.

STANDARD MAIL REGULAR NONAUTOMATION - Letters (Nonupgradeable)

Report: USPS Qualification Report
Entry: Albany NY 120
Sort: Standard Mail, DMM M610

Mailer: Friendly Mailing Service
Mail ID: 33345ABC
Date:

Page: 1

Tray #	Tray Size	Tray Lvl	Tray ZIP	Pkg Dest	Rates 3/5	BS	Running Total
1	2	5DG	12345	12345	110		110
2	1	3DG	123	12345	14		124
				12348	10		134
				123	31		165
3	2	5DG	20852	20852	57		222
4	2	3DG	280	28053	19		241
				28057	26		267
				280	63		330
5	1	3DG	282	280	40		370
6	2	ADC	280	28112		20	390
				28601		17	407
				288		51	458
				A214		10	468
7	2	MADC	130	31044		12	480
				60607		15	495
				421		16	511
				A590		22	533
				A852		21	554
				M130		22	576
TOTALS					370	206	576

Rate Summary	Pieces
3/5-Digit (3/5)	370
Basic (BS)	206
TOTAL Reg. Nonauto.	576

FIRST-CLASS MAIL PRESORTED - Flats

Report: USPS Qualification Report Mailer: Friendly Mailing Service Page: 1
Entry: Albany NY 120 Mail ID: 33345ABC
Sort: First Class, DMM M130 Date:

Tray #	Tray Lvl	Tray ZIP	Pkg Dest	Presort Pieces	Running Total
1	5DG	12345	12345	96	96
2	3DG	123	12345	10	106
			12346	50	156
			12347	40	196
			123	91	287
3	3DG	123	123	186	473
4	ADC	210	2101O	11	484
			21411	22	506
			211	70	576
			A210	116	692
5	MADC	120	31044	12	704
			421	16	720
			A530	22	742
			A970	41	783
			M120	32	815
TOTAL				815	815

Rate Summary
Total Pieces. Presorted Rate: 815

STANDARD MAIL AUTOMATION - Flats (Sacked)

Report: USPS Qualification Report
Entry: Albany NY 120
Sort: Standard Mail, DMM M800

Mailer: Friendly Mailing Service
Mail ID: 33345ABC
Date:

Page: 1

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Rates 3/5B	Rates BB	Running Total
1	5DG	12345	12345	140		140
2	5DG	12367	12367	225		365
3	3DG	123	12345	10		375
			12348	78		453
			123	81		534
4	ADC	120	12403	13		547
			12551	28		575
			12990	19		594
			121	23		617
			127	40		657
			A120		16	673
5	3DG	146	14621	75		748
			146	56		804
6	ADC	140	14201	100		904
			14911	10		914
			149	80		994
			A140		10	1004
7	MADC	120	31044	12		1016
			421	16		1032
			A622		41	1073
			M120		32	1105
TOTALS				1006	99	1105

Rate Summary	Pieces
Automation 3/5-Digit (3/5B)	1,006
Automation Basic (BB)	99
TOTAL Auto.	1,104

STANDARD MAIL REGULAR NONAUTOMATION-
Flats & Irregular Parcels (Sacked)

Report: USPS Qualification Report
Entry: Albany NY 120
Sort: Standard Mail, DMM M610

Mailer: Friendly Mailing Service
Mail ID: 33345ABC
Date:

Page: 1

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Rates 3/5	BS	Running Total
1	5DG	12345	12345	140		140
2	5DG	12367	12367	225		365
3	3DG	123	12345	10		375
			12348	78		453
			123	81		534
4	ADC	120	12403		13	547
			12551		28	575
			12990		19	594
			121		23	617
			127		40	657
			A120		16	673
5	3DG	146	14621		75	748
			146		56	804
6	ADC	140	14201		100	904
			14911		10	914
			149		80	994
			A140		10	1004
7	MADC	120	31044		12	1016
			421		16	1032
			A622		41	1073
			M120		32	1105
TOTALS				534	571	1105

Rate Summary	Pieces
3/5-Digit (3/5)	534
Basic (BS)	571
TOTAL Reg. Nonauto.	1,105

BILLING CODE 7710–12–C

D. Summary of DMM Changes

The DMM revisions shown below are the revisions published in the December 22, 1995, proposed rule, as modified to reflect inadvertent errors, comment responses, and the recommendations of the PRC as approved by the Governors. These revisions use as their base the text of DMM Issue 49 (September 1, 1995) as amended thereafter by notices published in the Federal Register or Postal Bulletin. Revisions are described by module of the DMM. This list is intended as an overview only, and should not be viewed as definitive.

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. A new section is added to C810 to describe the standards for enclosed reply pieces.

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 consolidate the standards for First-Class Mail (excluding Priority Mail) into a unit on Presorted (nonautomation) mail and automation rate mail (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. E230 and E240 are reorganized to present, respectively, the presort (nonautomation) rate and automation rate eligibility standards for Regular Periodicals, and to separate the standards retained for Preferred Periodicals in E239 and E249. 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 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. Although the PRC's recommendation, as approved by the Governors, includes automation rate carrier route letter mail in the Enhanced Carrier Route subclass, for administrative purposes and for organizational simplicity in its rules, the Postal Service is presenting the standards for that mail as part of the broader standards in E641 (and, below, in M810) for automation rate Standard Mail.

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

G (General Information) and *I (Index Information).* No revisions are made except to update address information, indices, and the Summary of Changes.

L (Labeling Lists). Revisions in nomenclature are made throughout. L002 is reorganized to present information for all 3-digit ZIP Code areas to show where each 3-digit prefix is assigned for 3-digit, 3-digit/scheme, and SCF distribution. L003 is added to list the 3-digit ZIP Code areas that are combined for scheme sortation under specific new preparation standards. To reflect the wider use of the ADC network, current L101 is relocated and renumbered as L004, with distinctions shown where appropriate for the respective ADC destinations to which First-Class, Periodicals, or Standard Mail is to be directed. For irregular Standard Mail (formerly third- and fourth-class irregular parcels), L702 and L707 are renumbered as L603 and L604, respectively. To reflect other revisions to distribution networks that have eliminated SDC, state, and mixed states preparation, L201–203, L701, L703, L704, and L706 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 and to provide basic information about the Presort Accuracy Validation and Evaluation (PAVE) program. 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 published on December 21, 1995 (60 FR 66142–66149). 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 Presorted First-Class located in new M130. Preparation standards for nonautomation Regular 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 rate First-Class, Regular Periodicals, and 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) and the SDC, state, and mixed states preparation levels have been replaced with ADC and mixed ADC levels.

P (Postage and Payment Methods). Revisions in nomenclature are made throughout. P012 is amended to improve the definition of ''standardized'' documentation and to

include information about PAVE as a source for standardized postage documentation. P300 and P400 are revised and merged into new P600 to recognize the merger of third- and fourth-class into Standard Mail. P100 and P600 are revised to provide information about single-piece rate mail presented at the same time as a mailing at an automated rate. 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 those revisions to the DMM set forth below that have been specifically identified in the discussion as new proposals available for comment:

1. New standards applied to Periodicals that are similar to those adopted in this final rule for First-Class and Standard Mail:

a. All pieces in an automation rate mailing must be delivery point barcoded.

b. Presort and other preparation standards, including a 150-piece minimum for preparing trays of automation rate letter-size mail.

c. 5-digit ZIP Codes used in the addresses on nonautomation rate Periodicals must be verified annually for accuracy; mailers must certify this at the time of mailing.

d. Letter-size reply envelopes and cards enclosed in automation rate pieces must meet specific standards for automation-compatibility; mailers must certify this at the time of mailing.

2. Standards for documentation produced by Presort Accuracy Validation and Evaluation (PAVE) certified software and for standardized documentation produced otherwise. These standards are presented in P012, below; examples of documentation are also presented as part of this notice.

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:

* * * * *

A Addressing

A000 Basic Addressing

A010 General Information

[In 1.2d, replace ''second-class mail,'' and ''bulk third-class mail; fourth-class mail'' with ''Periodicals,'' and ''bulk rate Standard Mail (A); Standard Mail (B),'' respectively; remove the last sentence in 1.3; in 1.6, replace ''First-, third-, and fourth-class mail'' with ''First-Class and Standard Mail''; references ''E300, E400'' with ''E600''; and ''second-class mail'' with ''Periodicals''; in 4.3f, replace ''Second-class mail'' with ''Periodicals''; in 4.3g, replace ''Fourth-class mail'' with ''Standard Mail (B)''; in 7.0 (heading), replace ''Second-Class Mail'' with ''Periodicals''; in 7.1, replace ''First-, third-, and fourth-class'' with ''First-Class and Standard Mail''; in 7.2, replace ''second-class mail'' with ''Periodicals'' and ''2C'' with ''PER.''']

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 (heading and text), replace ''[S]econd- or [T]hird-[C]lass'' with ''Periodicals or Standard Mail (A)''; in 1.3 (heading and text), replace ''[T]hird-[C]lass'' with ''Standard Mail (A)''; in 1.4 (heading), remove ''Fourth-Class''; in 5.2a, replace ''Second-class'' with ''Periodicals''; in 3.8 (heading and text), replace ''[M]ailing [S]tatement'' with ''[P]ostage [S]tatement''; in 5.2b, replace ''[T]hird-class'' with ''Standard Mail (A)'' and remove ''fourth-class''; in 5.3, replace ''third- or fourth-class'' with ''Standard Mail.''']

* * * * *

A900 Customer Support Services

* * * * *

A930 Other Services

* * * * *

1.0 Delivery Statistics File

[Revise the fifth sentence as follows:]

* * * The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided quarterly (bimonthly effective October 15, 1996). * * *

2.0 AIS Products

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City/State 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 ''Quarterly'' and ''quarterly'' with ''Quarterly (Bimonthly effective October 15, 1996)'' and ''quarterly (bimonthly effective October 15, 1996),'' respectively.]

* * * * *

[Revise 5.0 as follows:]

5.0 Delivery Statistics

In post offices with rural delivery, highway contract box delivery, and post office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

a. Number of post office boxes rented.

b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).

c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

A950 Coding Accuracy Support System (CASS)

* * * * *

3.0 Date of Address Matching and Coding

3.1 Updating Standards

Unless Z4CHANGE is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be performed within 90 days of the mailing date for all carrier route mailings; within 6 months for automation rate First-Class, Regular Periodicals, and Standard Mail; and within 1 year for ZIP+4 and Barcoded rate Preferred Periodicals and Nonprofit Standard

Mail. All AIS products may be used immediately upon release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practical and need not wait until the ''last permissible use'' date to include the new information in their address matching systems. Effective with the October 15, 1996, database product release, the ''current USPS database'' product cycle is defined by the following matrix.

File release	Required use	Last permissible use
Use of file released on . . .	Must begin no later than . . .	And must end no later than . . .
Feb. 15	Apr. 1	May 31.
Apr. 15	June 1	July 31.
June 15	Aug. 1	Sept. 30.
Aug. 15	Oct. 1	Nov. 30.
Oct. 15	Dec. 1	Jan. 31.
Dec. 15	Feb. 1	Mar. 31.

* * * * *

5.0 Documentation

5.1 Requirement

Unless excepted by standard, each mailing submitted at an automation rate, at a carrier route Periodicals rate, or at an Enhanced Carrier Route Standard Mail rate, must be accompanied by documentation as described below.

* * * * *

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 Standards

[In 1.1 and 3.8, replace ''third-class'' with ''Standard Mail (A)''; in 1.7, replace ''C300'' and ''third-class mail'' with ''C600'' and ''Standard Mail (A),'' respectively; in 6.0, replace the reference ''G010'' with ''G020''; in 7.8 (heading), replace ''Scope'' with ''High-Density''; in 9.3, replace the reference ''I042'' with ''G042''; no other change in text.]

* * * * *

C020 Restricted or Nonmailable Articles and Substances

[In 4.1, remove ''Title.'']

[Revise the heading of C021 as follows:]

C021 Articles and Substances Generally

* * * * *

C023 Hazardous Matter

[In 10.7, replace ''40 CFR 172, Identification Number Cross Reference Index to Proper Shipping Names,'' with ''40 CFR 172''; in 11.2, replace ''Except under 10.10, parcels'' with ''Parcels''; in 11.6, replace ''mailing statement'' with ''postage statement''; 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

[Remove current 1.1 and 1.2 and replace with new 1.0 as follows:]

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.

* * * * *

C100 First-Class Mail

1.0 Dimensions

[In 1.2, remove the reference ''(see C400).'']

* * * * *

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 3½ inches high, 5 inches long, or 0.007 inch thick.

c. Not larger than 4¼ inches high, 6 inches long, or 0.016 inch thick.

* * * * *

2.8 Special Rules for Cards

Cards not mailed as Presorted 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 sorted to the finest extent possible and trayed as required for Regular Basic and 3/5 Standard Mail.

* * * * *

[Remove current 2.11 and renumber current 2.12 as 2.11; renumber current 3.0 as 4.0 and add new 3.0 as follows:]

3.0 Enclosures

Enclosures in double cards are prohibited. Envelopes and cards enclosed in automation rate First-Class Mail are subject to the corresponding standards in C810.

4.0 Nonstandard Mail

[Replace ''A piece of First-Class Mail weighing 1 ounce or less'' with ''Single-piece rate and Presorted rate First-Class Mail weighing 1 ounce or less, and not claimed at a card rate,''; no other change.]

* * * * *

[Revise the heading of C200 as follows:]

C200 Periodicals

[In 1.1, 1.2, 1.3, 1.4, 1.4a, 1.4b, 1.4c, 1.5a, 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, 1.3d, 1.8b, and 1.10c, replace ''[T]hird-[C]lass [Mail]'' with ''Standard Mail (A)''; in 1.4d, replace ''mailing statement'' with ''postage statement''; in 2.2c, replace ''First-, third-, or fourth-class'' with ''First-Class or Standard Mail''; in 2.4, replace ''Fourth-[C]lass [M]ail'' with ''Standard Mail (B)''; no other change in text.]

[Move current Exhibit [C300.]1.3 to new C600.1.1c and redesignate as Exhibit [600.]1.1c; retitle redesignated Exhibit 1.1c as ''Dimensions for Enhanced Carrier Route Standard Mail''; remove text of C300.]

[Move current Exhibit [C400.]1.2 to new C600.1.2b and redesignate as Exhibit [C600.]1.2b; remove text of current C300 and C400.]

[No change to C500.]

[Insert new C600, based on text of current C300 and C400, as follows:]

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 automation rates.

b. Within the standards for mailability in C010, there is no maximum size for nonautomation rate Regular and Nonprofit Standard Mail (A); all automation rate Standard Mail (A) is subject to the size and weight limits in C810 (letters) and C820 (flats), as applicable.

c. Except for automation Basic Carrier Route rate pieces and merchandise samples mailed with detached address labels (DALs), the maximum size for Enhanced Carrier Route Standard Mail is 11¾ inches high, 14 inches long, and ¾ inch thick (see Exhibit 1.1c). Merchandise samples whose dimensions exceed these maximums may be sent at the Enhanced Carrier Route rates if mailed using DALs, provided that the samples meet all other applicable standards and the DALs meet the standards in A060.

[Insert redesignated Exhibit [600.]1.1c.]

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, or 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.

[Insert redesignated Exhibit [600.]1.2b.]

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 ¼ inch or, if based on the placement (orientation) of the address, its length exceeds 11½ inches, its height exceeds 6⅛ 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.

4.0 Enclosures

Envelopes and cards enclosed in automation Standard Mail are subject to the corresponding standards in C810.

C800 Automation-Compatible Mail

[Renumber current Exhibit [C800.]8.3 as Exhibit 7.2b; replace text of current C810 with new C810 as follows:]

C810 Letters and Cards

1.0 Basic Standards

Letters and cards claimed at automation-based rates must meet the standards in 2.0 through 7.0, and the general and specific standards for mailability and mail class. Pieces claimed at a card rate must also meet the standards in C100.

2.0 Dimensions

2.1 Shape and Size

Each mailpiece must be rectangular and:

a. Not more than 6⅛ or less than 3½ inches high.

b. Not more than 11½ or less than 5 inches long.

c. Not more than 0.25 or less than

(1) 0.007 inch thick if not more than 4¼ inches high and 6 inches long; or

(2) 0.009 inch thick if more than 4–1/4 inches high or 6 inches long, or both.

2.2 Aspect Ratio

The length of a mailpiece divided by its height (aspect ratio) must be neither less than 1.3 nor more than 2.5.

2.3 Weight

Maximum weight limits are:

a. 2.5 ounces: upgradable Presorted First-Class, ZIP+4 Preferred Periodicals, upgradable nonautomation Regular Standard Mail, and ZIP+4 Nonprofit Standard Mail.

b. 3 ounces: automation First-Class Mail, automation Regular Periodicals, automation Standard Mail, and Barcoded Nonprofit Standard Mail.

c. 3.3062 ounces: automation Enhanced Carrier Route heavy letters (subject to 7.5).

d. 3.3087 ounces: automation Standard Mail heavy letters (subject to 7.5).

e. 3.4383 ounces: automation First-Class Mail, automation Regular Periodicals, and Barcoded Nonprofit Standard Mail heavy letters (subject to 7.5).

3.0 General Prohibitions and Restrictions

3.1 Wraps and Closures

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

3.2 Staples and Saddle Stitching

Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

3.3 Rigid and Odd-Shaped Items

Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to 5.0, odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing.

4.0 Tabs, Wafer Seals, Tape, and Glue

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) may be used as applicable to the

particular type of mailpiece under 7.0 if the sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, or delivery or return addresses. In all cases, additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

5.0 Flexibility

5.1 Ability to Bend

To ensure transport through automated equipment, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter drum.

5.2 Testing Flexibility

A mailer wanting to have mailpieces tested for flexibility must submit at least 50 sample pieces and a written request to USPS Engineering at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and level of preparation (e.g., presort). Engineering advises the mailer by letter of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece tested and serves as evidence that the piece meets the relevant standards. A copy of the letter must be attached to each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those tested and approved.

6.0 Outside Labels and Stickers

6.1 Use

Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at First-Class card rates or at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards.

6.2 Pressure-Sensitive Labels

Pressure-sensitive labels and stickers affixed directly to mailpieces before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label packages to sortation levels.

6.3 ''Sandwich'' Labels

A face stock/liner label (''sandwich'' label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

7.0 Additional Standards for Specific Types of Pieces

7.1 Envelopes and Pieces Sealed on All Sides

An envelope or any mailpiece formed by an outer sheet or sheets sealed on all four edges must be prepared from paper with a minimum basis weight of 16 pounds (measured weight for 500 17- by 22-inch sheets).

7.2 Folded Self-Mailers

A folded self-mailer must be prepared with the folded edge parallel to the longest dimension and the address of the mailpiece. These additional standards apply, based on the number of tabs used:

a. With one tab or wafer seal, the folded edge must be at the bottom of the self-mailer. The tab or wafer seal must be placed in the middle of the top edge of the piece. If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17- by 22-inch sheets) or 70 pounds (measured weight for 500 25- by 38-inch sheets). If formed of multiple folded sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17- by 22-inch sheets) or 60 pounds (measured weight for 500 25- by 38-inch sheets).

b. With two tabs or wafer seals, the folded edge may be at the top or bottom of the self-mailer. The two tabs or wafer seals must be placed on the open edge, opposite the folded edge. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the other, within 1 inch of the right edge of the piece (see Exhibit 7.2b). The whole tab need not be placed within 1 inch of the edge. The tabs must not obscure the FIM, postage, or required address information. The folded self-mailer must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).

[Insert renumbered Exhibit 7.2b.]

7.3 Booklet-Type Pieces

The front and back covers of a booklet-type piece must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets). The bound edge (spine) must be the longest edge of the piece and at the bottom, parallel to the address. The top (unbound) edge must be secured with at least two tabs or wafer seals. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the other, within 1 inch of the right edge of the piece.

7.4 Cards

Cards must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length.

7.5 Heavy Letter Mail

Heavy letter mail (i.e., barcoded letter-size mail weighing more than 3 ounces up to the maximum in 2.3) must meet the additional barcoding standards in C840, must be prepared in an envelope, and must be part of a 100% delivery point barcoded mailing. Heavy letter mail may neither contain stiff enclosures nor be prepared as a self-mailer or booklet-type mailpiece.

8.0 Enclosed Reply Cards and Envelopes

8.1 Basic Standard

Effective January 1, 1997, all courtesy reply and business reply mail (BRM) letter-size cards and envelopes provided as enclosures in automation First-Class, automation Regular Periodicals, and automation Regular Standard Mail must meet the applicable standards in 1.0 through 7.0, bear a facing identification mark meeting the standards in 8.2, and bear the correct delivery point barcode (or, for BRM, the correct ZIP+4 barcode) for the delivery address of the reply piece as defined by the USPS, subject to the barcode standards in C840. Mailers

must certify that these standards have been met when the corresponding mail is presented to the USPS. BRM pieces must also meet the applicable standards in S922.

8.2 FIM

Each enclosed reply piece described in 8.1 must bear the correct facing identification mark (FIM), either FIM A for courtesy reply or FIM C for BRM, prepared under the standards in S922.

C820 Flats

[Add new 1.0; renumber current 1.0 through 6.0 as 2.0 through 7.0, respectively; renumber Exhibit 4.1a, Exhibit 4.1b, and Exhibit 4.2 as Exhibit 5.1a, Exhibit 5.1b, and Exhibit 5.2, respectively; remove renumbered 2.1 and redesignate renumbered 2.2 through 2.5 as 2.1 through 2.4, respectively; in renumbered 2.4b and 6.2, replace ''second-class'' with ''Periodicals''; in renumbered 2.4c, replace ''third-class'' with ''Standard Mail (A)''; revise other text as follows:]

1.0 Basic Standards

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

2.0 General Dimensions

* * * * *

[Revise the heading and text of renumbered 2.3 as follows:]

2.3 Shape and Size

Each mailpiece must be rectangular and:

a. Not more than 12 or less than 6 inches high.

b. Not more than 15 or less than

(1) 5 inches long if from 6 to 7½ inches high; or

(2) 6 inches long if more than 7½ inches high.

c. Not more than 0.75 or less than 0.009 inch thick.

* * * * *

[Revise renumbered 4.0 as follows:]

4.0 Tabs, Wafer Seals, Tape, and Glue

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) may be used if these sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

5.0 Turning Ability and Deflection

[In renumbered 5.1a, replace ''(see Exhibit 4.1a)'' with ''(see Exhibit 5.1a)''; in renumbered 5.1b, replace ''(see Exhibit 4.1b)'' with ''(see Exhibit 5.1b)''; in renumbered 5.2 (heading), replace ''Rigidity'' with ''Deflection''; in renumbered 5.2, replace reference ''Exhibit 4.2'' with ''Exhibit 5.2''; no other change.]

* * * * *

[Revise renumbered 7.0 as follows:]

7.0 Outside Labels and Stickers

7.1 Use

Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards.

7.2 Pressure-Sensitive Labels

Pressure-sensitive labels and stickers affixed directly to mailpieces before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label packages to sortation levels.

7.3 ''Sandwich'' Labels

A face stock/liner label (''sandwich'' label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

* * * * *

[Revise the heading of C830 as follows:]

C830 OCR Standards

* * * * *

C840 Barcoded Mailpieces

* * * * *

[Revise 2.0 as follows:]

2.0 Barcode Location—Letter-Size Pieces

2.1 Barcode Clear Zone

Each piece in an automation rate mailing and each piece of upgradable Presorted First-Class or upgradable Regular Standard Mail must have a barcode clear zone unless the piece bears a DPBC in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in 5.0. The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

a. Right: right edge of the piece.

b. Left: 4-3/4 inches from the right edge of the piece.

c. Bottom: bottom edge of the piece.

d. Top: 5/8 inch from the bottom edge of the piece.

2.2 General Standards

Barcode location is subject to these general standards:

a. Pieces in automation rate mailings, except those subject to 2.2b or 2.2c, may bear a DPBC (or, when permitted 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 when the ZIP+4 barcode is in the address block and the DPBC is correctly positioned within the barcode clear zone.

b. ZIP+4 rate pieces may bear a DPBC within either the address block or the barcode clear zone. 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.

c. Automation rate 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 within the barcode read area defined by these limits:

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

b. Vertically, the barcode must be positioned within 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 within the barcode clear zone (but need not be completely within the barcode read area).

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

2.5 Printed in Address Block

When the barcode is included as part of 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.

[Renumber current 3.0 through 9.0 as 4.0 through 10.0, respectively; in renumbered 7.2, replace the reference ''6.3'' with ''7.3''; in renumbered 7.3, replace the reference ''4.0'' with ''5.0''; add new 3.0 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.

[Revise renumbered 4.0 as follows:]

4.0 Barcode Dimensions and Spacing

Barcodes are subject to these standards for dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

a. A full bar must be 0.125 ±0.010 inch high.

b. A half bar must be 0.050 ±0.010 inch high.

c. All bars must be 0.020 ±0.005 inch wide.

d. Measured over any 1/2 inch, horizontal spacing of the bars must be 22 ±2 bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch nor more than 0.04 inch.

5.0 Reflectance

* * * * *

5.4 Dark Fibers and 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

Pieces in automation rate mailings are subject to these standards:

a. Subject to the eligibility standards for the rate claimed, pieces in automation rate mailings of Preferred Periodicals and Nonprofit Standard Mail may bear a ZIP+4 or 5-digit barcode if the barcode meets the standards in 3.0 through 6.0 except that a ZIP+4 barcode may not appear in the lower right corner on pieces in ZIP+4 rate mailings or in Barcoded rate mailings of pieces with address block barcodes.

b. Letter-size pieces in automation rate mailings of First-Class Mail, Regular Periodicals, and Standard Mail may not bear a 5-digit or ZIP+4 barcode in the lower right corner. Pieces may bear a 5-digit or ZIP+4 barcode in the address block if a DPBC appears in the lower right corner.

c. Flat-size pieces in automation rate mailings of First-Class Mail, Regular Periodicals, and Standard Mail may not bear a 5-digit barcode.

8.2 Leftmost Bar

Any 5-digit barcode must be located as specified in 2.0, except that, if placed in the barcode clear zone, the leftmost bar of the barcode must be between 4–1/8 and 4–1/4 inches from the right edge of the mailpiece.

* * * * *

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'' and ''mailing statement'' with ''postage statement''; in the table in 5.0 in the first column, replace ''Second-Class'' with ''Periodicals'' and ''Bulk Mail Acceptance Unit'' with ''Business Mail Entry Unit (BMEU)''; in the table in 5.0 in the fourth column, replace ''Post Office of Acceptance Unit'' with ''BMEU Post Office'' and both ''Eligible SCF'' and ''Delivery/SCF Office'' with ''Entry Office''; in the table in 5.0, in footnote 1, replace ''Mailing statements'' with ''Postage statements''; in the table in 5.0, in footnote 2, replace ''carrier route First-Class, Presorted First-Class, ZIP+4, and Barcoded rate mail'' with ''Presorted First-Class and all automation rate mail.'']

* * * * *

D041 Customer Mail Receptacles

[In 2.10, replace ''second-class mail'' with ''Periodicals.''] D042 Conditions of Delivery

[In 7.0, replace the reference ''M011'' with ''M012.'']

D071 Express Mail and Priority Mail Drop Shipment

[In 1.2, 1.3, 2.2, and 2.3, replace ''bulk mail acceptance unit'' with ''business mail entry unit.'']

D072 Drop Shipment of Metered Mail

[In 5.2, 5.3, 6.2, and 6.3, replace ''mailing statement'' with ''postage statement.'']

4.0 Option 2: Deposit at Another Post Office

* * * * *

[Revise 4.4 as follows:]

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 and meets the standards in M012. 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.

* * * * *

5.0 Option 3: Consolidated Drop Shipment With Endorsement

* * * * *

[Combine 5.2 and 5.3 as 5.2 and revise the heading as follows:]

5.2 Barcoded and Nonbarcoded Portion

[In new 5.2, replace ''mailing statement'' with ''postage statement.'']
[Renumber current 5.4 through 5.11 as 5.3 through 5.10, respectively.]

* * * * *

6.0 Option 4: Consolidated Drop Shipment Without Endorsement

* * * * *

[Combine 6.2 and 6.3 as 6.2 and revise the heading as follows:]

6.2 Barcoded and Nonbarcoded Portion

[In new 6.2, replace ''mailing statement'' with ''postage statement.''] Renumber current 6.4 through 5.12 as 6.3 through 6.11, respectively.]

* * * * *

D100 First-Class Mail

[In 2.5, replace ''carrier route First-Class, Presorted First-Class, ZIP+4, and Barcoded rate'' with ''Presorted First-Class or automation rate''; remove 2.6; in 3.3, replace ''a presorted or automation First-Class rate'' with ''a Presorted First-Class rate or an automation First-Class rate''; remove 3.4 and renumber current 3.5 and 3.6 as 3.4 and 3.5, respectively; in renumbered 3.5, replace ''mailing statement'' with ''postage statement.'']
[Revise the heading of D200 as follows:]

D200 Periodicals

D210 Basic Information

[In 1.0, 2.1, 2.2, 3.1, 3.4, 4.0 (heading), 4.1, and 4.2, replace ''[S]econd-[C]lass [[M]ail]'' with ''Periodicals''; in 2.1, replace ''First-, third- or fourth-class'' with ''First-Class or Standard Mail''; in 4.4a, replace ''second-class mail privileges'' with ''Periodicals mailing privileges''; in 4.5d, replace ''mailing statements'' with ''postage statements.'']

D230 Additional Entry

[In 1.1, replace ''second-class'' with ''Periodicals''; in 1.1 and 1.5, replace ''mailing statements'' with ''postage statements''; in 4.5, replace ''second- and third-class mail'' and ''third-class mail'' with ''Periodicals and Standard Mail (A)'' and ''Standard Mail (A),'' respectively.]
[Remove D300.]

[Remove D400.]

[No change to D500.]

[Insert new D600, based on current D300 and D400, and revise as follows:]

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 Mail must be deposited at a time and place specified by the mailing post office postmaster. 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 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

Unless permitted by standard, the same mailing (as defined in M011) may not include pieces claimed at Regular rates, Nonprofit rates, or Enhanced Carrier Route rates; or at both automation and nonautomation rates; or at both Nonprofit 3/5 and Nonprofit carrier route rates. Mailings that separately qualify at Enhanced Carrier Route and Regular rates, or mailings that separately qualify at Nonprofit rates may be reported on the same postage statement, if all pieces from each mailing are presented at the same time and are correctly marked and prepared under the respective standards.

* * * * *

[No change to D900.]

E Eligibility

E000 Special Eligibility Standards

E010 Overseas Military Mail

[In 1.3, replace ''Third- or fourth-class'' with ''Standard Mail''; in 1.4, replace ''Second-[C]lass'' with ''Periodicals''; in 1.5, replace the reference ''C400'' and ''fourth-class'' with ''C600'' and ''Standard Mail (B),'' respectively; in 3.1, replace ''second-, third-, or fourth-class'' with ''Periodicals or Standard Mail''; in 3.3, replace ''second-, third-, or fourth-class mail'' with ''Periodicals or Standard Mail''; no other change in text.]

* * * * *

E040 Free Matter for the Blind and Other Handicapped Persons

[In 4.1b, replace the reference ''C400'' with ''C600.'']

* * * * *

E060 Official Mail (Penalty)

[Renumber Exhibit 13.4 as Exhibit 13.3; in 13.3, add to end of section ''See Exhibit 13.3 for format.'' 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 [[M]ail]'' with ''Periodicals''; in 13.4, replace ''Exhibit 13.4'' with ''Exhibit 13.3''; remove the last sentence in 7.3; remove 9.6 and renumber 9.7 through 9.9 as 9.6 through 9.8, respectively; in 12.1, replace ''(including Priority Mail), single-piece third-class, and single-piece fourth-class (parcel post, special-fourth-class, and bound printed matter)'' with ''(including Priority Mail) and single-piece rate Standard Mail (single-piece rate Standard Mail (A), parcel post, Special Standard Mail, and bound printed matter)''; in 12.8, replace ''Third- or fourth-class'' with ''Standard Mail''; in 12.9, replace ''Third- and fourth-class'' with ''Standard Mail''; in 15.2a, replace ''First-, third-, and fourth-class'' with ''First-Class and Standard Mail''; 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-[C]lass [[M]ail]'' with ''First-Class Mail 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 ''[T]hird-[C]lass [Mail]'' with ''Standard Mail (A)''; in 3.0 (heading), 3.1, 3.2, 3.2a, 3.2c, 3.2e, and 5.0 (heading), replace ''[S]econd-[C]lass'' with ''Periodicals''; in 3.3, replace ''comparable First- or third-class presort rate'' with ''comparable First-Class Mail or Standard Mail (A) rate''; in 4.0 (heading), replace ''Third- or Fourth-Class Parcels'' with ''Standard Mail Parcels''; in 4.1, replace ''with third- or fourth-class mail'' with ''in pieces of Standard Mail''; in 4.2, 5.0,and 6.0 (heading), replace ''[F]ourth-[C]lass'' with ''Standard Mail (B)''; in 4.2, replace the reference ''E400'' with ''E600''; in 6.1, replace ''special fourth-class'' with ''Special Standard Mail''; no other change in text.]

* * * * *

E100 First-Class Mail

[Insert text of current E110; revise as follows:]

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.

* * * * *

3.0 Rates for Postal Cards and Postcards

* * * * *

3.3 Card Rates

To be eligible for the card rates, a postcard or postal card (and each part of a double postcard or double postal card) must meet the physical standards in C100. The reply part of a double postcard does not have to bear postage when originally mailed, but it must bear postage at the applicable rate when returned. Cards not meeting the standards for card rates must be paid at the rates for matter other than cards.

* * * * *

[Remove text of current 4.0 and 5.0; renumber 6.0 and 7.0 as 4.0 and 5.0, respectively.]

4.0 Fees

[Revise the heading and text of renumbered 4.1 as follows:]

4.1 Presort Mailing

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 automation or Presorted First-Class rates 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.

* * * * *

[Revise renumbered 5.0 as follows:]

5.0 Documentation

A postage 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 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 text of current E131 with new E130 as follows:]

E130 Nonautomation First-Class Mail Rates

1.0 Basic Standards

1.1 All Pieces

All pieces of nonautomation 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 applicable documentation and postage payment standards in P012, P013, and P100.

1.2 Barcodes

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

1.3 Nonstandard Surcharge

Single-piece or Presorted First-Class Mail is subject to a nonstandard surcharge if it is not mailed at the card rate, weighs 1 ounce or less, and meets the definition of nonstandard mail in C100.

2.0 Single-Piece Rate

The single-piece card rate applies to any card meeting the applicable standards in C100 that is not eligible for or claimed at Presorted or automation First-Class rates. The single-piece rate applies to any other First-Class Mail weighing 11 ounces or less that is not eligible for or claimed at the single-piece card rate, the Presorted First-Class rate, or an automation First-Class rate.

3.0 Presorted Rate

3.1 Letters

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

a. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail, subject to 3.2.

b. Be in the same processing category and meet the applicable physical standards in C100.

c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets the corresponding standards for accuracy and maintenance in 3.3 and 3.4.

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

3.2 Cards and Letters

Cards claimed at card rates must meet the physical standards for card rates in C100. Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

3.3 Address Quality

Effective January 1, 1997, addresses appearing on all pieces claimed at the Presorted rate must be updated within 6 months before the mailing date by a USPS-approved address update tool (e.g., the ''Address Correction

Endorsement,'' ACS, or NCOA). Additional alternatives currently under development (such as FASTFORWARD℠) may be used to meet this requirement when they have received final approval. 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.

3.4 ZIP Code Accuracy

Effective October 1, 1996, 5-digit ZIP Codes included in addresses appearing on pieces claimed at the Presorted rate must be verified and corrected within 12 months before the mailing date 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.

[Remove E132.]

[Replace text of current E142, E144, E145, E147, E148, and E149 with new E140 as follows:]

E140 Automation First-Class Mail Rates

1.0 Basic Standards

1.1 All Pieces

All pieces in a First-Class automation rate mailing must:

a. Meet the basic standards for First-Class Mail in E110.

b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to 1.2.

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

e. Meet the address quality and coding standards in 1.3, 1.4 (if applicable), A800, and A950.

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

g. Be marked, sorted, and documented as specified in M810 or M820, as applicable.

h. Meet the applicable documentation and postage payment standards in P012, P013, and P100.

1.2 Cards and Letters

Cards claimed at card rates must meet the physical standards for card rates in C100. Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

1.3 Address Quality

Effective January 1, 1997, addresses appearing on all pieces claimed at automation rates must be updated within 6 months before the mailing date by a USPS-approved address update tool (e.g., the ''Address Correction Endorsement,'' ACS, or NCOA). Additional alternatives currently under development (such as FASTFORWARD℠) may be used to meet this requirement when they have received final approval. 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.

1.4 Carrier Route Presort

Carrier route rates are available only for letter-size mail and only for those 5-digit ZIP Code areas identified in the USPS City/State File used for address coding. Subject to A930 and A950, 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. Carrier route and City/State File information must be updated within 90 days before the mailing date.

1.5 Enclosed Reply Cards and Envelopes

Effective January 1, 1997, all courtesy reply and business reply mail (BRM) cards and letter-size envelopes provided as enclosures in First-Class automation mail must meet the standards in C810 for enclosed reply cards and envelopes. 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 or Cards

First-Class automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Subject to 1.4, pieces in full carrier route trays, or in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays, qualify for the Carrier Route automation rate. (Preparation to qualify for that 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 qualify for the 5–Digit automation rate. (Preparation to qualify for that rate is optional and need not be performed for all 5-digit destinations.)

c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3–Digit automation rate.

d. Pieces in AADC and mixed AADC trays qualify for the Basic automation rate.

2.2 Flats

First-Class automation rates apply to each piece that is sorted 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 3/5 automation rate.

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

[Revise the heading of E200 as follows:]

E200 Periodicals

E210 Basic Standards

[Revise the heading of E211 as follows:]

E211 Standards Applicable to All Periodicals Publications

[Renumber current 1.1 and 1.2 as 1.2 and 1.3, respectively; in renumbered 1.3, and in 2.1, 3.0, 4.1, 5.1, 6.1, 6.2, 7.2, 7.4, 7.5, 8.1, 8.2, 9.0, 11.1, and 12.0, replace ''second-class [mail]'' 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''; add new 1.1 and revise other text as follows:]

1.0 Basic Information

1.1 Second-Class

Effective July 1, 1996, second-class mail was renamed Periodicals. This name change does not alter the status of authorized publications; second-class mailing privileges are now referred to as

Periodicals mailing privileges and have comparable eligibility standards.

* * * * *

10.0 Identification

* * * * *

10.4 Bound Publication

In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in 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 * * *.''

* * * * *

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 authorized a preferred rate. Mailings are also subject to the standards that apply to rates or discounts claimed. Regular rates consist of a per piece charge, a zoned charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising portion. Each piece rate requires specific preparation.

14.2 Preferred Rates

Preferred rates consist of the in-county rates and the special rates (nonprofit, classroom, and science-of-agriculture). Requester publications are not eligible for preferred rates. 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 consist of a per piece charge, a zoned charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising portion, except that in-county rates apply without differentiation to the advertising and nonadvertising portions. Each piece rate requires specific preparation.

14.3 Discounts and Adjustments

Postage for Periodicals publications is reduced by all applicable discounts and adjustments:

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 Regular and Preferred Periodicals, subject to E230.

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

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

14.4 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 or news agents.

E212 Additional Standards for Qualification Categories

[In 1.1, 5.1, 5.3, 6.1, and 6.2, replace ''second-class [mail]'' with ''Periodicals''; in 1.3, 2.1, 2.2, 2.3, 3.1, 5.1, and 5.3, replace ''second-class [mail] privileges'' with ''Periodicals mailing privileges''; in 6.5, replace ''third- or fourth-class rates'' with ''Standard Mail rates.'']

[Revise the heading of E213 as follows:]

E213 Periodicals Mailing Privileges

[In 1.6b, 2.1, 3.5, and 3.6f, replace ''second-class [mail]'' 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 ''[S]econd-[C]lass [[M]ail] [P]rivileges'' with ''Periodicals [M]ailing [P]rivileges''; 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''; in 3.7 and 4.3, replace ''under 39 CFR 954, Rules of Practice in Proceedings Relative to the Denial, Suspension, or Revocation of Second-Class Mail Privileges, a copy of which'' with ''under 39 CFR 954, a copy of which''; no other change.]

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''; in 3.12, replace ''under 39 CFR 954, Rules of Practice in Proceedings Relative to the Denial, Suspension, or Revocation of Second-Class Mail Privileges, a copy of which'' with ''under 39 CFR 954, a copy of which''; no other change.]

* * * * *

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, the pending status begins when the appeal is filed and continues until the end of the appeal process.

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

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

* * * * *

E215 Copies Not Paid or Requested by Addressee

[In 1.8, 2.1, 2.2, 2.6, and 2.7, replace ''second-class'' with ''Periodicals''; in 1.6, replace ''second-class privileges'' with ''Periodicals mailing privileges''; in 2.6, replace ''Express Mail, or First-, third-, or fourth-class rates, as appropriate'' with ''the appropriate Express Mail, First-Class Mail, or Standard Mail rate'' and ''third- or fourth-class rates'' with ''Standard Mail rates''; in 2.7, replace ''Express Mail, or First-, third-, or fourth-class rate'' with ''Express Mail, First-Class Mail, or Standard Mail rate.'']

E216 Publisher Records

[Redesignate and revise text of current E216.3.0 as M210; renumber current E216.4.0 and E216.5.0 as E216.3.0 and E216.4.0, respectively; in renumbered 3.1, 3.4, 4.1, and 4.2, replace ''second-class'' with ''Periodicals''; in 1.1, 2.2,

and renumbered 3.2 and 3.3, replace ''second-class mail privileges'' with ''Periodicals mailing privileges.'']

E217 Authorization for Preferred Rates

[In 1.3, 2.1, 2.2, 3.4, 3.5c, and 3.5g, replace ''second-class'' with ''Periodicals''; in 1.2, 2.1, 2.2, 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 postage'' with ''Standard Mail postage''; in 3.4, replace ''third- or fourth-class rates'' with ''Standard Mail rates.'']

[Replace text of current 230 with new E231 and E239 as follows:]

E230 Nonautomation Periodicals

[Remove E230.1.0 through E230.6.0; insert new E231 as follows:]

E231 Nonautomation Regular Periodicals

1.0 General Information

1.1 Standards

The standards for presort rates are in addition to the basic 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 permitted.

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 for the palletized package in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

1.3 ZIP Code Accuracy

Effective October 1, 1996, 5-digit ZIP Codes included in addresses appearing on pieces claimed at the 3/5 or Basic rates must be verified and corrected within 12 months before the mailing date 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.

2.0 Carrier Route Rates

2.1 Carrier Route Information

Subject to A930 and A950, 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. Carrier route information must be updated within 90 days before the mailing date.

2.2 Eligibility

Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M210. Carrier route sort 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 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 *unique* 3-digit packages of six or more pieces each, either placed in 5-digit or *unique* 3-digit trays containing at least 24 pieces or in an overflow *unique* 3-digit tray.

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

4.0 Basic Rates

Basic rates apply to pieces prepared under M210 but 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 E230.8.0; redesignate and renumber as E231.5.0 and E231.6.0, respectively; in renumbered 5.4b and 5.4d, replace ''125-piece walk-sequence rate'' with ''high density/125-piece walk-sequence rate''; in renumbered 5.4b, replace the reference ''7.4d'' with ''5.4d'' and the reference ''7.4c'' with ''5.4c''; in renumbered 5.4d, replace the reference ''7.4b'' with ''5.4b''; in renumbered 6.1 and 6.2, replace ''second-class'' with ''Periodicals''; 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.

* * * * *

E239 Nonautomation Preferred Periodicals

1.0 General Information

1.1 Standards

The standards for presort rates are in addition to the basic 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 permitted.

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 may 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 are met. Presort rate eligibility for the mailing is based on the combined 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 for the palletized package in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

1.4 Reporting Presort Level

Publishers must separately report copies at Levels H3 and H5, 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 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 apply carrier route codes to mailings by using the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Carrier route information must be updated within 90 days before the mailing date.

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 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

[Insert text of current E230.5.0 and redesignate as E239.5.0; in 5.2c and 5.3c, replace ''SDC'' with ''ADC.'']

6.0 Walk-Sequence Discounts

[Insert text of current E230.7.0 and redesignate and renumber as E239.6.0; in renumbered 6.1, replace the references ''M203 and M204'' and ''7.4'' with ''M290'' and ''6.4,'' respectively; in renumbered 6.4b and 6.4d, replace ''125-piece walk-sequence rate'' with ''high density/125-piece walk-sequence rate''; in renumbered 6.4b, replace the reference ''7.4d'' with ''6.4d''; in renumbered 6.4d, replace the reference ''7.4b'' with ''6.4b''; no other change to text.]

E240 Automation Periodicals Rates

[Insert new E241 as follows:]

E241 Automation Regular Periodicals

1.0 BASIC STANDARDS

1.1 All Pieces

All pieces in a automation Regular Periodicals mailing must:

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

b. Be in the same processing category and meet the applicable physical standards in C810 or C820. (Automation rate mailings may not include firm packages.)

c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 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 sorted and documented as specified in M810 or M820, as applicable.

f. Meet the applicable documentation and postage payment standards in P012, P013, and P200.

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

1.2 Enclosed Reply Cards and Envelopes

Effective January 1, 1997, all courtesy reply and business reply mail (BRM) cards and letter-size envelopes provided as enclosures in automation rate Regular Periodicals must meet the standards in C810 for enclosed cards and envelopes. 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

Automation rates apply to each letter-size piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit or unique 3-digit trays qualify for the 3/5 automation rate. Pieces for unique 3-digit destinations do not qualify for the 3/5 automation rate if placed in 3-digit scheme trays with pieces for nonunique 3-digit destinations.

b. Groups of 150 or more pieces in other 3-digit, 3-digit scheme, AADC, or mixed AADC trays qualify for the Basic automation rate.

2.2 Flats

Automation rates apply to each flat-size piece that is sorted under M820 into the corresponding qualifying groups:

a. Pieces in 5-digit or unique 3-digit packages of 6 or more pieces each qualify for the 3/5 automation rate.

b. Pieces in other 3-digit, ADC, or mixed ADC packages qualify for the Basic automation rate.

E249 Automation Preferred Periodicals

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

1.0 Zip+4 Discounts

1.1 All Pieces

All pieces in a Preferred Periodicals 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 ZIP Code or ZIP+4 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 sorted 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 sorted under M810 into the qualifying groups described in 1.7 and 1.8.

b. Bears a delivery 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, is ineligible for any automation rate unless the correct DPBC appears through that 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 level 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 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 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 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 rates. One less-than-full SCF tray is permitted for the SCF serving the post office where the mailing is entered.

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 rates.

1.8 Qualifying Package-Based Presort

In package-based 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 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 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 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 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 ZIP Code or ZIP+4 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. Either bear the correct DPBC meeting the barcode standards in C840 or meet the applicable standards in 2.5.

f. Be sorted and documented as specified in M893, M894, or M895.

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

2.2 Rate Application

Barcoded rates apply to each piece that also:

a. Is sorted 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 2.4 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 may 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 rate are met. Presort rate eligibility for the mailing is based on the combined pieces.

2.4 Barcode Window

A mailpiece with a barcode window in the lower right corner is ineligible for an automation rate unless the correct DPBC appears through that window.

2.5 Pieces Without DPBCs

Subject to 1.5 and 1.6, Barcoded rate mailings may 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 and, if applicable, meets the applicable 5-digit or ZIP+4 barcode standards in C840. 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, meet the standards in C830, and not have a window in the lower right corner.

b. ZIP+4 barcoded pieces must have the barcode in the address block, meet the standards in C830, bear an address with the correct ZIP+4 code, and not have a window in the lower right corner.

2.6 85% Rule

Subject to 2.7, at least 85% of all pieces in a Barcoded rate mailing (regardless of presort level 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 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 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 rates. One less-than-full SCF tray is permitted for the SCF serving the post office where the mailing is entered.

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 rates.

2.9 Qualifying Two-Tier Package-Based Presort

In two-tier package-based 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 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 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 rates.

2.10 Qualifying Three-Tier Package-Based Presort

In three-tier package-based mailings under M895:

a. Pieces in 5-digit packages of 10 or more pieces each in the 5-digit 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 rates.

c. In nonunique 3-digit packages of 50 or more pieces each in the 3-digit 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 rates.

d. In the residual 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 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 ZIP Code or ZIP+4 code.

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

e. Bear the correct 5-digit barcode, ZIP+4 barcode, or DPBC, meeting the barcode standards in C840, *except for pieces in specific portions of mailings prepared under M897.*

f. Be sorted 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 sorted under M897 into the qualifying groups described in 3.6.

b. Bears the correct ZIP+4 barcode or DPBC.

c. Meets the applicable standards in 3.3 through 3.5.

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 may 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 rates are met. Presort rate eligibility for the mailing is based on the combined 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, 3.2, 3.3, and 3.5 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 level or rate) must 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. 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 barcoded 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 rates.

b. In optional city or unique 3-digit packages of six or more pieces each, ZIP+4 barcoded or DPBC pieces qualify for the Level H3/J3 Barcoded rates; 5-digit barcoded pieces qualify for the Level H3/J3 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 barcoded or DPBC pieces qualify for the Level G/J1 Barcoded rates; 5-digit barcoded pieces qualify for the Level G/J1 rates.

[Revise E250 as follows:]

E250 Destination Entry

1.0 DSCF

1.1 Eligibility

Copies not eligible for in-county rates qualify for the destination SCF (DSCF) rates if 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 discount or rate claimed and postage payment method used.

1.3 Authorized Entry

Publications must have an authorized entry at each post office where mail is entered at DSCF rates. Only copies entered 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 where the carrier cases mail for the carrier route 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 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 advance 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 or 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.'']

[Revise the heading of 1.0 as follows:]

1.0 In-County

* * * * *

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.

[Revise the heading of 2.0 as follows:]

2.0 Nonprofit—Basic 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.

[Remove current 2.5.]

[Revise the heading of 3.0 as follows:]

3.0 Nonprofit—Publications of Qualified Nonprofit Organizations

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[Revise the heading of 4.0 as follows:]

4.0 Nonprofit—Publications of Other Qualified Organizations

* * * * *

[Revise the heading of 5.0 as follows:]

5.0 Classroom

* * * * *

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.

[Remove current 5.6.]

[Revise the heading of 6.0 as follows:]

6.0 Science-of-Agriculture

* * * * *

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.

[Remove current 6.6.]

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

* * * * *

[Insert new E600 as follows:]

E600 Standard Mail

E610 Basic Standards

[Insert new E611, based on current E311 and E411, as follows:]

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 (unless permitted or required by standard). Standard Mail includes matter formerly classified as third-class mail and as fourth-class mail. Though combined in Standard Mail, matter from each former class is 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). The unmodified term Standard Mail 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. The following 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. The sender's and the addressee's names, occupations, and addresses, preceded by ''From'' or ''To,'' and directions for handling.

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

c. Words or phrases such as ''Do Not Open Until Christmas,'' ''Happy Birthday, Mother,'' etc.

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

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

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

g. Corrections of typographical errors in printed matter.

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

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

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

1.4 Invoice

An invoice, whether or not 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 the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

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

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

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 Address Correction

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 postage 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.

[Insert new E612, based on current E311 and E312, as follows:]

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 form letters that, according to internal evidence, are sent in identical terms to more than one person are Standard Mail (A). A circular does not lose its character as such if a date and the individual names of the addressee and sender are printed therein or handwritten corrections of typographical errors are made on the circular.

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. Such material 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 endorsement ''First-Class Mail Enclosed'' must be placed 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 sorted 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 corresponding standards for presort, automation, and destination entry in E630, E640, and E650, 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 certified, collect on delivery (COD), insurance, registry, return receipt for merchandise, special delivery, and special handling 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 Enhanced Carrier Route rate pieces weighing 0.2066 pound (rounded, or 3.3062 ounces, rounded) or less, Regular nonautomation and automation rate pieces weighing 0.2068 pound (rounded, or 3.3087 ounces, rounded) or less, and Nonprofit nonautomation and automation rate pieces weighing 0.2149 pound (rounded, or 3.4383 ounces, rounded) or less. The base postage rate applies to pieces meeting minimum preparation standards (e.g., Basicrate) and may be reduced if additional standards are met. For the minimum per piece rates, mail is categorized as either ''letters'' or ''other than letters'' based on the letter-size standard in C050 that disregards address placement, except that, for automation rates, mail may be assigned 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 nonautomation presort). Discounts are available subject to the corresponding standards.

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 any discounts for which the piece is eligible. The net postage rate is commonly designated by the name of the primary discount (e.g., carrier route rate, automation rate, DBMC rate).

4.5 Minimum Rate Per Piece

Postage is computed at the applicable rates on the entire bulk mailing to be mailed at one time. Subject to 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 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. Additional 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, Enhanced Carrier Route, or Nonprofit 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 postage statement and must pay the annual bulk mailing fee for that permit. This fee is in addition to the fee that must be paid when applying to use permit imprints.

4.8 Merging

Mailings are subject to the general definition and conditions in M011. Generally, mailers may merge similar bulk Standard Mail (A) matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by the RCSC. Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by the RCSC.

4.9 Preparation

Each Nonprofit, Regular, or Enhanced Carrier Route 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. The same mailing may not contain both automation and nonautomation rate pieces except as allowed under E649.

c. All pieces in a bulk mailing must be sorted together and marked under the standards 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, upgradable nonautomation rate pieces, 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 be the correct barcode for the delivery address and meet the standards in C840 and A950.

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.

[Insert new E613, based on current E411, as follows:]

E613 Additional Standards Applicable to Standard Mail (B)

1.0 Weight

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

2.0 Zoned Rates

2.1 Required Mailing Office

Zoned 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 mailings of zoned Standard Mail may 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 use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.

b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

c. Postage for pieces claimed at the local zone rates must be recomputed at the applicable zone rate for the alternative postal facility. Postage may also be recomputed for other pieces that are ineligible for the local zone rates but that could become eligible at the postal facility to which the mailing is redirected.

2.3 BMC Acceptance

Mailers may present zoned 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 delivery address on each piece must include the correct ZIP Code or ZIP+4 code.

E620 Nonautomation Nonpresort Standard Mail Rates

[Insert text of current E320 and redesignate as E621; revise as follows:]

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

Single-piece rate Standard Mail (A) (except keys and identification devices) is subject to a nonstandard surcharge if it weighs 1 ounce or less and meets the definition of nonstandard mail in C600.

1.4 Preparation

Keys and identification devices must be prepared under 1.2. All other single-piece rate Standard Mail (A) pieces 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 sortation standards, but five or more metered letter-size pieces and any permit imprint pieces must be ''faced'' (so that the addresses 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 affixed in adhesive stamps, precanceled stamps, or meter postage or paid with permit imprint. Documentation of postage and a postage statement are required if postage is paid with a permit imprint or if the correct postage is not affixed to each piece in the mailing.

1.6 Place of Mailing

Pieces paid with adhesive stamps may be deposited in 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.

[Insert text of current E412 and redesignate as E622; revise as follows:]

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.

[Remove current E412.1.4; insert text of current E412.2.0 through E412.4.0 and redesignate as E622.2.0 through E622.4.0, respectively; in 1.1 and 3.1, replace ''fourth-class'' with ''Standard Mail (B)''; in 2.4, replace the reference ''E450'' with ''E652''; no other change in text.]

[Insert text of current E414 and redesignate as E623; revise as follows:]

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 on 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 such material).

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 words, letters, characters, figures, or images (or any combination of them).

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, is mailable at the bound printed matter rates if the total weight of the pieces is at least 1 pound.

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.

[Remove current E414.1.5; redesignate current E414.2.0 as E633.]

[Insert text of current E416 and redesignate as E624; revise as follows:]

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 the 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 publisher's 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. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under 1.4a or 1.4b.

[Remove current E416.1.5; redesignate E416.2.0 as E634.]

[Insert text of current E419 and redesignate as E625; revise as follows:]

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 the 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 must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 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.

[Remove text of current E419.1.8.]

E630 Nonautomation Presort Standard Mail Rates

[Insert text of current of E331 and E332 and redesignate as E631; revise as follows:]

E631 Nonautomation Regular Standard Mail

1.0 Basic Standards

All pieces in a nonautomation Regular Standard Mail mailing must meet the basic standards for Standard Mail in E611 and E612 and must be part of a single mailing of at least 200 pieces or 50 pounds of pieces of nonautomation rate Regular Standard Mail.

2.0 Basic and 3/5 Rates

Nonautomation Regular Standard Mail rates (Basic and 3/5) apply to Regular Standard Mail letters, flats, and machinable and irregular parcels, weighing less than 16 ounces, that are prepared under M610 or palletized under M045. 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 prepared as part of the same mailing are subject to a single minimum volume standard. Pieces that do not qualify for the 3/5 rate must be paid at the basic rate and prepared accordingly. Pieces may qualify for the 3/5 rate if:

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 palletized under M045.

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 containing at least 125 pieces or 15 pounds of pieces.

3.0 ZIP Code Accuracy

Effective October 1, 1996, 5-digit ZIP Codes included in addresses appearing on pieces claimed at nonautomation Regular rates must be verified and corrected within 12 months before the mailing date, 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.

[Remove text of current E333 and E334 and replace with new E632 as follows:]

E632 Enhanced Carrier Route Standard Mail

1.0 Basic Standards

1.1 All Pieces

All pieces in an Enhanced Carrier Route Standard Mail mailing (letters, flats, or irregular parcels, including merchandise samples distributed with detached address labels) must:

a. Meet 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 Enhanced Carrier Route Standard Mail, except that automation Basic Carrier Route rate pieces are subject to a separate 200-piece/50-pound minimum volume standard and may not be included in the same mailing as other Enhanced Carrier Route mail.

c. Be sorted to carrier routes, marked, and documented under M045 (if palletized) or M620.

1.2 Flats and Merchandise Samples

Enhanced Carrier Route rate flats may not be more than 11¾ inches wide, 14 inches long, or ¾ inch thick. Merchandise samples with detached address labels may exceed these dimensions if the labels meet the standards in A060.

1.3 Preparation

Preparation to qualify for any of the Enhanced Carrier Route rates is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at Basic, High Density, and Saturation Enhanced Carrier Route rates. Automation Basic Carrier Route rate pieces must be prepared as a separate mailing, subject to the eligibility standards in E641.

1.4 Carrier Route Information

Subject to A930 and A950, 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. The carrier route information must be updated within 90 days before the mailing date. Carrier route and City/State File information must be updated within 90 days before the mailing date.

1.5 Sequencing

Basic Carrier Route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see M050). High Density and Saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS.

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 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—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 to 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.

2.0 Rate Application

2.1 Automation Basic

Automation Basic Carrier Route rates apply to each piece that is sorted under M810 into full carrier route trays, or in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be performed for all carrier routes in a 5-digit area.)

2.2 Basic

Basic (nonautomation) Carrier Route rates apply to each piece that is sorted under M620 into the corresponding qualifying groups:

a. Letter-size pieces in a full carrier route tray, or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes tray.

b. Flat-size pieces in a carrier route package of 10 or more pieces palletized under M045, or 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. Irregular parcels in a carrier route sack 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.)

2.3 High Density and Saturation

High Density and Saturation rates apply to pieces qualified for the Basic rates that also meet the applicable addressing and density standards in 1.6 and 1.7.

[Insert text of current E414.2.0 and redesignate as E633; revise as follows:]

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 sorted 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 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 prepared under M630.

c. Subject to A930, 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. The carrier route information must be updated within 90 days before the mailing date.

[Insert text of current E416.2.0 and redesignate as E634; revise as follows:]

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, sorted 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, prepare two or more mailings with separate postage 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 postage statement if postage is paid with a permit imprint.

2.3 Definitions

For this standard:

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. *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 sorted 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 sortation 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 sorted 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 sortation 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

[Insert text of current E331 and E332 and redesignate, renumber, and revise as E639.1.0; insert text of current E333 and redesignate, renumber, and revise as E639.2.0; insert text of current E334 and redesignate, renumber, and revise as E639.3.0.]

1.0 Basic and 3/5 Rates

1.1 Qualifying Pieces

Nonprofit Basic and 3/5 rates apply to Nonprofit Standard Mail letters, flats, and machinable and irregular parcels, weighing less than 16 ounces, that meet the basic standards in E611 and E612 and are 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 sorted 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 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 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 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 5-digit or 3-digit packages of 10 or more pieces each, palletized under M045.

i. In 5-digit, destination ASF (if required), or destination BMC sacks 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 5-digit or destination BMC pallets of machinable parcels. (The 3/5 rates are available *only if all possible 5-digit pallets are prepared*.)

k. In 5-digit or 3-digit sacks of irregular parcels.

1.2 Optional Preparation

At the mailer's option, nonautomation Nonprofit Standard Mail may be prepared under the standards for nonautomation Regular Standard Mail in M610, including presort. Under this option, nonautomation Nonprofit Standard Mail may claim nonautomation Nonprofit Basic or 3/5 rates if *all* corresponding eligibility standards in E631 for nonautomation Regular Basic and 3/5 rates are met.

1.3 Carrier Route Pieces

A 3/5 rate mailing may not include pieces claimed at the carrier route or walk-sequence rates. The 3/5 rate pieces and carrier route or walk-sequence rate pieces may be reported on the same postage 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. Pieces may not be more than 11¾ inches wide, 14 inches long, or ¾ inch thick. Merchandise samples with detached address 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 Basic, High Density, or Saturation rate Enhanced Carrier Route Standard Mail in M620, including presort. Under this option, Nonprofit Standard Mail may claim Nonprofit carrier route rates if *all* corresponding eligibility standards in E632 are met for the Basic, High Density, or Saturation Enhanced Carrier Route rate. Automation Basic Carrier Route rates may not be claimed under this option.

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 postage 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 apply carrier route codes to mailings by using the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information (see A930). Carrier route information must be updated within 90 days before the mailing date.

2.6 Qualifying Presort

Each qualifying piece must be 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 palletized under M045.

2.7 Residual

Residual pieces are those not sorted 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 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 sorted to carrier routes. 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 may claim Nonprofit 125-piece walk-sequence or saturation walk-sequence

rates if *all* corresponding eligibility standards in E632 for Enhanced Carrier Route High Density or Saturation rates are met.

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 postage 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 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 Standard Mail Rates

[Insert text of current E342, E344, and E345 and redesignate as E641; revise as follows:]

E641 Automation Regular and Enhanced Carrier Route Standard Mail

1.0 Automation Regular Rates

1.1 All Pieces

All pieces in an automation rate Regular Standard Mail mailing must:

a. Meet 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 automation rate Regular Standard Mail.

c. Meet the physical standards in C810 (letters and cards) or C820 (flats).

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or 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, sorted, and documented as specified in M810 (letters and cards) or M820 (flats).

g. Bear an accurate barcode, either a DPBC if a card or letter (on the piece or on an insert showing through a barcode window) or a 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 Enclosed Reply Cards and Envelopes

Effective January 1, 1997, all courtesy reply and business reply mail (BRM) cards and letter-size envelopes provided as enclosures in automation rate Regular Standard Mail must meet the standards in C810 for enclosed cards and envelopes. Mailers must certify that this standard has been met when the corresponding mail is presented to the USPS.

1.3 Rate Application—Letters and Cards

Regular automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit trays (and all pieces in one less-than-full overflow tray) qualify for the 5-Digit automation rate. (Preparation to qualify for that rate is optional and need not be performed for all 5-digit destinations.)

b. 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 3-Digit automation rate.

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

1.4 Rate Application—Flats

Regular automation rates apply to each piece that is sorted 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 3/5 automation rate.

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

2.0 Enhanced Carrier Route Rates

2.1 All Pieces

All pieces in an automation rate Enhanced Carrier Route Standard Mail mailing (available for letters only) must:

a. Meet 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 automation rate Enhanced Carrier Route Standard Mail.

c. Be sorted to carrier routes, marked, and documented under M045 (if palletized) or M810.

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

e. Meet the address quality and coding standards in 1.5, A800, and A950.

f. Bear an accurate DPBC 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.

2.2 Preparation

Preparation to qualify for any of Enhanced Carrier Route automation rates is optional and need not be performed for all carrier routes in a 5-digit area. An automation rate Enhanced Carrier Route mailing may not include pieces at Basic, High Density, and Saturation Enhanced Carrier Route rates.

2.3 Carrier Route Information

Subject to A930 and A950, 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. The carrier route information must be updated within 90 days before the mailing date. Carrier route and City/State File information must be updated within 90 days before the mailing date. *The automation Basic Carrier Route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified in the USPS City/State File used for address coding.*

2.4 Rate Application

Automation Basic Carrier Route rates apply to each piece that is sorted under M810 into full carrier route trays, or in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be performed for all carrier routes in a 5-digit area.)

E649 Automation Nonprofit Standard Mail

[Insert text of current eligibility standards in E342, E344, and E345 and redesignate and renumber as E649.1.0, E649.2.0, and E649.3.0, 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 basic standards for Standard Mail 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 of automation rate Nonprofit Standard Mail.

c. Meet the physical standards in C810.

d. Bear a delivery address with the correct ZIP Code or ZIP+4 code (or, if only 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. Meet the standards in C830 or, for pieces with the correct DPBC, the barcode standards in C840.

g. Be marked, sorted, and documented as specified in M891 or M892.

h. 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 sorted under M891 or M892 into the corresponding qualifying groups described in 1.7 and 1.8.

b. Bears a delivery address with the correct numeric ZIP+4 code or bears the correct DPBC.

c. Meets the applicable standards in 1.3 through 1.6.

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 that 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, each has a barcode clear zone (without a window) in the lower right corner and bears an address that 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 level 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 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 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 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 basic standards for Standard Mail 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 ZIP Code or ZIP+4 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. Either bear the correct DPBC meeting the barcode standards in C840 or meet the applicable standards in 2.5.

g. Be marked, sorted, and documented as specified in M893, M894, or M895.

h. Meet the postage payment standards in P013 and P600.

i. Separately qualify under the standard for any other discount claimed.

2.2 Rate Application

Nonprofit Barcoded rates apply to each piece that also:

a. Is sorted 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 M810, including presort. Under this option, barcoded Nonprofit Standard Mail may claim Nonprofit carrier route, 5-Digit Barcoded, 3-Digit Barcoded, and Basic Barcoded rates if *all* corresponding eligibility standards in E631 and E641 for Automation Carrier Route, 5-Digit, 3-Digit, and Basic rates are met.

2.4 Barcode Window

A mailpiece with a barcode window in the lower right corner is ineligible for any Nonprofit automation rate unless the correct DPBC appears through that window.

2.5 Pieces Without DPBCs

Subject to 2.6 and 2.7, Nonprofit Barcoded rate mailings may 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. 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, and must not have a window in the lower right corner.

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, and must not have a window in the lower right corner.

2.6 85% Rule

Subject to 2.7, at least 85% of all pieces in a Nonprofit Barcoded rate mailing (regardless of presort level 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 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 is permitted for the SCF serving the post office where the mailing is entered.

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 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 mailings under M895:

a. Pieces in 5-digit packages of 10 or more pieces each in the 5-digit tier qualify for the Nonprofit 5-digit Barcoded rate.

b. In 3-digit packages of 50 or more pieces each in the 3-digit 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 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 basic standards for Standard Mail 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 ZIP Code or ZIP+4 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 barcode, ZIP+4 barcode, or DPBC, subject to C840, *except for pieces in specific portions of mailings prepared under M897.*

g. Be marked, sorted, 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 sorted under M897 into the qualifying groups described in 3.6.

b. Bears the correct ZIP+4 barcode 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 may claim Nonprofit 3/5 Barcoded and Basic Barcoded rates if *all* corresponding eligibility standards in E631 and E641 for Automation 3/5 and Basic rates are met.

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 level or rate) must 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. 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 barcoded or DPBC pieces can qualify for the Nonprofit 3/5 ZIP+4 Barcoded rate; other pieces qualify for the Nonprofit 3/5 rate. In SCF packages of 10 or more pieces each, or in residual packages, ZIP+4 barcoded 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 Destination Entry—Regular, Nonprofit, and Enhanced Carrier Route Standard Mail

[Insert text of current E350 and redesignate as E651; 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 the rest of E651 as follows:]

1.0 Basic Standards

1.1 Rate Application

Regular, Nonprofit, and Enhanced Carrier Route 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.

* * * * *

5.0 DBMC Discount

[In 5.1, replace ''L708'' with ''L602.''']

* * * * *

5.2 Eligibility

[Add the following text after the first sentence:]

* * * All pieces in an ADC or AADC sack or tray are eligible for the DBMC discount if the ADC or AADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC at which the sack or tray is deposited. All pieces in a palletized ADC package are eligible for the DBMC discount if the ADC facility that is the destination of the package is within the service area of the BMC at which it is deposited.

[Replace current 5.3 with new 5.3 as follows:]

5.3 Separate Containers

Separate mixed ADC or mixed AADC sacks or trays must be prepared for pieces eligible for and claimed at the DBMC rate and for pieces not claimed at the DBMC rate. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to comply with this standard. Alternatively, the mailer may waive this separation if no pieces in the resulting mixed ADC or mixed AADC containers are claimed at the DBMC rate. Separate destination BMC sacks or pallets are not required for machinable parcels claimed at the DBMC rate.

* * * * *

6.0 DSCF DISCOUNT

6.1 Definition

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

6.2 Eligibility

Pieces in a mailing that meet the standards in 1.0 through 4.0 and 6.0 are eligible for the DSCF rate when deposited at a DSCF, addressed for delivery within that facility's service area, and placed in other than an ADC, AADC, mixed ADC, or mixed AADC tray or sack, or BMC sack or pallet (as permitted by the standards for the rate claimed) that is labeled to that DSCF or to a postal facility within its service area. DSCF rate mail may also be eligible for a presort or automation discount subject to the corresponding standards.

* * * * *

7.0 DDU Discount

7.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation rate Standard Mail) or the facility (post office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail (A)).

* * * * *

[Remove 7.3.]

E652 Destination Entry—Parcel Post

[Insert text of current E450 and redesignate as E652; in 1.4, replace ''fourth-class'' with ''Standard Mail (B)''; no other change in text.]

E670 Nonprofit Standard Mail

[Insert text of current E370 and redesignate as E670; 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, 5.10c, 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 ''[s]pecial 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), 5.6b, 5.11, 9.2, and 9.3b, replace ''third-class'' with ''Standard Mail (A)''; in 5.8d, replace the reference ''E211.11.0'' with ''E211''; in 5.10c, replace the reference ''E370.5.0'' with ''5.0''; in 9.2, replace ''First-'' with ''First-Class'' and ''regular'' with ''Regular or Enhanced Carrier Route''; 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 (heading and text), 5.2a, 5.2b, 5.2e, 5.2f, 5.2g, and 6.1, replace ''[S]econd-[C]lass [[M]ail]'' with ''Periodicals''; in 4.4, replace the reference ''M011'' with ''M012''; 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, 5.3b, 5.4 (heading and text), 5.4b, 5.4c, 5.4d, 5.4e, and 6.3, replace ''[F]ourth-[C]lass [[M]ail]'' with ''Standard Mail (B)''; in 5.3 (heading and text), 5.3a, 5.3f, 5.3g, the table following 5.3g, 6.2, 8.1a, 8.1b, and 8.1e, replace ''[T]hird-[C]lass [[M]ail]'' with ''Standard Mail (A)''; 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 (heading and text), replace ''Second-[C]lass'' with ''Periodicals''; in 3.5 (heading and text), replace ''Third-[C]lass [mail],'' ''fourth-class,'' and ''Special Fourth-Class'' with ''Standard Mail (A),'' ''Standard Mail (B),'' and ''Special Standard Mail,'' respectively; in 3.6 (heading and text), replace ''[F]ourth-[C]lass [mail]'' with ''Standard Mail (B)''; no other change in text.]

F030 Address Correction, Address Change, and Return Services

[In 1.2 (heading and text) and 2.3 (heading and text), replace ''[S]econd-[C]lass'' with ''Periodicals''; in 1.3, replace ''third- and fourth-class mail'' and ''Express Mail, First-, third-, or fourth-class mail'' with ''Standard Mail'' and ''Express Mail, First-Class Mail, and Standard Mail,'' respectively; in 3.2d, replace ''third-class mail'' with ''Standard Mail (A)''; in 3.2e, replace ''fourth-class mail'' with ''Standard Mail (B)''; no other change in text.]

G General Information

* * * * *

G020 Mailing Standards

[In 2.2, replace ''mailing statement'' with ''postage statement''; no other change.]

* * * * *

L LABELING LISTS

L000 General Use

L001 Optional Multi-ZIP Coded Post Offices—Preferred Periodicals and Nonprofit Standard Mail Only

[Amend the heading as follows; no change to list entries.]

As permitted by the standards for the rate claimed, Preferred Periodicals mailings may be sorted to the following multi-ZIP Coded cities.

* * * * *

[Replace current L002 as follows:]

L002 3–Digit ZIP Code Prefix Matrix

This table provides information about 3-digit ZIP Code prefixes as follows:

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
001 X			
002 X			
003 X			
004	WESTCHESTER NY 004	WESTCHESTER NY 004	SCF WESTCHESTER NY 105.
005	MID-ISLAND NY 005	MID-ISLAND NY 005	SCF MID-ISLAND NY 117.
006	SAN JUAN PR 006	SAN JUAN PR 006 S	SCF SAN JUAN PR 006.
007	SAN JUAN PR 007	SAN JUAN PR 006 S	SCF SAN JUAN PR 006.
008	(1)	SAN JUAN PR 006 S	(1).
009	SAN JUAN PR 009 U	SAN JUAN PR 006 S	SCF SAN JUAN PR 006.
010	SPRINGFIELD MA 010	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010.
011	SPRINGFIELD MA 011 U	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010.
012	PITTSFIELD MA 012	PITTSFIELD MA 012	PITTSFIELD MA 012 D.
013	SPRINGFIELD MA 013	SPRINGFIELD MA 010 S	SCF SPRINFIELD MA 010.
014	WORCESTER MA 014	WORCESTER MA 015 S	SCF WORCESTER MA 015.
015	WORCESTER MA 015	WORCESTER MA 015 S	SCF WORCESTER MA 015.
016	WORCESTER MA 016 U	WORCESTER MA 016	SCF WORCESTER MA 015.
017	WORCESTER MA 017	WORCESTER MA 015 S	SCF WORCESTER MA 015.
018	MIDDLESEX-ESSX MA 018	MIDDLESEX-ESSX MA 018 S	SCF MIDDLESEX-ESSX MA 018.
019	MIDDLESEX-ESSX MA 019	MIDDLESEX-ESSX MA 018 S	SCF MIDDLESEX-ESSX MA 018.
020	BROCKTON MA 020	BROCKTON MA 023 S	SCF BROCKTON MA 023.
021	BOSTON MA 021 U	BOSTON MA 021 S	SCF BOSTON MA 021.
022	BOSTON MA 022 U	BOSTON MA 021 S	SCF BOSTON MA 021.
023	BROCKTON MA 023	BROCKTON MA 023 S	SCF BROCKTON MA 023.
024	BROCKTON MA 024 U	BROCKTON MA 023 S	SCF BROCKTON MA 023.
025	BUZZARDS BAY MA 025	BUZZARDS BAY MA 025 S	SCF BUZZARDS BAY MA 025.
026	BUZZARDS BAY MA 026	BUZZARDS BAY MAY 025 S	SCF BUZZARDS BAY MA 025.
027	PROVIDENCE RI 027	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028.
028	PROVIDENCE RI 028	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028.
029	PROVIDENCE RI 029 U	PROVIDENCE RI 029	SCF PROVIDENCE RI 028.
030	MANCHESTER NH 030	MANCHESTER NH 030	SCF MANCHESTER NH 030.
031	MANCHESTER NH 031 U	MANCHESTER NH 031	SCF MANCHESTER NH 030.
032	MANCHESTER NH 032	MANCHESTER NH 032	SCF MANCHESTER NH 030.
033	CONCORD NH 033 U	CONCORD NH 033	SCF MANCHESTER NH 030.
034	MANCHESTER NH 034	MANCHESTER NH 034	SCF MANCHESTER NH 030.
035	WHITE RVR JCT VT 035	WHITE RVR JCT VT 051 S SCHEME B	SCF WHITE RVR JCT VT 050.
036	WHITE RVR JCT 036	WHITE RVR JCT VT 051 S SCHEME B	SCF WHITE RVR JCT VT 050.
037	WHITE RVR JCT 037	WHITE RVR JCT VT 050 S SCHEME C	SCF WHITE RVR JCT VT 050.
038	PORTSMOUTH NH 038	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038.
039	PORTSMOUTH NH 039	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038.
040	PORTLAND ME 040	PORTLAND ME 040	SCF PORTLAND ME 040.
041	PORTLAND ME 041 U	PORTLAND ME 041	SCF PORTLAND ME 040.
042	PORTLAND ME 042	PORTLAND ME 042	SCF PORTLAND ME 040.
043	PORTLAND ME 043	PORTLAND ME 043 S	SCF PORTLAND ME 040.
044	BANGOR ME 044	BANGOR ME 044	SCF BANGOR ME 044.
045	PORTLAND ME 045	PORTLAND ME 043 S	SCF PORTLAND ME 040
046	BANGOR ME 046	BANGOR ME 046	SCF BANGOR ME 044.
047	BANGOR ME 047	BANGOR ME 047	SCF BANGOR ME 044.
048	PORTLAND ME 048	PORTLAND ME 048	SCF PORTLAND ME 040
049	BANGOR ME 049	BANGOR ME 049	SCF BANGOR ME 044.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
050	WHITE RVR JCT VT 050	WHITE RVR JCT VT 050 [S] SCHEME C	SCF WHITE RVR JCT VT 050.
051	WHITE RVR JCT VT 051	WHITE RVR JCT VT 051 [S] SCHEME B	SCF WHITE RVR JCT VT 050.
052	WHITE RVR JCT VT 052	WHITE RVR JCT VT 051 [S] SCHEME B	SCF WHITE RVR JCT VT 050.
053	WHITE RVR JCT VT 053	WHITE RVR JCT VT 051 [S] SCHEME B	SCF WHITE RVR JCT VT 050.
054	BURLINGTON VT 054	BURLINGTON VT 054 [S]	SCF BURLINGTON VT 054.
055	MIDDLESEX-ESSX MA 055	MIDDLESEX-ESSX MA 018 [S]	SCF MIDDLESEX-ESSX MA 018.
056	BURLINGTON VT 056	BURLINGTON VT 054 [S]	SCF BURLINGTON VT 054.
057	WHITE RVR JCT VT 057	WHITE RVR JCT VT 057 [S] SCHEME A	SCF WHITE RVR JCT VT 050.
058	WHITE RVR JCT VT 058	WHITE RVR JCT VT 057 [S] SCHEME A	SCF WHITE RVR JCT VT 050.
059	WHITE RVR JCT VT 059	WHITE RVR JCT VT 051 [S] SCHEME B	SCF WHITE RVR JCT VT 050.
060	HARTFORD CT 060	HARTFORD CT 060	SCF HARTFORD CT 060.
061	HARTFORD CT 061 [U]	HARTFORD CT 061	SCF HARTFORD CT 060.
062	HARTFORD CT 062	HARTFORD CT 062	SCF HARTFORD CT 060.
063	SOUTHERN CT 063	SOUTHERN CT 063	SCF SOUTHERN CT 064.
064	SOUTHERN CT 064	SOUTHERN CT 064	SCF SOUTHERN CT 064.
065	NEW HAVEN CT 065 [U]	NEW HAVEN CT 065	SCF SOUTHERN CT 064.
066	BRIDGEPORT CT 066 [U]	BRIDGEPORT CT 066	SCF SOUTHERN CT 064.
067	WATERBURY CT 067	WATERBURY CT 067	WATERBURY CT 067.[D]
068	STAMFORD CT 068	STAMFORD CT 068 [S]	SCF STAMFORD CT 068.
069	STAMFORD CT 069 [U]	STAMFORD CT 068 [S]	SCF STAMFORD CT 068.
070	NEWARK NJ 070	NEWARK NJ 070	SCF NEWARK NJ 070.
071	NEWARK NJ 071 [U]	NEWARK NJ 071	SCF NEWARK NJ 070.
072	ELIZABETH NJ 072 [U]	ELIZABETH NJ 072	SCF NEWARK NJ 070
073	JERSEY CITY NJ 073 [U]	JERSEY CITY NJ 073	SCF NEWARK NJ 070.
074	PATERSON NJ 074	HACKENSACK NJ 074 [S]	SCF PATERSON NJ 074.
075	PATERSON NJ 075 [U]	PATERSON NJ 075	SCF PATERSON NJ 074.
076	HACKENSACK NJ 076	HACKENSACK NJ 074 [S]	HACKENSACK NJ 076.[D]
077	MONMOUTH NJ 077	KILMER NJ 077 [S]	MONMOUTH NJ 077.[D]
078	WEST JERSEY NJ 078	WEST JERSEY NJ 078 [S]	SCF WEST JERSEY NJ 079.
079	WEST JERSEY NJ 079	WEST JERSEY NJ 078 [S]	SCF WEST JERSEY NJ 079.
080	SOUTH JERSEY NJ 080	SOUTH JERSEY NJ 080 [S] SCHEME A	SCF SOUTH JERSEY NJ 080.
081	CAMDEN NJ 081 [U]	SOUTH JERSEY NJ 080 [S] SCHEME A	SCF SOUTH JERSEY NJ 080.
082	SOUTH JERSEY NJ 082	SOUTH JERSEY NJ 080 [S] SCHEME B	SCF SOUTH JERSEY NJ 080.
083	SOUTH JERSEY NJ 083	SOUTH JERSEY NJ 080 [S] SCHEME B	SCF SOUTH JERSEY NJ 080.
084	ATLANTIC CITY NJ 084 [U]	SOUTH JERSEY NJ 080 [S] SCHEME B	SCF SOUTH JERSEY NJ 080.
085	TRENTON NJ 085	TRENTON NJ 085 [S]	SCF TRENTON NJ 085.
086	TRENTON NJ 086 [U]	TRENTON NJ 085 [S]	SCF TRENTON NJ 085.
087	TRENTON NJ 087	TRENTON NJ 085 [S]	SCF TRENTON NJ 085.
088	KILMER NJ 088	KILMER NJ 077 [S]	SCF KILMER NJ 088.
089	NEW BRUNSWICK NJ 089 [U]	NEW BRUNSWICK NJ 089	SCF KILMER NJ 088.
090	APO AE 090	APO AE 090.	
091	APO AE 091	APO AE 091.	
092	APO AE 092	APO AE 092.	
093	APO AE 093	APO AE 093	
094	APO/FPO AE 094	APO/FPO AE 094	
095	FPO AE 095	FPO AE 095	
096	APO/FPO AE 096	APO/FPO AE 096	
097	APO/FPO AE 097	APO/FPO AE 097	
098	APO/FPO AE 098	APO/FPO AE 098	
099 [X]			
100	NEW YORK NY 100 [U]	NEW YORK NY 100	SCF NEW YORK NY 100.
101	NEW YORK NY 101 [U]	NEW YORK NY 101	SCF NEW YORK NY 100.
102	NEW YORK NY 102 [U]	NEW YORK NY 102	SCF NEW YORK NY 100.
103	STATEN ISLAND NY 103 [U]	STATEN ISLAND NY 103	STATEN ISLAND NY 103 [D].
104	BRONX NY 104 [U]	BRONX NY 104	BRONX NY 104 [D].
105	WESTCHESTER NY 105	WESTCHESTER NY 105	SCF WESTCHESTER NY 105.
106	WHITE PLAINS NY 106 [U]	WHITE PLAINS NY 106	SCF WESTCHESTER NY 105.
107	YONKERS NY 107 [U]	YONKERS NY 107	SCF WESTCHESTER NY 105.
108	NEW ROCHELLE NY 108 [U]	NEW ROCHELLE NY 108	SCF WESTCHESTER NY 105.
109	ROCKLAND NY 109	ROCKLAND NY 109	ROCKLAND NY 109 [D].

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
110	QUEENS NY 110	QUEENS NY 110 S	SCF QUEENS NY 110.
111	LONG ISLAND CITY NY 111 U	LONG ISLAND CITY NY 111	LONG ISLAND CITY NY 111 D.
112	BROOKLYN NY 112 U	BROOKLYN NY 112	BROOKLYN NY 112 D.
113	FLUSHING NY 113 U	QUEENS NY 110 S	SCF QUEENS NY 110.
114	JAMAICA NY 114 U	QUEENS NY 110 S	SCF QUEENS NY 110.
115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115 D.
116	FAR ROCKAWAY NY 116 U	QUEENS NY 110 S	SCF QUEENS NY 110.
117	MID-ISLAND NY 117	MID-ISLAND NY 117	SCF MID-ISLAND NY 117.
118	HICKSVILLE NY 118 U	HICKSVILLE NY 118	SCF MID-ISLAND NY 117.
119	MID-ISLAND NY 119	MID-ISLAND NY 119	SCF MID-ISLAND NY 117.
120	ALBANY NY 120	ALBANY NY 120 S	SCF ALBANY NY 120.
121	ALBANY NY 121	ALBANY NY 120 S	SCF ALBANY NY 120.
122	ALBANY NY 122 U	ALBANY NY 120 S	SCF ALBANY NY 120.
123	SCHENECTADY NY 123 U	ALBANY NY 120 S	SCF ALBANY NY 120.
124	MID-HUDSON NY 124	MID-HUDSON NY 124 S	SCF MID-HUDSON NY 125.
125	MID-HUDSON NY 125	MID-HUDSON NY 124 S	SCF MID-HUDSON NY 125.
126	POUGHKEEPSIE NY 126 U	POUGHKEEPSIE NY 126	SCF MID-HUDSON NY 125.
127	MID-HUDSON NY 127	MID-HUDSON NY 124 S	SCF MID-HUDSON NY 125.
128	GLENS FALLS NY 128	GLENS FALLS NY 128	GLENS FALLS NY 128 D.
129	PLATTSBURGH NY 129	PLATTSBURGH NY 129	PLATTSBURGH NY 129 D.
130	SYRACUSE NY 130	SYRACUSE NY 130 S	SCF SYRACUSE NY 130.
131	SYRACUSE NY 131	SYRACUSE NY 130 S	SCF SYRACUSE NY 130.
132	SYRACUSE NY 132 U	SYRACUSE NY 130 S	SCF SYRACUSE NY 130.
133	UTICA NY 133	UTICA NY 133 S	SCF UTICA NY 133.
134	UTICA NY 134	UTICA NY 133 S	SCF UTICA NY 133.
135	UTICA NY 135 U	UTICA NY 135	SCF UTICA NY 133.
136	WATERTOWN NY 136	WATERTOWN NY 136	WATERTOWN NY 136 D.
137	BINGHAMTON NY 137	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137.
138	BINGHAMTON NY 138	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137.
139	BINGHAMTON NY 139 U	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137.
140	BUFFALO NY 140	BUFFALO NY 140 S	SCF BUFFALO NY 140.
141	BUFFALO NY 141	BUFFALY NY 140 S	SCF BUFFALY NY 140.
142	BUFFALO NY 142 U	BUFFALO NY 140 S	SCF BUFFALO NY 140.
143	NIAGARA FALLS NY 143 U	BUFFALO NY 140 S	SCF BUFFALO NY 140.
144	ROCHESTER NY 144	ROCHESTER NY 144	SCF ROCHESTER NY 144.
145	ROCHESTER NY 145	ROCHESTER NY 145	SCF ROCHESTER NY 144.
146	ROCHESTER NY 146 U	ROCHESTER NY 146	SCF ROCHESTER NY 144.
147	JAMESTOWN NY 147	JAMESTOWN NY 147	JAMESTOWN NY 147 D.
148	ELMIRA NY 148	ELMIRA NY 148	SCF ELMIRA NY 148.
149	ELMIRA NY 149 U	ELMIRA NY 149	SCF ELMIRA NY 148.
150	PITTSBURGH PA 150	PITTSBURGH PA 150	SCF PITTSBURGH PA 150.
151	PITTSBURGH PA 151	PITTSBURGH PA 151	SCF PITTSBURGH PA 150.
152	PITTSBURGH PA 152	SCF PITTSBURGH PA 150..	
153	PITTSBURGH PA 153	PITTSBURGH PA 153	SCF PITTSBURGH PA 150.
154	PITTSBURGH PA 154	PITTSBURGH PA 154	SCF PITTSBURGH PA 150.
155	JOHNSTOWN PA 155	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159.
156	GREENSBURG PA 156	GREENSBURG PA 156	GREENSBURG PA 156 D.
157	JOHNSTOWN PA 157	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159.
158	DUBOIS PA 158	DUBOIS PA 158	DUBOIS PA 158 D.
159	JOHNSTOWN PA 159	JOHNSTOWN PA 159	SCF JOHNSTOWN PA 159.
160	NEW CASTLE PA 160	NEW CASTLE PA 160	SCF NEW CASTLE PA 161.
161	NEW CASTLE PA 161	NEW CASTLE PA 161	SCF NEW CASTLE PA 161.
162	NEW CASTLE PA 162	NEW CASTLE PA 162	SCF NEW CASTLE PA 161.
163	OIL CITY PA 163	OIL CITY PA 163	OIL CITY PA 163.D
164	ERIE PA 164	ERIE PA 164 S	SCF ERIE PA 164.
165	ERIE PA 165 U	ERIE PA 164 S	SCF ERIE PA 164.
166	ALTOONA PA 166	ALTOONA PA 166	SCF ALTOONA PA 166.
167	BRADFORD PA 167	BRADFORD PA 167	BRADFORD PA 167.D
168	ALTOONA PA 168	ALTOONA PA 168	SCF ALTOONA PA 166.
169	WILLIAMSPORT PA 169	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177.
170	HARRISBURG PA 170	HARRISBURG PA 170	SCF HARRISBURG PA 170.
171	HARRISBURG PA 171 U	HARRISBURG PA 171	SCF HARRISBURG PA 170.
172	HARRISBURG PA 172	HARRISBURG PA 172	SCF HARRISBURG PA 170.
173	LANCASTER PA 173	LANCASTER PA 173	SCF LANCASTER PA 173.
174	YORK PA 174 U	YORK PA 174	SCF LANCASTER PA 173.
175	LANCASTER PA 175	LANCASTER PA 175	SCF LANCASTER PA 173.
176	LANCASTER PA 176 U	LANCASTER PA 176	SCF LANCASTER PA 173.
177	WILLIAMSPORT PA 177	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177.
178	HARRISBURG PA 178	HARRISBURG PA 178	SCF HARRISBURG PA 170.
179	READING PA 179	READING PA 179	SCF READING PA 195.
180	LEHIGH VALLEY PA 180	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180.
181	ALLENTOWN PA 181 U	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
182	WILKES BARRE PA 182	WILKES BARRE PA 182	SCF WILKES BARRE PA 186.
183	LEHIGH VALLEY PA 183	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
184	SCRANTON PA 184	SCRANTON PA 184	SCF SCRANTON PA 184.
185	SCRANTON PA 185 U	SCRANTON PA 185	SCF SCRANTON PA 184.
186	WILKES BARRE PA 186	WILKES BARRE PA 186	SCF WILKES BARRE PA 186.
187	WILKES BARRE PA 187 U	WILKES BARRE PA 187	SCF WILKES BARRE PA 186.
188	SCRANTON PA 188	SCRANTON PA 188	SCF SCRANTON PA 184.
189	SOUTHEASTERN PA 189	SOUTHEASTERN PA 189	SCF SOUTHEASTERN PA 189.
190	PHILADELPHIA PA 190	PHILADELPHIA PA 190	SCF PHILADELPHIA PA 190.
191	PHILADELPHIA PA 191 U	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190.
192	PHILADELPHIA PA 192	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190.
193	SOUTHEASTERN PA 193	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189.
194	SOUTHEASTERN PA 194	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189.
195	READING PA 195	READING PA 195	SCF READING PA 195.
196	READING PA 196 U	READING PA 196	SCF READING PA 195.
197	WILMINGTON DE 197	WILMINGTON DE 197 S	SCF WILMINGTON DE 197.
198	WILMINGTON DE 198 U	WILMINGTON DE 197 S	SCF WILMINGTON DE 197.
199	WILMINGTON DE 199	WILMINGTON DE 197 S	SCF WILMINGTON DE 197.
200	WASHINGTON DC 200 U	WASHINGTON DC 200	SCF WASHINGTON DC 200.
201	NORTHERN VA 201	NORTHERN VA 201	SCF NORTHERN VA 220.
202	WASHINGTON DC 202	WASHINGTON DC 202 S	SCF WASHINGTON DC 200.
203	WASHINGTON DC 203	WASHINGTON DC 202 S	SCF WASHINGTON DC 200.
204	WASHINGTON DC 204	WASHINGTON DC 202 S	SCF WASHINGTON DC 200.
205	WASHINGTON DC 205	WASHINGTON DC 202 S	SCF WASHINGTON DC 200.
206	SOUTHERN MD 206	SOUTHERN MD 206	SCF SOUTHERN MD 206.
207	SOUTHERN MD 207	SOUTHERN MD 207	SCF SOUTHERN MD 206.
208	SUBURBAN MD 208	SUBURBAN MD 208 S	SCF SUBURBAN MD 208.
209	SIVLER SPRING MD 209 U	SUBURBAN MD 208 S	SCF SUBURBAN MD 208.
210	BALTIMORE MD 210	BALTIMORE MD 210 S	SCF BALTIMORE MD 210.
211	BALTIMORE MD 211	BALTIMORE MD 210 S	SCF BALTIMORE MD 210.
212	BALTIMORE MD 212 U	BALTIMORE MD 212	SCF BALTIMORE MD 210.
213 X			
214	ANNAPOLIS MD 214 U	ANNAPOLIS MD 214	SCF BALTIMORE MD 210.
215	CUMBERLAND MD 215	CUMBERLAND MD 215	SCF CUMBERLAND MD 215.
216	EASTON MD 216	EASTON MD 216	EASTON MD 216. D
217	FREDERICK MD 217	FREDERICK MD 217	FREDERICK MD 217. D
218	SALISBURY MD 218	SALISBURY MD 218	SALISBURY MD 218. D
219	BALTIMORE MD 219	BALTIMORE MD 210 S	SCF BALTIMORE MD 210.
220	NORTHERN VA 220	NORTHERN VA 220	SCF NORTHERN VA 220.
221	NORTHERN VA 221	NORTHERN VA 221	SCF NORTHERN VA 220.
222	ARLINGTON VA 222 U	ARLINGTON VA 222	SCF NORTHERN VA 220.
223	ALEXANDRIA VA 223 U	ALEXANDRIA VA 223	SCF NORTHERN VA 220.
224	RICHMOND VA 224	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230.
225	RICHMOND VA 225	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230.
226	WINCHESTER VA 226	WINCHESTER VA 226	WINCHESTER VA 226. D
227	CULPEPER VA 227	CULPEPER VA 227	CULPEPER VA 227. D
228	CHARLOTTESVILLE VA 228	CHARLOTTESVILLE VA 228	SCF CHARLOTTESVILLE VA 229.
229	CHARLOTTESVILLE VA 229	CHARLOTTESVILLE VA 229	SCF CHARLOTTESVILLE VA 229.
230	RICHMOND VA 230	RICHMOND VA 230 S SCHEME A	SCF RICHMOND VA 230.
231	RICHMOND VA 231	RICHMOND VA 230 S SCHEME A	SCF RICHMOND VA 230.
232	RICHMOND VA 232 U	RICHMOND VA 232	SCF RICHMOND VA 230.
233	NORFOLK VA 233	NORFOLK VA 233 S	SCF NORFOLK VA 233.
234	NORFOLK VA 234	NORFOLK VA 233 S	SCF NORFOLK VA 233.
235	NORFOLK VA 235 U	NORFOLF VA 233 S	SCF NORFOLK VA 233.
236	NORFOLK VA 236	NORFOLK VA 233 S	SCF NORFOLK VA 233.
237	PORTSMOUTH VA 237 U	NORFOLK VA 233 S	SCF NORFOLK VA 233.
238	RICHMOND VA 238	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230.
239	FARMVILLE VA 239	FARMVILLE VA 239	FARMVILLE VA 239. D
240	ROANOKE VA 240	ROANOKE VA 240 S	SCF ROANOKE VA 240.
241	ROANOKE VA 241	ROANOKE VA 240 S	SCF ROANOKE VA 240.
242	BRISTOL VA 242	BRISTOL VA 242	BRISTOL VA 242. D
243	ROANOKE VA 243	ROANOKE VA 243	SCF ROANOKE VA 240.
244	CHARLOTTESVILLE VA 244	CHARLOTTESVILLE VA 244	SCF CHARLOTTESVILLE VA 229.
245	LYNCHBURG VA 245	LYNCHBURG VA 245	LYNCHBURG VA 245. D
246	BLUEFIELD WV 246	BLUEFIELD WV 246	SCF BLUEFIELD WV 247.
247	BLUEFIELD WV 247	BLUEFIELD WV 247	SCF BLUEFIELD WV 247.
248	BLUEFIELD WV 248	BLUEFIELD WV 248	SCF BLUEFIELD WV 247.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
249	LEWISBURG WV 249	LEWISBURG WV 249	LEWISBURG WV 249.[D]
250	CHARLESTON WV 250	CHARLESTON WV 250[S]	SCF CHARLESTON WV 250.
251	CHARLESTON WV 251	CHARLESTON WV 250[S]	SCF CHARLESTON WV 250.
252	CHARLESTON WV 252	CHARLESTON WV 250[S]	SCF CHARLESTON WV 250.
253	CHARLESTON WV 253[U]	CHARLESTON WV 253	SCF CHARLESTON WV 250.
254	MARTINSBURG WV 254	MARTINSBURG WV 254	MARTINSBURG WV 254.[D]
255	HUNTINGTON WV 255	HUNTINGTON WV 255	SCF HUNTINGTON WV 255.
256	HUNTINGTON WV 256	HUNTINGTON WV 256	SCF HUNTINGTON WV 255.
257	HUNTINGTON WV 257[U]	HUNTINGTON WV 257	SCF HUNTINGTON WV 255.
258	BECKLEY WV 258	BECKLEY WV 258	SCF BECKLEY WV 258.
259	BECKLEY WV 259	BECKLEY WV 259	SCF BECKLEY WV 258.
260	WHEELING WV 260	WHEELING WV 260	WHEELING WV 260.[D]
261	PARKERSBURG WV 261	PARKERSBURG WV 261	PARKERSBURG WV 261.[D]
262	CLARKSBURG WV 262	CLARKSBURG WV 262	SCF CLARKSBURG WV 263.
263	CLARKSBURG WV 263	CLARKSBURG WV 263	SCF CLARKSBURG WV 263.
264	CLARKSBURG WV 264	CLARKSBURG WV 264	SCF CLARKSBURG WV 263.
265	CLARKSBURG WV 265	CLARKSBURG WV 265	SCF CLARKSBURG WV 263.
266	GASSAWAY WV 266	GASSAWAY WV 266	GASSAWAY WV 266.[D]
267	CUMBERLAND MD 267	CUMBERLAND MD 267	SCF CUMBERLAND MD 215.
268	PETERSBURG WV 268	PETERSBURG WV 268	PETERSBURG WV 268.[D]
269[X]			
270	GREENSBORO NC 270	GREENSBORO NC 270	SCF GREENSBORO NC 270.
271	WINSTON-SALEM NC 271[U]	WINSTON-SALEM NC 271	SCF GREENSBORO NC 270.
272	GREENSBORO NC 272	GREENSBORO NC 272	SCF GREENSBORO NC 270.
273	GREENSBORO NC 273	GREENSBORO NC 273	SCF GREENSBORO NC 270.
274	GREENSBORO NC 274[U]	GREENSBORO NC 274	SCF GREENSBORO NC 270.
275	RALEIGH NC 275	RALEIGH NC 275	SCF RALEIGH NC 275.
276	RALEIGH NC 276[U]	RALEIGH NC 276	SCF RALEIGH NC 275.
277	DURHAM NC 277[U]	DURHAM NC 277	SCF RALEIGH NC 275.
278	ROCKY MOUNT NC 278	ROCKY MOUNT NC 278[S]	SCF ROCKY MOUNT NC 278.
279	ROCKY MOUNT NC 279	ROCKY MOUNT NC 278[S]	SCF ROCKY MOUNT NC 278.
280	CHARLOTTE NC 280	CHARLOTTE NC 280[S]	SCF CHARLOTTE NC 280.
281	CHARLOTTE NC 281	CHARLOTTE NC 280[S]	SCF CHARLOTTE NC 280.
282	CHARLOTTE NC 282[U]	CHARLOTTE NC 282	SCF CHARLOTTE NC 280.
283	FAYETTEVILLE NC 283	FAYETTEVILLE NC 283	SCF FAYETTEVILLE NC 283.
284	FAYETTEVILLE NC 284	FAYETTEVILLE NC 284	SCF FAYETTEVILLE NC 283.
285	KINSTON NC 285	KINSTON NC 285	KINSTON NC 285.[D]
286	HICKORY NC 286	HICKORY NC 286	HICKORY NC 286.[D]
287	ASHEVILLE NC 287	ASHEVILLE NC 287	SCF ASHEVILLE NC 287.
288	ASHEVILLE NC 288[U]	ASHEVILLE NC 288	SCF ASHEVILLE NC 287.
289	ASHEVILLE NC 289	ASHEVILLE NC 289	SCF ASHEVILLE NC 287.
290	COLUMBIA SC 290	COLUMBIA SC 290[S]	SCF COLUMBIA SC 290.
291	COLUMBIA SC 291	COLUMBIA SC 290[S]	SCF COLUMBIA SC 290.
292	COLUMBIA SC 292[U]	COLUMBIA SC 292	SCF COLUMBIA SC 290.
293	GREENVILLE SC 293	GREENVILLE SC 296[S]	SCF GREENVILLE SC 296.
294	CHARLESTON SC 294	CHARLESTON SC 294	CHARLESTON SC 294.[D]
295	FLORENCE SC 295	FLORENCE SC 295	FLORENCE SC 295.[D]
296	GREENVILLE SC 296	GREENVILLE SC 296[S]	SCF GREENVILLE SC 296.
297	CHARLOTTE NC 297	CHARLOTTE NC 280[S]	SCF CHARLOTTE NC 280.
298	AUGUSTA GA 298	AUGUSTA GA 298	SCF AUGUSTA GA 308.
299	SAVANNAH GA 299	SAVANNAH GA 299	SCF SAVANNAH GA 313.
300	NORTH METRO GA 300	NORTH METRO GA 300[S]	SCF NORTH METRO GA 300.
301	NORTH METRO GA 301	NORTH METRO GA 300[S]	SCF NORTH METRO GA 300.
302	NORTH METRO GA 302	NORTH METRO GA 302	SCF NORTH METRO GA 300.
303	ATLANTA GA 303[U]	ATLANTA GA 303[S]	SCF ATLANTA GA 303.
304	SWAINSBORO GA 304	SWAINSBORO GA 304	SWAINSBORO GA 304.[D]
305	ATHENS GA 305	ATHENS GA 305	SCF ATHENS GA 306.
306	ATHENS GA 306	ATHENS GA 306	SCF ATHENS GA 306.
307	CHATTANOOGA TN 307	CHATTANOOGA TN 307	SCF CHATTANOOGA TN 373.
308	AUGUSTA GA 308	AUGUSTA GA 308	SCF AUGUSTA GA 308.
309	AUGUSTA GA 309[U]	AUGUSTA GA 309	SCF AUGUSTA GA 308.
310	MACON GA 310	MACON GA 310[S]	SCF MACON GA 310.
311	ATLANTA GA 311[U]	ATLANTA GA 303[S]	SCF ATLANTA GA 303.
312	MACON GA 312[U]	MACON GA 310[S]	SCF MACON GA 310.
313	SAVANNAH GA 313	SAVANNAH GA 313	SCF SAVANNAH GA 313.
314	SAVANNAH GA 314[U]	SAVANNAH GA 314	SCF SAVANNAH GA 313.
315	WAYCROSS GA 315	WAYCROSS GA 315	WAYCROSS GA 315.[D]
316	VALDOSTA GA 316	VALDOSTA GA 316	VALDOSTA GA 316.[D]
317	ALBANY GA 317	ALBANY GA 317	ALBANY GA 317.[D]
318	COLUMBUS GA 318	COLUMBUS GA 318[S]	SCF COLUMBUS GA 318.
319	COLUMBUS GA 319[U]	COLUMBUS GA 318[S]	SCF COLUMBUS GA 318.
320	JACKSONVILLE FL 320	JACKSONVILLE FL 320	SCF JACKSONVILLE FL 320.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321.[D]
322	JACKSONVILLE FL 322[U]	JACKSONVILLE FL 322	SCF JACKSONVILLE FL 320.
323	TALLAHASSEE FL 323	TALLAHASSEE FL 323	TALLAHASSEE FL 323.[D]
324	PANAMA CITY FL 324	PANAMA CITY FL 324	PANAMA CITY FL 324.[D]
325	PENSACOLA FL 325	PENSACOLA FL 325	PENSACOLA FL 325.[D]
326	GAINESVILLE FL 326	GAINESVILLE FL 326	SCF GAINESVILLE FL 326.
327	MID-FLORIDA FL 327	MID-FLORIDA FL 327	MID-FLORIDA FL 327.[D]
328	ORLANDO FL 328[U]	ORLANDO FL 328	SCF ORLANDO FL 328.
329	ORLANDO FL 329	ORLANDO FL 329	SCF ORLANDO FL 328.
330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330.[D]
331	MIAMI FL 331[U]	MIAMI FL 331	SCF MIAMI FL 331.
332	MIAMI FL 332[U]	MIAMI FL 332	SCF MIAMI FL 331.
333	FT LAUDERDALE FL 333[U]	FT LAUDERDALE FL 333	FT LAUDERDALE FL 333.[D]
334	WEST PALM BCH FL 334	WEST PALM BCH FL 334[S]	SCF WEST PALM BCH FL 334.
335	TAMPA FL 335	TAMPA FL 335[S]	SCF TAMPA FL 335.
336	TAMPA FL 336[U]	TAMPA FL 336	SCF TAMPA FL 335.
337	ST PETERSBURG FL 337[U]	ST PETERSBURG FL 337	ST PETERSBURG FL 337.[D]
338	LAKELAND FL 338	LAKELAND FL 338	LAKELAND FL 338.[D]
339	FT MYERS FL 339	FT MYERS FL 339	FT MYERS FL 339.[D]
340	APO/FPO AA 340	APO/FPO AA 340	
341[X]			
342	MANASOTA FL 342	MANASOTA FL 342	MANASOTA FL 342.[D]
343[X]			
344	GAINESVILLE FL 344	GAINESVILLE FL 344	SCF GAINESVILLE FL 326.
345[X]			
346	TAMPA FL 346	TAMPA FL 335[S]	SCF TAMPA FL 335.
347	ORLANDO FL 347	ORLANDO FL 347	SCF ORLANDO FL 328.
348[X]			
349	WEST PALM BCH FL 349	WEST PALM BCH FL 334[S]	SCF WEST PALM BCH FL 334.
350	BIRMINGHAM AL 350	BIRMINGHAM AL 350	SCF BIRMINGHAM AL 350.
351	BIRMINGHAM AL 351	BIRMINGHAM AL 351	SCF BIRMINGHAM AL 350.
352	BIRMINGHAM AL 352[U]	BIRMINGHAM AL 352	SCF BIRMINGHAM AL 350.
353[X]			
354	TUSCALOOSA AL 354	TUSCALOOSA AL 354	TUSCALOOSA AL 354.[D]
355	BIRMINGHAM AL 355	BIRMINGHAM AL 355	SCF BIRMINGHAM AL 350.
356	HUNTSVILLE AL 356	HUNTSVILLE AL 356	SCF HUNTSVILLE AL 357.
357	HUNTSVILLE AL 357	HUNTSVILLE AL 357	SCF HUNTSVILLE AL 357.
358	HUNTSVILLE AL 358[U]	HUNTSVILLE AL 358	SCF HUNTSVILLE AL 357.
359	BIRMINGHAM AL 359	BIRMINGHAM AL 359	SCF BIRMINGHAM AL 350.
360	MONTGOMERY AL 360	MONTGOMERY AL 360	SCF MONTGOMERY AL 360.
361	MONTGOMERY AL 361[U]	MONTGOMERY AL 361	SCF MONTGOMERY AL 360.
362	ANNISTON AL 362	ANNISTON AL 362	ANNISTON AL 362.[D]
363	DOTHAN AL 363	DOTHAN AL 363	DOTHAN AL 363.[D]
364	EVERGREEN AL 364	EVERGREEN AL 364	EVERGREEN 364.[D]
365	MOBILE AL 365	MOBILE AL 365	SCF MOBILE AL 365.
366	MOBILE AL 366[U]	MOBLIE AL 366	SCF MOBILE AL 365.
367	MONTGOMERY AL 367	MONTGOMERY AL 367	SCF MONTGOMERY AL 360.
368	MONTGOMERY AL 368	MONTGOMERY AL 368	SCF MONTGOMERY AL 360.
369	MERIDIAN MS 369	JACKSON MS 393[S] SCHEME B	SCF MERIDIAN MS 393.
370	NASHVILLE TN 370	NASHVILLE TN 370	SCF NASHVILLE TN 370.
371	NASHVILLE TN 371	NASHVILLE TN 371	SCF NASHVILLE TN 370.
372	NASHVILLE TN 372[U]	NASHVILLE TN 372	SCF NASHVILLE TN 370.
373	CHATTANOOGA TN 373	CHATTANOOGA TN 373	SCF CHATTANOOGA TN 373.
374	CHATTANOOGA TN 374[U]	CHATTANOOGA TN 374	SCF CHATTANOOGA TN 373.
375	MEMPHIS TN 375	MEMPHIS TN 375	SCF MEMPHIS TN 380.
376	JOHNSON CITY TN 376	JOHNSON CITY TN 376	JOHNSON CITY TN 376.[D]
377	KNOXVILLE TN 377	KNOXVILLE TN 377[S]	SCF KNOXVILLE TN 377.
378	KNOXVILLE TN 378	KNOXVILLE TN 377[S]	SCF KNOXVILLE TN 377.
379	KNOXVILLE TN 379[U]	KNOXVILLE TN 377[S]	SCF KNOXVILLE TN 377.
380	MEMPHIS TN 380	MEMPHIS TN 380	SCF MEMPHIS TN 380.
381	MEMPHIS TN 381[U]	MEMPHIS TN 381	SCF MEMPHIS TN 380.
382	MCKENZIE TN 382	MCKENZIE TN 382	MCKENZIE TN 382.[D]
383	JACKSON TN 383	JACKSON TN 383	JACKSON TN 383.[D]
384	COLUMBIA TN 384	COLUMBIA TN 384	COLUMBIA TN 384.[D]
385	COOKEVILLE TN 385	COOKEVILLE TN 385	COOKEVILLE TN 385.[D]
386	MEMPHIS TN 386	MEMPHIS TN 386	SCF MEMPHIS TN 380.
387	GREENVILLE MS 387	GREENVILE MS	GREENVILLE MS 387.[D]
388	TUPELO MS 388	TUPELO MS 388	TUBELO MS 388.[D]
389	GRENADA MS 389	GRENADA MS 389	GRENADA MS 389.[D]
390	JACKSON MS 390	JACKSON MS 390[S] SCHEME A	SCF JACKSON MS 390.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
391	JACKSON MS 391	JACKSON MS 390 [S] SCHEME A	SCF JACKSON MS 390.
392	JACKSON MS 392 [U]	JACKSON MS 392	SCF JACKSON MS 390.
393	MERIDIAN MS 393	JACKSON MS 393 [S] SCHEME B	SCF MERIDIAN MS 393.
394	HATTIESBURG MS 394	HATTIESBURG MS 394	HATTIESBURG MS 394.[D]
395	GULFPORT MS 395	GULFPORT MS 395	GULPORT MS 395.[D]
396	MCCOMB MS 396	MCCOMB MS 396	MCCOMB MS 396.[D]
397	COLUMBUS MS 397	COLUMBUS MS 397	COLUMBUS MS 397.[D]
398 [X]			
399	ATLANTA GA 399	ATLANTA GA 303 [S]	SCF ATLANTA GA 303.
400	LOUISVILLE KY 400	LOUISVILLE KY 400 [S]	SCF LOUISVILLE KY 400.
401	LOUISVILLE KY 401	LOUISVILLE KY 400 [S]	SCF LOUISVILLE KY 400.
402	LOUISVILLE KY 402 [U]	LOUISVILLE KY 402	SCF LOUISVILLE KY 400.
403	LEXINGTON KY 403	LEXINGTON KY 403	SCF LEXINGTON KY 403.
404	LEXINGTON KY 404	LEXINGTON KY 404	SCF LEXINGTON KY 403.
405	LEXINGTON KY 405 [U]	LEXINGTON KY 405	SCF LEXINGTON KY 403.
406	FRANKFORT KY 406 [U]	FRANKFORT KY 406	SCF LEXINGTON KY 403.
407	LONDON KY 407	LONDON KY 407	SCF LONDON KY 407.
408	LONDON KY 408	LONDON KY 408	SCF LONDON KY 407.
409	LONDON KY 409	LONDON KY 409	SCF LONDON KY 407.
410	CONCINNATI OH 410	CINCINNATI OH 410 [S] SCHEME A	SCF CONCINNATI OH 450.
411	ASHLAND KY 411	ASHLAND KY 411	SCF ASHLAND KY 411.
412	ASHLAND KY 412	ASHLAND KY 412	SCF ASHLAND KY 411.
413	CAMPTON KY 413	CAMPTON KY 413	SCF CAMPTON KY 413.
414	CAMPTON KY 414	CAMPTON KY 414	SCF CAMPTON KY 413.
415	PIKEVILLE KY 415	PIKEVILLE KY 415	SCF PIKEVILLE KY 415.
416	PIKEVILLE KY 416	PIKEVILLE KY 416	SCF PIKEVILLE KY 415.
417	HAZARD KY 417	HAZARD KY 417	SCF HAZARD KY 417.
418	HAZARD KY 418	HAZARD KY 418	SCF HAZARD KY 417.
419 [X]			
420	PADUCAH KY 420	PADUCAH KY 420	PADUCAH KY 420.[D]
421	BOWLING GREEN KY 421	BOWLING GREEN KY 421	SCF BOWLING GREEN KY 421.
422	BOWLING GREEN KY 422	BOWLING GREEN KY 422	SCF BOWLING GREEN KY 421.
423	OWENSBORO KY 423	OWENSBORO KY 423	OWENSBORO KY 423.[D]
424	EVANSVILLE IN 424	EVANSVILLE IN 424	SCF EVANSVILLE IN 476.
425	SOMERSET KY 425	SOMERSET KY 425	SCF SOMERSET KY 425.
426	SOMERSET KY 426	SOMERSET KY 426	SCF SOMERSET KY 426.
427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427.[D]
428 [X]			
429 [X]			
430	COLUMBUS OH 430	COLUMBUS OH 430 [S] SCHEME A	SCF COLUMBUS OH 430.
431	COLUMBUS OH 431	COLUMBUS OH 430 [S] SCHEME A	SCF COLUMBUS OH 430.
432	COLUMBUS OH 432 [U]	COLUMBUS OH 432	SCF COLUMBUS OH 430.
433	COLUMBUS OH 433	COLUMBUS OH 430 [S] SCHEME A	SCF COLUMBUS OH 430.
434	TOLEDO OH 434	TOLEDO OH 434 [S]	SCF TOLEDO OH 434.
435	TOLEDO OH 435	TOLEDO OH 434 [S]	SCF TOLEDO OH 434.
436	TOLEDO OH 436 [U]	TOLEDO OH 434 [S]	SCF TOLEDO OH 434.
437	ZANESVILLE OH 437	COLUMBUS OH 437 [S] SCHEME B	SCF ZANESVILLE OH 437.
438	ZANESVILLE OH 438	COLUMBUS OH 437 [S] SCHEME B	SCF ZANESVILLE OH 437.
439	STEUBENVILLE OH 439	STEUBENVILLE OH 439	STEUBENVILLE OH 439.[D]
440	CLEVELAND OH 440	CLEVELAND OH 440	SCF CLEVELAND OH 440.
441	CLEVELAND OH 441 [U]	CLEVELAND OH 441	SCF CLEVELAND OH 440.
442	AKRON OH 442	AKRON OH 442 [S]	SCF AKRON OH 442.
443	AKRON OH 443 [U]	AKRON OH 442 [S]	SCF AKRON OH 442.
444	YOUNGSTOWN OH 444	YOUNGSTOWN OH 444 [S]	SCF YOUNGSTOWN OH 444.
445	YOUNGSTOWN OH 445 [U]	YOUNGSTOWN OH 444 [S]	SCF YOUNGSTOWN OH 444.
446	CANTON OH 446	CANTON OH 446 [S]	SCF CANTON OH 446.
447	CANTON OH 447 [U]	CANTON OH 446 [S]	SCF CANTON OH 446.
448	MANSFIELD OH 448	MANSFIELD OH 448	SCF MANSFIELD OH 448.
449	MANSFIELD OH 449 [U]	MANSFIELD OH 449	SCF MANSFIELD OH 448.
450	CINCINNATI OH 450	CINCINNATI OH 450 [S] SCHEME B	SCF CINCINNATI OH 450.
451	CINCINNATI OH 451	CINCINNATI OH 450 [S] SCHEME B	SCF CINCINNATI OH 450.
452	CINCINNATI OH 452 [U]	CINCINNATI OH 452	SCF CINCINNATI OH 450.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
453	DAYTON OH 453	DAYTON OH 453	SCF DAYTON OH 453.
454	DAYTON OH 454 U	DAYTON OH 454	SCF DAYTON OH 453.
455	SPRINGFIELD OH 455 U	SPRINGFIELD OH 455	SCF DAYTON OH 453.
456	CHILLICOTHE OH 456	CILLICOTHE OH 456	CHILLICOTHE OH 456. D
457	ATHENS OH 457	ATHENS OH 457	ATHENS OH 457. D
458	LIMA OH 458	LIMA OH 458	LIMA OH 458. D
459	CINCINNATI OH 459	CINCINNATI OH 459	SCF CINCINNATI OH 450.
460	INDIANAPOLIS IN 460	INDIANAPOLIS IN 460	SCF INDIANAPOLIS IN 460.
461	INDIANAPOLIS IN 461	INDIANAPOLIS IN 461	SCF INDIANAPOLIS IN 460.
462	INDIANAPOLIS IN 462 U	INDIANAPOLIS IN 462	SCF INDIANAPOLIS IN 460.
463	GARY IN 463	GARY IN 463 S	SCF GARY IN 463.
464	GARY IN 464 U	GARY IN 463 S	SCF GARY IN 463.
465	SOUTH BEND IN 465	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465.
466	SOUTH BEND IN 466 U	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465.
467	FORT WAYNE IN 467	FORT WAYNE IN 467	SCF FORT WAYNE IN 467.
468	FORT WAYNE IN 468 U	FORT WAYNE IN 468	SCF FORT WAYNE IN 467.
469	KOKOMO IN 469	KOKOMO 469	KOKOMO 469. D
470	CINCINNATI OH 470	CINCINNATI OH 410 S SCHEME A	SCF CINCINNATI OH 450.
471	LOUISVILLE KY 471	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400.
472	COLUMBUS IN 472	COLUMBUS IN 472	COLUMBUS IN 472. D
473	MUNCIE IN 473	MUNCIE IN 473	MUNCIE IN 473. D
474	BLOOMINGTON IN 474	BLOOMINGTON IN 474	BLOOMINGTON IN 474. D
475	WASHINGTON IN 475	WASHINGTON IN 475	WASHINGTON IN 475. D
476	EVANSVILLE IN 476	EVANSVILLE IN 476	SCF EVANSVILLE IN 476.
477	EVANSVILLE IN 477 U	EVANSVILLE IN 477	SCF EVANSVILLE IN 476.
478	TERRE HAUTE IN 478	TERRE HAUTE IN 478	TERRE HAUTE IN 478. D
479	LAFAYETTE IN 479	LAFAYETTE IN 479	LAFAYETTE IN 479. D
480	ROYAL OAK MI 480	ROYAL OAK MI 480	SCF ROYAL OAK MI 480.
481	DETROIT MI 481	DETROIT MI 481	SCF DETROIT MI 481.
482	DETROIT MI 482 U	DETROIT MI 482	SCF DETROIT MI 481.
483	ROYAL OAK MI 483	ROYAL OAK MI 483	SCF ROYAL OAK MI 480.
484	FLINT MI 484	FLINT MI 484 S	SCF FLINT MI 484.
485	FLINT MI 485 U	FLINT MI 484 S	SCF FLINT MI 484.
486	SAGINAW MI 486	SAGINAW MI 486 S	SCF SAGINAW MI 486.
487	SAGINAW MI 487	SAGINAW MI 486 S	SCF SAGINAW MI 486.
488	LANSING MI 488	LANSING MI 488	SCF LANSING MI 488.
489	LANSING MI 489 U	LANSING MI 489	SCF LANSING MI 488.
490	KALAMAZOO MI 490	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490.
491	KALAMAZOO MI 491	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490.
492	JACKSON MI 492	JACKSON MI 492	JACKSON MI 492. D
493	GRAND RAPIDS MI 493	GRAND RAPIDS MI 493	SCF GRAND RAPIDS MI 493.
494	GRAND RAPIDS MI 494	GRAND RAPIDS MI 494	SCF GRAND RAPIDS MI 493.
495	GRAND RAPIDS MI 495 U	GRAND RAPIDS MI 495	SCF GRAND RAPIDS MI 493.
496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496 D
497	GAYLORD MI 497	GAYLORD MI 497	GAYLORD MI 497. D
498	IRON MOUNTAIN MI 498	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498.
499	IRON MOUNTAIN MI 499 S	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498.
500	DES MOINES IA 500	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500.
501	DES MOINES IA 501	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500.
502	DES MOINES IA 502	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500.
503	DES MOINES IA 503 U	DES MOINES IA 503 S SCHEME B	SCF DES MOINES IA 500.
504	MASON CITY IA 504	MASON CITY IA 504	MASON CITY IA 504. D
505	FORT DODGE IA 505	FORT DODGE IA 505	FORT DODGE IA 505. D
506	WATERLOO IA 506	WATERLOO IA 506	SCF WATERLOO IA 506.
507	WATERLOO IA 507 U	WATERLOO IA 507	SCF WATERLOO IA 506.
508	CRESTON IA 508	CRESTON IA 508	CRESTON IA 508. D
509	DES MOINES IA 509	DES MOINES IA 503 S SCHEME B	SCF DES MOINES IA 500.
510	SIOUX CITY IA 510	SIOUX CITY IA 510	SCF SIOUX CITY IA 510.
511	SIOUX CITY IA 511 U	SIOUX CITY IA 511	SCF SIOUX CITY IA 510.
512	SHELDON IA 512	SHELDON IA 512	SHELDON IA 512. D
513	SPENCER IA 513	SPENCER IA 513	SPENCER IA 513. D
514	CARROLL IA 514	CARROLL IA 514	CARROLL IA 514. D
515	OMAHA NE 515	OMAHA NE 680 S	SCF OMAHA NE 680.
516	OMAHA NE 516	OMAHA NE 680 S	SCF OMAHA NE 680.
517 X			
518 X			

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
519[X]			
520	DUBUQUE IA 520	DUBUQUE IA 520	DUBUQUE IA 520.[D]
521	DECORAH IA 521	DECORAH IA 521	DECORAH IA 521.[D]
522	CEDAR RAPIDS IA 522	CEDAR RAPIDS IA 522[S]	SCF CEDAR RAPIDS IA 522.
523	CEDAR RAPIDS IA 523	CEDAR RAPIDS IA 522[S]	SCF CEDAR RAPIDS IA 522.
524	CEDAR RAPIDS IA 524[U]	CEDAR RAPIDS IA 524	SCF CEDAR RAPIDS IA 522.
525	OTTUMWA IA 525	OTTUMWA IA 525	OTTUMWA IA 525.[D]
526	BURLINGTON IA 526	BURLINGTON IA 526	BURLINGTON IA 526.[D]
527	ROCK ISLAND IL 527	ROCK ISLAND IL 612[S]	SCF ROCK ISLAND IL 612.
528	DAVENPORT IA 528[U]	ROCK ISLAND IL 612[S]	SCF ROCK ISLAND IL 612.
529[X]			
530	MILWAUKEE WI 530	MILWAUKEE WI 530	SCF MILWAUKEE WI 530.
531	MILWAUKEE WI 531	MILWAUKEE WI 531	SCF MILWAUKEE WI 530.
532	MILWAUKEE WI 532[U]	MILWAUKEE WI 532	SCF MILWAUKEE WI 530.
533[X]			
534	RACINE WI 534[U]	RACINE WI 534	SCF MILWAUKEE WI 530.
535	MADISON WI 535	MADISON WI 535[S]	SCF MADISON WI 535.
536[X]			
537	MADISON WI 537[U]	MADISON WI 537	SCF MADISON WI 535.
538	MADISON WI 538	MADISON WI 535[S]	SCF MADISON WI 535.
539	PORTAGE WI 539	PORTAGE WI 539	PORTAGE WI 539.[D]
540	ST PAUL MIN 540	ST PAUL MN 550[S]	SCF ST PAUL MN 550.
541	GREEN BAY WI 541	GREEN BAY WI 541[S]	SCF GREEN BAY WI 541.
542	GREEN BAY WI 542	GREEN BAY WI 541[S]	SCF GREEN BAY WI 541.
543	GREEN BAY WI 543[U]	GREEN BAY WI 543	SCF GREEN BAY WI 541.
544	WAUSAU WI 544	WAUSAU WI 544	WAUSAU WI 544.[D]
545	RHINELANDER WI 545	RHINELANDER WI 545	RHINELANDER WI 545.[D]
546	LA CROSSE WI 546	LA CROSSE WI 546	LA CROSSE WI 546.[D]
547	EAU CLAIRE WI 547	EAU CLAIRE WI 547	EAU CLAIRE WI 547.[D]
548	SPOONER WI 548	SPOONER WI 548	SPOONER WI 548.[D]
549	OSHKOSH WI 549	OSHKOSH WI 549	OSHKOSH WI 549.[D]
550	ST PAUL MN 550	ST PAUL MN 550[S]	SCF ST PAUL MN 550.
551	ST PAUL MN 551[U]	ST PAUL MN 551	SCF ST PAUL MN 550.
552[X]			
553	MINNEAPOLIS MN 553	MINNEAPOLIS MN 553	SCF MINNEAPOLIS MN 553.
554	MINNEAPOLIS MN 554[U]	MINNEAPOLIS MN 554	SCF MINNEAPOLIS MN 553.
555	MINNEAPOLIS MN 555	MINNEAPOLIS MN 555	SCF MINNEAPOLIS MN 553.
556	DULUTH MN 556	DULUTH MN 556	SCF DULUTH MN 556.
557	DULUTH MN 557	DULUTH MN 557	SCF DULUTH MN 556.
558	DULUTH MN 558[U]	DULUTH MN 558	SCF DULUTH MN 556.
559	ROCHESTER MN 559	ROCHESTER MN 559	ROCHESTER MN 559.[D]
560	MANKATO MN 560	MANKATO MN 560	MANKATO MN 560.[D]
561	WINDOM MN 561	WINDOM MN 561	WINDOM MN 561.[D]
562	WILLMAR MN 562	WILLMAR MN 562	WILLMAR MN 562.[D]
563	ST CLOUD MN 563	ST CLOUD MN 563	ST CLOUD MN 563.[D]
564	BRAINERD MN 564	BRAINERD MN 564	BRAINERD MN 564.[D]
565	DETROIT LAKES MN 565	DETROIT LAKES MN 565	DETROIT LAKES MN 565.[D]
566	BEMIDJI MN 566	BEMIDJI MN 566	BEMIDJI MN 566.[D]
567	THIEF RIVER FALLS MN 567	THIEF RIVER FALLS MN 567	THIEF RIVER FALLS MN 567.[D]
568[X]			
569[X]			
570	SIOUX FALLS SD 570	SIOUX FALLS SD 570	SCF SIOUX FALLS SD 570.
571	SIOUX FALLS SD 571[U]	SIOUX FALLS SD 571	SCF SIOUX FALLS SD 570.
572	DAKOTA CENTRAL SD 572	DAKOTA CENTRAL SD 572	SCF DAKOTA CENTRAL SD 572.
573	DAKOTA CENTRAL SD 573	DAKOTA CENTRAL SD 573	SCF DAKOTA CENTRAL SD 572.
574	ABERDEEN SD 574	ABERDEEN SD 574	ABERDEEN SD 574.[D]
575	PIERRE SD 575	PIERRE SD 575	PIERRE SD 575.[D]
576	MOBRIDGE SD 576	MOBRIDGE SD 576	MOBRIDGE SD 576.[D]
577	RAPID CITY SD 577	RAPID CITY SD 577	RAPID CITY SD 577.[D]
578[X]			
579[X]			
580	FARGO ND 580	FARGO ND 580	SCF FARGO ND 580.
581	FARGO ND 581	FARGO ND 581	SCF FARGO ND 580.
582	GRAND FORKS ND 582	GRAND FORKS ND 582	GRAND FORKS ND 582.[D]
583	DEVILS LAKE ND 583	DEVILS LAKE ND 583	DEVILS LAKE ND 583.[D]
584	JAMESTOWN ND 584	JAMESTOWN ND 584	JAMESTOWN ND 584.[D]
585	BISMARCK ND 585	BISMARCK ND 585	BISMARCK ND 585.[D]
586	DICKINSON ND 586	DICKINSON ND 586	DICKINSON ND 586.[D]
587	MINOT ND 587	MINOT ND 587	MINOT ND 587.[D]
588	WILLISTON ND 588	WILLISTON ND 588	WILLISTON ND 588.[D]
589[X]			
590	BILLINGS MT 590	BILLINGS MT 590[S]	SCF BILLINGS MT 590.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
591	BILLINGS MT 591 U	BILLINGS MT 590 S	SCF BILLINGS MT 590.
592	WOLF POINT MT 592	BILLINGS MT 590 S	WOLF POINT MT 592. D
593	MILES CITY MT 593	BILLINGS MT 590 S	MILES CITY MT 593. D
594	GREAT FALLS MT 594	BILLINGS MT 590 S	GREAT FALLS MT 594. D
595	HAVRE MT 595	BILLINGS MT 590 S	HAVRE MT 595. D
596	HELENA MT 596	BILLINGS MT 590 S	HELENA MT 596. D
597	BUTTE MT 597	BILLINGS MT 590 S	BUTTE MT 597. D
598	MISSOULA MT 598	BILLINGS MT 590 S	MISSOULA MT 598. D
599	KALISPELL MT 599	BILLINGS MT 590 S	KALISPELL MT 599. D
600	PALATINE IL 600	PALATINE IL 600 S	SCF PALATINE IL 600.
601	CAROL STREAM IL 601	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601.
602	EVANSTON IL 602 U	PALATINE IL 600 S	SCF PALATINE IL 600.
603	OAK PARK IL 603 U	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601.
604	SOUTH SUBURBAN IL 604	SOUTH SUBURBAN IL 604	SOUTH SUBURBAN IL 604. D
605	FOX VALLEY IL 605	FOX VALLEY IL 605	FOX VALLEY IL 605. D
606	CHICAGO IL 606 U	CHICAGO IL 606	SCF CHICAGO IL 606.
607	CHICAGO IL 607	CHICAGO IL 607	SCF CHICAGO IL 606.
608	CHICAGO IL 608	CHICAGO IL 608	SCF CHICAGO IL 606.
609	KANKAKEE IL 609	KANKAKEE IL 609	KANKAKEE IL 609. D
610	ROCKFORD IL 610	ROCKFORD IL 610 S	SCF ROCKFORD IL 610.
611	ROCKFORD IL 611 U	ROCKFORD IL 610 S	SCF ROCKFORD IL 610.
612	ROCK ISLAND IL 612	ROCK ISLAND IL 612 S	SCF ROCK ISLAND IL 612.
613	LA SALLE IL 613	LA SALLE IL 613	LA SALLE IL 613. D
614	GALESBURG IL 614	GALESBURG IL 614	GALESBURG IL 614. D
615	PEORIA IL 615	PEORIA IL 615 S	SCF PEORIA IL 615.
616	PEORIA IL 616 U	PEORIA IL 615 S	SCF PEORIA IL 615.
617	BLOOMINGTON IL 617	BLOOMINGTON IL 617	BLOOMINGTON IL 617. D
618	CHAMPAIGN IL 618	CHAMPAIGN IL 618 S	SCF CHAMPAIGN IL 618.
619	CHAMPAIGN IL 619	CHAMPAIGN IL 618 S	CHAMPAIGN IL 618.
620	ST LOUIS MO 620	ST LOUIS MO 630 S	SCF ST LOUIS MO 630.
621 X			
622	ST LOUIS MO 622	ST LOUIS MO 630 S	SCF ST LOUIS MO 630.
623	QUINCY IL 623	QUINCY IL 623	QUINCY IL 623.
624	EFFINGHAM IL 624	EFFINGHAM IL 624	EFFINGHAM IL 624. D
625	SPRINGFIELD IL 625	SPRINGFIELD IL 625	SCF SPRINGFIELD IL 625.
626	SPRINGFIELD IL 626	SPRINGFIELD IL 626	SCF SPRINGFIELD IL 625.
627	SPRINGFIELD IL 627 U	SPRINGFIELD IL 627	SCF SPRINGFIELD IL 625.
628	CENTRALIA IL 628	CENTRALIA IL 628	CENTRALIA IL 628. D
629	CARBONDALE IL 629	CARBONDALE IL 629	CARBONDALE IL 629. D
630	ST LOUIS MO 630	ST LOUIS MO 630 S	SCF ST LOUIS MO 630.
631	ST LOUIS MO 631 U	ST LOUIS MO 631	SCF ST LOUIS MO 630.
632 X			
633	ST LOUIS MO 633	ST LOUIS MO 630 S	SCF ST LOUIS MO 630.
634	QUINCY IL 634	QUINCY IL 634	SCF QUINCY IL 623.
635	QUINCY IL 635	QUINCY IL 635	SCF QUINCY IL 623.
636	CAPE GIRARDEAU MO 636	CAPE GIRARDEAU MO 636	SCF CAPE GIRARDEAU MO 637.
637	CAPE GIRARDEAU MO 637	CAPE GIRARDEAU MO 637	SCF CAPE GIRARDEAU MO 637.
638	CAPE GIRARDEAU MO 638	CAPE GIRARDEAU MO 638	SCF CAPE GIRARDEAU MO 637.
639	CAPE GIRARDEAU MO 639	CAPE GIRARDEAU MO 639	SCF CAPE GIRARDEAU MO 637.
640	KANSAS CITY MO 640	KANSAS CITY MO 640	SCF KANSAS CITY MO 640.
641	KANSAS CITY MO 641 U	KANSAS CITY MO 641	SCF KANSAS CITY MO 640.
642 X			
643 X			
644	ST JOSEPH MO 644	ST JOSEPH MO 644	SCF ST JOSEPH MO 644.
645	ST JOSEPH MO 645 U	ST JOSEPH MO 645	SCF ST JOSEPH MO 644.
646	CHILLICOTHE MO 646	CHILLICOTHE MO 646	CHILLICOTHE MO 646. D
647	HARRISONVILLE MO 647	HARRISONVILLE MO 647	HARRISONVILLE MO 647. D
648	SPRINGFIELD MO 648	SPRINGFIELD MO 648	SCF SPRINGFIELD MO 656.
649	KANSAS CITY MO 649	KANSAS CITY MO 649	SCF KANSAS CITY MO 640.
650	MID-MISSOURI MO 650	MID-MISSOURI MO 650	SCF MID-MISSOURI MO 650.
651	JEFFERSON CITY MO 651 U	JEFFERSON CITY MO 651	SCF MID-MISSOURI MO 650.
652	MID-MISSOURI MO 652	MID-MISSOURI MO 652	SCF MID-MISSOURI MO 650.
653	MID-MISSOURI MO 653	MID-MISSOURI MO 653	SCF MID-MISSOURI MO 650.
654	SPRINGFIELD MO 654	SPRINGFIELD MO 654 S SCHEME A	SCF SPRINGFIELD MO 656.
655	SPRINGFIELD MO 655	SPRINGFIELD MO 654 S SCHEME A	SCF SPRINGFIELD MO 656.
656	SPRINGFIELD MO 656	SPRINGFIELD MO 656 S SCHEME B	SCF SPRINGFIELD MO 656.
657	SPRINGFIELD MO 657	SPRINGFIELD MO 656 S SCHEME B	SCF SPRINGFIELD MO 656.
658	SPRINGFIELD MO 658 U	SPRINGFIELD MO 658	SCF SPRINGFIELD MO 656.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
659 [X]			
660	KANSAS CITY KS 660	KANSAS CITY KS 660	SCF KANSAS CITY KS 660.
661	KANSAS CITY KS 661 [U]	KANSAS CITY KS 661	SCF KANSAS CITY KS 660.
662	SHAWNEE MISSION KS 662 [U]	SHAWNEE MISSION KS 662	SCF SHAWNEE MISSION KS 662.
633 [X]			
664	TOPEKA KS 664	TOPEKA KS 664	SCF TOPEKA KS 664.‘
665	TOPEKA KS 665 [U]	TOPEKA KS 665	SCF TOPEKA KS 664.
666	TOPEKA KS 666	TOPEKA KS 666	SCF TOPEKA KS 664.
667	FT SCOTT KS 667	FT SCOTT KS 667	FT SCOTT KS 667.[D]
668	TOPEKA KS 668	TOPEKA KS 668	SCF TOPEKA KS 664.
669	SALINA KS 669	SALINA KS 669	SCF SALINA KS 674.
670	WICHITA KS 670	WICHITA KS 670 [S]	SCF WICHITA KS 670.
671	WICHITA KS 671	WICHITA KS 670 [S]	SCF WICHITA KS 670.
672	WICHITA KS 672 [U]	WICHITA KS 672	SCF WICHITA KS 670.
673	INDEPENDENCE KS 673	INDEPENDENCE KS 673	INDEPENDENCE KS 673.[D]
674	SALINA KS 674	SALINA KS 674	SCF SALINA KS 674.
675	HUTCHINSON KS 675	HUTCHINSON KS 675	HUTCHINSON KS 675.[D]
676	HAYS KS 676	HAYS KS 676	HAYS KS 676.[D]
677	COLBY KS 677	COLBY KS 677	COLBY KS 677.[D]
678	DODGE CITY KS 678	DODGE CITY KS 678	DODGE CITY KS 678.[D]
679	LIBERAL KS 679	LIBERAL KS 679	SCF LIBERAL KS 679.
680	OMAHA NE 680	OMAHA NE 680 [S]	SCF OMAHA NE 680.
681	OMAHA NE 681 [U]	OMAHA NE 681	SCF OMAHA NE 680.
682 [X]			
683	LINCOLN NE 683	LINCOLN NE 683	SCF LINCOLN NE 683.
684	LINCOLN NE 684	LINCOLN NE 684	SCF LINCOLN NE 683.
685	LINCOLN 685 [U]	LINCOLN 685	SCF LINCOLN 683.
686	NORFOLK NE 686	NORFOLK NE 686	SCF NORFOLK NE 687.
687	NORFOLK NE 687	NORFOLK NE 687	SCF NORFOLK NE 687.
688	GRAND ISLAND 688	GRAND ISLAND 688	SCF GRAND ISLAND 688.
689	GRAND ISLAND 689	GRAND ISLAND 689	SCF GRAND ISLAND 688.
690	MCCOOK NE 690	MCCOOK NE 690	MCCOOK NE 690.[D]
691	NORTH PLATTE NE 691	NORTH PLATTE NE 691	NORTH PLATTE NE 691.[D]
692	VALENTINE NE 692	VALENTINE NE 692	VALENTINE NE 692.[D]
693	ALLIANCE NE 693.	ALLIANCE NE 693.	ALLIANCE NE 693.[D]
694 [X]			
695 [X]			
696 [X]			
697 [X]			
698 [X]			
699 [X]			
700	NEW ORLEANS LA 700	NEW ORLEANS LA 700	SCF NEW ORLEANS LA 700.
701	NEW ORLEANS LA 701 [U]	NEW ORLEANS LA 701	SCF NEW ORLEANS LA 700.
701			
702 [X]			
703 [X]	HOUMA LA 703	HOUMA LA 703	HOUMA LA 703.[D]
704	MANDEVILLE LA 704	MANDEVILLE LA 704	MANDEVILLE LA 704.[D]
705	LAFAYETTE LA 705	LAFAYETTE LA 705	LAFAYETTE LA 705.[D]
706	LAKE CHARLES LA 706	LAKE CHARLES LA 706	LAKE CHARLES LA 706.[D]
707	BATON ROUGE LA 707	BATON ROUGE LA 707	SCF BATON ROUGE LA 707.
708	BATON ROUGE LA 708 [U]	BATON ROUGE LA 708	SCF BATON ROUGE LA 707.
709 [X]			
710	SHREVEPORT LA 710	SHREVEPORT LA 710 [S] SCHEME A	SCF SHREVEPORT LA 710.
711	STREVEPORT LA 711	STREVEPORT LA 710 [S] SCHEME A	SCF STREVEPORT LA 710.
712	MONROE LA 712	MONROE LA 712	MONROE LA 712.[D]
713	ALEXANDRIA LA 713	SHREVEPORT LA 713 [S] SCHEME B	SCF ALEXANDRIA LA 713.
714	ALEXANDRIA LA 714	SHREVEPORT LA 713 [S] SCHEME B	SCF ALEXANDRIA LA 713.
715 [X]			
716	PINE BLUFF AR 716	PINE BLUFF AR 716	PINE BLUFF AR 716.[D]
717	CAMDEN AR 717	CAMDEN AR 717	CAMDEN AR 717.[D]
718	TEXARKANA TX 718	TEXARKANA TX 718	SCF TEXARKANA TX 755.
719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719.[D]
720	LITTLE ROCK AR 720	LITTLE ROCK AR 720	SCF LITTLE ROCK AR 720.
721	LITTLE ROCK AR 721	LITTLE ROCK AR 721	SCF LITTLE ROCK AR 720.
722	LITTLE ROCK AR 722 [U]	LITTLE ROCK AR 722	SCF LITTLE ROCK AR 720.
723	MEMPHIS TN 723	MEMPHIS TN 723	SCF MEMPHIS TN 380.
724	JONESBORO AR 724	JONESBORO AR 724	JONESBORO AR 724.[D]
725	BATESVILLE AR 725	BATESVILLE AR 725	BATESVILLE AR 725.[D]

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
726	HARRISON AR 726	HARRISON AR 726	HARRISON AR 726.[D]
727	FAYETTEVILLE AR 727	FAYETTEVILLE AR 727	FAYETTEVILLE AR 727.[D]
728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728.[D]
729	FORT SMITH 729	FORT SMITH 729	FORT SMITH 729.[D]
730	OKLAHOMA CITY OK 730	OKLAHOMA CITY OK 730	SCF OKLAHOMA CITY OK 730.
731	OKLAHOMA CITY OK 731[U]	OKLAHOMA CITY OK 731	SCF OKLAHOMA CITY OK 730.
732[X]			
733	AUSTIN TX 733	AUSTIN TX 733	SCF AUSTIN TX 786.
734	ARDMORE OK 734	ARDMORE OK 734	ARDMORE OK 734.[D]
735	LAWTON OK 735	LAWTON OK 735	LAWTON OK 735.[D]
736	CLINTON OK 736	CLINTON OK 736	CLINTON OK 736.[D]
737	ENID OK 737	ENID OK 737	ENID OK 737.[D]
738	WOODWARD OK 738	WOODWARD OK 738	WOODWARD OK 738.[D]
739	LIBERAL KS 739	LIBERAL KS 739	SCF LIBERAL KS 679.
740	TULSA OK 740	TULSA OK 740	SCF TULSA OK 740.
741	TULSA OK 741[U]	TULSA OK 741	SCF TULSA OK 740.
742[X]			
743	TULSA OK 743	TULSA OK 743	SCF TULSA OK 740.
744	MUSKOGEE OK 744	MUSKOGEE OK 744	MUSKOGEE OK 744.[D]
745	MCALESTER OK 745	MCALESTER OK 745	LCALESTER OK 745.[D]
746	PONCA CITY OK 746	PONCA CITY OK 746	PONCA CITY OK 746.[D]
747	DURANT OK 747	DURANT OK 747	DURANT OK 747.[D]
748	SHAWNEE OK 748	SHAWNEE OK 748	SHAWNEE OK 748.[D]
749	POTEAU OK 749	POTEAU OK 749	POTEAU OK 749.[D]
750	NORTH TEXAS TX 750	NORTH TEXAS TX 750	NORTH TEXAS TX 750.[D]
751	DALLAS TX 751	DALLAS TX 751	SCF DALLAS TX 752.
752	DALLAS TX 752[U]	DALLAS TX 752[S]	SCF DALLAS TX 752.
753	DALLAS TX 753[U]	DALLAS TX 752[S]	SCF DALLAS TX 752.
754	GREENVILLE TX 754	GREENVILLE TX 754	GREENVILLE TX 754.[D]
755	TEXARKANA TX 755	TEXARKANA TX 755	SCF TEXARKANA TX 755.
756	LONGVIEW TX 756	LONGVIEW TX 756	LONGVIEW TX 756.[D]
757	TYLER TX 757	TYLER TX 757	TYLER TX 757.[D]
758	PALESTINE TX 758	PALESTINE TX 758	PALESTINE TX 758.[D]
759	LUFKIN TX 759	LUFKIN TX 759	LUFKIN TX 759.[D]
760	FORT WORTH TX 760	FORT WORTH TX 760	SCF FORT WORTH TX 760.
761	FORT WORTH TX 761[U]	FORT WORTH TX 761	SCF FORT WORTH TX 760.
762	FORT WORTH TX 762	FORT WORTH TX 762	SCF FORT WORTH TX 760.
763	WICHITA FALLS TX 763	WICHITA FALLS TX 763	WICHITA FALLS TX 763.[D]
764	FORT WORTH TX 764	FORT WORTH TX 764	SCF FORT WORTH TX 760.
765	WACO TX 765	WACO TX 765	SCF WACO TX 766.
766	WACO TX 766	WACO TX 766	SCF WACO TX 766.
767	WACO TX 767[U]	WACO TX 767	SCF WACO TX 766.
768	ABILENE TX 768	ABILENE TX 768	SCF ABILENE TX 795.
769	MIDLAND TX 769	MIDLAND TX 769	SCF MIDLAND TX 797.
770	HOUSTON TX 770[U]	HOUSTON TX 770	SCF HOUSTON TX 770.
771	HOUSTON TX 771[U]	HOUSTON TX 771	SCF HOUSTON TX 770.
772	HOUSTON TX 772[U]	HOUSTON TX 772	SCF HOUSTON TX 770.
773	NORTH HOUSTON TX 773	NORTH HOUSTON TX 773	SCF NORTH HOUSTON TX 773.
774	NORTH HOUSTON TX 774	NORTH HOUSTON TX 774	SCF NORTH HOUSTON TX 773.
775	NORTH HOUSTON TX 775	NORTH HOUSTON TX 775	SCF NORTH HOUSTON TX 773.
776	BEAUMONT TX 776	BEAUMONT TX 776	SCF BEAUMONT TX 776.
777	BEAUMONT TX 777[U]	BEAUMONT TX 777	SCF BEAUMONT TX 776.
778	BRYAN TX 778	BRYAN TX 778	BRYAN TX 778.[D]
779	VICTORIA TX 779	VICTORIA TX 779	VICTORIA TX 779.[D]
780	SAN ANTONIO TX 780	SAN ANTONIO TX 780	SCF SAN ANTONIO TX 780.
781	SAN ANTONIO TX 781	SAN ANTONIO TX 781	SCF SAN ANTONIO TX 780.
782	SAN ANTONIO TX 782[U]	SAN ANTONIO TX 782	SCF SAN ANTONIO 780.
783	CORPUS CHRISTI TX 783	CORPUS CHRISTI TX 783	SCF CORPUS CHRISTI TX 783.
784	CORPUS CHRISTI TX 784[U]	CORPUS CHRISTI TX 784	SCF CORPUS CHRISTI TX 783.
785	MCALLEN TX 785	MCALLEN TX 785	MCALLEN TX 785.[D]
786	AUSTIN TX 786	AUSTIN TX 786[S]	SCF AUSTIN TX 786.
787	AUSTIN TX 787[U]	AUSTIN TX 787	SCF AUSTIN TX 786.
788	SAN ANTONIO TX 788	SAN ANTONIO TX 788	SCF SAN ANTONIO TX 780.
789	AUSTIN TX 789	AUSTIN TX 786[S]	SCF AUSTIN TX 786.
790	AMARILLO TX 790	AMARILLO TX 790	SCF AMARILLO TX 790.
791	AMARILLO TX 791[U]	AMARILLO TX 791	SCF AMARILLO TX 790.
792	CHILDRESS TX 792	CHILDRESS TX 792	CHILDRESS TX 792.[D]
793	LUBBOCK TX 793	LUBBOCK TX 793	SCF LUBBOCK TX 793.
794	LUBBOCK TX 794[U]	LUBBOCK TX 794	SCF LUBBOCK TX 793.
795	ABILENE TX 795	ABILENE TX 795	SCF ABILENE TX 795.
796	ABILENE TX 796[U]	ABILENE TX 796	SCF ABILENE TX 795.
797	MIDLAND TX 797	MIDLAND TX 797	SCF MIDLAND TX 797.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
798	EL PASO TX 798	EL PASO TX 798	SCF EL PASO TX 798.
799	EL PASO TX 799 [U]	EL PASO TX 799	SCF EL PASO TX 798.
800	DENVER CO 800	DENVER CO 800	SCF DENVER CO 800.
801	DENVER CO 801	DENVER CO 801	SCF DENVER CO 800.
802	DENVER CO 802 [U]	DENVER CO 802	SCF DENVER CO 800.
803	BOULDER CO 803 [U]	BOULDER CO 803	SCF DENVER CO 800.
804	DENVER CO 804	DENVER CO 804	SCF DENVER CO 800.
805	LONGMONT CO 805	LONGMONT CO 805	LONGMONT CO 805.[D]
806	BRIGHTON CO 806	BRIGHTON CO 806	SCF BRIGHTON CO 806.
807	BRIGHTON CO 807	BRIGHTON CO 807	SCF BRIGHTON CO 806.
808	COLORADO SPGS CO 808	COLORADO SPGS CO 808 [S]	SCF COLORADO SPGS CO 808.
809	COLORADO SPGS CO 809 [U]	COLORADO SPGS CO 808 [S]	SCF COLORADO SPGS CO 808.
810	PUEBLO CO 810	PUEBLO CO 810	PUEBLO CO 810.[D]
811	ALAMOSA CO 811	ALAMOSA CO 811	ALAMOSA CO 811.[D]
812	SALIDA CO 812	SALIDA CO 812	SALIDA CO 812.[D]
813	DURANGO CO 813	DURANGO CO 813	DURANGO CO 813.[D]
814	GRAND JUNCTION CO 814	GRAND JUNCTION CO 814	SCF GRAND JUNCTION CO 814.
815	GRAND JUNCTION CO 815	GRAND JUNCTION CO 815	SCF GRAND JUNCTION CO 814.
816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816.[D]
817 [X]			
818 [X]			
819 [X]			
820	CHEYENNE WY 820	CHEYENNE WY 820	CHEYENNE WY 820.[D]
821	YELLOWSTONE NAT PK WY 821 [U]	BILLINGS MT 590 [S]	SCF BILLINGS MT 590.
822	WHEATLAND WY 822	WHEATLAND WY 822	WHEATLAND WY 822.[D]
823	RAWLINS WY 823	RAWLINS WY 823	RAWLINS WY 823.[D]
824	WORLAND WY 824	WORLAND WY 824	WORLAND WY 824.[D]
825	RIVERTON WY 825	RIVERTON WY 825	RIVERTON WY 825.[D]
826	CASPER WY 826	CASPER WY 826	CASPER WY 826.[D]
827	GILLETTE WY 827	GILLETTE WY 827	GILLETTE WY 827.[D]
828	SHERIDAN WY 828	SHERIDAN WY 828	SHERIDAN WY 828.[D]
829	ROCK SPRINGS WY 829	ROCK SPRINGS WY 829	SCF ROCK SPRINGS WY 829.
830	ROCK SPRINGS WY 830	ROCK SPRINGS WY 830	SCF ROCK SPRINGS WY 829.
831	ROCK SPRINGS WY 831	ROCK SPRINGS WY 831	SCF ROCK SPRINGS WY 829.
832	POCATELLO ID 832	POCATELLO ID 832	SCF POCATELLO ID 832.
833	TWIN FALLS ID 833	TWIN FALLS ID 833	TWIN FALLS ID 833.[D]
834	POCATELLO ID 834	POCATELLO ID 834	SCF POCATELLO ID 832.
835	LEWISTON ID 835	LEWISTON ID 835	SCF LEWISTON ID 835.
836	BOISE ID 836	BOISE ID 836	SCF BOISE ID 836.
837	BOISE ID 837 [U]	BOISE ID 837	SCF BOISE ID 836.
838	SPOKANE WA 838	SPOKANE WA 838	SCF SPOKANE WA 990.
839 [X]			
840	SALT LAKE CITY UT 840	SALT LAKE CITY UT 840 [S]	SCF SALT LAKE CITY UT 840.
841	SALT LAKE CITY UT 841 [U]	SALT LAKE CITY UT 840 [S]	SCF SALT LAKE CITY UT 840.
842	SALT LAKE CITY UT 842	SALT LAKE CITY UT 840 [S]	SCF SALT LAKE CITY UT 840.
843	SALT LAKE CITY UT 843	SALT LAKE CITY UT 840 [S]	SCF SALT LAKE CITY UT 840.
844	OGDEN UT 844 [U]	SALT LAKE CITY UT 840 [S]	SCF SALT LAKE CITY UT 840.
845	PROVO UT 845	PROVO UT 845	SCF PROVO UT 845.
846	PROVO UT 846	PROVO UT 846	SCF PROVO UT 845.
847	PROVO UT 847	PROVO UT 847	SCF PROVO UT 845.
848 [X]			
849 [X]			
850	PHOENIX AZ 850 [U]	PHOENIX AZ 850	SCF PHOENIX AZ 852.
851 [X]			
852	PHOENIX AZ 852	PHOENIX AZ 852	SCF PHOENIX AZ 852.
853	PHOENIX AZ 853	PHOENIX AZ 853	SCF PHOENIX AZ 852.
854 [X]			
855	GLOBE AZ 855	GLOBE AZ 855	GLOBE AZ 855.[D]
856	TUCSON AZ 856	TUCSON AZ 856	SCF TUCSON AZ 856.
857	TUCSON AZ 857 [U]	TUCSON AZ 857	SCF TUCSON AZ 856.
858 [X]			
859	SHOW LOW AZ 859	SHOW LOW AZ 859	SHOW LOW AZ 859.[D]
860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860.[D]
861 [X]			
862 [X]			
863	PRESCOTT AZ 863	PRESCOTT AZ 863	PRESCOTT AZ 863.[D]
864	KINGMAN AZ 864	KINGMAN AZ 864	KINGMAN AZ 864.[D]
865	GALLUP NM 865	GALLUP NM 865	SCF GALLUP NM 873.
866 [X]			
867 [X]			
868 [X]			
869 [X]			

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
870	ALBUQUERQUE NM 870	ALBUQUERQUE NM 870	SCF ALBUQUERQUE NM 870.
871	ALBUQUERQUE NM 871 U	ALBUQUERQUE NM 871	SCF ALBUQUERQUE NM 870.
872	ALBUQUERQUE NM 872 U	ALBUQUERQUE NM 872	SCF ALBUQUERQUE NM 870.
873	GALLUP NM 873	GALLUP NM 873	SCF GALLUP NM 873.
874	FARMINGTON NM 874	FARMINGTON NM 874	FARMINGTON NM 874.D
875	ALBUQUERQUE NM 875	ALBUQUERQUE NM 875	SCF ALBUQUERQUE NM 870.
876 X			
877	LAS VEGAS NM 877	LAS VEGAS NM 877	LAS VEGAS NM 877.D
878	SOCORRO NM 878	SOCORRO NM 878	SOCORRO NM 878.D
879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879.D
880	LAS CRUCES NM 880	LAS CRUCES NM 880	LAS CRUCES NM 880.D
881	CLOVIS NM 881	CLOVIS NM 881	CLOVIS NM 881.D
882	ROSWELL NM 882	ROSWELL NM 882	ROSWELL NM 882.D
883	CARRIZOZO NM 883	CARRIZOZO NM 883	CARRIZOZO NM 883.D
884	TUCUMCARI NM 884	TUCUMCARI NM 884	TUCUMCARI NM 884.D
885	EL PASO TX 885 U	EL PASO TX 885	SCF EL PASO TX 798.
886 X			
887 X			
888 X			
889	LAS VEGAS NV 889 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890.
890	LAS VEGAS NV 890	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890.
891	LAS VEGAS NV 891 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890.
892 X			
893	ELY NV 893	ELY NV 893	ELY NV 893.D
894	RENO NV 894	RENO NV 894 S	SCF RENO NV 894.
895	RENO NV 895 U	RENO NV 894 S	SCF RENO NV 894.
896 X			
897	CARSON CITY NV 897 U	RENO NV 894 S	SCF RENO NV 894.
898	ELKO NV 898	ELKO NV 898	ELKO NV 898.D
899 X			
900	LOS ANGELES CA 900 U	LOS ANGELES CA 900 S	SCF LOS ANGELES CA 900.
901	LOS ANGELES CA 901 U	LOS ANGELES CA 900 S	SCF LOS ANGELES CA 900.
902	INGLEWOOD CA 902	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902.
903	INGLEWOOD CA 903 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902.
904	SANTA MONICA CA 904 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902.
905	TORRANCE CA 905 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902.
906	LONG BEACH CA 906	LONG BEACH CA 907 S	SCF LONG BEACH CA 907.
907	LONG BEACH CA 907	LONG BEACH CA 907 S	SCF LONG BEACH CA 907.
908	LONG BEACH CA 908 U	LONG BEACH CA 907 S	SCF LONG BEACH CA 907.
909 X			
910	PASADENA CA 910	PASADENA CA 910	SCF PASADENA CA 910.
911	PASADENA CA 911 U	PASADENA CA 911	SCF PASADENA CA 910.
912	GLENDALE CA 912 U	GLENDALE CA 912	SCF PASADENA CA 910.
913	VAN NUYS CA 913	VAN NUYS CA 913 S	SCF VAN NUYS CA 913.
914	VAN NUYS CA 914 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913.
915	BURBANK CA 915 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913.
916	NORTH HOLLYWOOD CA 916 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913.
917	INDUSTRY CA 917	INDUSTRY CA 917 S	SCF INDUSTRY CA 917.
918	INDUSTRY CA 918 U	INDUSTRY CA 917 S	SCF INDUSTRY CA 917.
919	SAN DIEGO CA 919	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920.
920	SAN DIEGO CA 920	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920.
921	SAN DIEGO CA 921 U	SAN DIEGO CA 921	SCF SAN DIEGO CA 920.
922	PALM SPRINGS CA 922	PALM SPRINGS CA 922	PALM SPRINGS CA 922.D
923	SAN BERNARDINO CA 923	SAN BERNARDINO CA 923 S	SCF SAN BERNARDINO CA 923.
924	SAN BERNARDINO CA 924 U	SAN BERNARDINO CA 923 S	SCF SAN BERNARDINO CA 923.
925	SAN BERNARDINO CA 925	SAN BERNARDINO CA 923 S	SCF SAN BERNARDINO CA 923.
926	SANTA ANA CA 926	SANTA ANA CA 926 S	SCF SANTA ANA CA 926.
927	SANTA ANA CA 927 U	SANTA ANA CA 926 S	SCF SANTA ANA CA 926.
928	ANAHEIM CA 928 U	ANAHEIM CA 928	SCF SANTA ANA CA 926.
929 X			
930	OXNARD CA 930	OXNARD CA 930	OXNARD CA 930.D
931	SANTA BARBARA CA 931 U	SANTA BARBARA CA 931	SCF SANTA BARBARA CA 931.
932	BAKERSFIELD CA 932	BAKERSFIELD CA 932	SCF BAKERSFIELD CA 932.
933	BAKERSFIELD CA 933 U	BAKERSFIELD CA 933	SCF BAKERSFIELD CA 932.
934	SANTA BARBARA CA 934	SANTA BARBARA CA 934	SCF SANTA BARBARA CA 931.
935	MOJAVE CA 935	MOJAVE CA 935	MOJAVE CA 935.D
936	FRESNO CA 936	FRESNO CA 936	SCF FRESNO CA 936.
937	FRESNO CA 937 U	FRESNO CA 937	SCF FRESNO CA 936.
938	FRESNO CA 938	FRESNO CA 938	SCF FRESNO CA 936.
939	SALINAS CA 939	SALINAS CA 939	SALINAS CA 939.
940	SAN FRANCISCO CA 940	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940.

3-Digit ZIP code prefix	Column A For 3-digit destinations, label container to	Column B For 3-digit/scheme destinations, label container to	Column C For SCF destinations, label container to
941	SAN FRANCISCO CA 941 U	SAN FRANCISCO CA 941	SCF SAN FRANCISCO CA 940.
942	SACRAMENTO CA 942 U	SACRAMENTO CA 942	SCF SACRAMENTO CA 956.
943	PALO ALTO CA 943 U	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940.
944	SAN MATEO CA 944 U	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940.
945	OAKLAND CA 945	OAKLAND CA 945 S SCHEME A	SCF OAKLAND CA 945.
946	OAKLAND CA 946 U	OAKLAND CA 946 S SCHEME B	SCF OAKLAND CA 945.
947	BERKELEY CA 947 U	OAKLAND CA 946 S SCHEME B	SCF OAKLAND CA945.
948	RICHMOND CA 948 U	OAKLAND CA 945 S SCHEME A	SCF OAKLAND CA 945.
949	NORTH BAY CA 949	NORTH BAY CA 949	SCF NORTH BAY CA 949.
950	SAN JOSE CA 950	SAN JOSE CA 950	SCF SAN JOSE CA 950.
951	SAN JOSE CA 951 U	SAN JOSE CA 951	SCF SAN JOSE CA 950.
952	STOCKTON, CA 952	STOCKTON, CA 952 S	SCF STOCKTON, CA 952.
953	STOCKTON, CA 953	STOCKTON, CA 952 S	SCF STOCKTON, CA 952.
954	NORTH BAY CA 954	NORTH BAY CA 954	SCF NORTH BAY CA 949.
955	EUREKA CA 955	EUREKA CA 955	EUREKA CA 955.D
956	SACRAMENTO CA 956	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956.
957	SACRAMENTO CA 957	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956.
958	SACRAMENTO CA 958 U	SACRAMENTO CA 958	SCF SACRAMENTO CA 956.
959	MARYSVILLE CA 959	MARYSVILLE CA 959	MARYSVILLE CA 959.D
960	REDDING CA 960	REDDING CA 960	REDDING CA 960.D
961	RENO NV 961	RENO NV 961	SCF RENO NV 894.
962	APO/FPO AP 962	SAN FRANCISCO CA 962 S SCHEME B	
963	APO/FPO AP 963	SAN FRANCISCO CA 962 S SCHEME B	
964	APO/FPO AP 964	SAN FRANCISCO CA 962 S SCHEME B	
965	APO/FPO AP 965	SAN FRANCISCO CA 962 S SCHEME B	
966	FPO AP 966	SAN FRANCISCO CA 962 S SCHEME B	
967	HONOLULU HI 967	HONOLULU HI 967 S	SCF HONOLULU HI 967.
968	HONOLULU HI 968 U	HONOLULU HI 967 S	SCF HONOLULU HI 967.
969	BARRIGADA GU 969	[FCM Only] HONOLULU HI 967 S [PER and STD] OAKLAND CA 945 S.	BARRIGADA GU 969.D
970	PORTLAND OR 970	PORTLAND OR 970	SCF PORTLAND OR 970.
971	PORTLAND OR 971	PORTLAND OR 971	SCF PORTLAND OR 970.
972	PORTLAND OR 972 U	PORTLAND OR 972	SCF PORTLAND OR 970.
973	SALEM OR 973	SALEM OR 973	SALEM OR 973.D
974	EUGENE OR 974	EUGENE OR 974	EUGENE OR 974.D
975	MEDFORD OR 975	MEDFORD OR 975	MEDFORD OR 975.D
976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976.D
977	BEND OR 977	BEND OR 977	BEND OR 977.D
978	PENDLETON OR 978	PENDLETON OR 978	PENDLETON OR 978.D
979	BOISE ID 979	BOISE ID 979	SCF BOISE ID 836.
980	SEATTLE WA 980	SEATTLE WA 980	SCF SEATTLE WA 980.
981	SEATTLE WA 981 U	SEATTLE WA 981	SCF SEATTLE WA 980.
982	EVERETT WA 982	EVERETT WA 982	EVERETT WA 982.D
983	TACOMA WA 983	TACOMA WA 983	SCF TACOMA WA 983.
984	TACOMA WA 984 U	TACOMA WA 984	SCF TACOMA WA 983.
985	OLYMPIA WA 985	OLYMPIA WA 985	OLYMPIA WA 985.D
986	PORTLAND OR 986	PORTLAND OR 986	SCF PORTLAND OR 970.
987 X			
988	WENATCHEE WA 988	WENATCHEE WA 988	WENATCHEE WA 988.D
989	YAKIMA WA 989	YAKIMA WA 989	YAKIMA WA 989.D
990	SPOKANE WA 990	SPOKANE WA 990	SCF SPOKANE WA 990.
991	SPOKANE WA 991	SPOKANE WA 991	SCF SPOKANE WA 990.
992	SPOKANE WA 992 U	SPOKANE WA 992	SCF SPOKANE WA 990.
993	PASCO WA 993	PASCO WA 993	PASCO WA 993.D
994	LEWISTON ID 994	LEWISTON ID 994	SCF LEWISTON ID 835.
995	ANCHORAGE AK 995	ANCHORAGE AK 995	SCF ANCHORAGE AK 995.
996	ANCHORAGE AK 996	ANCHORAGE AK 996	SCF ANCHORAGE AK 995.
997	FAIRBANKS AK 997	FAIRBANKS AK 997	FAIRBANKS AK 997.D
998	JUNEAU AK 998	JUNEAU AK 998	JUNEAU AK 998.D
999	KETCHIKAN AK 999	KETCHIKAN AK 999	KETCHIKAN AK 999.D

a. ZIP Code: Use this column to find a 3-digit ZIP Code prefix. Those indicated by an X are unassigned.

b. 3-Digit Destination: Use this information for Line 1 or 3-digit containers (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a [U].

c. 3-Digit Scheme Destination: Use this information for Line 1 on 3-digit/scheme containers (subject to the standards for the rate claimed). Line 2 for destinations indicated by an [S] must include either ''SCHEME'' or the specific information shown. 3-digit groups by scheme group, where applicable, are shown in L003.

d. SCF Destination: Use this information for Line 1 on SCF containers (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a [D]. 3-digit groups by SCF are shown in L005. Destination SCF Standard Mail (A) rates or SCF zone Periodicals rates are available only to those ZIP Code areas for which an SCF is shown, *except that*, for either rate, mailings may be deposited at Watertown SD for mail destinating in 572 and at Mitchell SD for mail destinating in 573.

To order labels from the USPS Label Printing Center, use Form 1578–B and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

[1] =Mail destinating in 3-digit ZIP Code area 008 must be labeled as shown in L601 for Standard Mail machinable parcels, L603 for Standard Mail irregular parcels, and L004 for all other mail.

[Add new L003 as follows:]

L003 3-Digit ZIP Code Prefix Groups for 3–Digit Scheme Sortation

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include ''SCHEME'' except as shown below.

Column A	Column B
3–Digit ZIP Code Prefix Group	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 RVR JCT VT 051 SCHEME B.
037, 050	WHITE RVR JCT VT 050 SCHEME C.
038, 039	PORTSMOUTH NH 038.
043, 045	PORTLAND ME 043.
054, 056	BURLINGTON VT 054.
057, 058	WHITE RVR JCT VT 057 SCHEME A.
068, 069	STAMFORD CT 068.
074, 076	HACKENSACK NJ 074.
077, 088	KILMER NJ 077.
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 124.
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	WIMINGTON DE 197.
202–205	WASHINGTON DC 202.
208, 209	SUBURBAN MD 208.
210, 211, 219	BALTIMORE MD 210.
224, 225, 238	RICHMOND VA 224 SCHEME B.
230, 231	RICHMOND VA 230 SCHEME A.
233–237	NORFOLK VA 233.
240, 241	ROANOKE VA 240.
250–252	CHARLESTON WV 250.
278, 279	ROCKY MOUNT NC 278.
280, 281, 297	CHARLOTTE NC 280.

Column A	Column B
3–Digit ZIP Code Prefix Group	Label to
290, 291	COLUMBIA SC 290.
293, 296	GREENVILLE SC 296.
300, 301	NORTH METRO GA 300.
303, 311, 399	ATLANTA GA 303.
310, 312	MACON GA 310.
318, 319	COLUMBUS GA 318.
334, 349	W PALM BEACH FL 334.
335, 346	TAMPA FL 335.
369, 393	JACKSON MS 393 SCHEME B.
377–379	KNOXVILLE TN 377.
390, 391	JACKSON MS 390 SCHEME A.
400, 401, 471	LOUISVILLE KY 400.
410, 470	CINCINNATI OH 410 SCHEME A.
430, 431, 433	COLUMBUS OH 430 SCHEME A.
434–436	TOLEDO OH 434.
437, 438	COLUMBUS OH 437 SCHEME B.
442, 443	AKRON OH 442.
444, 445	YOUNGSTOWN OH 444.
446, 447	CANTON OH 446.
450, 451	CINCINNATI OH 450 SCHEME B.
463, 464	GARY IN 463.
465, 466	SOUTH BEND IN 465.
484, 485	FLINT MI 484.
486, 487	SAGINAW MI 486.
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.
590–599, 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 SPGS CO 808.
840–844	SALT LAKE CITY UT 840.
889–891	LAS VEGAS NV 890.
894, 895, 897	RENO NV 894.
900, 901	LOS ANGELES CA 900.
902–905	INGLEWOOD CA 902.
906–908	LONG BEACH CA 907.
913–916	VAN NUYS CA 913.
917, 918	INDUSTRY CA 917.
919, 920	SAN DIEGO CA 920.
923, 925	SAN BERNARDINO CA 923.
926, 927	SANTA ANA CA 926.

Column A	Column B
3–Digit ZIP Code Prefix Group	Label to
940, 943, 944	SAN FRANCISCO CA 940 SCHEME A.
945, 948	OAKLAND CA 945 SCHEME A.
(FCM only).	
945, 948, 969	OAKLAND CA 945. SCHEME A.
(PER and STD only).	
946, 947	OAKLAND CA 946 SCHEME B.
952, 953	STOCKTON CA 952.
956, 957	SACRAMENTO CA 956.
962–966	SAN FRANCISCO CA 962 SCHEME B.
967–969 *(FCM only)*	HONOLULU HI 967.
967–968 *(PER and STD only)*	HONOLULU HI 967.

[Add new L004 as follows:]

L004 3-Digit ZIP Code Prefix Groups for ADC Sortation

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail being prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

Column A	Column B
3-digit ZIP code prefix group	Label to
004, 105–109	ADC WESTCHESTER NY 105.
005, 115, 117–119	ADC LONG ISLAND NY 117.
006–009	ADC SAN JUAN PR 006.
010–017	ADC SPRINGFIELD MA 010.
018, 019, 021, 022, 055	ADC BOSTON MA 021.
020, 023–029	ADC PROVIDENCE RI 028.
030–034, 038, 039	ADC MANCHESTER NH 030.
035–037, 050–054, 056–059	ADC WHITE RVR JCT VT 050.
040–049	ADC PORTLAND ME 040.
060–069	[FCM and STD only] ADC HARTFORD CT 060. [PER only] ADC SOUTHERN CT 064.
070–079, 085–089	[FCM and PER only] ADC DV DANIELS NJ 07099. [STD only] ADC DV DANIELS NJ 00104.
080–084	ADC SOUTH JERSEY NJ 080.
090–098	[FCM only] AMF KENNEDY NY 00300. APO/FPO [PER and STD only] MILITARY CENTER NY 090.
100–102, 104	[FCM and STD only] ADC NEW YORK NY 100. [PER only] ADC JAF NY 10180.
103, 110–114, 116	ADC QUEENS NY 110.
120–129	ADC ALBANY NY 120.
130–139	ADC SYRACUSE NY 130.
140–149	ADC BUFFALO NY 140.
150–168, 260	ADC PITTSBURGH PA 150.
169–178	ADC HARRISBURG PA 170.
179, 189, 193–196	ADC SOUTHEASTERN PA 189.
180–188	ADC LEHIGH VALLEY PA 180.
190–192	ADC PHILADELPHIA PA 190.
197–199	ADC WILMINGTON DE 197.
200, 202–205	ADC WASHINGTON DC 200.
201, 220–223, 226, 227	[FCM only] ADC DULLES VA 201. [PER and STD only] ADC NORTHERN VA 220.
206–209	ADC SOUTHERN MD 206.
210–212, 214–219, 254, 267	ADC BALTIMORE MD 210.
224, 225, 228–239, 244	ADC RICHMOND VA 230.
240–243, 245	ADC ROANOKE VA 240.
246–253, 255–259	ADC CHARLESTON WV 250.
261–266, 268	ADC CLARKSBURG WV 263.
270–279, 285	ADC GREENSBORO NC 270.
280–284, 286–289, 297	ADC CHARLOTTE NC 280.
290–296	ADC COLUMBIA SC 290.

Column A	Column B
3-digit ZIP code prefix group	Label to
298, 300–303, 305, 306, 308, 309, 311, 399	[FCM and PER only] ADC NORTH METRO GA 301.
	[STD only] ADC NORTH METRO GA 30199.
299, 304, 313–315, 320–324, 326, 344	[FCM and PER only] ADC JACKSONVILLE FL 320.
	[STD only] ADC JACKSONVILLE FL 32099.
307, 370–374, 376–379, 384, 385	[FCM and PER only] ADC NASHVILLE TN 370.
	[STD only] ADC NASHVILLE TN 37099.
310, 312, 316–319	[FCM and PER only] ADC MACON GA 310.
	[STD only] ADC MACON GA 31299.
325, 365, 366, 394–396, 700, 701, 703–708	[FCM and PER only] ADC NEW ORLEANS LA 700.
	[STD only] ADC NEW ORLEANS LA 70099.
327–329, 334, 347, 349	[FCM only] ADC ORLANDO FL 328.
	[PER only] ADC MID FLORIDA FL 327.
	[STD only] ADC MID FLORIDA FL 32799.
330–333	[FCM and PER only] ADC MIAMI FL 331.
	[STD only] ADC MIAMI FL 33298.
335–339, 342, 346	[FCM only] ADC TAMPA FL 335.
	[PER only] ADC MANASOTA FL 342.
	[STD only] ADC MANASOTA FL 34299.
340	[FCM only] ADC MIAMI FL 331.
	[PER and STD only] MILITARY CENTER NY 090.
350–352, 354–359, 362	[FCM and PER only] ADC BIRMINGHAM AL 350.
	[STD only] ADC BIRMINGHAM AL 35099.
360, 361, 363, 364, 367, 368	[FCM and PER only] ADC MONTGOMERY AL 360.
	[STD only] ADC MONTGOMERY AL 36099.
369, 390–393, 397	[FCM and PER only] ADC JACKSON MS 390.
	[STD only] ADC JACKSON MS 39099.
375, 380–383, 386–389, 723	[FCM and PER only] ADC MEMPHIS TN 380.
	[STD only] ADC MEMPHIS TN 38099.
400–409, 411–418, 420–427, 471, 476, 477	ADC LOUISVILLE KY 400.
410, 450–455, 458, 459, 470	ADC CINCINNATI OH 450.
430–438, 456, 457	ADC COLUMBUS OH 430.
439–449	ADC CLEVELAND OH 440.
460–469, 472–475, 478, 479	ADC INDIANAPOLIS IN 460.
480–489	ADC DETROIT MI 481.
490–497	ADC GRAND RAPIDS MI 493.
498, 499, 530–532, 534, 535, 537–539, 541–545, 549	ADC MILWAUKEE WI 530.
500–509, 520–528, 612	[FCM only] ADC DES MOINES IA 500.
	[PER only] ADC DES MOINES IA 50092.
	[STD only] ADC DES MOINES IA 50091.
510–516, 680, 681, 683–693	ADC OMAHA NE 680.
540, 546–548, 550, 551, 556–559	[FCM only] ADC ST PAUL MN 550.
	[PER only] ADC ST PAUL MN 55222.
	[STD only] ADC ST PAUL MN 55532.
553–555, 560–564, 566	[FCM only] ADC MINNEAPOLIS MN 553.
	[PER only] ADC MINNEAPOLIS MN 55228.
	[STD only] ADC MINNEAPOLIS MN 55538.
565, 567, 580–588	ADC FARGO ND 580.
570–577	ADC SIOUX FALLS SD 570.
590–599, 821	ADC BILLINGS MT 590.
600–603, 610, 611, 613–616	[FCM and STD only] ADC CAROL STREAM IL 601.
	[PER only] ADC CHICAGO IL 60821.
604, 605, 609, 617–619	[FCM and STD only] ADC SOUTH SUBN IL 604.
	[PER only] ADC CHICAGO IL 60821.
606–608	[FCM and STD only] ADC CHICAGO IL 606.
	[PER only] ADC CHICAGO IL 60821.
620, 622–631, 633–639	[FCM and PER only] ADC ST LOUIS MO 630.
	[STD only] ADC ST LOUIS MO 63203.
640, 641, 644–658, 660–662, 664–668	[FCM only] ADC KANSAS CITY MO 640.
	[PER only] ADC KANSAS CITY MO 64240.
	[STD only] ADC KANSAS CITY MO 66340.
669–679, 739	[FCM only] ADC WICHITA KS 670.
	[PER only] ADC WICHITA KS 64270.
	[STD only] ADC WICHITA KS 66370.
710–714	[FCM and PER only] ADC SHREVEPORT LA 710.
	[STD only] ADC SHREVEPORT LA 71099.
716–722, 724–729	[FCM and PER only] ADC LITTLE ROCK AR 720.
	[STD only] ADC LITTLE ROCK AR 72098.
730, 731, 734–738, 748	ADC OKLAHOMA CITY OK 730.
733, 779–789, 798, 799, 885	[FCM and PER only] ADC SAN ANTONIO TX 780.
	[STD only] ADC SAN ANTONIO TX 78099.
740, 741, 743–747, 749	ADC TULSA OK 740.

Column A	Column B
3-digit ZIP code prefix group	Label to
750–759	ADC NORTH TEXAS TX 750.
760–769, 790–797	ADC FT WORTH TX 760.
770–778	ADC NORTH HOUSTON TX 773.
800–816	ADC DENVER CO 800.
820, 822–831	ADC CHEYENNE WY 820.
832–834, 836, 837, 979	ADC BOISE ID 836.
835, 838, 980–985, 988–994, 998, 999	ADC SEATTLE WA 980.
840–847, 893, 898	ADC SALT LAKE CITY UT 840.
850, 852, 853, 855–857, 859, 860, 863	ADC PHOENIX AZ 852.
864, 889–891, 894, 895, 897, 961	ADC LAS VEGAS NV 890.
865, 870–875, 877–884	ADC ALBUQUERQUE NM 870.
900, 901	ADC LOS ANGELES CA 900.
902–908, 910–918	ADC TWIN VALLEY CA 900.
919–921	ADC SAN DIEGO CA 920.
922–928, 930–935	ADC SEQUOIA CA 901.
936–939, 942, 950–953, 955–960	[FCM only] ADC SIERRA CA 940. [PER and STD only] ADC OAKLAND CA 945.
940, 941, 943–949, 954	[FCM only] ADC PENINSULA CA 941. [PER and STD only] ADC OAKLAND CA 945.
962–966	AMF SAN FRANCISCO CA 962. APO/FPO.
967–968	ADC HONOLULU HI 967.
969	[FCM only] ADC HONOLULU HI 967. [PER and STD only] ADC OAKLAND CA 945.
970–978, 986	ADC PORTLAND OR 970.
995–997	ADC ANCHORAGE AK 995.

[Add new L005 as follows:]

L005 3-Digit ZIP Code Prefix Group for SCF Sortation

Subject to the standards for the rate claimed, pieces for the 3-digit Zip Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified by S; Line 1 labels for these destinations does not include the ''SCF'' prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

Column A	Column B
3-digit ZIP code prefix group	Label to
004, 105–108	SCF WESTCHESTER NY 105.
005, 117–119	SCF MID–ISLAND NY 117.
006, 007, 009	SCF SAN JUAN PR 006.
010, 011, 013	SCF SPRINGFIELD MA 010.
012	PITTSFIELD MA 012.S
014–017	SCF WORCESTER MA 015.
018, 019, 055	SCF MIDDLESEX–ESSX MA 018.
020, 023, 024	SCF BROCKTON MA 023.
021, 022	SCF BOSTON MA 021.
025, 026	SCF BUZZARDS BAY MA 025.
027–029	SCF PROVIDENCE RI 028.
030–034	SCF MANCHESTER NH 030.
035–037, 050–053, 057–059	SCF WHITE RVR JCT VT 050.
038, 039	SCF PORTSMOUTH NH 038.
040–043, 045, 048	SCF PORTLAND ME 040.
044, 046, 047, 049	SCF BANGOR ME 044.
054, 056	SCF BURLINGTON VT 054.
060–062	SCF HARTFORD CT 060.
063–066	SCF SOUTHERN CT 064.
067	WATERBURY CT 067.S
068, 069	SCF STAMFORD CT 068.
070–073	SCF NEWARK NJ 070.
074, 075	SCF PATERSON NJ 074.
076	HACKENSACK NJ 076.S
077	MONMOUTH NJ 077.S
078, 079	SCF WEST JERSEY NJ 079.
080–084	SCF SOUTH JERSEY NJ 080.
085–087	SCF TRENTON NJ 085.
088, 089	SCF KILMER NJ 088.
100–102	SCF NEW YORK NY 100.
103	STATEN ISLAND NY 103.S
104	BRONX NY 104.S

Column A	Column B
3-digit ZIP code prefix group	Label to
109	ROCKLAND NY 109.S
110, 113, 114, 116	SCF QUEENS NY 110.
111	LONG ISLAND CITY NY 111.S
112	BROOKLYN NY 112.S
115	WESTERN NASSAU NY 115.S
120–123	SCF ALBANY NY 120.
124–127	SCF MID–HUDSON NY 125.
128	GLENS FALLS NY 128.S
129	PLATTSBURGH NY 129.S
130–132	SCF SYRACUSE NY 130.
133–135	SCF UTICA NY 133.
136	WATERTOWN NY 136.S
137–139	SCF BINGHAMTON NY 137.
140–143	SCF BUFFALO NY 140.
144–146	SCF ROCHESTER NY 144.
147	JAMESTOWN NY 147.S
148, 149	SCF ELMIRA NY 148.
150–154	SCF PITTSBURGH PA 150.
155, 157, 159	SCF JOHNSTOWN PA 159.
156	GREENSBURG PA 156.S
158	DUBOIS PA 158.S
160–162	SCF NEW CASTLE PA 161.
163	OIL CITY PA 163.S
164, 165	SCF ERIE PA 164.
166, 168	SCF ALTOONA PA 166.
167	BRANDFORD PA 167.S
169, 177	SCF WILLIAMSPORT PA 177.
170–172, 178	SCF HARRISBURG PA 170.
173–176	SCF LANCASTER PA 173.
179, 195, 196	SCF READING PA 195.
180, 181, 183	SCF LEHIGH VALLEY PA 180.
182, 186, 187	SCF WILKES BARRE PA 186.
184, 185, 188	SCF SCRANTON PA 184.
189, 193, 194	SCF SOUTHEASTERN PA 189.
190–192	SCF PHILADELPHIA PA 190.
197–199	SCF WILMINGTON DE 197.
200, 202–205	SCF WASHINGTON DC 200.
201, 220–223	SCF NORTHERN VA 220.
206, 207	SCF SOUTHERN MD 206.
208, 209	SCF SUBURBAN MD 208.
210–212, 214, 219	SCF BALTIMORE MD 210.
215, 267	SCF CUMBERLAND MD 215.
216	EASTON MD 216.S
217	FREDERICK MD 217.S
218	SALISBURY MD 218.S
224, 225, 230–232, 238	SCF RICHMOND VA 230.
226	WINCHESTER VA 226.S
227	CULPEPER VA 227.S
228, 229, 244	SCF CHARLOTTESVILLE VA 229.
233–237	SCF NORFOLK VA 233.
239	FARMVILLE VA 239.S
240, 241, 243	SCF ROANOKE VA 240.
242	BRISTOL VA 242.S
245	LYNCHBURG VA 245.S
246–248	SCF BLUEFIELD WV 247.
249	LEWISBURG WV 249.S
250–253	SCF CHARLESTON WV 250.
254	MARTINSBURG WV 254.S
255–257	SCF HUNTINGTON WV 255.
258, 259	SCF BECKLEY WV 258.
260	WHEELING WV 260.S
261	PARKERSBURG WV 261.S
262–265	SCF CLARKSBURG WV 263.
266	GASSAWAY WV 266.S
268	PETERSBURG WV 268.S
270–274	SCF GREENSBORO NC 270.
275–277	SCF RALEIGH NC 275.
278, 279	SCF ROCKY MOUNT NC 278.
280–282, 297	SCF CHARLOTTE NC 280.
283, 284	SCF FAYETTEVILLE NC 283.
285	KINSTON NC 285.S
286	HICKORY NC 286.S

Column A	Column B
3-digit ZIP code prefix group	Label to
287–289	SCF ASHEVILLE NC 287.
290–292	SCF COLUMBIA SC 290.
293, 296	SCF GREENVILLE SC 296.
294	CHARLESTON SC 294.S
295	FLORENCE SC 295.S
298, 308, 309	SCF AUGUSTA GA 308.
299, 313, 314	SCF SAVANNAH GA 313.
300–302	SCF NORTH METRO GA 300.
303, 311, 399	SCF ATLANTA GA 303.
304	SWAINSBORO GA 304.S
305, 306	SCF ATHENS GA 306.
307, 373, 374	SCF CHATTANOOGA TN 373.
310, 312	SCF MACON GA 310.
315	WAYCROSS GA 315.S
316	VALDOSTA GA 316.S
317	ALBANY GA 317.S
318, 319	SCF COLUMBUS GA 318.
320, 322	SCF JACKSONVILLE FL 320.
321	DAYTONA BEACH FL 321.S
323	TALLAHASSEE FL 323.S
324	PANAMA CITY FL 324.S
325	PENSACOLA FL 325.S
326, 344	SCF GAINESVILLE FL 326.
327	MID-FLORIDA FL 327.S
328, 329, 347	SCF ORLANDO FL 328.
330	SOUTH FLORIDA FL 330.S
331, 332	SCF MIAMI FL 331.
333	FT LAUDERDALE FL 333.S
334, 349	SCF WEST PALM BCH FL 334.
335, 336, 346	SCF TAMPA FL 335.
337	ST PETERSBURG FL 337.S
338	LAKELAND FL 338.S
339	FT MYERS FL 339.S
342	MANASOTA FL 342.S
350–352, 355, 359	SCF BIRMINGHAM AL 350.
354	TUSCALOOSA AL 354.S
356–358	SCF HUNTSVILLE AL 357.
360, 361, 367, 368	SCF MONTGOMERY AL 360.
362	ANNISTON AL 362.S
363	DOTHAN AL 363.S
364	EVERGREEN AL 364.S
365, 366	SCF MOBILE AL 365.
369, 393	SCF MERIDIAN MS 393.
370–372	SCF NASHVILLE TN 370.
375, 380, 381, 386, 723	SCF MEMPHIS TN 380.
376	JOHNSON CITY TN 376.S
377–379	SCF KNOXVILLE TN 377.
382	MCKENZIE TN 382.S
383	JACKSON TN 383.S
384	COLUMBIA TN 384.S
385	COOKEVILLE TN 385.S
387	GREENVILLE MS 387.S
388	TUPELO MS 388.S
389	GRENADA MS 389.S
390–392	SCF JACKSON MS 390.
394	HATTIESBURG MS 394.S
395	GULFPORT MS 395.S
396	MCCOMB MS 396.S
397	COLUMBUS MS 397.S
400–402, 471	SCF LOUISVILLE KY 400.
403–406	SCF LEXINGTON KY 403.
407–409	SCF LONDON KY 407.
410, 450–452, 459, 470	SCF CINCINNATI OH 450.
411, 412	SCF ASHLAND KY 411.
413, 414	SCF CAMPTON KY 413.
415, 416	SCF PIKEVILLE KY 415.
417, 418	SCF HAZARD KY 417.
420	PADUCAH KY 420.S
421, 422	SCF BOWLING GREEN KY 421.
423	OWENSBORO KY 423.S
424, 476, 477	SCF EVANSVILLE IN 476.
425, 426	SCF SOMERSET KY 425.

Column A	Column B
3-digit ZIP code prefix group	Label to
427	ELIZABETHTOWN KY 427.[S]
430–433	SCF COLUMBUS OH 430.
434–436	SCF TOLEDO OH 434.
437, 438	SCF ZANESVILLE OH 437.
439	STEUBENVILLE OH 439.[S]
440, 441	SCF CLEVELAND OH 440.
442, 443	SCF AKRON OH 442.
444, 445	SCF YOUNGSTOWN OH 444.
446, 447	SCF CANTON OH 446.
448, 449	SCF MANSFIELD OH 448.
453–455	SCF DAYTON OH 453.
456	CHILLICOTHE OH 456.[S]
457	ATHENS OH 457.[S]
458	LIMA OH 458.[S]
460–462	SCF INDIANAPOLIS IN 460.
463, 464	SCF GARY IN 463.
465, 466	SCF SOUTH BEND IN 465.
467, 468	SCF FORT WAYNE IN 467.
469	KOKOMO IN 469.[S]
472	COLUMBUS IN 472.[S]
473	MUNCIE IN 473.[S]
474	BLOOMINGTON IN 474.[S]
475	WASHINGTON IN 475.[S]
478	TERRE HAUTE IN 478.[S]
479	LAFAYETTE IN 479.[S]
480, 483	SCF ROYAL OAK MI 480.
481, 482	SCF DETROIT MI 481.
484, 485	SCF FLINT MI 484.
486, 487	SCF SAGINAW MI 486.
488, 489	SCF LANSING MI 488.
490, 491	SCF KALAMAZOO MI 490.
492	JACKSON MI 492.[S]
493–495	SCF GRAND RAPIDS MI 493.
496	TRAVERSE CITY MI 496.[S]
497	GAYLORD MI 497.[S]
498, 499	SCF IRON MOUNTAIN MI 498.
500–503, 509	SCF DES MOINES IA 500.
504	MASON CITY IA 504.[S]
505	FORT DODGE IA 505.[S]
506, 507	SCF WATERLOO IA 506.
508	CRESTON IA 508.[S]
510, 511	SCF SIOUX CITY IA 510.
512	SHELDON IA 512.[S]
513	SPENCER IA 513.[S]
514	CARROLL IA 514.[S]
515, 516, 680, 681	SCF OMAHA NE 680.
520	DUBUQUE IA 520.[S]
521	DECORAH IA 521.[S]
522–524	SCF CEDAR RAPIDS IA 522.
525	OTTUMWA IA 525.[S]
526	BURLINGTON IA 526.[S]
527, 528, 612	SCF ROCK ISLAND IL 612.
530–532, 534	SCF MILWAUKEE WI 530.
535, 537, 538	SCF MADISON WI 535.
539	PORTAGE WI 539.[S]
540, 550, 551	SCF ST PAUL MN 550.
541–543	SCF GREEN BAY WI 541.
544	WAUSAU WI 544.[S]
545	RHINELANDER WI 545.[S]
546	LA CROSSE WI 546.[S]
547	EAU CLAIRE WI 547.[S]
548	SPOONER WI 548.[S]
549	OSHKOSH WI 549.[S]
553–555	SCF MINNEAPOLIS MN 553.
556–558	SCF DULUTH MN 556.
559	ROCHESTER MN 559.[S]
560	MANKATO MN 560.[S]
561	WINDOM MN 561.[S]
562	WILLMAR MN 562.[S]
563	ST CLOUD MN 563.[S]
564	BRAINERD MN 564.[S]
565	DETROIT LAKES MN 565.[S]

Column A	Column B
3-digit ZIP code prefix group	Label to
566	BEMIDJI MN 566.[S]
567	THIEF RIVER FALLS MN 567.[S]
570, 571	SCF SIOUX FALLS SD 570.
572, 573	SCF DAKOTA CENTRAL SD 572.
574	ABERDEEN SD 574.[S]
575	PIERRE SD 575.[S]
576	MOBRIDGE SD 576.[S]
577	RAPID CITY SD 577.[S]
580, 581	SCF FARGO ND 580.
582	GRAND FORKS ND 582.[S]
583	DEVILS LAKE ND 583.[S]
584	JAMESTOWN ND 584.[S]
585	BISMARCK ND 585.[S]
586	DICKINSON ND 586.[S]
587	MINOT ND 587.[S]
588	WILLISTON ND 588.[S]
590, 591, 821	SCF BILLINGS MT 590.
592	WOLF POINT MT 592.[S]
593	MILES CITY MT 593.[S]
594	GREAT FALLS MT 594.[S]
595	HAVRE MT 595.[S]
596	HELENA MT 596.[S]
597	BUTTE MT 597.[S]
598	MISSOULA MT 598.[S]
599	KALISPELL MT 599.[S]
600, 602	SCF PALATINE IL 600.
601, 603	SCF CAROL STREAM IL 601.
604	SOUTH SUBURBAN IL 604.[S]
605	FOX VALLEY IL 605.[S]
606–608	SCF CHICAGO IL 606.
609	KANKAKEE IL 609.[S]
610, 611	SCF ROCKFORD IL 610.
613	LA SALLE IL 613.[S]
614	GALESBURG IL 614.[S]
615, 616	SCF PEORIA IL 615.
617	BLOOMINGTON IL 617.[S]
618, 619	SCF CHAMPAIGN IL 618.
620, 622, 630, 631, 633	SCF ST LOUIS MO 630.
623, 634, 635	SCF QUINCY IL 623.
624	EFFINGHAM IL 624.[S]
625–627	SCF SPRINGFIELD IL 625.
628	CENTRALIA IL 628.[S]
629	CARBONDALE IL 629.[S]
636–639	SCF CAPE GIRARDEAU MO 637.
640, 641, 649	SCF KANSAS CITY MO 640.
644, 645	SCF ST JOSEPH MO 644.
646	CHILLICOTHE MO 646.[S]
647	HARRISONVILLE MO 647.[S]
648, 654–658	SCF SPRINGFIELD MO 656.
650–653	SCF MID-MISSOURI MO 650.
660–662	SCF KANSAS CITY KS 660.
664–666, 668	SCF TOPEKA KS 664.
667	FT SCOTT KS 667.[S]
669, 674	SCF SALINA KS 674.
670–672	SCF WICHITA KS 670.
673	INDEPENDENCE KS 673.[S]
675	HUTCHINSON KS 675.[S]
676	HAYS KS 676.[S]
677	COLBY KS 677.[S]
678	DODGE CITY KS 678.[S]
679, 739	SCF LIBERAL KS 679.
683–685	SCF LINCOLN NE 683.
686, 687	SCF NORFOLK NE 687.
688, 689	SCF GRAND ISLAND NE 688.
690	MCCOOK NE 690.[S]
691	NORTH PLATTE NE 691.[S]
692	VALENTINE NE 692.[S]
693	ALLIANCE NE 693.[S]
700, 701	SCF NEW ORLEANS LA 700.
703	HOUMA LA 703.[S]
704	MANDEVILLE LA 704.[S]
705	LAFAYETTE LA 705.[S]

Column A	Column B
3-digit ZIP code prefix group	Label to
706	LAKE CHARLES LA 706.S
707, 708	SCF BATON ROUGE LA 707.
710, 711	SCF SHREVEPORT LA 710.
712	MONROE LA 712.S
713, 714	SCF ALEXANDRIA LA 713.
716	PINE BLUFF AR 716.S
717	CAMDEN AR 717.S
718, 755	SCF TEXARKANA TX 755.
719	HOT SPRINGS NTL PK AR 719.S
720–722	SCF LITTLE ROCK AR 720.
724	JONESBORO AR 724.S
725	BATESVILLE AR 725.S
726	HARRISON AR 726.S
727	FAYETTEVILLE AR 727.S
728	RUSSELLVILLE AR 728.S
729	FORT SMITH AR 729.S
730, 731	SCF OKLAHOMA CITY OK 730.
733, 786, 787, 789	SCF AUSTIN TX 786.
734	ARDMORE OK 734.S
735	LAWTON OK 735.S
736	CLINTON OK 736.S
737	ENID OK 737.S
738	WOODWARD OK 738.S
740, 741, 743	SCF TULSA OK 740.
744	MUSKOGEE OK 744.S
745	MCALESTER OK 745.S
746	PONCA CITY OK 746.S
747	DURANT OK 747.S
748	SHAWNEE OK 748.S
749	POTEAU OK 749.S
750	NORTH TEXAS TX 750.S
751–753	SCF DALLAS TX 752.
754	GREENVILLE TX 754.S
756	LONGVIEW TX 756.S
757	TYLER TX 757.S
758	PALESTINE TX 758.S
759	LUFKIN TX 759.S
760–762, 764	SCF FORT WORTH TX 760.
763	WICHITA FALLS TX 763.S
765–767	SCF WACO TX 766.
768, 795, 796	SCF ABILENE TX 795.
769, 797	SCF MIDLAND TX 797.
770–772	SCF HOUSTON TX 770.
773–775	SCF NORTH HOUSTON TX 773.
776, 777	SCF BEAUMONT TX 776.
778	BRYAN TX 778.S
779	VICTORIA TX 779.S
780–782, 788	SCF SAN ANTONIO TX 780.
783, 784	SCF CORPUS CHRISTI TX 783.
785	MCALLEN TX 785.S
790, 791	SCF AMARILLO TX 790.
792	CHILDRESS TX 792.S
793, 794	SCF LUBBOCK TX 793.
798, 799, 885	SCF EL PASO TX 798.
800–804	SCF DENVER CO 800.
805	LONGMONT CO 805.S
806, 807	SCF BRIGHTON CO 806.
808, 809	SCF COLORADO SPGS CO 808.
810	PUEBLO CO 810.S
811	ALAMOSA CO 811.S
812	SALIDA CO 812.S
813	DURANGO CO 813.S
814, 815	SCF GRAND JUNCTION CO 814.
816	GLENWOOD SPRINGS CO 816.S
820	CHEYENNE WY 820.S
822	WHEATLAND WY 822.S
823	RAWLINS WY 823.S
824	WORLAND WY 824.S
825	RIVERTON WY 825.S
826	CASPER WY 826.S
827	GILLETTE WY 827.S
828	SHERIDAN WY 828.S

Column A	Column B
3-digit ZIP code prefix group	Label to
829–831	SCF ROCK SPRINGS WY 829.
832, 834	SCF POCATELLO ID 832.
833	TWIN FALLS ID 833.[S]
835, 994	SCF LEWISTON ID 835.
836, 837, 979	SCF BOISE ID 836.
838, 990–992	SCF SPOKANE WA 990.
840–844	SCF SALT LAKE CITY UT 840.
845–847	SCF PROVO UT 845.
850, 852, 853	SCF PHOENIX AZ 852.
855	GLOBE AZ 855.[S]
856, 857	SCF TUCSON AZ 856.
859	SHOW LOW AZ 859.[S]
860	FLAGSTAFF AZ 860.[S]
863	PRESCOTT AZ 863.[S]
864	KINGMAN AZ 864.[S]
865, 873	SCF GALLUP NM 873.
870–872, 875	SCF ALBUQUERQUE NM 870.
874	FARMINGTON NM 874.[S]
877	LAS VEGAS NM 877.[S]
878	SOCORRO NM 878.[S]
879	TRUTH OR CONS NM 879.[S]
880	LAS CRUCES NM 880.[S]
881	CLOVIS NM 881.[S]
882	ROSWELL NM 882.[S]
883	CARRIZOZO NM 883.[S]
884	TUCUMCARI NM 884.[S]
889–891	SCF LAS VEGAS NV 890.
893	ELY NV 893.[S]
894, 895, 897, 961	SCF RENO NV 894.
898	ELKO NV 898.[S]
900, 901	SCF LOS ANGELES CA 900.
902–905	SCF INGLEWOOD CA 902.
906–908	SCF LONG BEACH CA 907.
910–912	SCF PASADENA CA 910.
913–916	SCF VAN NUYS CA 913.
917, 918	SCF INDUSTRY CA 917.
919–921	SCF SAN DIEGO CA 920.
922	PALM SPRINGS CA 922.[S]
923–925	SCF SAN BERNARDINO CA 923.
926–928	SCF SANTA ANA CA 926.
930	OXNARD CA 930.[S]
931, 934	SCF SANTA BARBARA CA 931.
932, 933	SCF BAKERSFIELD CA 932.
935	MOJAVE CA 935.[S]
936–938	SCF FRESNO CA 936.
939	SALINAS CA 939.[S]
940, 941, 943, 944	SCF SAN FRANCISCO CA 940.
942, 956–958	SCF SACRAMENTO CA 956.
945–948	SCF OAKLAND CA 945.
949, 954	SCF NORTH BAY CA 949.
950, 951	SCF SAN JOSE CA 950.
952, 953	SCF STOCKTON CA 952.
955	EUREKA CA 955.[S]
959	MARYSVILLE CA 959.[S]
960	REDDING CA 960.[S]
967, 968	SCF HONOLULU HI 967.
969	BARRIGADA GU 969.[S]
970–972, 986	SCF PORTLAND OR 970.
973	SALEM OR 973.[S]
974	EUGENE OR 974.[S]
975	MEDFORD OR 975.[S]
976	KLAMATH FALLS OR 976.[S]
977	BEND OR 977.[S]
978	PENDLETON OR 978.[S]
980, 981	SCF SEATTLE WA 980.
982	EVERETT WA 982.[S]
983, 984	SCF TACOMA WA 983.
985	OLYMPIA WA 985.[S]
988	WENATCHEE WA 988.[S]
989	YAKIMA WA 989.[S]
993	PASCO WA 993.[S]
995, 996	SCF ANCHORAGE AK 995.

Column A	Column B
3-digit ZIP code prefix group	Label to
997	FAIRBANKS AK 997.[S]
998	JUNEAU AK 998.[S]
999	KETCHIKAN AK 999.[S]

[Amend title of current L100; remove current L101; no change to L102.]

L100 Priority Mail

[Remove current L201, L202, L203, L701, L703, L704, and L706; add new L600.]

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.]

L603 ADCs—Irregular Parcels

[Insert current L702 with no changes to the ZIP Code ranges or destination information; delete the notes preceding the chart.]

L604 Originating ADCs—Irregular Parcels

[Insert current L707 with no changes to the ZIP Code ranges or destination information; replace the notes preceding the chart with the following:]

To determine the correct top (destination) line for labels being prepared for containers of mixed ADC mail:

1. Determine the ZIP Code of the *origin* post office (i.e., the post office where the mail is to be entered and postage paid);

2. Locate the first three digits of that ZIP Code under ''Originating ZIP Codes'' in the left column;

3. Read across the line to the entry under ''Label To'' in the right column;

4. Use this entry as the top line of the label for all mixed ADC containers in the mailing.

* * * * *

L800 Automation Rate Mailings

L801 AADCs—Letter-Size Mailings

[Text of current L804 with no change except revise footnote 2 as follows:]

[2] For Regular Periodicals and other than Nonprofit Standard Mail (A) mailings.

L802 BMC/ASF Entry—Periodicals and Standard Mail (A)

[Insert current L805 with no change in text.]

L803 Non-BMC/ASF Entry—Periodicals and Standard Mail (A)

[Insert current L806 with no change in text.]

L897 3-Digit Destinations—Automated Site Mailings (Preferred Periodicals and Nonprofit Standard Mail Only)

[Insert current L801 with no change in text.]

L898 SCFs—Automated Site Mailings (Preferred Periodicals and Nonprofit Standard Mail Only)

[Insert current L802 with no change in text.]

L899 AADCs—Automated Site Mailings (Preferred Periodicals and Nonprofit Standard Mail Only)

[Insert current L803 with no change in text.]

M000 General Preparation Standards

M010 Mailpiece Preparation

[Redesignate current M011 as M012; add new M011, based on M020.1.1, M020.1.4, M020.1.5, and M020.1.7, as follows:]

M011 General Preparation Standards

1.0 Basic Preparation Terms and Definitions

1.1 Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

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 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 L897, as applicable).

e. *Unique 3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in L002, Column A.

f. *3-digit scheme:* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme (see L003); see 1.3g.

g. *Origin 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the SCF in whose service area the mail is verified. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.

h. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same SCF (see L005 or L898 as applicable), *except that,* where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available.

i. *ADC/AADC:* all pieces are addressed for delivery in the service area of the same ADC or AADC (see L004, L801, or L899, as applicable).

j. *ASF/BMC:* all pieces are addressed for delivery in the service area of the same ASF or BMC (see L601 or L602, as applicable).

k. *Mixed [BMC, ADC, AADC, etc.]:* the pieces are for delivery in the service area of more than one BMC, ADC, AADC, etc.

l. *Residual* pieces/packages/sacks contain 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. 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 (1- or 2-foot) 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 relatively balanced. A tray with less mail may be prepared only if less-than-full or overflow trays are permitted by the standards for the rate claimed. Tray preparation is described in M033.

c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.

e. A *full* flat tray is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces, (up to the reasonable capacity of the tray) when standards require preparation of *full* trays.

f. A *full* sack is defined in the standards for the class and rate claimed.

g. A *3-digit/scheme* sort yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in a scheme are treated as a single presort destination that is subject to a single minimum tray volume. No further separation by 3-digit prefix is required for pieces placed in 3-digit scheme trays. Trays prepared for a 3-digit scheme destination (i.e., one of the facilities listed in L003) that happen to contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit/scheme sort is required for automation rate First-Class, Regular Periodicals, and Regular Standard Mail letter-size pieces and may not be used by mail at other rates.

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

i. The *required at [quantity]* instruction (e.g., ''required at 10 pieces'') means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Packages, bundles, and containers may contain more than the specified *required* at quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.

j. 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 specified *optional* at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

k. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., ''entry BMC'') that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry SCF* includes both single- and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.

l. *Smaller quantities not permitted* or *fewer pieces not permitted* disallows preparation of quantities of mail smaller than that stated as the minimum required.

m. The *group* pieces instruction means the pieces are to be sorted together as if to be packaged but not actually secured into a package. Package labels and other package identification methods may be used for unsecured groups of pieces as permitted by standard.

n. 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 apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards). Package preparation is described in M020.

o. A *bundle* is a group of packages secured together as a unit under the standards applicable to the rate claimed.

1.4 Mailing

A mailing is a group of pieces within the same class of mail and processing category that may be sorted together under the applicable standards. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together. These types of mail may not be part of the same mailing regardless of being in the same class and processing category: automation and nonautomation mail (except as permitted by the ''85% rule'' where applicable); automation carrier route rate and other automation rate mail; any combination of Enhanced Carrier Route, Regular, and/or Nonprofit Standard Mail; 3/5 and carrier route Nonprofit Standard Mail.

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 under 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 prepared with 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 postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are

accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

2.3 Participation

For information on participation in PAVE, presort product developers may request the PAVE *Program Technical Guide* from the NCSC by calling 1–800–331–5746, extension 651 or 454. Participants may use the PAVE 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 ''[S]econd-class mail'' with ''Periodicals''; revise other text as follows:]

* * * * *

2.0 METHOD

2.1 Placement

Unless otherwise directed or permitted by standard, placement of markings is subject to these standards:

a. The required rate markings ''First-Class,'' ''Presorted First-Class,'' ''Bulk Rate,'' ''Nonprofit'' (or approved abbreviations) 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.

b. Other required rate markings (e.g., ''AUTO,'' ''Carrier Route Presort,'' ''ECRLOT'') may be placed in the locations shown in 2.1a or, alternatively, may be placed in the address area on the line immediately above the address or, preferably, two lines above the address if no other information appears on the line with the marking except postal information such as package label and ACS information; in the optional endorsement line (under M013); or carrier route information line (under M014). Alternatively, the mailer may use an MLOCR-driven ink jet printer to apply these markings to the left of the DPBC or to apply AUTO or AUTOCR to the left of a corrected date.

c. Compound markings (e.g, ''AUTOCR,'' ''ECRLOT'') must appear in their entirety wherever placed.

* * * * *

[Remove current 2.3 and renumber current 2.4 and 2.5 as 2.3 and 2.4, respectively.]

* * * * *

M013 Optional Endorsement Lines

[In the current chart following 1.1, remove the three examples for optional SDC, state, and mixed-states packages; in 1.2 and 2.1, replace ''[T]hird-[C]lass'' with ''Standard Mail (A)''; revise other text as follows:]

1.0 Use

1.1 Basic Standards

Mailers may prepare mailings without applying pressure-sensitive package labels or facing slips 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 for the rate claimed.

Package type	Optional endorsement line
Firm	********** FIRM 12345.
Carrier Route, (Nonprofit Standard Mail, Regular and Preferred Periodicals).	********** CAR-RT SORT**C–001.
Carrier Route (Basic, High Density, and Saturation Enhanced Carrier Route Standard Mail).	********** ECRLOT**C–001. ********** ECRWSH**C–001. ********** ECRWSS**C–001.
Carrier Route (Automation rate First-Class and automation rate Enhanced Carrier Route and Regular Standard Mail).	AUTOCR**C–001.
5-Digit	********** 5–DIGIT 12345.
Optional City (Preferred Periodicals only)	********** MIXED CITY 12345 (Use lowest 5-digit ZIP Code assigned to that city.)
3-Digit	********** 3-DIGIT 771.
SCF	********** SCF 750 (Use correct 3-digit SCF code as shown in L002, Column C.)
ADC	********** ALL FOR ADC [nnn] (Mailer may insert 3-digit ZIP Code prefix of ADC.)
Mixed ADC	********** MIXED ADC [nnn] (Mailer may insert 3-digit ZIP Code prefix of ADC.)
AADC (Preferred Periodicals and Nonprofit Standard Mail only)	********** ALL FOR AADC [nnn] (Mailer may insert 3-digit ZIP Code prefix of AADC.)
Mixed AADC (Preferred Periodicals and Nonprofit Standard Mail only)	********** MIXED AADC [nnn] (Mailer may insert 3-digit ZIP Code prefix of AADC.)
Working (Preferred Periodicals and Nonprofit Standard Mail only)	********** WORKING.

* * * * *

1.4 Rate Markings

At the mailer's option, rate markings required by the standards for the rate claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic package label 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 an automation Regular Standard Mail 3-digit package: ****AUTO**3–DIGIT 750).

2.0 Format

* * * * *

2.6 ZIP Code

Except for carrier route packages, ADC, AADC, mixed ADC, mixed AADC, and (as applicable) working residual packages, the optional endorsement line must include the appropriate ZIP Code information. ADC, AADC, mixed ADC, and mixed AADC OELs may include the 3-digit ZIP Code prefix of the destination facility. Mixed ADC bundles

of bound printed matter must have facing slips as specified in M630. Carrier route OELs must show carrier route information under M014.

M014 Carrier Route Information Lines

[Replace current 1.1 and 1.2 with new 1.0 as follows:]

1.0 Basic Information

Packages for 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 Carrier Route rate First-Class, carrier route and Level I/K Periodicals, automation Basic Carrier Route rate 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 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, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route rate marking is in the address area (see Exhibit 2.1).

Address Formats With Carrier Route Information

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
**C011
AUTOCR, 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.

[Replace current 2.4, 2.5, and 2.6 with new 2.4 as follows:]

2.4 Other Contents

Other elements of the carrier route information line include:

a. The carrier route code must be preceded by at least two asterisks (**) or other distinctive nonalphabetic or nonnumeric characters.

b. At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.

c. The carrier route information line may also contain the basic markings required by standard for the class of mail and rate claimed 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). No information other than postal information appears on that line, and the carrier route information line is the top line of the address:

* * * * * * * ECRWSS**C–001
POSTAL CUSTOMER

M020 Packages and Bundles

1.0 Basic Standards

[Move 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 and 1.5 as follows:]

* * * * *

1.3 Labeling

Unless excepted by standard, each package (other than carrier route packages) must be identified with the pressure-sensitive package label specified in the standards for the class and rate claimed. On letter-size and card-size mail, the label must be placed in the lower left corner of the address side 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. An optional endorsement line may be used in lieu of a pressure-sensitive label, 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 to Package Size

An individual package may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed, without loss of rate eligibility, under either of these conditions:

a. A greater number of pieces would exceed the maximum physical size for a 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).

1.6 Exception to Package Preparation

In package-based mailings not entirely of card-size pieces, mail need not be prepared in 5-digit packages when it will be placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of packages when it will be

placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if packaged. *For example, the contents of a full ADC tray need not be packaged if, when correctly sorted, it would have all been prepared in ADC packages to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit packages).*

[Revise current 2.0 as follows:]

2.0 Additional Standards—Preferred Periodicals and Nonprofit Standard Mail

2.1 Nonautomation Rate Mailings

Nonautomation rate mailings are subject to these additional standards:

a. Maximum package thickness is 4 inches for letter-size walk-sequence rate mail and 6 inches for other letter-size mail.

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.

c. When a simplified address is used, all pieces for the same post office must be prepared in packages of 50 when possible. If packages of other quantities are prepared, 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. Maximum package thickness is 6 inches for letter-size mail.

b. Packages must be prepared for mailings consisting entirely of card-size pieces, and for mail placed in residual AADC trays (package-based mailings), mixed AADC trays, 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 secured twice, with the first rubber band or elastic strap placed around the length and the second around the girth. 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 breaking. Minimum tension, when applied to the 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 to USPS Engineering at least 6 weeks before the planned date of mailing. 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 postage statement provided for mailings that use the approved strapping material. The mailer must be able to show when requested that the strapping material on a mailing is the same as that approved.

f. Separator cards:

(1) May be used instead of packaging (except for card-size pieces) to identify groups of pieces in full 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 M894 and M895, if groups of pieces are identified by separator cards, the required pressure-sensitive package label must be placed on the separator card or in the lower left corner of the first piece behind it. Alternatively, the descriptive words ''5-Digit'' or ''3-Digit,'' as appropriate for the group, may appear on the separator card. If placed on separator cards, the pressure-sensitive label or descriptive words must be at the top of each card in a position 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 tier, and 3-digit packages in the 3-digit 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.

[Revise current 3.0 as follows:]

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. Mailings consisting entirely of card-size pieces must always be prepared in packages.

c. Packages must be prepared in all less-than-full trays, for nonupgradable Presorted First-Class, nonupgradable Regular Standard Mail, and for nonautomation Regular Periodicals.

d. Separator cards may be used instead of packaging for carrier route groups in full 5-digit carrier routes trays of nonautomation Enhanced Carrier Route mail. Separator cards must be used instead of packaging for carrier route groups in full trays of automation Carrier Route First-Class and automation Enhanced Carrier Route Standard Mail. 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 mailings consisting entirely of card-size pieces and mail in less-than-full trays, packages 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 the bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)

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 with a simplified address, all pieces for the same post office must be prepared in packages of 50 when possible. If packages of other

quantities are prepared, 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. 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.

* * * * *

[In 4.2b, replace ''Second-class'' with ''Periodicals.'']

[Remove 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 ''PER''; in 2.1a, replace ''First-, third-, and fourth-class mail'' with ''First-Class and Standard Mail'' and replace ''second-class mail'' with ''Periodicals''; in 2.1d, replace ''15/16 inch'' and ''31/32 inch'' with ''0.937 inch'' and ''0.980 inch,'' respectively; in 3.2a, replace ''First- and third-class mail'' with ''First-Class and Standard Mail (A)'' and replace ''second-class mail'' with ''Periodicals''; in 4.2, replace ''second-class mail'' with ''Periodicals'' and replace ''third- or fourth-class mail'' with ''Standard Mail''; in 4.8, add ''(Preferred Periodicals only)'' after ''optional city,'' replace ''second-class'' with ''Periodicals,'' and replace ''third-class'' with ''Standard Mail''; in 4.12c, replace ''third- and fourth-class'' with ''Standard Mail''; in 4.14, replace ''second-class mail'' with ''Periodicals'' and ''2C'' with ''PER''; in 5.0 (chart), 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 [F]ourth-[C]lass'' with ''Standard Mail''; revise 1.1 as shown below; no other change in text.]

1.0 Sack and Tray Labels

1.1 Basic Standards

Only sack labels may be used for sacks, only tray labels for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable.

* * * * *

M032 Barcoded Container Labels

1.0 Barcoded Tray Labels

1.1 Standards

Effective January 1, 1997, barcoded tray labels are required for automation rate mailings of First-Class, Regular Periodicals, and Regular and Enhanced Carrier Route Standard Mail letter-size pieces and First-Class flat-size pieces. Barcoded tray labels may be used earlier and 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 mail'' with ''Periodicals.'']

* * * * *

1.3 Printed Text Lines

* * * * *

d. The human-readable printed text lines, unless otherwise noted, must be printed in easily readable uppercase letters, with no run-on letters, in the approximate locations shown in Exhibit 1.3a. The printing must have an effective font density of no greater than 12 characters per inch; font density can be proportional.

* * * * *

f. The printed destination line must have a minimum character height of 0.135 inch and a maximum character density of approximately 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of approximately 10 characters per inch. The destination line must accommodate at least 21 characters in the destination name and 5 characters in the corresponding ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1.

g. The printed contents line must have a minimum character height of 0.135 inch. The contents line must accommodate at least 21 characters.

h. The printed numeric barcode line must have a maximum character height of 0.085 inch and must accommodate 10 characters.

i. The printed origin line must have a maximum character height of not less than 0.085 inch and must accommodate at least 21 characters.

1.4 Zebra Code

The zebra code is a series of diagonal lines to the right of the barcode that serves solely as a visual indication that a tray contains barcoded mail. The code must not appear on tray labels for nonbarcoded mail. The diagonal marks must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces equal size in size to the diagonal marks.

1.5 Barcode

* * * * *

b. It must be on the left side of the tray label. A clear space of at least 0.05 inch must be maintained to the left and the right of the barcode for its full height, and of at least 0.070 inch above and below the barcode for its full width. The barcode must not extend more than 2.0 inches to the right from the left edge of the label. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label.

c. The width of the narrow bars and spaces (''X'' dimension) must be between 0.012 inch and 0.016 inch and uniform within the barcode; the optimum narrow bar width is 0.015 inch. The tolerance of the width of all bars and spaces is ±0.004 inch and is not cumulative. The maximum irregularity in the edge straightness of any bar element is 0.3 times the ''X'' dimension.

d. The height of the barcode must be from 0.65 inch to 0.75 inch.

e. The wide-to-narrow ratio for barcodes must be between 3 to 1 and 2.3 to 1 and uniform within the barcode; the optimum ratio is 3 to 1.

f. When measured at 633 nanometers, bar reflectance must be less than 30%; space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40 percentage points.

g. There must be a clear area (quiet zone) at each end of the barcode not less than 10 times the ''X'' dimension. The clear area must meet the space reflectance specification in 1.5f.

* * * * *

Exhibit 1.3c—Contents Identifier Codes

CIN/Mail Type

001 FCM
004 FCM FLTS
006 FCM FLTS NON-BC
008 FCM LTRS BC
013 FCM LTRS BC WKG
017 FCM PRESORT
018 FCM PRESORT RESID PKS
020 FCM WKG
021 FCM CR-RT
022 FCM CR- RTS
023 FCM MXD CR-RTS
024 FCM RURAL RT
025 FCM HWY CONTRACT RT

026 FCM BOX SECT
027 FCM GEN DEL UNIT
028 FCM FLTS BARCODED WKG
029 FCM LTRS 5D NON-OCR
030 FCM LTRS 3D NON-OCR
031 FCM LTRS ADC NON-OCR
032 FCM LTRS NON-OCR WKG
033 STD LTRS 5D NON-OCR
034 STD LTRS 3D NON-OCR
035 STD LTRS ADC NON-OCR
036 STD LTRS NON-OCR WKG
040 PRIORITY
041 PRIORITY LTRS
042 PRIORITY FLTS
043 PRIORITY PARCELS
044 PRIORITY DROP SHIP
058 FCM LTRS UPGR WKG
060 EXPRESS MAIL
061 EXPRESS DROP SHIP
063 FCM LTRS CR-RT BC
064 FCM LTRS CR-RTS BC
072 FCM LTRS 5D UPGR
077 FCM LTRS 3D UPGR
083 FCM LTRS AADC UPGR
084 FCM AADC LTRS BC
085 FCM LTRS BC SCHEME
086 FCM IRREG PARCELS
087 APO
088 FPO
089 MEXICO
090 CANADA
091 FOREIGN
092 APO/FPO
100 NEWS
101 NEWS CR-RT
102 NEWS RURAL RT
103 NEWS HWY CONTR RT
104 NEWS BOX SECT
105 NEWS GEN DEL UNIT
106 NEWS CR-RTS
107 NEWS MXD STATES
108 NEWS APO
109 NEWS FPO
111 NEWS LTRS CR-RT
112 NEWS LTRS CR-RT BC
113 NEWS LTRS CR-RTS
114 NEWS LTRS CR-RTS BC
116 NEWS APO/FPO
118 NEWS LTRS BC SCHEME
120 NEWS CITY
121 NEWS ZIP+4 PRESORT
122 NEWS LTRS BC
123 NEWS LTRS BC WKG
124 NEWS FLTS BC
125 NEWS FLTS BC WKG
126 NEWS FLTS CR-RT
127 NEWS FLTS CR-RT BC
128 NEWS FLTS CR-RTS
129 NEWS FLTS CR-RTS BC
130 NEWS CANADA
131 NEWS FOREIGN
132 NEWS MEXICO
200 PER
201 PER CR-RT
202 PER RURAL RT
203 PER HWY CONTR RT
204 PER BOX SECT
205 PER GEN DEL UNIT
206 PER CR-RTS
207 PER MXD STATES
208 PER APO
209 PER FPO
216 PER APO/FPO
218 PER LTRS BC SCHEME
220 PER CITY
221 PER ZIP+4 PRESORT
222 PER LTRS BC
223 PER LTRS BC WKG
224 PER FLTS BC
225 PER FLTS BC WKG
226 PER LTRS CR-RT
227 PER LTRS CR-RT BC
228 PER LTRS CR-RTS
229 PER LTRS CR-RTS BC
230 PER CANADA
231 PER FOREIGN
232 PER MEXICO
233 PER FLTS CR-RT
234 PER FLTS CR-RT BC
235 PER FLTS CR-RTS
236 PER FLTS CR-RTS BC
300 STD FLTS
301 STD FLTS CR-RT
302 STD FLTS RR
303 STD FLTS HC
304 STD FLTS BOX SECT
305 STD FLTS GEN DEL
306 STD FLTS MXD CR-RTS
307 STD FLTS MXD 5–DG PKS
308 STD FLTS MXD STATES
312 STD IRREG
313 STD MACH AND IRREG
314 STD MACH
316 STD FLTS APO/FPO
317 STD FLTS CR-RTS
318 STD FLTS APO
319 STD FLTS FPO
320 STD FLTS CITY
321 STD FLTS IRREG CITY
324 STD FLTS BC
325 STD FLTS BC WKG
329 STD FLTS MEXICO
330 STD FLTS CANADA
331 STD FLTS FOREIGN
332 STD FLTS CR-RT BC
333 STD FLTS CR-RTS BC
400 STD LTRS
401 STD LTRS CR-RT
402 STD LTRS RR
403 STD LTRS HC
404 STD LTRS BOX SECT
405 STD LTRS GEN DEL
406 STD LTRS MXD CR-RTS
407 STD LTRS MXD 5–DG PKS
408 STD LTRS MXD STATES
413 STD LTRS 5D UPGR
414 STD LTRS 3D UPGR
415 STD LTRS AADC UPGR
416 STD LTRS APO/FPO
417 STD LTRS CR-RTS
418 STD LTRS APO
419 STD LTRS FPO
420 STD LTRS CITY
421 STD ZIP+4 PRESORT
422 STD LTRS BC
423 STD LTRS BC WKG
424 STD LTRS UPGR WKG
428 STD LTRS BC SCHEME
429 STD LTRS MEXICO
430 STD LTRS CANADA
431 STD LTRS FOREIGN
432 STD LTRS CR-RT BC
433 STD LTRS CR-RTS BC
440 STD IRREG PARCELS
529 STD MACH MEXICO
530 STD MACH CANADA
531 STD MACH FOREIGN
600 STD IRREG
601 STD IRREG CR-RT
602 STD IRREG CR-RTS
603 STD IRREG MXD STATES
615 STD IRREG MEXICO
620 STD FLTS CITY
621 STD IRREG CITY
630 STD IRREG CANADA
631 STD IRREG FOREIGN

2.0 Barcoded Sack Labels

[Replace current 2.1 and 2.2 with new 2.1 as follows:]

2.1 Standards

Effective January 1, 1997, barcoded sack labels meeting the standards in this section are required for automation rate Regular Periodicals and Standard Mail flat-size pieces prepared in sacks. These sack labels may be used earlier and may be used for other Periodicals and Standard Mail prepared in sacks.

[Renumber current 2.3, 2.4, and 2.5 as 2.2, 2.3, and 2.4, respectively; in renumbered 2.4e, replace the reference ''2.5d'' with ''2.4d''; in renumbered 2.4f, replace ''200 (2C)'' with ''200 (PER).'']

* * * * *

2.2 Specifications

a. Sack labels for Standard Mail must be printed on white or manila label stock; for Periodicals, on pink stock.

b. The paper stock must be 70 pounds or heavier.

c. Each label must be from 0.937 inch to 0.980 inch high.

d. Each label must be from 3.250 inches to 3.374 inch long.

2.3 Text Lines

* * * * *

c. The human-readable printed text lines, unless otherwise noted, must be printed in easily readable uppercase letters, with no run-on letters, in the approximate locations shown in Exhibit 1.3a. The printing must have an effective font density of no greater than 15 characters per inch; font density can be proportional. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. At least 22 human-readable characters for the destination must fit on the label without interfering with the quiet zone. The minimum acceptable height for the destinating ZIP Code is 0.111 inch. The

minimum acceptable character height for all other information for Lines 1, 2, and 3 is 0.083 inch.

2.4 Barcode

* * * * *

c. The width of the narrow bars and spaces (''X'' dimension) must be between 0.012 inch and 0.016 inch and uniform within the barcode; the optimum narrow bar size is 0.015 inch. The tolerance of the width of all bars and spaces is ±0.004 inch and is not cumulative. The maximum irregularity in the edge straightness of any bar element is 0.3 times the ''X'' dimension. The wide-to-narrow ratio must be between 3 to 1 and 2.3 to 1 and uniform within the barcode; the optimum ratio is 3 to 1. The height of the barcode must be at least 0.700 inch.

M033 Sacks and Trays

[Replace current 1.0 with new 1.0 as follows:]

1.0 Basic Standards

1.1 Total Weight

The total weight of any sack (mail plus sack tare) must not exceed 70 pounds. The total weight of any MM tray (mail plus tray tare) must not exceed 20 pounds; for an EMM tray, 35 pounds.

1.2 Equipment

Palletization of trays or sacks is subject to M040. Other mailings must be prepared in the container appropriate for the processing category and rate of the mail:

a. First-Class, Regular Periodicals, and Regular and Enhanced Carrier Route Standard Mail (A) letter-size pieces (including cards) must be prepared in USPS letter trays with sleeves. Subject to availability, 1-foot 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 lids.

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 required to be placed in trays must be prepared in brown USPS sacks.

f. Standard Mail flat-size pieces, machinable and irregular parcels must be prepared in white canvas USPS sacks. Nonprofit Standard Mail letter-size pieces may be prepared in white canvas USPS sacks or trays as permitted by standard.

1.3 Tray Sizes

These standard tray sizes apply to all mail preparation standards:

a. Letter trays: Inside bottom length:
   (1) 2-foot MM and EMM trays: 21 inches.
   (2) 1-foot trays: 10–1/2 inches.

b. Flat trays:
   (1) Inside bottom dimensions: 14–3/4 inches long by 10–3/4 inches wide.
   (2) Height: 8 inches to bottom of handhold, 11–1/4 inches 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, which are covered in 3.0 and 4.0.

1.5 Sleeving and Strapping

Each letter tray must be sleeved, and each flat tray must be secured with a lid, using USPS-provided sleeves or lids. Except under 1.6, each letter tray must also be secured with 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

Letter trays do not require strapping if placed on 5-digit, 3-digit, and SCF pallets secured with stretchwrap, or if they originate and destinate in the same SCF (mail processing plant) service area and the processing and distribution manager has given the mailer a written waiver.

1.7 Origin SCF/Plant Sacks and Trays

Except for Nonprofit Standard and Preferred Periodicals mailings, after all required carrier route, 5-digit, and 3-digit trays are prepared, a 3-digit sack/tray *must* be prepared to contain any remaining mail for each 3-digit area served by the SCF (mail processing plant) serving the post office where the mail is verified, and *may* be prepared for each 3-digit area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving where the mail is verified, e.g., a PVDS deposit site). In all cases, only one less-than-full sack/tray may be prepared for each 3-digit area.

[Renumber current 2.0 and 3.0 as 3.0 and 4.0, respectively, and revise headings and text as shown below. Add new 2.0 as follows:]

2.0 First-Class, Regular Periodicals, and Regular and Enhanced Carrier Route 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 sorted 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. Regardless of minimum volumes that may be required per tray, each tray prepared must be filled before filling of the next tray is begun, with the contents in multiple trays relatively balanced. A tray with less mail may be prepared only if permitted by the standards in 2.1c, 2.1d, and 2.1e and for the rate claimed. Subject to availability, 2-foot trays must be used whenever available, except that 1-foot trays must be used for lesser volume or as less-than-full trays.

c. Subject to 2.1e and 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 overflow trays are permitted, they are required for required presort levels and optional for optional levels. Only one overflow tray per destination may be prepared in the same mailing.

d. Where standards do not limit preparation to full trays, or where no minimum volume per tray is required, pieces may be packaged and placed in a less-than-full tray even though a full tray was not previously prepared for that destination. In all circumstances, only one less-than-full tray per destination may be prepared in the same mailing.

e. For automation rate and nonautomation rate upgradable mailings where packaging is not required, mail remaining after filling all possible 2-foot trays must be prepared in a full 1-foot tray before being packaged for placement in a less-than-full 1-foot tray (if a less-than-full tray is permitted by the standards for the rate claimed). For other mailings where packaging is required, mail remaining after filling all possible 2-foot trays must be prepared in a less-than-full 2-foot tray if it exceeds the capacity of a 1-foot tray.

f. Subject to availability, standard MM trays must be used for all letter-size mail, *except* that extended MM (EMM) trays must be used when available for letter-size mail more than 4–1/2 inches high or 10–1/2 inches long. When EMM

trays are not available, such pieces must be placed in MM trays, angled back and/or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.

g. Each tray must bear the correct tray label.

h. Each tray must be sleeved and strapped under 1.5 and 1.6.

i. As a general exception, pieces do *not* have to be grouped by 3-digit ZIP Code prefix in AADC trays, or by AADC in mixed AADC trays if the mailing is prepared using an MLOCR and standardized documentation is submitted.

2.2 Flat Tray Preparation (First-Class Mail Only)

All flat tray preparation is subject to these standards:

a. Addresses on all pieces must face upward in the same direction

b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two 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 covered and strapped under 1.5 and 1.6.

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 Rate Preferred Periodicals and Nonprofit Standard Mail

[Insert text of current 2.0 and renumber accordingly. In renumbered 3.1a, replace the reference ''2.1b'' with ''3.1b.'']

4.0 Automation Rate Preferred Periodicals and Nonprofit Standard Mail

[Insert text of current 3.0 and renumber accordingly. In renumbered 4.1a, replace the reference ''3.4 and 3.5'' with ''4.4 and 4.5''; in renumbered 4.3, replace the reference ''3.1b'' with ''4.1b''; in renumbered 4.5, replace the reference ''3.4'' with ''4.4''; in renumbered 4.5c, replace the reference ''3.5b'' with ''4.5b''; and in renumbered 4.6, replace the reference ''3.7'' with ''4.7.'']

M040 Palletization

[Replace current M041, M042, M043, M044, and M048 with new M041 and M045, based on a recently concluded separate rulemaking.]

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, 1.3, and 1.4. Mail on such pallets must meet the standards for 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 forklift 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 with at least two straps or bands, wrapped with stretchable or shrinkable plastic strong enough to retain the integrity of the pallets during transportation and handling, or both.

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. Once a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 2.0 through 5.0, respectively. Mailers will be suspended from the pallet program if their pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes accordingly.

2.0 Top Caps

2.1 Use

Top caps are used as follows:

a. 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.

b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.

c. Lower pallet(s) containing either parcels or 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 and prevents sliding of the top pallet(s), damage to the loaded mail, or 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, and allows for 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, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

2.4 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 no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.

b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C- and/or B-flute.

c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least ½ inch thick.

d. 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:

a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.

b. The heaviest pallet is on the bottom and the lightest is on the top.

c. The pallets are secured with at least two straps or bands of appropriate material to maintain their integrity during transportation and handling. Pallets may not be secured together with stretchable or shrinkable plastic.

d. Each pallet is top-capped under 2.0.

e. 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 with these additional restrictions:

a. The combined height of any stacked pallets may not exceed 77 inches; and

b. Triple-stacking is allowed only for pallets of parcels.

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 lightweight parcels) that do not require transportation by the USPS beyond the entry office.) Pallet 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 Height

The combined height of the pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box.

4.3 Securing

Pallet boxes must be secured to the pallet 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:

a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed.

b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing.

4.4 Nonconforming Mailers

Nonconforming mailers (see 1.4) may use pallet boxes only if the boxes are 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, standard preparation terms and presort levels 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

A pallet must be prepared to a required sortation level 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. 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-digit, 3-digit, or SCF pallets containing less volume if the mail on those pallets is for that facility's service area. In a mailing or mailing job presented for acceptance at a single postal facility, one overflow pallet may be prepared containing less than 250 pounds or 3 tiers/layers of letter trays if the mail is for the service area of the entry facility and the pallet is properly labeled under 4.0 based on its contents. No special authorization is required.

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 for 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 must be placed on separate 5-digit pallets; neither may be placed on the same 5-digit pallet as pieces at other rates. Trays must always be placed on pallets ''right-side-up'' with heavier, fuller trays at the bottom of the load.

5.6 Sacked Mail

Mail that is not palletized must be prepared under the standards for 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 postage 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 may 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 under the standards for 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 mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, rate, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under 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 presort level for the combined mailing. To *copalletize* different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted packages for each publication to achieve the finest presort level 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 Periodicals.

6.4 Standard Mail (A)

To *combine* mixed rate level Nonprofit Standard Mail 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 presort level for the mailing. To *copalletize* different Standard Mail (A) flat-size mailings, the mailer must consolidate on pallets all independently sorted packages from each mailing to achieve the finest presort level 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 RCSC 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 Preparation of Palletized Mailings

1.0 Basic Uses

Mailers may palletize these types of mail:

a. Letter-size mail in trays.

b. Packages or bundles of nonletter-size mail 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)), subject to 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 preparation must meet the applicable general standards in M010, M020, and 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 standards (see M210 and M290).

b. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Otherwise, packages must 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. Otherwise, packages must 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. Otherwise, packages must 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-digit, 3-digit, ADC, BMC, and mixed ADC destinations, as appropriate.

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 pallet level.

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 pallet level.

3.0 Optional Bundles—Periodicals and Standard Mail (A)

3.1 Standards

Bundle preparation must meet the applicable general standards in M010, M020, and 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, the maximum is 40 pounds.

3.3 Sortation

Sortation is in the same sequence as sacks under 4.1.

3.4 Labeling

Labeling of bundles is not required except for:

a. Bundles containing packages for sortation levels 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 and containing packages for sortation levels finer than the bundle destination. These bundles 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

Preparation 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 C, 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. (Sort ADC packages, trays, or sacks, or AADC trays to ASF/BMC pallets based on ZIP Code of the package destination or shown on Line 1 of the tray or sack label.)

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

Preparation sequence and labeling:

a. 5-digit: optional, but required for Standard Mail (A) 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

Preparation sequence and labeling:

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., MACH, LTRS BC), and any processing code required by the applicable labeling list under 4.1, 4.2, and 4.3:

a. Periodicals: PER 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. Automation rate and nonautomation rate pieces must be placed on separate 5-digit pallets. Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard. Pieces claimed at destination delivery unit (DDU) 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 must be placed on separate 5-digit pallets; neither may 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 for trays that originate and destinate in the same SCF service area.

6.0 Pallets of Sacks

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are 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 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. For large volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full package detail for the first 20 pallets and for every twentieth pallet thereafter if the mailer maintains full package detail (by publication and edition code and rate)

for the entire mailing job for 90 days and can provide it to the USPS upon request within 3 working days. Abbreviated documentation must include the rate summary by publication and edition for each pallet, including those for which full detail package listings are not reported.

(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 sorted to the appropriate finest pallet level in the mailing.

(4) Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.

(5) A listing showing the destination of pallets in the copalletized mailing.

(6) If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) 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.

7.4 Line 2

Line 2 on pallet labels for copalletized mailings: Class (PER or NEWS, or STD, as applicable), FLTS, and contents.

7.5 Postage Statement

Separate postage statements are required:

a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. Mailers must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.

b. For Standard Mail (A), a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings produced as part of the same job may be reported on the same postage statement.

8.0 Mixed Rate Levels on Pallets—Nonprofit Standard Mail

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 sorted 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 Carrier Route Information

Carrier route endorsements may appear only on pieces that qualify for that rate, but carrier route codes 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 maintain this information 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-digit 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. 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, 4.2b, and 4.2c. This eligibility includes pieces correctly sorted 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 postage statement) if the sacks are segregated by zone 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 Top Caps

When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

M050 Walk Sequence

1.0 Basic Standards

[In 1.1, replace the reference ''M203 or M303'' with ''M290 or M693.'']

* * * * *

3.0 Delivery Sequence Information

[Replace current 3.1 and 3.2 with new 3.1 and 3.2 as follows:]

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 Enhanced Carrier Route Standard Mail), either from the Delivery Statistics File or from the postmaster of the destination office.

3.2 Without Simplified Addressing

[In 3.2a and 3.2b, replace ''quarterly'' with ''bimonthly'' and revise the opening paragraph as follows:]

Walk-sequence rate pieces prepared with other than a simplified address must be sequenced using USPS data from one of the following sources, issued within 90 days before the date of mailing: * * *

* * * * *

[Add new 3.4 as follows:]

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. 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

[In 4.1, replace ''(second-class)'' with ''(Periodicals)'' and ''(third-class)'' with ''(Standard Mail).'']

* * * * *

[Replace current 4.2 with new 4.2 as follows:]

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 and 1.2a, 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 ''Presorted and automation''; remove current 2.2 and renumber current 2.3 as 2.2; in 3.0 (heading), replace ''Second-Class Mail'' with ''Periodicals''; in 4.0 (heading), replace ''Third-Class Mail'' with ''Standard Mail (A)''; in 5.0 (heading), replace ''Fourth-Class Mail'' with ''Standard Mail (B)'' and replace the reference ''E450'' with ''E652''; in 6.2, replace ''Transported by (Priority Mail) (Express Mail) with ''TRANSPORTED BY [PRIORITY MAIL][EXPRESS MAIL]'' and ''Delivered locally as (class of enclosed mail)'' with ''DELIVERED LOCALLY AS [CLASS OF ENCLOSED MAIL]''; no other change in text.]

[Revise the heading of M073 as follows:]

M073 Combined Mailings of Standard Mail Machinable Parcels

[Replace current 1.0 with new 1.0 as follows:]

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 sorted together in sacks (under 3.0) or on pallets (under M040) to achieve the finest presort level. 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 postage 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 postage statements must be provided at the time of mailing, accompanied by a computer-generated listing (in ZIP Code sequence and numbered to correspond to the sacks or pallets) that describes the contents of each sack or pallet. The mailer must retain this information for 90 days after the mailing is dispatched. This listing must show the mailer's name and location, the name and owner of each product for which a separate postage statement is prepared, and the entry post office. For each product, the listing must detail the number of pieces at each rate by 5-digit ZIP Code and totals for each pallet or sack and for the entire mailing. Additional documentation must be provided for all mailings of nonidentical-weight pieces or in which Basic and 3/5 rate pieces are commingled and the mailer has not separated the sacks or pallets containing the pieces at the respective rates. Such documentation must be in one of these formats:

a. Segmented sequentially by sortation level (e.g., 5-digit, 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 sortation level 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 sortation level when presented for acceptance.

2.0 Authorization

* * * * *

[Replace current 2.3 and 2.4 with new 2.3 as follows:]

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

[Replace current 3.1, 3.2, and 3.3 with new 3.1 and 3.2 as follows:]

3.1 Sack Size, Preparation, and Labeling

Sack size, preparation sequence, and labeling:

a. 5-digit: optional, but required for Standard Mail (A) Regular and Nonprofit 3/5 rate eligibility (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the prefixes under M031.

b. Destination ASF: allowed and required for DBMC rate only (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); use L602 for Line 1.

c. Destination BMC: required (minimum of 10 pieces/20 pounds/1,000 cubic inches, 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 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 ''[S]econd-[C]lass [M]ail'' 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.]

M120 Priority Mail

* * * * *

[Replace current M102 and M103 with new M130 as follows:]

M130 Presorted First-Class

1.0 Basic Standards

1.1 All Pieces

Each Presorted First-Class (nonautomation rate) mailing must meet the applicable standards in E130 and in M010, M020, and M030. All pieces must be in the same processing category, subject to 1.3, and must be sorted together and prepared under 2.0, 3.0, 4.0, or 5.0, as appropriate; automation rate First-Class Mail must be prepared under M810 or M820, as applicable. Letter- and card-size pieces must be prepared in letter trays; flat-size pieces must be prepared in flat trays; parcels must be prepared in sacks. All pieces must be marked ''Presorted First-Class.''

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.

1.3 Cards, Letters

Pieces claimed at card rates and pieces claimed at letter rates are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

1.4 Processing Instructions

If the mailer's preference is that the USPS does not attempt to upgrade (automate) letter- or card-size pieces presented at a nonautomation rate, trays of such mail may be identified with a facing slip or other device that conspicuously bears the words ''DO NOT AUTOMATE'' and a tray label on which Line 2 includes ''NON-OCR.''

2.0 Basic Preparation—Letter-Size or Card-Size Pieces

2.1 Package Preparation

Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL); *labeling optional.*

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MS or OEL.

2.2 Tray Preparation

Tray size, preparation 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 prefixes under M031.

b. 3-digit: required (full trays except for origin 3-digit(s)); no overflow; use L002, Column A, for Line 1.

c. ADC: required (full trays); no overflow; use L004 for Line 1.

d. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

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 must be right-justified under the ZIP Code on Line 1.

3.0 Optional Preparation—Upgradable Letter-Size or Card-Size Pieces

3.1 Definition

Upgradable pieces are those that meet the standards in C810 for physical automation compatibility and the standards in C830 for an OCR read area and barcode 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 except for mailings of card-size pieces and pieces in less-than-full mixed AADC trays.

3.2 Tray Preparation

Tray size, preparation 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 prefixes under M031.

b. 3-digit: required (full trays except for origin 3-digit(s)); no overflow; use L002, Column A, for Line 1.

c. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix; use L801 for Line 1.

d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use MXD, followed by the city/

state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

3.3 Line 2

Line 2: FCM LTRS UPGR and, as applicable:

a. Mixed AADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code must be right-justified under the ZIP Code on Line 1.

4.0 Preparation of Flat-Size Pieces

4.1 Package Preparation

Package size, preparation 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 (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MS or OEL.

4.2 Tray Preparation

Tray size, preparation 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 prefixes under M031.

b. 3-digit: required (full trays except for origin 3-digit(s)), no overflow; use L002, Column A, for Line 1.

c. ADC: required (full trays), no overflow; use L004 for Line 1.

d. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

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 Preparation

Packaging is not required for pieces ½ inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack vs. a 3-digit package). Package size, preparation 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 (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MS or OEL.

5.3 Sack Preparation

Sack size, preparation sequence, and labeling:

a. 5-digit: required (10-pound minimum); use 5-digit ZIP Code destination of packages (or unpackaged pieces, if applicable) for Line 1, preceded for military mail by the prefixes under M031.

b. 3-digit: required (10-pound minimum except for origin 3-digit(s)); use L002, Column A, for Line 1.

c. ADC: required (10-pound minimum); use L004 for Line 1.

d. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

5.4 Line 2

Line 2: FCM IRREG and, on mixed ADC sacks, WKG.

6.0 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE- or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by rate when presented for acceptance, or if the correct rate is affixed to each piece.

[Revise the heading of M200 as follows:]

M200 Periodicals

[Move M201, M202, M203, M204, and M205 to new M290 and revise; add new M210 as follows:]

M210 Regular Periodicals

1.0 Basic Standards

1.1 General Preparation

All pieces in each nonautomation rate Regular Periodicals mailing must be in the same processing category and must be sorted together to the finest extent required under 2.0 and 3.0, or 4.0, as appropriate; automation rate Regular Periodicals must be prepared under M810 or M820, as applicable. 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 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 postage statement. The firm package may be claimed as one piece for presort and on the postage statement. If the copies are unaddressed, the firm package is considered one piece. A firm package sorted 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 and paid for at another applicable rate.

2.3 Regular Periodicals

In addition to labeling under 2.4b, each package of Regular Periodicals 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 Preparation

Package size, preparation 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 (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)

3.1 Sack Preparation

Sack size, preparation 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 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 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 prefixes under M031.

d. 3-digit: required at 24 pieces (no minimum for origin 3-digit(s)), optional with one six-piece package minimum; use L002, Column A, for Line 1.

e. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.

f. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.

3.2 Line 2

Line 2: PER or NEWS (as applicable), FLTS or IRREG (as applicable), and:

a. Basic Carrier Route sacks: route type and number.

b. High Density sacks: WSH and route type and number.

c. Saturation sacks: WSS and 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 must be right-justified under the ZIP Code on Line 1.

4.0 Tray Preparation (Letter-Size Pieces)

4.1 Tray Preparation

Tray size, preparation 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 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 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 prefixes under M031.

d. 3-digit: required at 24 pieces (no minimum for origin 3-digit(s)), optional with one six-piece package minimum; use L002, Column A, for Line 1.

e. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.

f. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.

4.2 Line 2

Line 2: PER or NEWS (as applicable), LTRS, and:

a. Basic Carrier Route trays: route type and number.

b. High Density trays: WSH and route type and number.

c. Saturation trays: WSS and 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 must be right-justified under the ZIP Code on Line 1.

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 that are outside 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, showing 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 filings, 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. 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 sorted 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 (except under 5.2c) 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 sorted under 3.0 and meet the applicable standards in M020 and these conditions:

a. Bundle size for all required presort levels: required (minimum of 20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted except for origin 3-digit(s)).

b. Bundle size for all optional presort levels: optional (minimum of 20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted except for origin 3-digit(s)).

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 sorted 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 publications only as permitted by standard.

6.2 Postage Statements

A separate postage 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 postage 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 postage statement for the publication (having copies in those packages) that contains the higher (or highest) amount of advertising.

7.0 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in P012. Effective January 1, 1997, postage statements must be supported by documentation produced by PAVE-certified software, or standardized documentation meeting the standards in P012.

M290 Preferred Periodicals

[Add new M290, based on current M201, M202, M203, and M205; M201.1.0, M202.1.0, and M203.1.0 are combined into new M290.1.0; the remainder of M201, M202, and M203, and all M205 are revised as M290.2.0, M290.3.0, M290.4.0, and M290.5.0, respectively, with subsections renumbered and revised accordingly for names of rates and mail classes.]

1.0 Basic Standards

1.1 Presort

All pieces in a Preferred Periodicals mailing must be sorted. 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 standards, if sorting 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 postage statement. The firm package may be claimed as one piece for presort and on the postage statement. If the copies are unaddressed, the firm package is considered one piece. A firm package sorted 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 do not require postal transportation for processing.

2.0 Preparation for Level G/J Rates

2.1 Package Preparation

Package size, preparation 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 Preparation

Sack size, preparation 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 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 C, 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 city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.

2.3 Line 2

Line 2: PER 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 must be right-justified under the ZIP Code on Line 1.

3.0 Preparation for Level H Rates

3.1 Package Preparation

Package size, preparation 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 Preparation

Sack size, preparation 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 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. Unique 3-digit: required at four packages; fewer packages permitted; use L002, Column A, for Line 1.

3.3 Line 2

Line 2: PER 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 Trays

Letter-size pieces may be prepared in letter trays rather than sacks. 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. Rate eligibility remains subject to the applicable standards.

4.2 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.

4.3 Package Preparation

Package size, preparation sequence, and labeling:

a. Firm: optional with at least two pieces, subject to 1.4; blue Label F or optional endorsement line (OEL).

b. Carrier route: required at six pieces, subject to 4.5; smaller packages not permitted; label under 4.4.

4.4 Package Labels

Carrier route package labels are based on the sack level 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 route information lines or facing slips.

4.5 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) must be claimed at another rate and prepared accordingly.

4.6 Tray or Sack Preparation

Tray preparation 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, preparation 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 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 prefixes under M031.

4.7 Line 2

Line 2: PER 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 that are outside sacks if 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. 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. 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. 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 sorted and labeled under 2.1, 3.1, and 4.3 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 (except under 5.2c) 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 sorted under 2.2, 3.2, and 4.6 and meet the applicable standards in M020 and these conditions:

a. Bundle size for all required presort levels: required (minimum of 20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted).

b. Bundle size for all optional presort levels: optional (minimum of 20 pounds/1,000 cubic inches, 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 sorted 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 publications only as permitted by standard.

6.2 Postage Statements

A separate postage 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 postage 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 postage 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 postage 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 presort levels, 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.

[Remove current M300 and M400; no change to M500.]

* * * * *

[Add new M600, M610, M620, and M630, based on M300 and M400, as follows:]

M600 Standard Mail

M610 Single-Piece and Nonautomation 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 Nonautomation Rates

2.1 All Mailings

All Regular nonautomation (Basic and 3/5) rate mailings are subject to these general standards (automation rate Regular Standard Mail must be prepared under M810 or M820 as applicable):

a. Each mailing must meet the applicable standards in E631 and in M010, M020, and M030.

b. All pieces must be in the same processing category unless specifically excepted by standard.

c. All pieces must be sorted together and prepared under M045 (if palletized) or M610.

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 ''Bulk Rate'' or ''Blk. Rt.''

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 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE- or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

2.3 Limited Exception—Standard Mail (A)

The following exception is applicable until January 1, 1997; after that time, preparation will be based solely on the standards for the rate claimed and the processing category of the pieces, whether the same standards apply to other pieces claimed at other rates and produced as part of the same mailing job: When a Standard Mail (A) mailing job could, by size, qualify for Regular Standard Mail automation rates as either letters or flats, if part of the job is prepared as palletized flats at automation rates for flats, the remainder may be prepared as palletized flats at Enhanced Carrier Route rates and Regular nonletter nonautomation rates *if* the number of Regular nonletter nonautomation rate pieces does not exceed 15% of the total number of pieces in the entire mailing job.

2.4 Processing Instructions

If the mailer's preference is that the USPS does not attempt to upgrade (automate) letter- or card-size pieces presented at a nonautomation rate, trays of such mail may be identified with a facing slip or other device that conspicuously bears the words ''DO NOT AUTOMATE'' and a tray label on which Line 2 includes ''NON-OCR.''

3.0 Basic Preparation—Regular Nonautomation Rate Letter-Size Pieces

3.1 Package Preparation

Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL); *labeling optional.*

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MS or OEL.

3.2 Tray Preparation

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 under 3.2a and 3.2b. Tray size, preparation 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 (no minimum); use L002, Column A, for Line 1.

c. Origin 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); for Line 1, use MXD, followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as 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 must be right-justified under the ZIP Code on Line 1.

4.0 Optional Preparation—Upgradable Regular Nonautomation Rate Letter-Size Pieces

4.1 Definition

Upgradable pieces are those that meet the standards in C810 for physical automation compatibility and the standards in C830 for an OCR read area and barcode 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 Tray Preparation

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 under 4.2a and 4.2b. Tray size, preparation 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 (no minimum); use L002, Column A, for Line 1.

c. Origin 3-digit(s): required (no minimum); use L002, Column A, for Line 1.

d. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix; use L801 for Line 1.

e. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

4.3 Line 2

Line 2: STD LTRS UPGR and, as applicable:

a. Mixed AADC trays: WKG.

b. As required by the applicable labeling list, Line 2 processing code must be right-justified under the ZIP Code on Line 1.

5.0 Preparation—Regular Nonautomation Rate Flat-Size Pieces and All 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 preparation of at least 50% of the mail.

5.2 Packaging Irregular Parcels

Irregular parcels are packaged under 5.3, except for:

a. Irregular parcels 1/2 inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack vs. a 3-digit package).

b. Items so large that 10 or fewer pieces fill a sack.

c. Pieces in a 5-digit sack containing both machinable and irregular parcels. (Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.)

5.3 Package Preparation

Package size, preparation 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 (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MS or OEL.

5.4 Loose Packing

District managers of customer services may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no material in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of pieces placed in one sack may not exceed 70 pounds. Requests to loose-pack mail must be made through the post office of mailing.

5.5 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (''PCS'') or 15-pound (''WT'') threshold or the method in 5.5b (''BOTH'').

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 Preparation

Sack size (subject to 5.4, 5.5, and 5.6), preparation sequence, and labeling:

a. 5-digit: as applicable:

(1) Flats or irregular parcels: required (minimum of 125 pieces/15 pounds, smaller volume not permitted); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the 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 prefixes under M031.

b. 3-digit: required (minimum of 125 pieces/15 pounds, smaller volume not permitted, except no minimum for origin 3-digit(s)); use L002, Column A, for Line 1.

c. ADC: required (minimum of 125 pieces/15 pounds, smaller volume not permitted); for Line 1, use L004 (for flats) or L603 (for irregular parcels), as appropriate.

d. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004 (for flats) or L604 (for irregular parcels), as appropriate.

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 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. Every possible 5-digit sack must be prepared in any mailing including pieces claimed at the 3/5 rate. If every possible 5-digit sack is not prepared when there are 10 pounds or more of mail for that destination, the 3/5 rate may not be claimed for any part of the mailing.

6.2 Sack Preparation

Sack size, preparation 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 prefixes under M031.

b. Destination ASF: required for DBMC rate only (10-pound minimum, smaller volume not permitted); use L602 for Line 1.

c. Destination BMC: required (10-pound 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 must be right-justified under the ZIP Code on Line 1.

7.0 Bedloaded Bundles of Regular Nonautomation 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 nonautomation rate Regular Standard Mail (A) in bundles that are outside 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, showing 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 mailer or agent must be prepared to provide information for future filings, 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. Authorization 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 2.2, applying those standards to bundles rather than sacks.

7.3 Package Preparation

Package size for all presort levels: two-piece minimum, 20-pound maximum. Preparation sequence and labeling of packages are subject to 5.0.

7.4 Bundle Preparation

Bundle size for all presort levels: minimum of two packages/20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted. Preparation 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. A facing slip is not required on packages too large to be placed in a bundle.

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 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.

M620 Enhanced Carrier Route Standard Mail (A)

1.0 Basic Standards

1.1 All Mailings

All nonautomation rate Enhanced Carrier Route mailings are subject to these general standards (automation rate Enhanced Carrier Route mailings must be prepared under M810):

a. Each mailing must meet the applicable standards in E632 and in M010, M020, and M030.

b. All pieces must be in the same processing category, except that automation Basic Carrier Route rate may not be included in the same mailing as other Enhanced Carrier Route mail.

c. All pieces must be sorted together and prepared under M045 (if palletized) or under M620.

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 ''Bulk Rate'' or ''Blk. Rt.'' In addition, automation Basic Carrier Route, Basic, High Density, and Saturation rate pieces must each be marked ''AUTOCR,'' ''ECRLOT,'' ''ECRWSH,'' or ''ECRWSS,'' respectively, either 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 ''AUTOCR,'' ''ECRLOT,'' ''ECRWSH,'' or ''ECRWSS'' marking.

f. 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 High Density and Saturation Rates

Pieces claimed at the High Density or Saturation rate 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.

1.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE- or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece, or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. In addition, 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 USPS satisfaction.

1.4 Limited Exception—Standard Mail (A)

The following exception is applicable until January 1, 1997; after that time, preparation will be based solely on the standards for the rate claimed and the processing category of the pieces, whether the same standards apply to other pieces claimed at other rates and produced as part of the same mailing job: When a Standard Mail (A) mailing job could, by size, qualify for Regular Standard Mail automation rates as either letters or flats, if part of the job is prepared as palletized flats at automation rates for flats, the remainder may be prepared as palletized flats at Enhanced Carrier Route rates and Regular nonletter nonautomation rates *if* the number of Regular nonletter nonautomation rate pieces does not exceed 15% of the total number of pieces in the entire mailing job.

2.0 Package Preparation

2.1 General

Only carrier route packages are prepared. Packages are not required in full carrier route trays.

2.2 Package Preparation

Package size: carrier route; required (10-piece minimum, fewer not permitted). Carrier route package labels are based on the sack or tray level 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 or an optional endorsement line.

3.0 Tray Preparation—Letter-Size Pieces

3.1 Tray Preparation

Tray size, preparation 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 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 prefixes under M031.

3.2 Line 2

Line 2: STD LTRS and:

a. Basic Carrier Route trays: ECRLOT and route type and number.

b. High Density trays: ECRWSH and route type and number.

c. Saturation trays: ECRWSS and route type and number.

d. 5-digit carrier routes trays: CR-RTS.

4.0 Sack Preparation—Other Pieces

4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (''PCS'') or 15-pound (''WT'') threshold or the method in 4.1b (''BOTH'').

4.2 Sack Preparation

Sack size, preparation sequence, and labeling:

a. Carrier route: required (minimum of 125 pieces/15 pounds, smaller volume not permitted); use 5-digit ZIP Code

destination of packages for Line 1, preceded for military mail by the 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 prefixes under M031.

4.3 Line 2

Line 2: STD, FLTS or 3C IRREG (as appropriate), and:

a. Basic Carrier Route sacks: ECRLOT and route type and number.

b. High Density sacks: ECRWSH and route type and number.

c. Saturation sacks: ECRWSS and route type and number.

d. 5-digit carrier routes sacks: CR–RTS.

5.0 Residual Mail

Pieces not sorted under 2.0 and either 3.0 or 4.0 must be prepared as a separate mailing at Regular 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 that are outside 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, showing 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 mailer or agent must be prepared to provide information for future filings, 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. Authorization to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

6.2 Package Preparation

Package size for all presort levels: two-piece minimum, 20-pound maximum. Preparation sequence and labeling of packages are subject to 2.0.

6.3 Bundle Preparation

Bundle size for all presort levels: minimum of two packages/20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted. Preparation sequence is subject to 4.0. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D. A facing slip is not required on packages too large to be placed in a bundle.

6.4 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 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.

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.

1.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing at other than single-piece rates when the full postage is not affixed to each piece.

2.0 Bound Printed Matter

2.1 Basic Standards

There are no presort, sacking, or labeling standards for single-piece rate bound printed matter. All bulk rate bound printed matter must be prepared under 2.6 and 2.7, except for carrier route bound printed matter, machinable pieces, bedloaded bundles, or palletized pieces and bundles under 3.0, 6.0, 7.0, and M045, respectively.

2.2 Separation

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 to the USPS.

2.3 Marking

Each piece claimed at single-piece bound printed matter rates must be marked ''Bound Printed Matter.'' Each piece 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 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing at other than single-piece rates when the full postage is not affixed to each piece.

2.6 Sack Preparation

Sack size, preparation 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 prefixes under M031.

b. 3-digit: required at 10 pieces/20 pounds/1,000 cubic inches (no minimum for origin 3-digit(s)); smaller volume permitted; use L002, Column A, for Line 1.

c. SCF: optional (10 pieces/20 pounds/1,000 cubic inches minimum; smaller volume not permitted); use L002, Column C, for Line 1.

d. ADC: optional (no minimum); for Line 1, use L004 (for flats) or L603 (for irregular parcels), as applicable.

e. Mixed ADC: required (no minimum); for Line 1, use MXD followed by the city/state/ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004 (for flats) or L604 (for irregular parcels), as applicable.

2.7 Line 2

Line 2: STD 4C, FLTS or IRREG (as applicable), and:

a. Mixed ADC sacks: WKG.

b. As required by the applicable labeling list, Line 2 processing code 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 3.5, 3.6, and 3.7, unless prepared as machinable pieces, bedloaded bundles, or palletized under 6.0, 7.0, or M045, respectively.

3.2 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.

3.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing at other than single-piece rates when the full postage is not affixed to each piece. 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 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 USPS satisfaction.

3.4 Package Preparation

Packages must meet the applicable basic standards in M020. Package size, preparation sequence, and labeling: Carrier route; required (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller packages not permitted); facing slip required unless the pieces in the package show a carrier route information line.

3.5 Sack Preparation

Sack size, preparation sequence, and labeling:

a. Carrier route: optional (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); use 5-digit destination of packages for Line 1, preceded for military mail by the 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 prefixes under M031.

3.6 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: CR-RTS.

3.7 Residual Pieces

Residual mail not sorted under 3.5, 3.6, and 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 carrier route pieces addressed to that 5-digit area.

4.0 Special Standard Mail

4.1 Basic Standards

There are no preparation standards for single-piece Special Standard Mail. Presorted Special Standard Mail must be prepared under 4.4, 4.5, and 4.6, unless prepared as machinable pieces, bedloaded bundles, or palletized, under 6.0, 7.0, or M045, respectively. Mailings of nonmachinable (outside) pieces eligible for the presort rates must be prepared to preserve the required presort as instructed by the mailing office postmaster.

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 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing at other than single-piece rates when the full postage is not affixed to each piece.

4.4 Sack or Bundle Preparation (5-Digit Rate)

Sack or bundle size, preparation sequence, and labeling: 5-digit (only); required (minimum of eight pieces/20 pounds/1,000 cubic inches, 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 prefixes under M031.

4.5 Sack Preparation (BMC Rate)

Sack size, preparation sequence, and labeling: destination BMC (only); required (minimum of four pieces/20

pounds/1,000 cubic inches, smaller volume not permitted); use L601 for Line 1.

4.6 Line 2

Line 2: STD 4C and processing category. As required by the labeling list, Line 2 processing code must be right-justified under the ZIP Code on Line 1.

5.0 Library Mail

5.1 Basic Standards

There are no preparation standards 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 sorted 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.

5.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing when the full postage is not affixed to each piece.

6.0 Machinable Parcels

6.1 Basic Standards

All Standard Mail (B) machinable parcels must be prepared in sacks under 6.2 or palletized under M045. Parcel post or bound printed matter pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under 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 to the USPS.

6.2 Sack Preparation

Sack size, preparation sequence, and labeling:

a. 5-digit: required (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the prefixes under M031.

b. ASF: allowed and required only if DBMC rate is claimed for mail deposited at ASF (minimum of 10 pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); use L602 for Line 1.

c. Destination BMC: required (minimim of 10 pieces/20 pounds/1,000 cubic inches, 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 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 in bundles that are outside 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, showing 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 mailer or agent must be prepared to provide information for future filings, 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. Authorization to bundle instead of sack may 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. Sort 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 Preparation

Bundle size, preparation sequence, and labeling: For all presort levels: minimum of two packages/20 pounds/1,000 cubic inches, 40 pounds maximum; smaller bundles not permitted. Sort 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

Zoned 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 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, whether 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 FLTS 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 postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the 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 postage statement and the results of USPS random verification of piece counts and postage.

M690 Nonprofit Standard Mail

M692 Basic and 3/5 Presort

[Insert text of current M302 and redesignate sections accordingly. In 1.2, replace the references ''M302,'' ''M305,'' and ''M306'' with ''M692,'' ''M695,'' and ''M696,'' respectively; in 1.2 and 3.3, replace ''bulk third-class'' with ''Nonprofit Standard Mail''; remove current 1.3 and 1.6 and renumber succeeding sections accordingly; in renumbered 1.5, replace ''special (nonprofit)'' with ''Nonprofit''; in renumbered 1.8a, replace ''City and 3-digit sacks'' with ''The 3-digit sacks''; in 2.1, remove ''or optional city''; remove 2.2c, 2.2f, 2.3c, 2.3f, 3.4b, 3.4e, 3.5b, 3.5e, 3.6b, and 3.6d and reletter succeeding sections accordingly; in relettered 2.2e, 2.3e, 3.4d, and 3.5d, replace ''State'' with ''ADC''; in relettered 2.2f, 2.3f, 3.4e, 3.5e, and 3.6e, replace ''M[ixed states]'' with ''M[ixed ADC]''; in relettered 2.3e, replace ''orange Label S'' with ''pink Label A''; in relettered 3.5c, replace ''Column B'' with ''Column C''; in relettered 3.5d, replace the references ''L703 or L704'' with ''L004 (flats) or L603 (irregular parcels), as applicable''; and in relettered 3.5e, replace ''origin SDC'' with ''origin ''ADC'' and replace the references ''L706 or L707, as applicable'' with ''L004''; in 3.6, replace ''3C'' with ''STD''; no other change to text.]

M693 Carrier Route

[Insert text of current M303 and redesignate sections accordingly. In 1.2, replace ''bulk third-class'' with ''Nonprofit Standard Mail,'' the reference ''M043'' with ''M045,'' the reference ''M303'' with ''M693,'' and the reference ''M304'' with ''M050''; remove 1.3 and 1.5, and renumber succeeding sections accordingly; in renumbered 1.3, replace the reference ''D300'' with ''D600''; in renumbered 1.5, replace the reference ''1.5 or 1.6, as applicable'' and ''Exhibit 1.7'' with ''1.4'' and ''Exhibit 1.5,'' respectively; redesignate current Exhibit 1.7 as Exhibit 1.5; in 2.7, replace the reference ''1.7'' with ''1.5''; in 3.3a, replace the references ''E334'' and ''M304'' with ''E632'' and ''M693,'' respectively; in 3.4b, replace the reference ''E334'' with ''E632''; and in 3.6, replace ''3C'' with ''STD 3C''; no other change to text.]

M695 Machinable Parcels

[Insert text of current M305 and redesignate as M695; in 2.3, replace the references to ''L705'' and ''L708'' with ''L601'' and ''L602,'' respectively; in 2.4, replace ''3C'' with ''STD 3C''; no other change in text.]

M696 Irregular Parcels

[Insert text of current M306 and redesignate as M696; in 1.5, replace ''bulk third-class'' with ''Nonprofit Standard Mail''; in 2.0, replace the reference ''M302'' with ''M692''; in 3.0, replace ''3C'' with ''STD 3C'' and the reference ''M302'' with ''M692.'']

M697 Bedloaded Bundles

[Insert text of current M307 and redesignate as M697; in 1.2, replace ''third-class mail'' with ''Nonprofit Standard Mail''; in 2.3, replace the references ''M302 or M303'' with ''M692 or M693''; in 3.3, replace the references ''M302 or M303'' with ''M692 or M693.'']

M698 Combined Mailings of Nonprofit Standard Mail and Standard Mail (B) Machinable Parcels

[Insert text of current M073 and redesignate as M698. In 1.1, replace ''third-class and fourth-class'' with ''Nonprofit Standard Mail and Standard Mail (B)''; in 1.2, replace ''third- or fourth-class'' with ''Nonprofit Standard Mail or Standard Mail (B) and remove ''class or''; in 1.5, replace the reference ''M043'' with ''M045''; in 1.6 and 1.7, replace ''class'' with ''category''; in 1.7 and 2.3, replace ''third- and fourth-class'' with ''Nonprofit Standard Mail and Standard Mail (B) pieces''; in 3.2, replace the references ''L705'' and ''L708'' with ''L601'' and ''L602,'' respectively; in 3.3, replace ''3C/4C'' with ''STD 3C/4C.'']

M800 Automation-Compatible Mail

[Move text of current M810 and M820 to M890 and renumber and revise as shown below to apply only to Preferred Periodicals and Nonprofit Standard Mail. For automation rate First-Class, Regular Periodicals, and Standard Mail (A), add new M810 (replacing M814, M815, and M816) and new M820 (replacing M823), as follows (M812, M813, M817, M818, M819, M825, and M827 are removed for these subclasses).]

[Add new M810 as follows:]

M810 Letter-Size Mail (Except Preferred Periodicals and Nonprofit Standard Mail)

1.0 Basic Standards

1.1 Standards

Letter-size automation rate First-Class, Regular Periodicals, and Standard Mail (A) must be prepared under M810, subject to the basic eligibility standards applicable to the rate claimed. Package and tray preparation are subject to the general standards in M010, M020, and M030. Firm packages may not be included in mailings prepared under M810. Effective January 1, 1997, trays must be labeled with barcoded tray labels under M032.

1.2 Mailings

All pieces in a mailing must meet the standards in C810 and must be sorted together to the finest extent required. A single automation rate mailing (e.g., automation First-Class) may include pieces prepared at all available rate levels (e.g., 5-Digit, 3-Digit, and Basic); all may be reported on the same postage statement and documentation. Information about the definition of a mailing and permissible combinations is in M011.

1.3 Marking

First-Class pieces must be marked ''First-Class'' or ''Presorted First-Class''; Standard Mail must be marked either ''Bulk Rate'' or ''Blk. Rt.'' In addition, all pieces must be marked ''AUTO'' (or ''AUTOCR'' for carrier route rate pieces, as appropriate). No markings are required on Periodicals pieces. Pieces not claimed at an automation rate must not be marked ''AUTO'' or ''AUTOCR.''

1.4 General Preparation

Grouping, packaging, and labeling are not generally required, with these exceptions:

a. No packaging is required in full trays except for any mailing consisting

entirely of card-size pieces. Pieces must be packaged to preserve orientation in overflow and less-than-full trays.

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.

1.5 Carrier Route Rates

Preparation of mail to qualify for automation carrier route rates is optional for First-Class and Standard Mail (A) pieces, subject to the availability limitations in E140 and E641.

1.6 Scheme Sortation

Scheme sortation is required for automation rate First-Class, Regular Periodicals, and Standard Mail (A) mail for those 3-digit ZIP Code prefix groups listed in L003. Each 3-digit scheme group is subject to a single minimum volume standard.

1.7 First-Class Cards

Pieces claimed at First-Class card rates and pieces claimed at First-Class letter rates are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

2.0 Preparation—First-Class and Standard Mail (A)

2.1 Grouping—Carrier Route Pieces

Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum; fewer not permitted); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards under M020, not packaging.

2.2 Tray Preparation

Tray size, preparation 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 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 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 prefixes under M031.

d. 3-digit/scheme: required (150-piece minimum except no minimum for origin 3-digit(s)); overflow allowed; for Line 1, use L002, Column B.

e. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix; use L801 for Line 1.

f. Mixed AADC: required (no minimum); group by AADC; for Line 1, for First-Class Mail, use MXD, followed by the city/state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C, or, for Standard Mail, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

2.3 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—Periodicals

3.1 Tray Preparation

Tray size, preparation sequence, and labeling:

a. 5-digit: required (150-piece minimum); no overflow; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the prefixes under M031.

b. Unique 3-digit: required for rate eligibility (150 piece minimum); overflow allowed; use L002, Column A, for Line 1.

c. 3-digit/scheme: required (150-piece minimum except no minimum for origin 3-digit(s)); overflow allowed; for Line 1, use L002, Column B.

d. AADC: required (150-piece minimum); no overflow; use L801 for Line 1.

e. Mixed AADC: required (no minimum); group by AADC; for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

3.2 Line 2

Line 2: PER or NEWS (as appropriate), LTRS BC, and:

a. For scheme trays: SCHEME.

b. For mixed AADC trays: WKG.

4.0 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece, or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under M210. Periodicals are not subject to the standard for supporting documentation produced by PAVE-certified software, or standardized documentation meeting the standards in P012, until January 1, 1997.

[Add new M820 as follows:]

M820 Flat-Size Mail (Except Preferred Periodicals and Nonprofit Standard Mail)

1.0 Basic Standards

1.1 Standards

Flat-size automation rate First-Class, Regular Periodicals, and Standard Mail (A) must be prepared under M820, subject to the basic eligibility standards applicable to the rate claimed. Package, sack, and tray preparation are subject to the general standards in M010, M020, and M030. Effective January 1, 1997, trays must be labeled with barcoded tray labels under M032.

1.2 Mailings

All pieces in a mailing must meet the standards in C820 and must be sorted together to the finest extent required. A single automation rate mailing (e.g., automation First-Class) may include pieces prepared at all available rate levels (e.g., 5-Digit, 3-Digit, and Basic); all may be reported on the same postage statement and documentation. Information about the definition of a mailing and permissible combinations is in M011.

1.3 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 may not be included in mailings prepared under M820.

1.4 Marking

First-Class pieces must be marked ''AUTO'' and either ''First-Class'' or ''Presorted First-Class.'' Standard Mail must be marked either ''Bulk Rate'' or ''Blk. Rt.'' and ''AUTO.'' No markings are required on Periodicals pieces.

1.5 Limited Exception—Standard Mail (A)

The following exception is applicable until January 1, 1997; after that time, preparation will be based solely on the standards for the rate claimed and the processing category of the pieces, whether the same standards apply to other pieces claimed at other rates and produced as part of the same mailing job: When a Standard Mail (A) mailing job could, by size, qualify for Regular Standard Mail automation rates as either letters or flats, if part of the job is prepared as palletized flats at automation rates for flats, the remainder may be prepared as palletized flats at Enhanced Carrier Route rates and Regular nonletter nonautomation rates *if* the number of Regular nonletter nonautomation rate pieces does not exceed 15% of the total number of pieces in the entire mailing job.

2.0 Preparation—First-Class Mail

2.1 Package Preparation

Package size, preparation 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, preparation 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 prefixes under M031.

b. 3-digit: required full trays, no overflow, except no minimum for origin 3-digit(s); use L002, Column A, for Line 1.

c. ADC: required full trays, no overflow; use L004 for Line 1.

d. Mixed ADC: required (no minimum); use MXD, followed by the city/state/ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C, 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 must be right-justified under the ZIP Code on Line 1.

3.0 Preparation—Periodicals

3.1 Package Preparation

Package size, preparation 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, preparation 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 prefixes under M031.

b. 3-digit: required at 24 pieces, optional with one six-piece package minimum, no minimum for origin 3-digit(s); use L002, Column A, for Line 1.

c. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.

d. Mixed ADC: required (no minimum); for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

3.3 Line 2

Line 2: PER or NEWS (as appropriate), FLTS BC, and:

a. Mixed ADC sacks: WKG.

b. As required by the applicable labeling list, Line 2 processing code must be right-justified under the ZIP Code on Line 1.

4.0 Preparation—Standard Mail

4.1 Package Preparation

Package size, preparation 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.

4.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (''PCS'') or 15-pound (''WT'') threshold or the method in 4.2b (''BOTH'').

4.3 Sack Preparation

Sack size, preparation sequence, and labeling:

a. 5-digit: required (125-piece/15-pound minimum, smaller volume not permitted); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the prefixes under M031.

b. 3-digit: required (125-piece/15-pound minimum, smaller volume not permitted, except no minimum for origin 3-digit(s)); use L002, Column A, for Line 1.

c. ADC: required (125-piece/15-pound minimum, smaller volume not permitted); use L004 for Line 1.

d. Mixed ADC: required (no minimum); for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

4.4 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 must be right-justified under the ZIP Code on Line 1.

5.0 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software, or

standardized documentation meeting the standards in P012. Documentation of postage is not required if each piece is of identical weight, or if the correct rate is affixed to each piece or the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under M210. Periodicals are not subject to the standard for supporting documentation produced by PAVE-certified software, or standardized documentation meeting the standards in P012, until January 1, 1997.

[Add new M890, based on current M810 and M820, as follows:]

M890 Preferred Periodicals and Nonprofit Standard Mail

M891 ZIP+4 Presort—Tray-Based Letter-Size Mailings

[Insert text of current M812 and redesignate as M891, revised to apply only to Preferred Periodicals publications and Nonprofit Standard Mail, as follows:]

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 traying are subject to M010, M020, and M030.

1.2 Automated Sites

Mailings consisting entirely of pieces for the 3-digit areas listed in L897 (''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 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 also 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 postage statement.

2.0 Tray Preparation—Qualifying Mail

[In 2.2d, replace ''use L002, Column B, for Line 1 for 3-digit areas listed in Column C; L804 for Line 1 for others'' with ''use L002, Column C, except use L801 for indicated single 3-digit areas''; 2.2b and 2.3, replace ''second-class mail'' with ''Periodicals''; in 3.3a, replace ''L801'' with ''L897''; in 3.2b and 3.3b, replace ''L802'' with ''L898''; no other change to 12.0. Revise succeeding sections as follows:]

3.0 Optional Preparation For Automated Sites—Qualifying Mail

[In 3.3a, replace ''L801'' with ''L897''; in 3.2b and 3.3b, replace ''L802'' with ''L898''; no other change to 3.0.] [Replace current 4.0 with new 4.0 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 and Standard Mail must be prepared as follows:

a. All pieces must be sorted by AADC area using L801 (or, for automated site mailings, L899).

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 optional endorsement line. 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 L801 or, for automated site mailings, L899) 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 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 preparation sequence and Line 1 labeling:

(1) AADC: (required); use L801 or, for automated site mailings, L899.

(2) Mixed AADC: (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

(3) Working: (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

i. For Line 2: class (PER 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.

[Revise 5.0 as follows:]

5.0 Documentation

5.1 Postage Statement

A complete, signed postage 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 in ascending numeric order 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 prefix for 3-digit and SCF trays; by the 3-digit AADC code (preceded by ''AADC'') in L801 (or L899 for automated sites) for AADC, mixed AADC, and working trays. Volume in overflow trays must be included in the corresponding ZIP Code 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 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 L801 (or L899 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 subdivided further to report separately:

a. In Periodicals mailings, both in-county and outside-county pieces and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, 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

[Insert text of current M813; redesignate as M892, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail, as follows:]

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 traying are subject to M010, M020, and M030.

1.2 Automated Sites

Mailings consisting entirely of pieces for the 3-digit areas listed in L897 (''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.

* * * * *

[Add new 1.6 as follows:]

1.6 Marking

Standard Mail must be marked ''Nonprofit Organization'' or the authorized abbreviation, and may be also marked ''ZIP+4'' or ''5-digit ZIP+4'' (as appropriate). No marking is required on Periodicals.

2.0 Package Preparation

[In 2.1b and 2.2b, replace ''second-class mail'' with ''Periodicals''; in 2.2a, replace ''Line'' with ''line''; no other change to 2.0.]

3.0 Tray Preparation—Qualifying Mail

[In 3.3d, replace ''use L002, Column B, for Line 1 for 3-digit areas listed in Column C'' with ''use L002, Column C''; in 3.2b, 3.3b, and 3.4b, replace ''second-class mail'' with ''Periodicals''; in 3.3e, change the reference from ''L804'' to ''L801''; no other change to 3.0.]

4.0 Optional Preparation For Automated Sites—Qualifying Mail

[In 4.5b, replace the reference ''L802'' with ''L898''; in 4.6a, replace the reference ''L801'' with ''L897''; in 4.6b, replace the reference ''L802'' with ''L898''; in 4.6c, replace the reference ''L803'' with ''L899''; no other change to 4.0.]

5.0 Residual Mail

5.1 Definition

Pieces remaining after packages and trays are prepared under 2.0, 3.0, and 4.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared under an option in 5.2 and under 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 5.4.

5.2 Options

Residual Periodicals and Standard Mail must be prepared under one of these options and under 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 L801 (or L899 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 L801 (or L899 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 permitted. Mixed AADC trays are limited to residual AADC

packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code prefix and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is permitted. 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:

[In 5.3a(2) and 5.3a(3), replace ''L804'' and ''L803'' with ''L801'' and ''L899,'' respectively; in 5.3c(1), replace ''Column A, identified with three bullets'' with ''Column C''; in 5.3c(2), replace ''L802'' with ''L898.''']

* * * * *

d. Tray preparation sequence and Line 1 labeling:

(1) Optional 3-digit (only for single 3-digit SCFs under option 5.2b); use L002, Column C. This tray is not available for the residual mail of automated site mailings.

(2) Optional SCF (only for option 5.2b); use L898 for automated site mailings, use L002, Column C, for other mailings.

(3) AADC (required); use L899 for automated site mailings, use L801 for other mailings.

(4) Mixed AADC (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

(5) Working (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

e. Line 2: class (PER 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.

[Remove current 5.4 and 5.5; renumber current 5.6 as 5.4.]

6.0 Documentation

6.1 Postage Statement

A complete, signed postage 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., 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-digit 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, individual entries for each destination must be in ascending numeric order 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 prefix 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 L899 (for automated site mailings) or L801 (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 listed 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 L899 (for automated site mailings) or L801. (AADC entries must be preceded by ''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 subdivided further to report separately:

a. In Periodicals mailings, both in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, 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 DPBC, the number without, the total number of pieces in the mailing, and the percentage with ZIP+4 codes or DPBC.

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

[Insert text of current M814 and redesignate as M893, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail, as follows:]

[Insert new 1.0 as follows:]

1.0 Basic Standards

1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a Barcoded rate must be prepared as a tray-based mailing under 1.2 through 1.7 and 2.0 through 4.0, or as a package-based mailing under M894 or M895. Grouping, packaging, labeling, and traying are subject to M010, M020, and 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 city or 3-digit trays.

1.3 Packaging

Packaging is required for mailings consisting entirely of card-size pieces and 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 to maintain orientation.

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 sorted 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 also marked ''Barcoded.'' No marking is required on Periodicals.

1.7 Carrier Route

Barcoded rate mail and carrier route (or walk-sequence) rate mail may not be included in the same mailing or reported on the same postage statement.

2.0 Tray Preparation

[In 2.2d, replace ''use L002, Column B, for Line 1 for 3-digit areas listed in Column C; L804 for Line 1 for others'' with ''use L002, Column C, except use L801 for indicated single 3-digit areas''; 2.2b and 2.3, replace ''second-class mail'' with ''Periodicals''; no other change to 2.0.]

[Insert new 3.0, based on current 3.0, as follows:]

3.0 Residual Mail

Pieces remaining after packages and trays are prepared under 2.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared as follows:

a. All pieces must be sorted by AADC area using L801.

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 optional endorsement line (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 OEL ''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 L801) 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 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 preparation sequence and Line 1 labeling:

(1) AADC: (required); use L801.

(2) Mixed AADC: (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

(3) Working: (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

i. For Line 2: class (PER or NEWS as 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.

[Revise 4.0 as follows:]

4.0 Documentation

4.1 Postage Statement

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The 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 in ascending numeric order 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 prefix for 3-digit and SCF trays; by the 3-digit AADC code (preceded by ''AADC'') in L801 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 L801 for AADC, mixed AADC, and working trays.

4.8 Line Entries

Under either option, each entry must separately 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 to report separately:

a. In Periodicals mailings, both in-county and outside-county pieces and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, 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

[Insert text of current M815 and redesignate as M894, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail, as follows:]

1.0 Basic Standards

1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a Barcoded rate must be prepared as a tray-based mailing under M893, as a two-tier package-based mailing under 1.2 through 1.6 and 2.0 through 5.0, or as a three-tier package-based mailing under M895. Grouping, packaging, labeling, and traying are subject to M010, M020, and 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.

[Replace current 1.4 with the following:]

1.4 Marking

Standard Mail must be marked ''Nonprofit Organization'' or the authorized abbreviation and may be also marked ''Barcoded.'' No marking is required on Periodicals.

* * * * *

[Remove current 1.7.]

2.0 Package Preparation

[In 2.1b and 2.2b, replace ''second-class'' with ''Periodicals''; remove the parenthetical in 2.1c and 2.2c; no other change to 2.0.]

3.0 Tray Preparation—Qualifying Mail

[In 3.3d, replace ''use L002, Column B, for Line 1 for 3-digit areas listed in Column C'' with ''use L002, Column C''; in 3.2b, 3.3b, and 3.4b, replace ''second-class'' with ''Periodicals''; in 3.3e, replace the reference ''L804'' with ''L801''; no other change to 3.0.]

[Revise 4.0 as follows:]

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 under 4.3. All residual mail must be presented under 4.4.

4.2 Options

Residual Periodicals and Standard Mail must be prepared under one of these options and under 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 L801 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 L801 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 permitted. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code prefix placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is permitted. 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:

[In 4.3a(2) and 4.3a(3), replace ''L804'' with ''L801.''']

* * * * *

c. Tray size:

(1) Optional 3-digit (only for single 3-digit SCFs in L002, Column C, and prepared under option 4.2b): required full trays; less-than-full and overflow trays prohibited, except for one less-than-full tray for the single 3-digit origin SCF.

* * * * *

d. Tray preparation sequence and Line 1 labeling:

(1) Optional 3-digit (only for single 3-digit SCFs under option 4.2b); use L002, Column C.

(2) Optional SCF (only for option 4.2b); use L002, Column C.

(3) AADC (required); use L801.

(4) Mixed AADC (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

(5) Working (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

e. Line 2: class (PER or NEWS as applicable, or STD), followed by:

(1) In 3-digit and SCF trays (option 4.2b only): ZIP+4 PRESORT.

(2) In AADC trays: AADC ZIP+4 PRESORT.

(3) In mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) In working trays: ZIP+4 WORKING or ZIP+4 WKG.

[Remove current 4.4 and 4.5; renumber current 4.6 as 4.4.]

[Revise 5.0 as follows:]

5.0 Documentation

5.1 Postage Statement

A complete, signed postage 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., 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, individual entries for each destination must be in ascending numeric order 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 4.2 and 4.3, by the applicable 3-digit AADC code in L801 (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 listed 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 prefix 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 L801. 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 to report separately:

a. In Periodicals mailings, both in-county and outside-county pieces and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, 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

[Insert text of current M816 and redesignate as M895, 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 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 1.2 through 1.6 and 2.0 through 7.0. Grouping, packaging, labeling, and traying are subject to M010, M020, and 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; or in the 3-digit tier in full city, full 3-digit, full SCF, and full AADC trays containing only residual AADC packages; or 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 also marked ''Barcoded.'' No marking is required on Periodicals.

* * * * *

[Remove 1.7.]

[In 3.3c and 5.3c, replace ''use L002, Column B, for Line 1 for 3-digit areas listed in Column C'' with ''use L002, Column C''; in 3.3d, replace ''L804'' with ''L801''; in 4.1a, 4.2a, 5.2a, 5.3a, and 5.4b, replace ''second-class mail'' with ''Periodicals''; in 4.1b and 4.2b, remove the parenthetical ''optional for...''; in 5.3d, 6.3a(2), 6.3a(3), and 6.3b(2), replace the reference ''L804'' with ''L801''; 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 under 6.3. All residual mail must be presented under 6.4.

6.2 Options

Residual Periodicals and Standard Mail must be prepared under one of these options and under 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 L801 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 L801 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 permitted. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code prefix and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is permitted. 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:

[In 6.3a(2) and 6.3a(3), replace ''L804'' with ''L801.'']

* * * * *

c. Tray size:

(1) Optional 3-digit (only for single 3-digit SCFs in L002, Column C, and prepared under option 6.2b): required full trays; less-than-full and overflow trays prohibited, except for one less-than-full tray for the single 3-digit origin SCF.

* * * * *

d. Tray presort sequence and Line 1 labeling:

(1) Optional 3-digit (only for single 3-digit SCFs under option 6.2b); use L002, Column C.

(2) Optional SCF (only for option 6.2b); use L002, Column C.

(3) AADC (required); use L801.

(4) Mixed AADC (required); use L802 for mail entered at a BMC/ASF or L803 or mail entered at all other facilities.

(5) Working (required); use L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

e. Line 2: class (PER or NEWS, as applicable, or STD), followed by:

(1) In 3-digit and SCF trays (option 6.2b only): ZIP+4 PRESORT.

(2) In AADC trays: AADC ZIP+4 PRESORT.

(3) In mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) In working trays: ZIP+4 WORKING or ZIP+4 WKG.

[Remove current 6.4 and 6.5; renumber current 6.6 as 6.4, no change in text.]

7.0 Documentation

7.1 Postage Statement

A complete, signed postage 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., residual). Each tier must be further segmented by type of package/grouping (5-digit, 3-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, individual entries for each destination must be in ascending numeric order 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 prefix for 3-digit packages; and, for AADC packages and AADC groups (in working trays), by the applicable 3-digit AADC code in L801 (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 listed 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 prefix 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 L801. 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 to report separately:

a. In Periodicals mailings, both in-county and outside-county pieces and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, 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, 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—Letter-Size Mailings

[Insert text of current M817 and redesignate as M896; in 1.1, 2.2, 2.4, 3.1a, and 4.8, replace ''M812 through M816'' with ''M891 through M895''; in 1.2, 4.7b, and 4.7d, replace the references ''M817,'' ''M815,'' and ''M812 or M814'' with ''M896,'' ''M894,'' and ''M891 or M893,'' respectively; no other change in text.]

[Remove current M818 and M819.]

M897 ZIP+4 Barcoded—Flat-Size Mail

[Insert text of current M823 and redesignate as M897, 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 rate must be prepared as described below. Packaging, labeling, and sacking are subject to M010, M020, and M030.

* * * * *

1.4 Marking

Standard Mail must be marked ''Nonprofit Organization'' or the authorized abbreviation, and may be also marked ''Barcoded.'' No marking is required on Periodicals.

[In 1.5, replace the reference ''M825'' with ''M898.'']

* * * * *

[Revise 2.0 as follows:]

2.0 Package Preparation—Mailings Subject to 85% Rule

2.1 Package Preparation—Periodicals

Package size, preparation sequence, and labeling for Periodicals:

a. 5-digit: required at six pieces; smaller packages permitted but not

eligible for Level H rates; use red Label D or optional endorsement line (OEL).

b. City: optional at six pieces; smaller packages permitted but not eligible for Level H rates; use yellow Label C or OEL.

c. 3-digit: required at six pieces; smaller packages permitted but not eligible 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 Preparation—Standard Mail

Package size, preparation 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.

[Revise 3.0 as follows:]

3.0 Package Preparation—Mailings Not Subject to 85% Rule

3.1 Package Preparation—Periodicals

Package size, preparation 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 not eligible for Level H rates; use yellow Label C or OEL.

d. 3-digit: required at six pieces; smaller packages permitted but not eligible 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 Preparation—Standard Mail

Package size, preparation 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.

[Revise 4.0 as follows:]

4.0 Sack Preparation—Qualifying Mail

4.1 Sack Preparation—Periodicals

Sack size, preparation 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 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 C, for Line 1.

e. ADC: required with no minimum; use L004 for Line 1.

4.2 Required Sacking—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 postage statement whether they applied the 125-piece (''PCS'') or 15-pound (''WT'') threshold or the method in 4.2b (''BOTH'').

4.3 Sack Preparation—Standard Mail

Sack size, preparation sequence, and labeling for 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 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 C, for Line 1.

d. ADC: required with no minimum; use L004 for Line 1.

4.4 Line 2

Line 2: class of mail and FLTS BARCODED (and, on city sacks, CITY right-justified under the ZIP Code for Line 1).

5.0 Residual Mail

* * * * *

5.4 Sack Labeling

Labeling of residual sacks:

a. Line 1: ''MXD,'' followed by the applicable origin SCF name, state, and ZIP Code from L802 for mail entered at a BMC/ASF or L803 for mail entered at all other facilities.

* * * * *

6.0 Documentation

[In 6.2, replace the reference ''M825'' and ''E230'' with ''M898'' and ''E239,'' respectively; in 6.9b, 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 with 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 to report separately in Periodicals mailings both 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—Flat-Size Mailings

[Insert text of current M825 and redesignate as M898; in 1.1, 2.2, 2.3, 3.1a, 3.4, and 4.5, replace the reference ''M823'' with ''M897''; in 1.2, replace the reference ''M825'' with ''M898.'']

[Remove current M827.]

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

P011 Payment

[In 1.1e, replace the reference ''(see E320)'' with ''(see E621)''; 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 from ''E370'' to ''E670''; in 5.0 (heading) and 5.1, replace ''[S]pecial [bulk] [T]hird-[C]lass'' with ''Nonprofit Standard Mail''; no other change in text.]

P012 Documentation

1.0 Purpose and Basic Standards

1.1 General

[Add to the end of the section:]

Documentation must be submitted when specified by the standards for the rate claimed or postage payment method used.

* * * * *

[In 1.5, replace the reference ''G010'' with ''G020.'']

[Renumber current 2.0 and 3.0 as 3.0 and 4.0 and insert new 2.0 as follows:]

2.0 Standardized Documentation—First-Class Mail, Regular Periodicals, and Regular Standard Mail

2.1 Basic Standard

For First-Class Mail, Regular Periodicals, and Regular Standard Mail, subject to the standards for the rate claimed, documentation must be produced by software certified under the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) programs, appropriate for the accompanying class of mail and rate claimed, or must be prepared to meet the criteria for standardized documentation in this section. Standardized documentation contains the elements described in 2.2 through 2.6, as applicable. Documentation produced by PAVE- or MAC-certified software is considered standardized documentation for purposes of these standards.

2.2 Format and Content

For First-Class Mail, Regular Periodicals, and Regular Standard Mail, standardized documentation includes:

a. A heading identifying the listing as a ''USPS Qualification Report'' must appear at the top of each page. The heading must contain the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date, the class of mail, and either the DMM standard under which the mail was prepared (e.g., M800) or type of rates claimed.

b. Sequential page numbers in the body of the listing.

c. For mail in trays or sacks, the body of the listing reporting these required elements:

(1) Tray/sack sortation level.

(2) Tray/sack destination ZIP Code (use destination on top line of tray/sack label).

(3) Group destination for automation letter mail (number of pieces for each carrier route in carrier routes trays, for each 3-digit ZIP Code prefix in 3-digit scheme and AADC trays, and for each AADC in mixed AADC trays), or package level and package destination for automation flats and regular nonautomation presort mail (use the presort destination as described in M020).

(4) Number of pieces claimed at each rate.

(5) A running total of pieces mailed that is continuous for each mailing.

(6) The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays.

(7) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by level of sortation or by sortation level and within each sortation level, by ZIP Code).

d. For packages on pallets, the body of the listing reporting these required elements:

(1) Pallet sortation level.

(2) Pallet destination ZIP Code (use destination on top line of pallet label).

(3) For each package, the sortation level and number of pieces claimed at each rate.

(4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by level of sortation or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 2.2c for mail in trays or sacks).

(5) At the end of the listing, a summary report of the total number of pieces claimed at each postage rate on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.

e. At the end of the documentation, a summary report of the total number of pieces mailed at each postage rate for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. Additional data must be provided if necessary to calculate the amount of postage for the mailing (or additional postage due, or postage to be refunded) if nonidentical-weight pieces that do not bear the correct postage at the rate for which they qualify are included in the mailing, or if different rates of postage are affixed to pieces in the mailing.

2.3 Rate Level Column Headings

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

a. Automation First-Class and Standard Mail

Rate	Abbreviation
Carrier Route [letters/cards]	CB
5-digit [letters/cards]	5B
3-digit [letters/cards]	3B
3/5 [flats]	3/5B
Basic [letters/cards and flats]	BB

b. Presorted First-Class Mail and nonautomation Standard Mail

Rate	Abbreviation
Presorted First-Class	Presort
3/5	3/5
Basic	BS

c. Enhanced Carrier Route Standard Mail

Rate	Abbreviation
Saturation	WS
High Density	HD
Basic	CR

2.4 Tray, Sack, Pallet, Package Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the tray, sack, pallet, or package sortation levels required by 2.2 as shown below:

Sortation level	Abbreviation
Carrier Route(s)	CR
5–Digit	5DG
3–Digit	3DG
3–Digit Scheme [barcoded letters].	3DGS
ADC	n/a
AADC	n/a
Mixed ADC	MADC
Mixed AADC	MAAD
SCF [pallets]	n/a
BMC or ASF	n/a

2.5 Combined and Copalletized Mailings

For combined or copalletized mailings of Periodicals and Regular Standard Mail prepared under M045, the listing must show the following additional information:

a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/packages by product or edition code, unless the mailer provides abbreviated documentation under 2.2. The applicable rates for each product or edition must be shown in the correct rate column and be summarized for each pallet and for the entire mailing.

b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full package detail for the first 20 pallets and every twentieth pallet thereafter if the mailer maintains full package detail (by product or edition code and rate) for the entire mailing job for 90 days and can provide it to the Postal Service upon request within 3 working days. Abbreviated documentation must include the rate summary by product or edition for each pallet, including those for which full detail package listings are not reported.

2.6 Optional Information

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, package weights) if this information does not conflict with the information required under 2.2 through 2.5.

[Revise the heading of renumbered 3.0 as follows:]

3.0 Standardized Documentation—Preferred Periodicals, Nonprofit Standard Mail, and Standard Mail (B)

[Renumber current 2.1 through 2.6 as 3.1 through 3.6, respectively; revise the introductory text of 3.1 as follows:]

3.1 Format and Content

For Preferred Periodicals, Nonprofit Standard Mail, and Standard Mail (B), subject to the standards for the rate claimed, standard documentation must be provided that includes: * * *

* * * * *

[Revise the heading of renumbered 4.0 as follows:]

4.0 Postage Statement

[Add the following sentence to the end of the section:]

* * * A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) programs, 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

* * * * *

[In 1.2c, replace ''mailing statement'' with ''postage statement''; revise 1.3, 1.4, and 1.5 as follows:]

1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing at single-piece rates, in a bulk rate mailing at parcel post Standard Mail or Special Standard Mail rates, or in any bulk rate mailing of nonidentical-weight pieces (except at Periodicals rates), weigh each piece individually. To determine single-piece weight in any other bulk or presort rate mailing (except at Periodicals rates), weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

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 permitted 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 bound printed matter Standard Mail, 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.

* * * * *

[Revise 3.0 (heading), 3.1, 3.2, and 3.3 as follows:]

3.0 Rate Application—Periodicals

3.1 Rate Elements

Postage for all Periodicals includes a pound rate charge, a piece rate charge, and any discount for which the mail qualifies under the corresponding standards.

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 entry office) and the weight of the nonadvertising portion without regard to zone. In-county pound rates consist of a delivery unit zone rate and a uniform (unzoned) rate for all other eligible mailpieces delivered within the county of publication. The minimum pound rate charge for any zone or other group for which a per pound charge is computed is 1 unit (1 pound) of the pound rate charge. *For example, three 2-ounce pieces for a zone are subject to the minimum 1-pound charge.*

3.3 Computing Weight of Advertising Portion

The pound rate charge is the sum of the charges for the computed weight of the advertising portion of copies to each zone, plus an additional flat (unzoned)

charge for the total weight of the nonadvertising portion of all copies to all zones. For publications containing advertising, the minimum pound rate charge for any zone to which copies are mailed is 1 unit (pound) of the advertising pound rate charge. The minimum pound rate charge for the nonadvertising portion is that which applies to all weight not reported in the advertising (zoned) portion. (Authorized nonprofit 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.)

* * * * *

[Revise the heading of 4.0 as follows:]

4.0 Rate Application—Standard Mail (A)

[In 4.1a, 4.1b, and 4.1c, replace ''third-class'' with ''Standard Mail (A)'' and revise the introductory text of 4.1 as follows:]

4.1 Single-Piece Rates

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: * * *

* * * * *

[Revise 4.3 as follows:]

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'' (rounded to four decimal places) and those weighing more:

a. Pieces weighing 0.2067 pound (3.3062 ounces) or less (Enhanced Carrier Route rates), 0.2068 pound (3.3087 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 0.2067 pound (3.3062 ounces) (Enhanced Carrier Route rates), 0.2068 pound (3.3087 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.

[Revise the heading of 5.0 as follows:]

5.0 Rate Application—Standard Mail (B)

* * * * *

[Revise 5.4 as follows:]

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.

[In 5.5 (heading and text), replace ''Library'' with ''Library Mail.'']

* * * * *

[Revise the heading of 7.0 as follows:]

7.0 Computing Postage—Periodicals

* * * * *

[Revise 7.4 and 7.6 as follows:]

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 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.

* * * * *

[Revise the heading of 8.0 as follows:]

8.0 Computing Postage—Standard Mail (A)

* * * * *

[Revise the heading of 9.0 as follows:]

9.0 Computing Postage—Standard Mail (B)

[In 9.1b and 9.3, replace ''[F]ourth-[C]lass'' with ''Standard Mail (B)''; in 9.4, replace the reference ''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 2.4, replace ''third-class'' with ''Standard Mail (A)''; in 4.1, replace ''First-Class or bulk third-class mail'' with ''First-Class Mail or bulk rate Standard Mail (A)''; in 4.12a and 4.13a, replace ''3 ounces or less'' with ''less than the applicable maximum weight for automation mail prescribed in C810''; in 4.12c, replace ''ZIP+4 Presort, or one of the Barcoded'' with ''or 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, or at Regular 3/5 nonautomation or any automation minimum per piece rates, as applicable''; in 4.14, replace ''will be'' with ''is''; in 4.14c, replace ''sleeve, band, and ACT tag'' with ''sleeve and band''; in 4.14d, replace ''First- or third-class'' with ''First-Class or Standard Mail (A),'' remove 4.14e, redesignate 4.14f as 4.14e and replace ''third-class'' with ''Standard Mail (A)''; in 4.15 and 4.17, replace ''[M]ailing [S]tatement[s]'' with ''[P]ostage [S]tatement[s]''; remove 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 4.17b (and 4.17c, 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 Mail, or Standard Mail (A)''; in 2.5a, 2.5c, and 2.5d, replace ''third-class,'' ''THIRD-CLASS,'' ''single-piece rate third-class mail,'' and ''third-class mail'' with ''Standard Mail (A),'' ''STANDARD MAIL,'' ''single-piece rate Standard Mail (A),'' 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 (A)''; 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 1.5 and 1.5c, replace ''library rate mail'' with ''Library Mail''; in 4.8 and 4.9, replace ''third- or [and] fourth-class'' with ''Standard Mail''; in 4.14, replace ''(e.g., ''Library Rate'')'' with ''(e.g., ''Presorted'')''; in 5.3a, replace ''First- or third-class mail'' with ''First-Class Mail 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 [M]ail'' with ''Periodicals''; in 3.3, replace ''[T]hird- and [F]ourth-[C]lass [M]ail'' with ''Standard Mail''; in 3.5a, replace ''third- or fourth-class'' with ''Standard Mail''; in Exhibit 4.1a under the heading ''First-Class Official Mail,'' replace ''ZIP+4 Presort'' with ''First-Class Mail AUTO''; in Exhibit 4.1a under the heading ''Third-Class Official Mail,'' replace the heading with ''Standard Mail (A) Official Mail'' and ''Third-Class Mail'' with ''Standard Mail (A)'' and ''Carrier Route Presort'' with ''AUTOCR''; in Exhibit 4.1a under the heading ''Fourth-Class Official Mail,'' replace the heading with ''Standard Mail (B) Official Mail'' and ''Fourth-Class Mail'' with ''Standard Mail (B)'' and ''Special Fourth-Class Rate'' with ''Special Standard Mail''; in Exhibit 4.1b under the heading ''First-Class Mail,'' no change; in Exhibit 4.1b under the heading ''Third- and Fourth-Class Mail (Date and Class Omitted),'' replace the heading with ''Standard Mail (Date and Class Omitted)'' and ''Library Rate'' with ''Library Mail''; in Exhibit 4.1b under the heading ''Third-Class Mail (Regular Single-Piece and Bulk Rates),'' replace the heading with ''Standard Mail (A) (Regular Single-Piece and Bulk Rates)'' and delete ''CAR-RT SORT''; in Exhibit 4.1b under the heading ''Third-Class Mail (Authorized Organizations),'' replace the heading with ''Nonprofit Standard Mail''; in Exhibit 4.1b under the heading ''Fourth-Class Bulk Rate Mail,'' replace the heading with ''Standard Mail (B) Bulk Rate Mail,'' ''Fourth-Class'' with ''Standard Mail (B),'' and ''Special Fourth-Class Rate'' with ''Special Standard Mail;'' in 5.5, replace ''mailing statements'' with ''postage statements''; 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 1.2, 2.2, 2.7, 2.9b, 3.2, 5.2, and 6.8, replace ''mailing statement'' with ''postage statement''; in 1.3, 2.7, and 2.8, replace ''third-class'' with ''Standard Mail (A)''; in 2.0 (heading), 2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.9, 2.9a, and 4.2, replace ''[S]econd-[C]lass'' with ''Periodicals''; in 3.0 (heading), replace ''[T]hird- and [F]ourth-[C]lass'' with ''Standard Mail''; in 5.0 (heading) and 5.4, replace ''[S]pecial [F]ourth-[C]lass'' with ''Special Standard Mail''; no other change in text.]

P100 First-Class Mail

* * * * *

2.0 Single-Piece Rates

[In 2.1, remove ''regular.''']

* * * * *

[Insert new 2.5 as follows:]

2.5 Pieces Presented With Automation Rate Mailings

Fewer than 500 pieces of single-piece rate First-Class Mail with postage affixed may be presented with other postage-affixed pieces claimed at automation rates, and may be reported on the same postage statement as the automation rate pieces, if the single-piece rate pieces meet these standards:

a. The pieces are physically separated from the automation rate pieces.

b. The pieces do not bear the ''AUTO'' rate marking.

c. The pieces all bear the full correct single-piece rate postage. (Additional postage *must be affixed* to each as necessary.)

* * * * *

[In 3.2, replace ''mailing statement'' with ''postage statement.''']

[Revise 4.0 as follows:]

4.0 Presorted Rates

4.1 Payment Methods

Postage on mailings made at Presorted 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 RCSC authorization.

4.2 Postage Affixed, Generally

Unless permitted by other standards or RCSC authorization, when precanceled postage or meter stamps are used, all pieces in a single mailing must bear postage under one of these conditions:

a. The full correct postage at the First-Class rate for which they qualify (no postage documentation is required).

b. The full correct postage at the lowest First-Class first ounce rate applicable to the mailing (or list/job if more than one mailing is produced as part of the same list/job) and full postage for any extra ounce(s) (postage documentation is required).

c. Postage in an amount not less than the lowest available First-Class first ounce letter or card rate (as applicable) if authorized by the RCSC, plus full postage for any extra ounce(s) (postage documentation is required).

4.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS (e.g., under 4.2b or 4.2c) must be paid before acceptance either using an advance deposit account or with a meter strip attached to the postage statement accompanying the mail. When the amount affixed is subject to RCSC authorization under 4.2c, credit will not be given for postage affixed in excess of the authorized amount.

[Revise 5.0 (heading), 5.1, and 5.2 as follows:]

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 with the same method unless otherwise permitted by standard or RCSC 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 RCSC authorization, 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 qualifies. 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 with an advance deposit account or with a meter strip affixed to the required postage statement.

d. Documentation meeting the standards in P012 must be presented with the postage statement to show the number of pieces at each rate and the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies).

[In 5.3b, 5.3c, 5.4c, 5.4d, and 5.5, replace ''mailing statement'' with ''postage statement.'']

* * * * *

[Revise the heading of P200 as follows:]

P200 Periodicals

[In 1.3, 1.4, 1.9, 1.11, 1.12, and 2.4, replace ''second-class [mail]'' with ''Periodicals''; in 1.4 and 1.9, replace ''third- or fourth-class'' with ''Standard Mail''; in 1.3, 1.5, 1.6, 1.9, 1.10, 2.1, 2.2, and 2.4, replace ''mailing statement'' with ''postage statement''; revise other sections as follows:]

* * * * *

[Revise 2.0 (heading) and 2.4 as follows:]

2.0 Monthly Postage Statement

* * * * *

2.4 Waiving Nonadvertising Rates

[Revise the first sentence as follows:]

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 publication). * * *

* * * * *

[Remove current 3.0 (key rates were eliminated on November 1, 1995); renumber current 4.0 as 3.0; in renumbered 3.0, replace ''second-class'' with ''Periodicals'' and remove the last sentence.]

[Remove P300.1.0; move P300.2.0 and P300.3.0 to new P600.2.0 and P600.3.0, respectively.]

[Remove P400.]

[No change to P500.]

[Insert new P600, based on current P300 and P400, as follows:]

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 mailing office. The mailer is responsible for proper payment of postage.

1.2 Postage Statement

The mailer must submit a complete and signed postage 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.

1.3 Pieces Presented With Automation Rate Mailings

Fewer than 200 pieces of single-piece rate Standard Mail (A) with postage affixed may be presented with other postage-affixed pieces claimed at automation rates, and may be reported on the same postage statement as the automation rate pieces, if the single-piece rate pieces meet these standards:

a. The pieces are physically separated from the automation rate pieces.

b. The pieces do not bear the ''AUTO'' rate marking.

c. The pieces all bear the full correct single-piece rate postage. (Additional postage *must be affixed* to each as necessary.)

[Insert text of current P300.2.0; revise as follows:]

2.0 Nonautomation Rates

2.1 Identical-Weight Pieces

Bulk mailings of *identical-weight pieces* may have postage affixed at the 3/5 rate to each piece in the mailing with additional postage for pieces subject to the Basic rate paid either by an advance deposit account or with a meter strip affixed to the back of the accompanying postage statement. *The 3/5 rate pieces and carrier route or walk-sequence rate pieces may not be part of the same mailing and (except under D600) may not be reported on the same postage statement.*

[In 2.2, replace ''mailing statement'' with ''postage statement.'']

* * * * *

[Insert text of current P300.3.0; in 3.1, 3.2a, 3.2b, 3.3b, 3.3c, 3.4c, 3.4d, and 3.5, replace ''mailing statement'' with ''postage statement''; revise as follows:]

3.0 Automation Rates

3.1 Method

[Revise the first sentence as follows:]

Postage on mailings made at all automation rates (including 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 2.2a, 2.2b, 2.7, 2.8, and 2.8c, replace ''mailing statement'' with ''postage statement''; in 2.6 and 3.1, replace ''First- or third-class [mail]'' with ''First-Class or Standard Mail (A)''; in Exhibit 3.1, replace ''Third-Class Mail'' with ''Standard Mail (A); in 4.2c, replace ''mailing statement'' with ''postage statement.'']

* * * * *

3.0 Keyline

* * * * *

[Combine and revise current 3.3 and 3.4 as shown below and renumber current 3.5 as 3.4 and 3.6 as 3.5.]

3.3 Rate Category Abbreviations—Letter-Size and Flat-Size Mail

Keylines on letter-size First-Class Mail or bulk Standard Mail (A) may use only the rate category abbreviations in Exhibit 3.3a or Exhibit 3.3b, respectively. All pieces that qualify for more than one postage rate must show each rate category abbreviation, separated by a ''/'' (slash) (e.g., ZP/DS).

Exhibit 3.3a

RATE CATEGORY ABBREVIATIONS—FIRST-CLASS MAIL

Code	Rate category
AC	Automation Carrier Route [letters only].
AV	Automation 5-Digit [letters only].
AT	Automation 3-Digit [letters only].
AF	Automation 3/5 [flats only].
AB	Automation Basic.
FP	Presorted.
SP	Single-Piece Rate (when fewer than 500 pieces accompany automation rate mail).

Exhibit 3.3b

RATE CATEGORY ABBREVIATIONS—STANDARD MAIL (A)

Code	Rate Category
AV	Automation 5-Digit [letters only].
AT	Automation 3-Digit [letters only].
AF	Automation 3/5 [flats only].
AB	Automation Basic.
RA	Regular 3/5.
RB	Regular Basic.
EA	Enhanced Carrier Route Automation Basic [letters only].
EB	Enhanced Carrier Route Basic.
EH	Enhanced Carrier Route High Density.
ES	Enhanced Carrier Route Saturation.
ZB	Nonprofit 5-Digit Barcoded.
TB	Nonprofit 3-Digit Barcoded.
BB	Nonprofit Basic Barcoded.
ZP	Nonprofit 3/5 ZIP+4.
ZN	Nonprofit Basic ZIP+4.
ST	Nonprofit Saturation Walk Sequence.
WS	Nonprofit 125-Piece Walk Sequence.
CP	Nonprofit Carrier Route.
FD	Nonprofit 3/5.
BA	Nonprofit Basic.
DB	Destination BMC.
DS	Destination SCF.
DD	Destination Delivery Unit.
SP	Single-Piece Rate (when fewer than 200 pieces accompany automation rate mail).

* * * * *

P720 Optional Procedure (OP) Mailing System

[In 1.1, replace ''First-, third-, and fourth-class'' with ''First-Class and Standard Mail''; in 3.1 and 3.2, replace ''mailing statement'' with ''postage statement''; 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 [mail]'' with ''Periodicals''; in 1.2c, 2.5, and 2.11, replace ''[T]hird- and [F]ourth-[C]lass [Mail]'' with ''Standard Mail''; in 1.3b, 2.2e, and 2.5, replace ''third- or fourth-class'' with ''Standard Mail''; in 1.4, 2.2d, 2.2e, 2.6, 2.7, 2.8, 2.10, 6.2, 6.3a, 6.4, 6.5, 7.1, 7.2, 7.3, 7.4, 7.4a, 7.4b, 7.4c, 7.4d, 7.5, 7.6, 7.7, 7.7a, 7.7f, 7.8, 7.9, 7.10, 7.11, and 7.12, replace ''mailing statement'' with ''postage statement''; in 2.7, 2.9, 2.12b, 5.2, and 6.0 (heading), replace [T]hird-[C]lass [Mail]'' with ''Standard Mail (A)''; in 2.8, 2.12c, 5.3, 7.0 (heading), and 7.2, replace ''[F]ourth-[C]lass [Mail]'' with ''Standard Mail (B)''; in 1.4, replace ''(or 8125–PV)'' with ''(or Form 8125–PV)''; in 2.11, replace the reference ''C042'' with ''C023''; no other change in text.]

[Revise the heading of P760 as follows:]

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 1.5c, 1.5e, 4.1a, 4.1b, 4.2, 4.3, 4.5, and 4.7, replace ''mailing statement'' with ''postage statement''; in 3.1e, 3.2, and 3.3a, replace ''third-class'' with ''Standard Mail (A)''; 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; in Exhibit 4.6 under part A (section 2), replace ''3600–PC'' and ''3602–PC'' with ''3600–P'' and ''3602–PR,'' respectively; add ''3602–PN''; in Exhibit 4.6 under part A (section 3), replace ''3600–PC'' and ''3602–PC'' with ''3600–P'' and ''3602–PR,'' respectively; add ''3602–PN''; revise 2.0 as shown below; no other change in text.]

* * * * *

2.0 Postage

2.1 Metered Pieces—First-Class Mail

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted rate or at an automation rate for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage must be affixed to accompanying single-piece rate mail.

2.2 Metered Pieces—Standard Mail (A)

Metered pieces in a combined mailing must bear postage at a Regular nonautomation presort or automation rate (or, in combined Nonprofit mailings only, at a Nonprofit presort, ZIP+4, or Barcoded rate) for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage must be affixed to accompanying single-piece rate mail.

2.3 Precanceled Pieces—First-Class Mail

Pieces with precanceled stamps in a combined mailing must bear postage for the first ounce in any denomination of precanceled stamp permitted in a Presorted or 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 postage due advance deposit account. Full postage must be affixed to accompanying single-piece rate mail.

2.4 Precanceled Pieces—Standard Mail (A)

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in a Regular 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 postage due advance deposit account. Full postage must be affixed to accompanying single-piece rate mail.

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 permit imprint advance deposit account maintained for combined mailings. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing.

* * * * *

R Rates and Fees

R000 Stamps and Stationery

1.0 Plain Stamped Envelopes

Type	Size [1]	Denomination or Value	Quantity and Price		
			Each (less than 500)	500	1,000
Regular	6–3/4	$0.32	$0.38	$168.20	$336.40
	10	0.32	0.38	172.00	344.00
Single Window	6–3/4	0.32	0.38	169.00	338.00
	10	0.32	0.38	173.00	346.00

Type	Size [1]	Denomination or Value	Quantity and Price		
			Each (less than 500)	500	1,000
Special Regular [2]	6–3/4	0.32	0.38	170.50	341.00
	10	0.32	0.38	175.00	350.00
Bulk Rate Regular	10	0.10	.....	62.00	124.00
Nonprofit Regular	6–3/4	0.05	.....	33.20	66.40
	10	0.05	.....	37.00	74.00
Nonprofit Single Window	6–3/4	0.05	.....	34.00	68.00
	10	0.05	.....	38.00	76.00

[1] Size 10 includes all intermediate sizes through 10.
[2] Envelopes with multicolor indicia such as a Love stamp or a hologram.

2.0 Personalized Stamped Envelopes

Type	Size [1]	Denomination or Value	Quantity and Price		
			50	500	1,000
Regular	6-¾	$0.32	$19.00	$172.60	$345.20
	10	0.32	19.20	176.40	352.80
Single Window	6-¾	0.32	19.10	173.40	346.80
	10	0.32	19.30	177.40	354.80
Special Regular [2]	6-¾	0.32	19.00	174.90	349.80
	10	0.32	19.20	179.40	358.80
Bulk Rate Regular	10	0.10	.....	66.40	132.80
Nonprofit Regular	6-¾	0.05	.....	37.60	75.20
	10	0.05	.....	41.40	82.80
Nonprofit Single Window	6-¾	0.05	.....	38.40	76.80
	10	0.05	.....	42.40	84.80

[1] Size 10 includes all intermediate sizes through 10.
[2] Envelopes with a multicolor indicia such as a Love stamp or a hologram.

3.0 Postal Cards

Postal cards in sheets, per sheet: $8.00.

Denomination	Description
$0.20	Domestic regular or commemorative, cut single card.
0.20	Domestic regular, sheet of 40.
0.40	Domestic regular, double reply-paid card.

4.0 Postage 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 ounce postage), .32.
	Coils of 500	$0.01, .02, .03, .04, .05, .10, .20, .23, .32, $1.
	Coils of 3,000	$0.01, .02, .03, .04, .05, .10, .20, .23, .32.
	Coils of 10,000	$0.05, .32.
Precanceled Bulk Rate Postage—First-Class and Standard Mail (A).	Coils of 500, 3,000, and 10,000	Various nondenominated (available only to permit holders).
Commemorative	Panes of up to 50	$0.32 and other denominations.
	20-Stamp Booklets	$0.32 ($6.40 booklets).

R100 First-Class Mail

1.0 Single-Piece

1.1 Cards

Single and double postal cards and postcards meeting the standards in C100 and E110:

Type	Rate
Single	$0.20.
Double	0.40 ($0.20 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:

Weight increment	Rate
First ounce or fraction of an ounce	$0.32
Each additional ounce or fraction of an ounce	0.23

2.0 Nonautomation—Presorted

2.1 Cards

Single and double postcards meeting the standards in C100 and E110: $0.180 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:

Weight increment	Rate
First ounce or fraction of an ounce:	
(For pieces weighing not more than 2 ounces)	0.295
(For pieces weighing more than 2 ounces)	0.249
Each additional ounce or fraction of an ounce	0.230

3.0 Automation—Basic

3.1 Cards

Single and double postcards meeting the standards in C100 and E110: $0.166 each.

3.2 Letters

Letter-size pieces other than cards:

Weight increment	Rate
First ounce or fraction of an ounce:	
(For pieces weighing not more than 2 ounces)	0.261
(For pieces weighing more than 2 ounces)	0.215
Each additional ounce or fraction of an ounce	0.230

3.3 Flats

Flat-size pieces; surcharge might apply under 9.0:

Weight increment	Rate
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

4.1 Cards

Single and double postcards meeting the standards in C100 and E110: $0.159 each.

4.2 Letters

Letter-size pieces other than cards:

Weight increment	Rate
First ounce or fraction of an ounce:	
(For pieces weighing not more than 2 ounces)	0.254
(For pieces weighing more than 2 ounces)	0.208
Each additional ounce or fraction of an ounce	0.230

5.0 Automation—5-Digit

5.1 Cards

Single and double postcards meeting the standards in C100 and E110: $0.143 each.

5.2 Letters

Letter-size pieces other than cards:

Weight Increment	Rate
First ounce or fraction of an ounce:	
(For pieces weighing not more than 2 ounces)	0.238
(For pieces weighing more than 2 ounces)	0.192
Each additional ounce or fraction of an ounce	0.230

6.0 Automation—3/5 (Flat-Size Pieces)

Flat-size pieces; surcharge might apply under 9.0:

Weight Increment	Rate
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

7.1 Cards

Single and double postcards meeting the standards in C100 and E110: $0.140 each.

7.2 Letters

Letter-size pieces other than cards:

Weight Increment	Rate
First ounce or fraction of an ounce:	
(For pieces weighing not more than 2 ounces)	0.230
(For pieces weighing more than 2 ounces)	0.184
Each additional ounce or fraction of an ounce	0.230

Letters, Flats, and Parcels Weight Not Over (ounces)	Nonautomation		Automation					
	Single-Piece	Presorted	Basic (Letter-Size)	3-digit (Letter-Size)	5-digit (Letter-Size)	Carrier Route (Letter-Size)	Basic (Flat-Size)	3/5 (Flat-Size)
1[1]	$0.32	$0.295	$0.261	$0.254	$0.238	$0.230	$0.290	$0.270
2	0.55	0.525	0.491	0.484	0.468	0.460	0.520	0.500
3[2]	0.78	0.709	0.675	0.668	0.652	0.644	0.704	0.684
4	1.01	0.939	[3]0.905	[3]0.898	[3]0.882	[3]0.874	0.934	0.914
5	1.24	1.169					1.164	1.144
6	1.47	1.399					1.394	1.374
7	1.70	1.629					1.624	1.604
8	1.93	1.859					1.854	1.834
9	2.16	2.089					2.084	2.064
10	2.39	2.319					2.314	2.294
11	2.62	2.549					2.544	2.524
Postcards[4]								
Postal Cards[4]								
Single	$0.20	$0.180	$0.166	$0.159	$0.143	$0.140		
Double	0.40							

[1] Surcharge might apply.
[2] Presorted and automation rates for pieces weighing over 2 ounces reflect a first-ounce rate that is $0.046 lower than for pieces weighing 2 ounces or less; see 2.0 through 7.0.
[3] Weight not to exceed 3.4383 ounces; pieces over 3 ounces subject to additional standards.

[4] Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

Summary of First-Class Rates

[Renumber current 10.0 as 8.0 and Exhibit 10.0a and Exhibit 10.0b as Exhibit 8.0a and Exhibit 8.0b, respectively.]

8.0 Priority Mail

See Exhibit 8.0a and Exhibit 8.0b.

[Renumber current 11.0 as 9.0; revise text as follows:]

9.0 Nonstandard Surcharge

Surcharge per piece:
a. Single-piece rate: $0.11.
b. Nonautomation presort and automation rates (flat-size): $0.05.

[Combine current 12.0, 13.0, and 14.0 and renumber as 10.0; revise text as follows:]

10.0 Fees

10.1 Mailing

Presort fee, per 12-month period, per office of mailing: $85.00.

10.2 Address Correction Service

Charge per notice issued:
a. Manual: $0.50.
b. Automated: $0.20.

10.3 Pickup

Priority Mail only, per occurrence: $4.95.

R200 Periodicals

1.0 Regular

1.1 Pound Rates

Per pound or fraction:

a. For the nonadvertising portion: $0.161.

b. For the advertising portion:

Zone	Rate
Delivery Unit	$0.169
SCF	0.190
1 & 2	0.214
3	0.224
4	0.251
5	0.292
6	0.336
7	0.388
8	0.432

1.2 Piece Rates

Per addressed piece:

Presort Level	Nonautomation	Automation [1]	
		Letter-Size	Flat-Size
Basic	$0.240	$0.194	$0.209
3/5	0.202	0.173	0.175
Carrier Route	0.119		
High Density	0.111		
Saturation	0.095		

[1] Weight limits apply.

1.3 Discounts

Piece rate discounts:

a. Nonadvertising adjustment for each 1% of nonadvertising content: $0.00057 per piece.

b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: $0.021.

c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: $0.011.

* * * * *

5.0 Science-of-Agriculture

5.1 Pound Rates

Per pound or fraction:

a. For the nonadvertising portion: $0.161.

b. For the advertising portion:

Zone	Rate
Delivery Unit	$0.127
SCF	0.143
1 & 2	0.161
3	0.224
4	0.251
5	0.292
6	0.336
7	0.388
8	0.432

5.2 Piece Rates

Per addressed piece:

Presort Level	Nonautomation	Automation [1]	
		Letter-Size	Flat-Size
Basic	$0.240	$0.194	$0.209
3/5	0.202	0.173	0.175
Carrier Route	0.119	.....	.....
High Density	0.111	.....	.....
Saturation	0.095	.....	.....

[1] Weight limits apply.

5.3 Discounts

Piece rate discounts:

a. Nonadvertising adjustment for each 1% of nonadvertising content: $0.00057 per piece.

b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: $0.021.

c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: $0.011.

6.0 Fees

6.1 Application

Fee, as appropriate, per application:

a. Original entry: $305.00.

b. News agent registry: $50.00.

c. Additional entry: $85.00.

d. Reentry: $50.00.

6.2 Address Correction Service

Charge per notice issued:

a. Manual: $0.50.

b. Automated: $0.20.

* * * * *

[Redesignate text of current R300 and R400 as parts of new R600 and revise as shown below; no change in R500.]

R600 Standard Mail

1.0 Single-Piece (Standard Mail (A))

Weight	Rate
Not over 1 oz [1]	$0.32
Over 1 oz., but not over 2 oz	0.55
Over 2 oz., but not over 3 oz	0.78
Over 3 oz., but not over 4 oz	1.01
Over 4 oz., but not over 5 oz	1.24
Over 5 oz., but not over 6 oz	1.47
Over 6 oz., but not over 7 oz	1.70
Over 7 oz., but not over 8 oz	1.93
Over 8 oz., but not over 9 oz	2.16
Over 9 oz., but not over 10 oz	2.39
Over 10 oz., but not over 11 oz	2.62
Over 11 oz., but not over 13 oz	2.90
Over 13 oz., but under 16 oz	2.95

[1] Surcharge might apply.

2.0 Keys and Identification Devices

Weight	Rate
Not over 2 oz	$0.99
Over 2 oz., but not over 4 oz	1.54
Over 4 oz., but not over 6 oz	2.09
Over 6 oz., but not over 8 oz	2.64
Over 8 oz., but not over 10 oz	3.19
Over 10 oz., but not over 12 oz	3.74
Over 12 oz., but not over 14 oz	4.29
Over 14 oz., but under 16 oz	4.84

3.0 Regular

3.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2068 lb. (3.3087 oz.) or Less

Entry discount	Nonautomation		Automation [1]		
	Basic	3/5	Basic	3–digit	5–digit
None	$0.256	$0.209	$0.183	$0.175	$0.155
DBMC	0.243	0.196	0.170	0.162	0.142
DSCF	0.238	0.191	0.165	0.157	0.137
DDU	.....	.....	.....	.....	.....

[1] Pieces weighing over 3 ounces subject to additional standards.

3.2 Nonletter-Size Minimum Per Piece Rates—Pieces 0.2068 lb. (3.3087 oz.) or Less

Entry Discount	Nonautomation		Automation [1]	
	Basic	3/5	Basic	3/5
None	$0.306	$0.225	$0.277	$0.189
DBMC	0.293	0.212	0.264	0.176
DSCF	0.288	0.207	0.259	0.171

[1] Available only for automation-compatible flats.

3.3 Piece/Pound Rates—Pieces More Than 0.2068 lb. (3.3087 oz.)

Piece/Pound Rate [1]	Nonautomation		Automation [2]	
	Basic	3/5	Basic	3/5
Per Piece	$0.166	$0.085	$0.137	$0.049
Per Pound (includes entry discount if applicable)	PLUS	PLUS	PLUS	PLUS
None	0.677	0.677	0.677	0.677
DBMC	0.613	0.613	0.613	0.613
DSCF	0.592	0.592	0.592	0.592

[1] Each piece is subject to both a piece rate and a pound rate.
[2] Available only for automation-compatible flats.

4.0 Enhanced Carrier Route

4.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2066 lb. (3.3062 oz.) or Less

Entry Discount	Nonautomation			Automation
	Basic [1]	High Density	Saturation	Basic [1]
None	$0.150	$0.142	$0.133	$0.146

Entry Discount	Nonautomation			Automation
	Basic [1]	High Density	Saturation	Basic [1]
DBMC	0.137	0.129	0.120	0.133
DSCF	0.132	0.124	0.115	0.128
DDU	0.127	0.119	0.110	0.123

[1] Pieces weighing over 3 ounces subject to additional standards.

4.2 Nonletter-Size Minimum Per Piece Rates—Pieces 0.2066 lb. (3.3062 oz.) or Less

Entry Discount	Basic	High Density	Saturation
None	$0.155	$0.147	$0.137

Entry Discount	Basic	High Density	Saturation
DBMC	0.142	0.134	0.124
DSCF	0.137	0.129	0.119
DDU	0.132	0.124	0.114

4.3 Piece/Pound Rates—Pieces More Than 0.2066 lb. (3.3062 oz.)

Piece/Pound Rate [1]	Basic	High Density	Saturation
Per Piece	$0.018	$0.010	$0.000
Per Pound (includes entry discount if applicable)	PLUS	PLUS	PLUS
None	0.663	0.663	0.663
DBMC	0.599	0.599	0.599
DSCF	0.578	0.578	0.578
DDU	0.552	0.552	0.552

[1] Each piece is subject to both a piece rate and a pound rate.

5.0 Nonprofit

5.1 Letter-Size Minimum Per Piece Rates—Pieces 0.2149 lb. (3.4383 oz.) or Less

Entry Discount	Nonautomation				Automation [1]				
	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
DBMC	0.112	0.099	0.074	0.071	0.105	0.095	0.094	0.089	0.081
DSCF	0.106	0.093	0.068	0.065	0.099	0.089	0.088	0.083	0.075
DDU	.....	.....	0.063	0.060					

[1] Lower weight limits might apply.

5.2 Nonletter-Size Minimum Per Piece Rates—Pieces 0.2149 lb. (3.4383 oz.) or Less

Entry Discount	Nonautomation					Automation [1]				
	Basic	3/5	Carrier Route	125-Piece W S	Saturation W S	Basic ZIP+4	3/5 ZIP+4	Basic Barcoded	3-Digit Barcoded	3/5 Barcoded
None	$0.175	$0.161	$0.128	$0.126	$0.121	.....	.....	$0.149	.....	$0.143
DBMC	0.163	0.149	0.116	0.114	0.109	.....	.....	0.137	.....	0.131
DSCF	0.157	0.143	0.110	0.108	0.103	.....	.....	0.131	.....	0.125
DDU	.....	.....	0.105	0.103	0.098					

[1] Available only for automation-compatible flats.

5.3 Piece/Pound Rates—Pieces More Than 0.2149 lb. (3.4383 oz.)

Piece/Pound Rate[1]	Nonautomation					Automation[2]				
	Basic	3/5	Carrier Route	125-Piece W S	Satura-tion W S	Basic ZIP+4	3/5 ZIP+4	Basic Barcoded	3-Digit Barcoded	3/5 Barcoded
Per Piece	$0.074	$0.060	$0.027	$0.025	$0.020	.....	.....	$0.048	.....	$0.042
Per Pound (includes entry discount if applicable)	PLUS	PLUS	PLUS	PLUS	PLUS	.....	.....	PLUS	.....	PLUS
None	0.470	0.470	0.470	0.470	0.470	.....	.....	0.470	.....	0.470
DBMC	0.410	0.410	0.410	0.410	0.410	.....	.....	0.410	.....	0.410
DSCF	0.386	0.386	0.386	0.386	0.386	.....	.....	0.386	.....	0.386
DDU	.....	.....	0.362	0.362	0.362					

[1] Each piece is subject to both a piece rate and a pound rate.
[2] Available only for automation-compatible flats.

6.0 Parcel Post

[Insert text and rates from current R400.1.0 with no change.]

7.0 Bound Printed Matter

7.1 Single-Piece

[Insert text and rates from current R400.2.0 with no change.]

7.2 Bulk

[Insert text and rates from current R400.3.0 with no change.]

7.3 Bulk Rate Computed Postage Amount With Postage Affixed

[Insert text and rates from current R400.4.0 with no change.]

8.0 Special Standard Mail

[Insert text and rates from current R400.5.0 with no change.]

9.0 Library Mail

[Insert text and rates from current R400.6.0 with no change.]

10.0 Fees

10.1 Mailing Fees

Fee, as appropriate, per 12-month period:

a. Regular, Enhanced Carrier Route, and Nonprofit rates: $85.00.

b. Parcel post destination BMC rate: $85.00.

c. Presorted Special Standard Mail: $85.00.

10.2 Address Correction Service

Charge per notice issued:

a. Manual: $0.50.

b. Automated: $0.20.

10.3 Pickup

Parcel post only, per occurrence: $4.95.

11.0 Nonstandard Surcharge

Single-piece rate Standard Mail (A) only, per piece: $0.11.

S Special Services

S000 Miscellaneous Services

* * * * *

[Revise the heading of S020 as follows:]

S020 Money Orders and Other Services

[Revise the headings of 1.0, 2.0, and 3.0 as ''Issuing Money Orders,'' ''Cashing Money Orders,'' and ''Use of Federal Reserve System,'' respectively.]

[Add new 4.0, based on S030.1.0, as follows:]

4.0 Nonpostal Services

4.1 Bird Stamps

Migratory-bird hunting and conservation stamps (''bird stamps'') are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all post offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These post offices act as agents of the federal government for this function. 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 may not be redeemed if they are validated by signature or appear removed from a hunting license or identification card.

[Redesignate current S030.2.0, S030.3.0, and S030.4.0 as S020.4.2, S020.4.3, and S020.4.4, respectively; no other change in text; remove 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'' with ''Standard Mail''; no other change in text.]

S500 Special Services for Express Mail

[In 3.0, replace ''third- or fourth-class'' with ''Standard Mail''; no other change in text.]

S900 Special Postal Services

* * * * *

S913 Insured Mail

[In 1.2a, replace ''Third- and fourth-class mail'' with ''Standard Mail''; in 1.2b, replace ''Third- or fourth-class,'' ''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, delete ''or for First-, third-, and fourth-class matter bearing an official mail indicia''; in revised 1.2, replace ''First-, third-, and fourth-class matter'' with ''First-Class and Standard Mail''; in 1.6, replace ''third-class mail'' with ''Standard Mail (A)''; delete 2.3 and renumber current 2.4 as 2.3''; no other change in text.]

S915 Return Receipts

1.0 Basic Information

* * * * *

[Replace current 1.4 with new 1.4 as follows:]

1.4 Postage and Fees

The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is excluded from the weight of the mailpiece to which it is attached.

* * * * *

S917 Return Receipt for Merchandise

[In 1.2, replace ''third-class,'' ''special fourth-class,'' and ''library rates of postage'' with ''Standard Mail (A),'' ''Special Standard Mail,'' and ''Library Mail postage rates,'' 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-, fourth-class, and Express Mail'' with ''Express Mail, First-Class and Priority Mail, and Standard Mail''; no other change in text.]

* * * * *

S923 Merchandise Return Service

[In 1.1, replace ''third-class, and fourth-class mail,'' ''special fourth-class,'' and ''library rate'' with ''and Standard Mail,'' ''Special Standard Mail,'' and ''Library Mail,'' respectively; in 1.7, replace ''First-Class, third-class, and fourth-class'' with ''First-Class 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,'' ''Special fourth-class,'' and ''library rate'' with ''or Standard Mail (A) or Standard Mail (B),'' ''Special Standard Mail,'' and ''Library Mail,'' respectively; in 3.2, replace ''First-, third-, or fourth-class'' with ''First-Class, or Standard Mail''; in 4.1, 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.]

* * * * *

An appropriate amendment to 39 CFR 111.3 will be published to reflect these changes.

Stanley F. Mires,

Chief Counsel, Legislative.

[FR Doc. 96–5500 Filed 3–5–96; 3:54 pm]

BILLING CODE 7710–12–P