



POSTAL SERVICE

39 CFR Part 111

New Standards for Domestic Mailing Services

AGENCY: Postal Service™.

ACTION: Final rule.

SUMMARY: The Postal Service will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) throughout various sections to reflect price adjustments and mailing requirements changes associated with the October 2011 filing with the Postal Regulatory Commission (PRC).

DATES: Effective January 22, 2012.

FOR FURTHER INFORMATION CONTACT: Bill Chatfield at 202-268-7278.

SUPPLEMENTARY INFORMATION: On October 18, 2011, the Postal Service filed a notice of mailing services price adjustments with the PRC, effective on January 22, 2012. In addition, on October 24, 2011, the USPS™ published a proposed rule in the *Federal Register* (FR 76 65640-65653) based on the PRC filing. This final rule conveys the comments received on the proposal, our responses to comments, and the final mailing standards.

Prices are available under Docket Number R2012-3 on the Postal Regulatory Commission's website at www.prc.gov, and also on the Postal Explorer® website at pe.usps.com.

The Postal Service's final rule includes: several mail classification changes, modifications to mailpiece characteristics, and changes in classification terminology.

Comments

The Postal Service received comments from eight submitters on various aspects of the proposed changes. The comments and responses to them are included in the applicable subject matter sections below.

Changes for Letters

Commercial First-Class Mail Letters

The pricing structure for presorted and automation First-Class Mail® letters changes so that the minimum postage charge would be for a 2-ounce letter instead of the current 1-ounce minimum postage charge.

One commenter thought that the postage for 1-ounce presorted or automation letters would be increasing to the 2-ounce prices; we clarified that instead the prices for 2-ounce letters would be closer to the current prices (with an increase as proposed) for 1-ounce letters.

We received two sets of comments detailing the difficulties that would ensue for some mailers to determine, and apply, proper postage to residual pieces with single-piece postage if they were not also eligible for the reduced postage for 2-ounce letters, and requesting therefore that those single-piece letters also be eligible for reduced postage. They asked multiple questions about postage payment and separation of mail, since the free second ounce does not include residual pieces.

Beginning on January 22, 2012, the Postal Service is revising First-Class Mail pricing to change the first weight increment for presort and automation First-Class Mail letters to include pieces weighing up to two ounces. This is sometimes referred to as "2nd ounce free." This program was developed in conjunction with customers with the goal of adding value to the mail. For example, customers may use the additional weight for their operational or marketing purposes to realize more value from their mailings. On average, the price of First-Class Mail Presort letters and cards is increasing by 1.58 percent while the price for First-Class Mail single-piece letters and cards increases by 2.47 percent. The lower price increase for presorted First-Class Mail is a direct result of the "2nd ounce free" program. While the single-piece 1-ounce letter price increases by one cent, the price increases for most automation First-Class Mail letters increases by one cent or less.

Regarding residual letters, the standards for how additional postage is paid for those pieces will not change. Regarding permit imprint mailings, the current standards for identical weight pieces will remain; if a mailing contains nonidentical weight pieces (even if the postage for such may be the same) a special postage payment system must be used to document the correct piece counts and postage. Residual pieces that are not eligible for a free second ounce must be separated by postage increment for verification purposes.

The Postal Service also removes standards for Reply Rides Free, because the program ends on December 31, 2011.

Commercial First-Class Mail and Standard Mail Letters

The Postal Service modifies the process of submitting mailpieces to the Pricing and Classification Service Center (PCSC) for testing and deletes the provision that pieces with attached release cards be sent to Engineering.

Standard Mail Letters

We clarify that overflow Standard Mail[®] nonmachinable letters that mailers place into existing trays at another level require matching documentation. We received a request to clarify whether there are DSCF entry prices for nonmachinable Standard Mail letters weighing over 3.3 ounces at the mixed ADC sort level. There will be no DSCF entry prices for nonmachinable letters at mixed ADC prices.

We received a comment requesting that we confirm that the prices for Standard Mail basic carrier route letters are the same for automation-compatible and nonautomation letters. The prices are currently the same, and will continue to be the same for both types of letters. One commenter noted that the maximum weight for carrier route letters is "less than 16 ounces." This is currently the case and will continue to be so.

Changes for Flats

Automation Flats

The USPS clarifies that automation flats must meet the standards for all flats (such as flexibility) in 301.1.0 as well as the standards in 301.3.0. We received two questions about whether the minimum size for automation flats will

remain as it is currently. The minimum size for automation flats is not changing; the applicable dimensions for automation flats continue to be in DMM 301.3.2.

Periodicals Flats

Currently, Periodicals flats are allowed on mixed area distribution center (MADC) pallets only when the flats are sacked. We will allow bundles of Periodicals flats to be placed directly on MADC pallets and assign a specific price for MADC pallets as well. One commenter asked if carrier route bundles would be permitted on MADC pallets; with this final rule, we affirm that we will allow carrier route bundles to be placed directly on MADC pallets. The bundle price for carrier route bundles on mixed ADC pallets will be the 5-digit bundle price.

The Postal Service revises a price categorization under nonmachinable flats to insert the correct categorization of *nonmachinable flats-nonbarcoded*.

The Postal Service is adding language to the pending standards in DMM 705.15. These standards relate to combined mailings of Standard Mail and Periodicals flats, scheduled for implementation on January 22, 2012. This change will clarify that bundles formed in a combined mailing of Standard Mail and Periodicals flats to the carrier route level may be placed on mixed network distribution center (NDC) pallets. The bundle price applicable to the 5-digit bundle placed on the mixed ADC container level will be applied to these bundles. Mailers may continue to claim the applicable carrier route piece price for pieces placed in carrier route bundles, when these bundles are placed on mixed NDC containers.

Detached Address Labels Used With Flats

The Postal Service adds a new term to identify detached address labels (DALs) with advertising. Inclusion of advertising turns DALs into dual-purpose pieces: optional addressing vehicles and marketing vehicles. A DAL with advertising on either side will be named as a detached marketing label (DML). Both DALs and DMLs may be used with saturation flats or with Standard Mail Marketing parcels.

We received several comments unrelated to the standards that suggested the proposed new prices for DALs with flats would be detrimental to continued profitable use of DALs for advertising purposes. As information, the USPS amended its filing to request that the new proposed price be higher than the current price but lower than the price originally proposed.

Changes for Parcels

Machinable Parcels

To align the standards for machinable parcels with current mail processing equipment capability, the Postal Service changes the dimensional criteria for all machinable parcels from the current 34 inches x 17 inches x 17 inches to 27 inches x 17 inches x 17 inches. We additionally reduce the maximum weight of a machinable parcel from 35 pounds to 25 pounds for all parcels except those mailed as Parcel Select[®] or Parcel Return Service. The maximum weight for machinable parcels that contain books or other printed matter remains at 25 pounds regardless of class of mail. We also modify the processes by which parcels that do not fully meet the machinability standards are evaluated for machinability. In addition, the Postal Service clarifies that parcels that meet the

lightweight machinable parcel standards are definitively categorized as machinable parcels.

Standard Mail Parcels

Standard Mail regular parcels are separated into two groups: Marketing parcels and parcels that will become Parcel Select Lightweight™ parcels.

Nonprofit Standard Mail parcels have separate standards for Nonprofit Marketing parcels and other Nonprofit parcels.

Marketing parcels are defined as containing information and/or product samples whose purpose is to encourage recipients to purchase a product or service, make a contribution, support a cause, form a belief or opinion, take an action, or provide information to recipients. Marketing parcels will be required to bear an alternative addressing format (occupant or exceptional addressing, or simplified addressing when allowed for saturation mail), and must be presented for mailing in carrier route (basic, high-density, or saturation sortation) or presort separations. All Marketing parcels would have a maximum size of 12 inches by 9 inches by 2 inches thick. When DALs are used with Marketing parcels, the weight of the DALs is added to the parcels in determining postage, as is currently the case, but there will be no separate charge for the DALs.

Included in this notice is a correction of a previously published error (in *Postal Bulletin* 22319, 9-8-2011) that allowed Signature Confirmation for Standard Mail parcels. This correction confirms that Standard Mail parcels are not eligible for Signature Confirmation service.

Not Flat-Machinables (NFMs)

In 2007, the USPS created a temporary NFM price category for Standard Mail items that could not meet revised automation flats standards. In the revised proposed rule *Federal Register* published on February 6, 2009 (74 FR 6250-6257), the Postal Service announced our intention to discontinue the NFM category in May 2010. In the March 25, 2010, *Postal Bulletin* (22281), we announced that the NFM price category would be extended. We now will eliminate the NFM category as of January 2012. Pieces that would have been mailed as NFMs should qualify as either Standard Mail Marketing parcels or Parcel Select Lightweight parcels.

We received two comments noting that some residual standards that mention NFMs still remained if the proposed new standards were to be adopted. We are grateful for the feedback and have amended the DMM changes to remove those references to NFMs.

One commenter also asked how pieces that have been mailed as NFMs would qualify for new prices and what efforts have been made to communicate with current NFM mailers. Marketing pieces (such as product samples) currently in the NFM category should be able to easily transition to the Marketing parcel category with little impact, assuming they are currently using a form of alternative addressing. If they are fulfillment pieces or the mailer is not willing to use an alternative address, the likely alternative would be Parcel Select Lightweight parcels. This has been communicated extensively through the relevant customer associations and in several *Federal Register* notices. The USPS will also attempt

to contact current known NFM mailers to ensure that they are aware of the new mailing options in January 22, 2012.

Package Services Pieces

The Postal Service eliminates the provision to provide free local forwarding for Package Services pieces.

The USPS also will discontinue the 3-cent barcode discount for all Bound Printed Matter (BPM), Media Mail®, and Library Mail parcels. We received a request to confirm this and to state whether the barcode discount would continue for BPM flats. We will continue to allow a barcode discount for BPM flats as of January 22, 2012.

Special, Extra, and Other Services

Mailing Dates for Dropshipments

Mailers may use plant-verified drop shipments (PVDS) during the price change as follows:

- **Current Prices** — Mailers may use the current prices for PVDS mailings verified and paid for before January 22, 2012. We will accept these mailings at destination entry postal facilities through February 5, 2012 when presented with appropriate verification and payment documentation.
- **New Prices** — Mailers may use the new prices (effective January 22, 2012) for PVDS mailings verified and paid for beginning January 8, 2012, for deposit at destination facilities on or after January 22, 2012. For mailings with electronic documentation, mailers must enter a Mail Arrival Date that is on or after January 22, 2012. For mailings with hard copy

postage statements, USPS acceptance employees must enter a Mail Arrival Date that is on or after January 22, 2012. The Postal Service will accept these mailings at destination entry postal facilities beginning January 22, 2012 when presented with appropriate verification and payment documentation.

Manifest Mailing System Clarification

In the June 2, 2011, *Postal Bulletin* (22312), the Postal Service announced a change in the administrative support process for Special Postage Payment Systems from formal agreements to authorizations. For manifest mailing systems, we incorrectly stated that the authorization document is a letter signed by the mailer and the Business Mail Support (BMS) manager. We are revising DMM 705.2.0 to clarify that an authorization letter is signed only by the BMS manager.

Delivery Confirmation and Signature Confirmation

We add clarifications in DMM 503.10 and 503.11 that Delivery Confirmation and Signature Confirmation services are available for First-Class Package Service parcels for only the electronic option.

Adult Signature

The Postal Service encourages and will permit the use of a hard copy PS Form 3811, *Domestic Return Receipt*, with Adult Signature service when used with Express Mail® or Priority Mail®, including shipments made under the Prevent All Tobacco Cigarettes Trafficking (PACT) Act. A return receipt fee will be charged in addition to regular postage and the Adult Signature fee.

Customers eligible to mail cigarettes and smokeless tobacco under the business/regulatory purposes and consumer testing exceptions of the PACT Act are currently limited to shipping via Express Mail with Hold For Pickup service. In January 2012, we will offer additional options: Express Mail with Adult Signature or Priority Mail with Adult Signature.

We received a comment suggesting that allowing Express Mail or Priority Mail with Adult Signature under the PACT Act will make it easier for underage smokers to obtain cigarettes and smokeless tobacco products. The new standards have not changed insofar as it relates to the statutory exceptions to the PACT Act. The labeling, acceptance, and delivery requirements are not relaxed and still provide ample opportunity to determine if mailings fit within the exceptions. The new standards simply provide mailers other service options that fit within the exceptions.

Confirm

The Postal Service discontinues Confirm service as a paid subscription service and replaces it with "IMb™ Tracing," which will provide scan data similar to that provided through Confirm service, but with no paid subscription required. Under IMb Tracing service, mailers will continue to receive the same raw scan data through the same data-provisioning methods.

In response to requests for clarification of the transition process, we provide the following scenarios.

For customers transitioning from Confirm to IMb Tracing, who are using Intelligent Mail® barcodes and have no changes to their profile, the account

profile will remain the same and information will flow as it does today. Future profile changes can be handled through emails to the help desk at confirm@usps.gov.

The change would have ended the use of PLANET® Code barcodes for mailers when their current subscription expired. To provide more time for mailers to transition to IMbs, existing Confirm customers who wish to continue using PLANET Code barcodes after their current subscription expires must submit a signed Confirm renewal application and pay the applicable fees for the new subscription period prior to January 22, 2012, for the PLANET code subscription IDs they would like to continue using. No renewed subscription under this provision will extend past January 2013. Subscription IDs associated with IMbs will remain the same. Applications can be mailed, faxed, or emailed to the help desk.

New customers not utilizing a third party must submit a signed IMb Tracing application and complete the application process similar to today's Confirm process.

Third-party service providers for data management currently receiving Confirm or IMb Tracing information may submit a signed application on behalf of new customers under these conditions:

- The signature must be from a representative of the MID owner.
- If the mail pieces will be produced by a company qualified to print the IMb, the customer will not have to submit samples to be tested.
- Applications can be mailed, faxed, or emailed to the help desk.

Waiver of Annual Mailing Fees for Full-Service Automation Mailings

The Postal Service revises certain requirements for mailers who present full-service (Intelligent Mail) automation mailings. When mailers present only full-service automation mailings of First-Class Mail or Standard Mail letters and flats or BPM flats with 90 percent or more pieces qualifying for full-service automation prices, the Postal Service will waive payment of the annual mailing fees for mailings presented under specific permits. As an additional allowance, when mailers present only qualifying full-service automation mailings with permit imprint indicia, those mailings will be able to be presented at any *PostalOne!*® acceptance office without payment of an additional permit imprint application fee or payment of an annual mailing fee at the other office(s).

We received a group of questions from two associations regarding how this initiative will be implemented, primarily about presenting mailings at offices other than the office where a permit is held. A recommendation was made about how to handle an instance of a mailing being submitted that does not meet the 90 percent eligibility, to allow later payment of the annual fee. Because of the many nuances involved in this initiative, we will implementing both aspects - waiver of annual presort fee and multiple entry points for permit imprint mailings - on February 12, 2012 to assure that all processes for employees and mailers are coordinated.

Paraphrased Comments and Responses:

Comment: Is the 90% requirement for pieces per mailing or for all pieces on all mailings for the year?

Response: The requirement applies to each mailing.

Comment: Is it for all mailings of a mailer or by the specific permit, PC, PER account number?

Response: For each permit used with First-Class Mail, Standard Mail, and Bound Printed Matter full-service mailings; Periodicals are not eligible. There is no annual presort fee as long as each postage statement charged to the permit remains at 90% or greater full-service pieces.

Comment: Should a mailer open an additional permit (obtain a separate permit number) for full-service mailings to mail all of their full-service mailings under and use another for non-full service mailings, which effectively negates the fee waiver.

Response: Management of permits is at the mailer's discretion.

Comment: Can a mailer present mail for a permit number from any acceptance office in the nation to their local acceptance office?

Response: Mailers may present qualified full-service mailings with mailpieces bearing a current valid permit imprint (that has been used only to present eligible Full-Service mailings) for acceptance at any USPS acceptance office that has *PostalOne!* acceptance functions.

Comment: What information needs to be used on the postage statement for the mailing, the permit number of the origin Post Office™ of mailing? Is any other information required?

Response: Hardcopy postage statements are not eligible for full-service mailings and therefore will not qualify to mail at other offices or waiver of fees. See the next comment and response for electronic documentation.

Comment: How are the permits that are used to pay the postage identified in Full Service eDocumentation? What records/fields are supposed to contain what information regarding the Permit numbers?

Response: Mail.dat® file submission:

- ☐ Use of single permit at multiple BMEU locations (verification sites) requires use of account #.
- ☐ MPA Record:
 - Populate permit type, permit #, and ZIP + 4® fields to identify permit (authorization to mail).
 - Populate account # field with CAPS number (traditional or non-traditional).
 - Identification of Mail Preparer & Mail Owner by CRID or MID (cannot identify with a permit).
 - Customer communications.
- ☐ Segment Record - Verification Facility ZIP + 4 field (Pos 137-145):
 - Populate with BMEU ZIP Code™ (5 or 9 digit).
 - Drives the BMEU dashboard.

Comment: What information is required to be in the indicia on the mailpiece?

Response: Issuing office permit number and city/state or company imprint

indicia may be printed in the permit imprint indicia on the piece and entered at any location.

Comment: What are the requirements regarding the commingling of permit imprint mail with permits outside the Post Office of mailing of the mailer when using the mailer's permit to pay the postage, or using the permit holder's permit to pay the postage? What will the 90% rule be applied to, the entire mailing or the portion of the mailing under the permit holder's permit?

Response: The 90% rule applies to single statements or the master statement (when there are multiple child statements) as follows:

- For single permit mailings, the statement must meet the 90% threshold.
- For multiple permit mailings, the master statement must meet the 90% threshold.
- Individual permits within the master statement do not have to meet the 90% threshold.

Comment: Can a mail service provider permit number be used for permit mail pieces in a comingled mailing originating from offices other than the mailer's acceptance office?

Response: The permit number used must be the number assigned to permit holders at the issuing office.

Comment: How does this affect mailing into other Post Offices for metered mail?

Response: The provision to mail at other offices under the waiver of fee initiative is limited to permit imprint mailing.

Comment: To not accept the mailing on a first occurrence of failing to meet the 90% rule would cause undue burden and costs on the mail owner.

Recommendation: that if the mail presenter is unable to pay the fee at that time, the mailing would be accepted on the first occurrence with promise to pay later by the permit holder and no further mailings would be accepted until the fee was paid.

Response: Our standards do not allow us to defer payment of fees once they are due. However, we expect that Full-Service mailers will know that their mailing will not meet the 90% requirement before they present the mailing and be able to plan accordingly.

Comment: If a mailing is presented to any acceptance office under the fee waiver provisions and fails to meet the 90% compliance rule, will all subsequent mailings using or bearing that permit number not be allowed entry at any other office other than the office where the permit is held?

Response: Yes, once mailings under a permit number fall below the established 90% full-service threshold, applicable fees must be paid for all subsequent mailings.

Post Office Boxes

The Postal Service will add a new 3-month prepaid Post Office Box™ service payment option, which is only available via recurring automatic payments.

Stamp Fulfillment Services

Currently, the Postal Service charges a standard fee for most Stamp Fulfillment Services orders; however Stamp Fulfillment Services shipping fees are not identified in the DMM nor listed in Notice 123-*Price List*. However, the fees are subject to regulation by the PRC.

The USPS adds new DMM language to explain that there are fees associated with Stamp Fulfillment Services and to refer customers to Notice 123 for the prices. A single standard fee is charged for orders up to \$50, and a higher fee for larger orders.

Stationery

Currently, the USPS does not offer postcard stationery sheets that easily fit on standard computer printers. We will offer four perforated postcards on an 8-1/2 inches x 11 inches sheet that can be fed readily into computer printers. Once separated, each card will be 4-1/4 inches x 5-1/2 inches in size.

Additionally, the USPS does not currently offer personalized stamped postcards. In January 2012, we offer personalized stamped postcards with pre-printed return addresses.

The Postal Service adopts the following changes to *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM), incorporated by reference in the *Code of Federal Regulations*. See 39 CFR 111.1.

List of Subjects in 39 CFR Part 111

Administrative practice and procedure, Postal Service.

Accordingly, 39 CFR Part 111 is amended as follows:

PART 111 — [AMENDED]

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

Authority: 5 U.S.C. 552(a); 13 U.S.C 301-307; 18 U.S.C. 1692-1737; 39 U.S.C. 101, 401, 403, 404, 414, 416, 3001-3011, 3201-3219, 3403-3406, 3621, 3622, 3626, 3632, 3633, and 5001.

2. Revise the following sections of *Mailing Standards of the United States*

Postal Service, Domestic Mail Manual (DMM), as follows:

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100 Retail Mail

101 Physical Standards

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3.0 Physical Standards for Parcels

[Renumber current 3.1 through 3.6 as new 3.2 through 3.7 and add new 3.1 as follows:]

3.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

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3.4 Machinable Parcels

[Revise the introductory text of renumbered 3.4 as follows:]

A machinable parcel is any piece that is not a letter or a flat and that is (see Exhibit 3.4):

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[Revise item 3.4b as follows:]

b. Not more than 27 inches long, or 17 inches high, or 17 inches thick.

Parcels cannot weigh more than 25 pounds, except Parcel Select and Parcel Return parcels which have a maximum weight of 35 pounds, except for those containing books or other printed matter (25 pound maximum).

Exhibit 3.4 Machinable Parcel Dimensions

[Revise the current length dimension in to read 27 inches and delete the sentences describing the minimum and maximum weights in Exhibit 3.4.]

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170 Media Mail and Library Mail

173 Prices and Eligibility

1.0 Media Mail and Library Mail Prices

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[Delete 1.4, Barcode Discount—Machinable Parcels, in its entirety, and renumber current 1.5 and 1.6 as new 1.4 and 1.5.]

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200 Commercial Letters and Cards

201 Physical Standards

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2.0 Physical Standards for Nonmachinable Letters

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2.3 Additional Criteria for Standard Mail Nonmachinable Letters

[Revise 2.3 to read as follows:]

The nonmachinable prices in 243.1.0 apply to Standard Mail letter-size pieces that have one or more of the nonmachinable characteristics in 2.1. Mailers must prepare all nonmachinable letters as described in 245.5.0.

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3.0 Physical Standards for Machinable and Automation Letters and Cards

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[Revise the titles of 3.4 and 3.4.1 as follows:]

3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)

3.4.1 Basic Standards for One Disc in a Letter-Size Mailpiece

[Revise the text of 3.4.1 as follows:]

A letter-size mailpiece containing one disc and meeting the general standards in 3.0 and the specific standards in 3.4.3 is considered automation-compatible. A mailpiece with one enclosed disc not meeting these standards must be tested and approved for automation-compatibility. For this purpose, mailers must submit 5 sample mailpieces and a written request to the local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC).

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3.12 Flexibility Standards for Automation Letters

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3.12.2 USPS Services for Flexibility Testing

[Revise the text of 3.12.2 as follows:]

A mailer requesting flexibility testing for letter-size mailpieces must submit at least 5 mailpieces and a written request to their local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC) at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level. The PCSC will evaluate the piece and, if warranted, will instruct the mailer to submit samples to USPS Engineering for testing. The PCSC advises the mailer of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece and serves as evidence that the piece meets the relevant standards. A copy of the letter must accompany 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 approved.

3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces

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3.13.4 Letter-Size Piece with Attached Release Card

[Revise the introductory text of 3.13.4 as follows:]

A letter-size mailpiece, with one or two attached release cards, must have the following characteristics:

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[Revise item 3.13.4b, to reduce the required clearance from the right edge from 1-1/2 inches to 1 inch, as follows:]

- b. No address element, including any address block barcode, may be closer than 1 inch to the right edge of the mailpiece.

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230 First-Class Mail

233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

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1.2 Price Computation for First-Class Mail Letters

[Revise the text of 1.2 as follows:]

Commercial First-Class Mail presorted letters are charged at one price for the first 2 ounces, with separate prices for pieces over 2 ounces up to 3 ounces and for pieces over 3 ounces up to 3.5 ounces. Any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 2.2 ounces, the weight (postage) increment is 3 ounces. The pricing per ounce is similar for automation First-Class Mail letters, with pricing differences per sortation level.

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3.0 Basic Standards for First-Class Mail Letters

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3.4 Presort Mailing Fee

[Revise the text of 3.4 by inserting a new second sentence as follows:]

* * * Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under 705.23) containing 90% or more pieces qualifying for full-service prices. * * *

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[Delete 7.0, First-Class Mail Incentive Programs, in its entirety.]

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234 Postage Payment and Documentation

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2.0 Postage Payment for Presorted and Automation Letters

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2.2 Affixing Postage for Presorted and Automation First-Class Mail

Unless permitted by other standards or authorization by Business Mailer Support, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

[Revise item 2.2a as follows:]

- a. Each metered piece weighing more than 2 ounces must bear the correct additional postage to pay for the additional ounce(s).

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[Revise item 2.2c as follows:]

- c. Each metered piece must bear full postage at the lowest First-Class Mail letter price (or card price as applicable) appropriate to the mailing plus any additional ounce(s) or nonmachinable surcharge.

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240 Standard Mail

243 Prices and Eligibility

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3.0 Basic Standards for Standard Mail Letters

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3.4 Presort Mailing Fees

[Revise the text of 3.4 by inserting a new second sentence as follows:]

* * * Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under 705.23) containing 90% or more pieces qualifying for full-service prices. * * *

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245 Mail Preparation

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5.0 Preparing Nonautomation Letters

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5.4 Nonmachinable Preparation

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5.4.2 Traying and Labeling

[Revise the introductory text of 5.4.2 as follows:]

When all full trays for a destination have been prepared, mailers may include a group of 10 or more overflow pieces for that destination in a qualified tray at either of the next two tray levels. For example, overflow pieces for a 5-digit

destination may be placed into an existing correct 3-digit tray; if a 3-digit tray that includes the 5-digit destination does not exist, the overflow pieces may be placed into the correct existing ADC tray. Bundle the overflow pieces separately with the correct presort bundle label or OEL; the pieces will still qualify for the 5-digit price. Mailers must note these trays on standardized documentation (see 708.1.2). Preparation sequence, tray size, and labeling:

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300 Commercial Flats

301 Physical Standards

1.0 Physical Standards for Flats

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1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices

Flat-size mailpieces that do not meet the standards in 1.3 through 1.6 must pay applicable higher prices as noted in either 1.7a or 1.7b below.

- a. Flat-size pieces that do not meet flexibility, uniform thickness, or polywrap standards in 1.3 through 1.5 must pay these applicable prices:

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[Revise item 1.7a3 as follows:]

- 3. Standard Mail—parcel prices.

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2.0 Physical Standards for Nonautomation Flats

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2.2 Standard Mail

2.2.1 Basic Physical Standards

These additional standards apply to Standard Mail flat-size pieces:

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[Revise item 2.2.1b as follows:]

- b. Flat-size pieces that do not meet the standards in 1.3 through 1.5 must be prepared as parcels and pay the parcel prices.

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3.0 Physical Standards for Automation Flats

3.1 Basic Standards for Automation Flats

[Revise the text of 3.1 as follows:]

Flat-size pieces claimed at automation prices must meet the standards in 1.0 and in 3.0, and the eligibility standards for the class of mail and price claimed. For automation flats, the size standards in 3.2 supersede the size standards in 1.1.

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330 First-Class Mail

333 Prices and Eligibility

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3.0 Eligibility Standards for First-Class Mail Flats

* * * * *

3.4 Presort Mailing Fee

[Revise the text of 3.4 by inserting a new second sentence as follows:]

* * * Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under 705.23) containing 90% or more pieces qualifying for full-service prices. * * *

* * * * *

340 Standard Mail

343 Prices and Eligibility

* * * * *

3.0 Basic Standards for Standard Mail Flats

* * * * *

3.2 Defining Characteristics

3.2.1 Weight, Shape, Flexibility, and Uniform Thickness

[Revise the second sentence of 3.2.1 as follows:]

* * * Flat-size pieces that do not meet the standards in 301.1.3 through 301.1.4 must be prepared as parcels and pay parcel prices.

* * * * *

3.4 Presort Mailing Fees

[Revise the text of 3.4 by inserting a new second sentence as follows:]

* * * Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under 705.23) containing 90% or more pieces qualifying for full-service prices. * * *

* * * * *

4.0 Price Eligibility for Standard Mail

* * * * *

4.2 Minimum Per Piece Prices

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

* * * * *

[Revise item 4.2b by incorporating items b1 and b2 into the text of item b and revising as follows:]

- b. In applying the minimum per piece prices, if the piece meets both the definition of a letter in 201.1.1.1 and the definition of an automation flat in 301.3.0, the piece may be prepared and entered at an automation flat price. Pieces mailed as Customized MarketMail (CMM) under 705.1.0 must pay CMM prices.

* * * * *

4.4 Shape, Flexibility, and Uniform Thickness

[Revise 4.4 as follows:]

Flat-size pieces that do not meet the standards in 301.1.3 through 301.1.4 must be prepared as parcels and pay parcel prices.

* * * * *

360 Bound Printed Matter

363 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

* * * * *

1.1.4 Barcoded Discount—Flats

[Revise the text of 1.1.4 as follows:]

The barcoded discount applies only to BPM flat-size pieces that meet the requirements in 301.3.0 and bear a delivery point POSTNET barcode or Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in 302.5.0 and 708.4.0. The pieces must be part of a nonpresorted mailing of 50 or more flat-size pieces.

* * * * *

1.2 Commercial Bound Printed Matter

* * * * *

1.2.6 Destination Entry Mailing Fee

[Add a new second sentence to 1.2.6 as follows:]

* * * Payment of this fee is waived for mailers who present only full-service automation mailings (under 705.23) containing 90 percent or more pieces qualifying for full-service prices.

* * * * *

400 Commercial Parcels

401 Physical Standards

1.0 Physical Standards for Parcels

* * * * *

1.3 Maximum Weight and Size

[Revise text of 1.3 by inserting a new fourth sentence to read as follows:]

* * * Standard Mail Marketing parcels (see 2.4) may not be larger than 12 inches long, 9 inches high, and 2 inches thick. * * *

* * * *

1.5 Machinable Parcels

1.5.1 Criteria

[Revise the introductory sentence to 1.5.1 as follows:]

A machinable parcel is any piece that is not a letter or a flat and that is (see Exhibit 1.5.1):

* * * *

[Revise item 1.5.1b as follows:]

- b. Not more than 27 inches long, or 17 inches high, or 17 inches thick.

Parcels cannot weigh more than 25 pounds, except Parcel Select and Parcel Return parcels which have a maximum weight of 35 pounds, except for those containing books or other printed matter (25 pound maximum).

Exhibit 1.5.1 Machinable Parcel Dimensions

[Revise the current length dimension to read 27 inches and delete the sentences describing the minimum and maximum weights in Exhibit 1.5.1.]

* * * *

[Revise the title and the introductory text of 1.5.2 as follows:]

1.5.2 Criteria for Lightweight Machinable Parcels

A parcel that weighs less than 6 ounces (but not less than 3.5 ounces) is machinable if it meets all of the following conditions:

* * * *

1.5.4 Exception

[Revise 1.5.4 as follows:]

Mailers of parcels that do not conform to the machinability criteria in 1.5.1 or 1.5.2 may request authorization to mail such parcels as machinable parcels by contacting the manager, Pricing and Classification Service Center (PCSC; see 608.8.1 for address). The manager, PCSC, in conjunction with the manager, Operations Integration and Support, may authorize such parcels as machinable if the parcels are tested on NDC parcel sorters and prove to be machinable.

Mailers requesting testing of parcels for machinability must:

- a. Submit a written request and two sample parcels to the PCSC. The request must list the mailpiece characteristics for every shape, weight, construction, and size to be considered. If the request describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece may not require testing.
- b. State the estimated number of parcels to be mailed in the next 12 months, and the anticipated preparation level (e.g., destination NDC pallets).
- c. Upon acknowledgement from the manager, Operations Integration and Support, the mailer may be required to send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The USPS may recommend changes to physical characteristics of the mailpieces, and additional testing of the redesigned pieces, before authorizing parcels as machinable.

* * * * *

2.0 Additional Physical Standards by Class of Mail

* * * *

[Revise the title of 2.4 to read as follows:]

2.4 Standard Mail Parcels

* * * *

[Revise title and text of 2.4.2 to delete references to Not Flat-Machinables and add standards for Marketing parcels to read as follows:]

2.4.2 Marketing Parcels

Marketing parcels do not meet letters or flats standards and have the following characteristics:

- a. Height not more than 9 inches high. Minimum height must be 3-1/2 inches if the parcel is 1/4 inch thick or less.
- b. Length not more than 12 inches long. Minimum length must be 5 inches if the parcel is 1/4 inch thick or less.
- c. Thickness at least 0.009 thick, but not more than 2 inches.
- d. An alternative addressing format, according to 602.3.0.

* * * *

2.6 Bound Printed Matter Parcels

2.6.1 General Standards

[Revise the text of 2.6.1 by moving the text of item 2.6.1a into the introductory sentence and deleting item 2.6.1b in its entirety as follows:]

Pieces mailed at Bound Printed Matter prices may not weigh more than 15 pounds.

402 Elements on the Face of a Mailpiece

1.0 All Mailpieces

* * * *

1.2 Delivery and Return Address

[Revise 1.2 by reorganizing the text and adding a new last sentence to read as follows:]

The delivery address specifies the location to which the USPS is to deliver a mailpiece (see 602 for more information). Except for pieces prepared with detached address labels under 602.4.0, each mailpiece must have a visible and legible delivery address only on the side of the piece bearing postage. A return address is required in specific circumstances (see 3.2 and 602.1.5). Standard Mail Marketing parcels (see 443) must use an alternative addressing format under 602.3.0.

* * * *

4.0 General Barcode Placement for Parcels

* * * *

4.3 POSTNET Barcodes, GS1-128 Routing Barcodes and Intelligent Mail Package Barcodes

[Revise text of 4.3 by deleting references to Not Flat-Machinable pieces and revising other text to read as follows:]

First-Class Package Service parcels and Standard Mail irregular parcels may bear POSTNET barcodes (under 4.3.1 through 4.3.3) or GS1-128 routing barcodes. First-Class Package Service parcels and Standard Mail irregular parcels bearing POSTNET barcodes representing only the postal routing

barcode (destination ZIP Code) are eligible to be mailed using eVS under 705.2.9. POSTNET barcodes may not be used on eVS parcels bearing concatenated GS1-128 barcodes.

4.3.1 General Placement of POSTNET Barcodes

[Revise text of 4.3.1 by deleting references to Not Flat-Machinable piece under 6 ounces and revising other text to read as follows:]

On a First-Class Package Service parcel or Standard Mail irregular parcel, the POSTNET barcode may be anywhere on the address side at least 1/8 inch from any edge of the piece. Print POSTNET barcodes according to 708.4.0. Address block barcodes are subject to 4.3.2.

* * * * *

440 Standard Mail

443 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

* * * * *

[Revise title of 1.2 to read as follows:]

1.2 Regular and Nonprofit Standard Mail—Marketing Parcel Prices

* * * * *

[Revise title of 1.3 as follows:]

1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices

* * * * *

3.0 Basic Standards for Standard Mail Parcels

* * * * *

3.2 Defining Characteristics

* * * * *

[Renumber current 3.2.2 through 3.2.8 as 3.2.4 through 3.2.10 and add new 3.2.2 and 3.2.3 as follows:]

3.2.2 Standard Mail Marketing Parcels

All Standard Mail Marketing parcels (both regular and nonprofit) must bear an alternative addressing format (see 602.3.0) and are subject to size restrictions in 401.2.4.2.

3.2.3 Nonprofit Standard Mail Machinable and Irregular Parcels

Nonprofit Standard Mail parcels that do not qualify as Marketing parcels may be prepared and mailed as machinable or irregular parcels.

* * * * *

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

* * * * *

[Revise text of item 3.3d to read as follows:]

- d. Each Marketing parcel must bear an alternative addressing format subject to 602.3.0. Nonprofit Standard Mail machinable or irregular parcels must bear the addressee's name and complete delivery address, or may use an alternative addressing format. Detached address labels may be used subject to 602.4.0.

* * * * *

4.0 Price Eligibility for Standard Mail

* * * * *

4.2 Minimum Per Piece Prices

The minimum per piece prices (i.e., the minimum postage that must be paid for each piece) apply as follows:

* * * * *

[Revise text of item 4.2c as follows:]

c. Individual Prices. There are separate minimum per piece prices for each product and, within each product, for the presort and destination entry levels within each mailing. There are also separate prices for regular Marketing parcels, for Nonprofit Marketing parcels, and for Nonprofit machinable parcels and Nonprofit irregular parcels. DDU prices are available for parcels entered only at 5-digit or one of the Enhanced Carrier Route prices.

4.3 Piece/Pound Prices

[Revise the text of 4.3 as follows:]

Pieces that exceed 3.3 ounces are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. There are separate per piece prices for each product and within each product for the type of mailing and the presort and destination entry levels within each mailing. There are separate per pound prices for each product. There are also separate prices for Marketing parcels and for Nonprofit machinable parcels and Nonprofit irregular parcels.

4.4 Surcharge

[Revise the introductory text of 4.4 to read as follows:]

Unless prepared in carrier route or 5-digit/scheme containers, Standard Mail parcels are subject to a surcharge if:

* * * *

[Revise item 4.4b as follows:]

- b. The Marketing parcels or the machinable parcels do not bear a GS1-128 routing barcode or Intelligent Mail package barcode, under 708.5.0, for the delivery address.

[Delete current item 4.4c in its entirety; redesignate current item d as new item c and revise to read as follows:]

- c. The irregular parcels do not bear a GS1-128 routing barcode, Intelligent Mail package barcode or POSTNET barcode for the delivery address.

4.5 Extra Services for Standard Mail

4.5.1 Available Services

[Revise the introductory text of 4.5.1 as follows:]

Only the following extra services may be used with Standard Mail parcels, with restrictions as noted in 4.5.2:

* * * *

[Delete 4.5.2, Eligible Matter, in its entirety and renumber current 4.5.3 and 4.5.4 as new 4.5.2 and 4.5.3.]

* * * *

4.5.3 Additional Preparation Requirements

[Revise the introductory text of renumbered 4.5.3 as follows:]

An eligible mailpiece with an extra service must bear a return address under 602.1.0, and an ancillary service endorsement under 507.1.0 under the following conditions:

[Revise item 4.5.3b as follows:]

- b. Except for Standard Mail Marketing parcels, pieces with Delivery Confirmation must bear one of the required endorsements in 4.5.3a or “Change Service Requested.” Standard Mail Marketing parcels with required alternative address formats may be mailed with Delivery Confirmation, but must not bear an ancillary service endorsement (see 602.3.1.2).

* * * * *

5.0 Additional Eligibility Standards for Presorted Standard Mailpieces

* * * * *

5.2 Price Application

[Revise 5.2 as follows:]

Prices for Standard Mail and Nonprofit Standard Mail apply separately to Marketing parcels that meet the eligibility standards in 2.0 through 4.0 and the preparation standards in 445.5.0, 705.6.0, 705.8.0, or 705.20. Prices for Nonprofit parcels not qualifying as Marketing parcels apply separately to machinable parcels and irregular parcels. When parcels are combined under 445.5.0, 705.6.0, or 705.20, all pieces are eligible for the applicable prices when the combined total meets the eligibility standards.

* * * * *

[Revise title of 5.4 to read as follows:]

5.4 Prices for Irregular Parcels and Marketing Parcels

5.4.1 5-Digit Price

[Revise the introductory text of 5.4.1 as follows:]

5-digit prices apply to irregular parcels and to Marketing parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

* * * * *

[Delete item 5.4.1e in its entirety.]

5.4.2 SCF Price

[Revise the introductory text of in 5.4.2 as follows:]

SCF prices apply to irregular parcels and to Marketing parcels that are dropshipped and presented to a DSCF or DNDC:

* * * * *

5.4.3 NDC Price

[Revise the introductory text of 5.4.3 as follows:]

NDC prices apply to irregular parcels and to Marketing parcels as follows under either of the following conditions:

* * * * *

5.4.4 Mixed NDC Price

[Revise the text of 5.4.4 as follows:]

Mixed NDC prices apply to irregular parcels and to Marketing parcels in origin NDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC

prices. Place parcels at mixed NDC prices in origin NDC or mixed NDC sacks under 445.5.4.4 or on origin NDC or mixed NDC pallets under 705.8.10.

[Revise the title of 6.0 as follows]

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

6.1 General Enhanced Carrier Route Standards

* * * * *

6.1.2 Basic Eligibility Standards

[Revise the introductory text of 6.1.2 as follows:]

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route mailing of Standard Mail Marketing parcels must:

* * * * *

- d. Bear a delivery address that includes the correct ZIP Code, ZIP + 4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these addressing standards:

* * * * *

[Revise item d2 to require alternative addressing to read as follows:]

- 2. An alternative addressing format as described in 602.3.0.

* * * * *

[Revise the first sentence of item 6.1.2f to indicate new size restrictions to read as follows:]

- f. Enhanced Carrier Route Marketing parcels may not be more than 9 inches high, 12 inches long, or 2 inches thick. * * *

* * * *

445 Mail Preparation

1.0 General Information for Mail Preparation

* * * *

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

* * * *

[Delete current items 1.3e, Origin/Entry 3-Digit, 1.3g, Origin Optional Entry SCF, and 1.3h, ADC, in their entirety and redesignate current items 1.3f, 1.3i, 1.3j, 1.3k, and 1.3l as new items 1.3e through 1.3i.]

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

* * * *

[Delete current item 1.4d in its entirety and redesignate current items e through j as new items d through i.]

2.0 Bundles

2.1 Definition of a Bundle

[Revise the last sentence in 2.1 by deleting the reference to 5-digit bundles and Not Flat-Machinables to read as follows:]

* * * Bundling under 445 is allowed only for Marketing parcels mailed at carrier route prices.

* * * *

2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

* * * * *

[Revise item 2.11b as follows:]

- b. Line 2: Content (appropriate to the class), followed by carrier route type and route number (e.g., "STD MKTG LOT CR R 012").

* * * * *

4.0 Sack Labels

* * * * *

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

* * * * *

- b. *Codes:* The codes shown below must be used as appropriate in Line 2 of sack labels:

[Revise the table in item 4.4b by adding a new row after "Machinable" (seventh row) with "Marketing Parcels" (new eighth row) in the "CONTENT TYPE" column and with "MKTG" in the "CODE" column as follows:]

CONTENT TYPE	CODE
--------------	------

* * * * *

Machinable	MACH
------------	------

Marketing Parcels	MKTG
-------------------	------

* * * * *

5.0 Preparing Presorted Parcels

5.1 Basic Standards

[Revise the introductory sentence of 5.1 as follows:]

All mailings and all pieces in each mailing at Standard Mail and Nonprofit Standard Mail parcel prices are subject to preparation standards in 5.3 or 5.4, and to these general standards:

* * * * *

[Revise item 5.1b as follows:]

- b. Marketing parcels, Nonprofit machinable parcels, and Nonprofit irregular parcels must each be prepared as separate mailings, except under 5.3.1.

* * * * *

5.2 Markings

[Revise the text of 5.2 as follows:]

All parcels must be marked according to 402.2.0.

[Revise the title of 5.3 as follows:]

5.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels

5.3.1 Sacking

[Revise the introductory text of 5.3.1 as follows:]

Prepare mailings of Marketing parcels weighing 6 ounces or more and mailings of machinable parcels under 5.3.0. Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Prepare ASF or NDC sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable

parcels placed in 5-digit/scheme sacks must prepare those sacks under 5.3.2a.

Mailers combining Marketing parcels weighing 6 ounces or more with machinable parcels placed in ASF, NDC, or mixed NDC sacks must prepare the sacks under 5.3.2. For mailings of only Marketing parcels weighing 6 ounces or more, use "MKTG" on line 2 of sack labels instead of "MACH" under items 5.3.2a through e.

* * * * *

[Revise the title of 5.4 as follows:]

5.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

5.4.1 Bundling

[Revise the text of 5.4.1 as follows:]

Bundling is permitted only for bundles of carrier route Marketing parcels under 7.0.

5.4.2 Sacking

[Revise the text of 5.4.2 as follows:]

Prepare mailings of Marketing parcels weighing less than 6 ounces and mailings of irregular parcels under 5.4.0. Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See 5.4.3 for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels and Marketing parcels weighing 6 ounces or more in 5-digit/scheme sacks must

prepare those sacks under 5.3.2. Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels. Mailers may combine irregular parcels with Marketing parcels weighing less than 6 ounces in sacks under 5.4.3. For mailings of only Marketing parcels weighing less than 6 ounces, use "MKTG" on line 2 of sack labels instead of "IRREG" under items 5.4.3a through f.

* * * * *

[Delete 5.4.3, Drop Shipment, in its entirety and renumber current 5.4.4 as new 5.4.3.]

[Delete current 6.0 in its entirety and renumber all of current 7.0 as new 6.0.]

* * * * *

6.0 Preparing Enhanced Carrier Route Parcels

6.1 Basic Standards

[Revise the introductory text of renumbered 6.1 as follows:]

All mailings and all pieces in each mailing at an Enhanced Carrier Route (ECR) parcel price are subject to specific preparation standards in 6.4, and 6.5, and to these general standards:

[Revise items 6.1a through d as follows:]

- a. All pieces must meet the standards for basic eligibility in 443.2.0 through 443.4.0 and specific eligibility in 443.6.0. Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in 703.1.0.
- b. All pieces in each mailing must be Marketing parcels as defined in 443.3.2.2.

c. All pieces must meet the applicable general preparation standards in 1.0 through 4.0, and the following:

1. Pieces must be sequenced according to 6.6 and 6.7.
2. Pieces with a simplified address format must meet the standards in 602.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 6.0 or the palletization standards in 705.8.0.

* * * *

6.3 Residual Pieces

[Revise the text of renumbered 6.3 as follows:]

Parcels not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail Presorted prices.

6.4 Bundling

* * * *

6.4.2 Bundles and Sacks With Fewer Than the Minimum Number of Pieces Required

[Revise the text of renumbered 6.4.2 as follows:]

As a general exception to 6.4.1 and 6.5.1, mailers may prepare a bundle with fewer than 10 pieces and a less-than-full sack with fewer than 125 pieces or less than 15 pounds of pieces to a carrier route when they are claiming the saturation price for the contents and the applicable density standard is met. Mailers using Express Mail Open and Distribute or Priority Mail Open and Distribute to dropship

ECR parcels also may prepare sacks of fewer than 125 pieces or less than 15 pounds of mail.

[Revise the title of renumbered 6.5 as follows:]

6.5 Preparing Carrier Route Marketing Parcels

6.5.1 Sack Minimums

[Revise the introductory text of renumbered 6.5.1 as follows:]

Except under 6.4.1, 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:

* * * * *

[Revise item 6.5.1b as follows:]

b. For nonidentical-weight pieces, mailers must use the minimum that applies to either the average piece weight for the entire mailing or 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.

* * * * *

6.5.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. Carrier route: required (minimum of 125 pieces/15 pounds).

* * * * *

[Revise item a2 as follows:]

2. Line 2: “STD MKTG WSS” or “STD MKTG WSH” or “STD MKTG LOT”
as applicable, followed by the route type and number.

b. 5-digit carrier routes: required (no minimum).

* * * * *

[Revise item b2 as follows:]

2. Line 2: “STD MKTG CR-RTS.”

* * * * *

446 Enter and Deposit

* * * * *

5.0 Destination Delivery Unit (DDU) Entry

* * * * *

5.2 Eligibility

Pieces in a mailing that meets the standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU, addressed for delivery within that facility's service area, and prepared as follows:

* * * * *

[Revise item 5.2b by deleting the reference to Not Flat-Machinable pieces to read as follows:]

b. One or more parcels in 5-digit containers.

* * * * *

450 Parcel Select

* * * * *

456 Enter and Deposit

* * * * *

2.0 Deposit

* * * * *

2.17 DNDC Parcel Select—Acceptance at Designated SCF

* * * The following standards apply:

* * * * *

[Revise item 2.17b as follows:]

b. Bound Printed Matter machinable parcels under 466.4.3, and Standard Mail and Parcel Select Lightweight machinable parcels under 705.6.0 may be included.

* * * * *

460 Bound Printed Matter

463 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

* * * * *

[Delete 1.1.3 Barcode Discount—Machinable Parcels in its entirety and renumber current items 1.1.4 and 1.1.5 as new 1.1.3 and 1.1.4.]

1.2 Commercial Bound Printed Matter

* * * * *

1.2.3 Bound Printed Matter Presorted and Carrier Route Prices

[Delete the second sentence of 1.2.3 in its entirety.]

1.2.4 Bound Printed Matter Destination Entry Prices

[Delete the second sentence of 1.2.4 in its entirety.]

* * * *

4.0 Price Eligibility for Bound Printed Matter Parcels

4.1 Price Eligibility

* * * Price categories are as follows:

* * * *

[Delete item 4.1d in its entirety.]

* * * *

466 Enter and Deposit

* * * *

4.0 Destination Network Distribution Center (DNDC) Entry

* * * *

4.2 Acceptance at Designated SCF—Mailer Benefit

* * * The following standards apply:

* * * *

[Revise item 4.2c as follows:]

- c. Parcel Select machinable parcels under 456.2.6, and Standard Mail and Parcel Select Lightweight machinable parcels under 705.6.0 may be included.

* * * *

470 Media Mail and Library Mail

473 Prices and Eligibility

* * * *

6.0 Price Eligibility for Media Mail and Library Mail Parcels

* * * * *

6.3 Price Categories for Media Mail and Library Mail Parcels

* * * The price categories and discounts are as follows:

[Delete item 6.3c in its entirety.]

* * * * *

500 Additional Mailing Services

503 Extra Services

* * * * *

4.0 Insured Mail

* * * * *

4.2 Basic Information

* * * * *

4.2.2 Eligible Matter

The following types of mail may be insured:

* * * * *

[Revise item 4.2.2b as follows:]

b. Standard Mail parcels (bulk insurance only).

* * * * *

4.2.3 Ineligible Matter

The following types of mail may not be insured:

* * * * *

[Revise item 4.2.3f as follows:]

f. Standard Mail letters and flats.

* * * *

6.0 Return Receipt

* * * *

6.2 Basic Information

* * * *

6.2.4 Additional Services

[Revise the introductory text of 6.2.4 as follows:]

If return receipt service has been purchased with one of the services listed in 6.2.2, one or more of the following extra services may be added at the time of mailing if the standards for the services are met and the additional service fees are paid:

* * * *

[Add new item 6.2.4f as follows:]

- f. Adult Signature (Express Mail and Priority Mail only), under restrictions in 8.2.6.

* * * *

7.0 Restricted Delivery

* * * *

7.2 Basic Information

* * * *

7.2.2 Eligible Matter

Restricted Delivery service is available for:

* * * *

[Revise item 7.2.2b as follows:]

- b. Standard Mail parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.

* * * *

8.0 Adult Signature

* * * *

8.2 Basic Information

* * * *

8.2.5 Confirmation of Delivery

Confirmation of delivery information for Adult Signature is available as follows:

* * * *

[Add new item 8.2.5c as follows:]

- c. Return receipt service (hard copy PS Form 3811 option only), under 6.0, may be purchased with Express Mail or Priority Mail pieces requesting Adult Signature.

8.2.6 Additional Services

Adult Signature may be combined with:

* * * *

[Add new item 8.2.6d as follows:]

- d. Return receipt (hard copy PS Form 3811 only) for Express Mail and Priority Mail pieces.

* * * *

9.0 Return Receipt for Merchandise

* * * *

9.2 Basic Information

* * * *

9.2.2 Eligible Matter

[Revise the text of 9.2.2 as follows:]

Return receipt for merchandise is available for merchandise sent as Priority Mail (excluding Critical Mail), Standard Mail machinable and irregular parcels, Package Services, and Parcel Select pieces.

* * * *

10.0 Delivery Confirmation

* * * *

10.2 Basic Information

* * * *

10.2.2 Eligible Matter

[Revise the first sentence of the introductory text of 10.2.2 as follows:]

Delivery Confirmation is available for First-Class Mail parcels and First-Class Package Service parcels (electronic option only); all Priority Mail pieces; Standard Mail parcels (electronic option only); Package Services, Parcel Select, and Parcel Select Regional Ground parcels (electronic option only) under

401.1.0. * * *

* * * *

10.2.3 Electronic Option Delivery Confirmation for Standard Mail

[Revise the first sentence of 10.2.3 as follows:]

If electronic option Delivery Confirmation is requested for all pieces in the mailing and the pieces are of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 444.2.0 for parcels.* * *

* * * * *

11.0 Signature Confirmation

11.1 Signature Confirmation Fees

11.1.1 Fee

[Revise the text of 11.1 to delete the current first sentence in its entirety, so that the complete text is as follows:]

Signature Confirmation fee is in addition to postage and other fees and is charged per piece. See Notice 123-Price List.

* * * * *

11.2 Basic Information

* * * * *

11.2.2 Eligible Matter

[Revise the first sentence of the introductory text of 11.2.2 as follows:]

Signature Confirmation is available for First-Class Mail parcels and First-Class Package Service parcels (electronic option only); all Priority Mail pieces; Package Services, Parcel Select, and Parcel Select Regional Ground parcels (electronic option only) under 401.1.0. * * *

* * * * *

[Revise the title of 14.0 as follows:]

14.0 Confirm Service and IMb Tracing

[Delete the current text of 14.1 through 14.4 and replace with the following:]

14.1 Basic Information

14.1.1 General Information

IMb Tracing replaces Confirm service. Participation in Confirm service is limited to those customers who have already paid for a current subscription until the subscription expires. After the expiration of a Confirm subscription, IMb Tracing provides the same basic information as Confirm, but is available at no charge without a subscription. Requirements for participation in IMb Tracing are the use of the Intelligent Mail barcode, the use of a Mailer Identifier that has been registered (via the Business Customer Gateway, accessible on *usps.com*) to receive scan data, and verification by the Postal Service that the Intelligent Mail barcode (IMb) as printed meets all applicable postal standards.

14.1.2 Description of Service

IMb Tracing (and Confirm) provides a mailer with data electronically collected from the scanning of barcoded mailpieces as they pass through automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to process the pieces, the date and time when the pieces are processed, and the numeric equivalent of a barcode(s) that help to identify the specific pieces. Any piece intended to generate scanned data must meet the physical characteristics and standards in 14.0, although not every piece is guaranteed such data or complete data. This

service does not provide proof of delivery. Existing Confirm users must convert to the use of IMb Tracing to receive data once existing subscriptions expire.

14.1.3 Availability

IMb Tracing is available to mailers for obtaining scan data for automation-compatible letter-size and automation-compatible flat-size mail.

14.2 Barcodes

14.2.1 General Barcode Requirements

Each piece in a mailing that is intended to generate IMb Tracing information must bear an Intelligent Mail barcode under 14.2.2. Until the time when their current Confirm subscription expires, mailers may use PLANET Code barcodes and POSTNET barcodes under the provisions in Publication 197, *Confirm Service Featuring OneCode Confirm*, accessible online at <http://ribbs.usps.gov/>. Otherwise, mailers must apply Intelligent Mail barcodes under 708.4.0 and the following standards:

- a. Reply pieces must meet the following standards:
 1. For Business Reply Mail, the piece must bear a barcode that corresponds to the subscriber's Business Reply Mail ZIP+4 codes assigned by the USPS under 507.9.0.
 2. For other reply mail, the piece must bear a barcode that correctly corresponds to the delivery address.
- b. Outgoing pieces must bear an Intelligent Mail barcode that correctly corresponds to the delivery address.

14.2.2 Intelligent Mail Barcode Requirements

To obtain IMb Tracing, mailers apply Intelligent Mail barcodes on letter-size pieces or on flat-size pieces meeting automation-compatibility standards in 201.3.0 (letters) or 301.3.0 (flats). No other barcode use is acceptable on these pieces. Only one Intelligent Mail barcode may appear on each piece, according to these standards:

- a. Intelligent Mail barcodes must meet the barcode and format standards in 708.4.0 and in Specification USPS-B-3200 at <http://ribbs.usps.gov/>.
- b. Place barcodes on letters according to 202.5.0 and on flats according to 302.5.0.

* * * * *

507 Mailer Services

1.0 Treatment of Mail

* * * * *

1.5 Treatment for Ancillary Services by Class of Mail

* * * * *

1.5.3 Standard Mail

Undeliverable-as-addressed (UAA) Standard Mail is treated as described in Exhibit 1.5.3a and Exhibit 1.5.3k, with these additional conditions:

* * * * *

[Revise item 1.5.3j as follows:]

- j. A returned piece endorsed “Return Service Requested” is charged the applicable single-piece First-Class Mail price for the weight and shape of

the piece, or the Priority Mail price for the weight and destination of the piece.

* * * * *

1.5.4 Package Services and Parcel Select

Undeliverable-as-addressed (UAA) Package Services and Parcel Select mailpieces are treated as described in Exhibit 1.5.4, with these additional conditions:

* * * * *

[Revise item 1.5.4d as follows:]

d. If a Package Services (except for unendorsed Bound Printed Matter) or a Parcel Select mailpiece and any attachment are not opened by the addressee, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. Pieces endorsed "Change Service Requested" are not returned to sender. If a Package Services or Parcel Select piece or any attachment to that piece is opened by the addressee, the addressee must affix the applicable postage to return the piece to the sender. If the addressee does not want to pay forwarding postage for all Package Services mail, use PS Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services mail.

[Revise item 1.5.4e as follows:]

e. An undeliverable Package Services (except for unendorsed Bound Printer Matter) or a Parcel Select mailpiece that bears postage with a

postage evidencing imprint and that has no return address or illegible return address is returned to the meter licensee or PC Postage customer upon payment of the return postage. The reason for nondelivery is attached, with no address correction fee. All Package Services and Parcel Select pieces must have a legible return address.

* * * * *

Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail and Parcel Select

* * * * *

[Revise the text in the Exhibit 1.5.4 column "USPS Treatment of UAA Pieces" endorsement "Address Service Requested" as follows:]

If change-of-address order on file:

[Revise the first sentence of the introductory text in the first bullet as follows:]

- *Months 1 through 12:* Package Services forwarded at the single-piece price for the class of mail. * * *

* * * * *

[Revise the text in the Exhibit 1.5.4 column "USPS Treatment of UAA Pieces" endorsement "Forwarding Service Requested" as follows:]

If change-of-address order on file:

[Revise the first sentence of the introductory text in the first bullet as follows:]

- *Months 1 through 12:* Package Services forwarded at the single-piece price for the class of mail. * * *

* * * * *

2.0 Forwarding

* * * *

2.3 Postage for Forwarding

* * * *

2.3.6 Package Services and Parcel Select

[Delete the current second sentence of 2.3.6 and revise the entire text to read as follows:]

Package Services and Parcel Select pieces are subject to the collection of additional postage at the applicable price for forwarding; Parcel Select at the Parcel Select nonpresort price plus the additional service fee and Package Services at the single-piece price for the specific class of mail. The addressee may refuse any piece of Package Services or Parcel Select that has been forwarded. Shipper Paid Forwarding, under provisions in 4.2.9, provides mailers an option of paying forwarding postage for parcels instead of the addressee paying postage due charges.

* * * *

508 Recipient Services

* * * *

4.0 Post Office Box Service

* * * *

4.2 Basic Information for Post Office Box Service

* * * *

4.2.7 Service Period

[Revise the text of 4.2.7 as follows:]

Post Office Box service is available in 3-, 6- or 12-month prepaid periods. The 3-month option is available only through recurring automatic payments. The 3-month option is not available at Post Office locations using the semi-annual (April/October) payment schedule.

* * * * *

4.5 Basis of Fees and Payment

* * * * *

4.5.4 Payment

[Revise the first sentence of 4.5.4 as follows:]

All fees for Post Office Box service are for 3-, 6- or 12-month prepaid periods, except as noted under 4.5.6, 4.5.7, and 4.5.10. * * *

* * * * *

4.7 Fee Refund

4.7.1 Calculation

When Post Office Box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

[Revise item 4.7.1a as follows:]

- a. If service is discontinued at any time within the first 3 months of the 6-month or 12-month service period, then one-half of the fee is refunded.

None of the fee is refunded under the 3-month payment option.

* * * * *

[Revise item 4.7.1c as follows:]

c. If service is discontinued and the customer has prepaid for the next quarterly or semiannual service period, then the entire fee for that next period is refunded.

4.7.2 Discontinued Postal Facility

[Revise the second sentence of 4.7.2 as follows:]

* * * For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. For the 3-month payment option, one-third of a 3-month fee is refunded for each month left in the payment. * * *

* * * * *

7.0 Hold For Pickup

* * * * *

7.2 Basic Information

* * * * *

7.2.2 Basic Eligibility

[Revise the second sentence of the introductory text of 7.2.2 as follows:]

* * * Hold For Pickup service is also available with online and commercial mailings of Priority Mail (except Critical Mail), First-Class Package Service parcels, Parcel Select barcoded, nonpresorted parcels, and Parcel Select Regional Ground parcels when: * * *

* * * * *

600 Basic Standards for All Mailing Services

601 Mailability

1.0 General Standards

* * * *

1.2 Minimum Dimensions

For mailability, the following standards apply:

* * * *

- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:

[Revise item 1.1.2b4 as follows:]

- 4. Except for machinable parcels described in 401.1.5.2, pieces mailed at parcel prices may have finished corners that do not exceed a radius of 0.5 inch (1/2 inch). See Exhibit 1.2b4.

* * * *

1.4 Length and Height

Determine the processing category (see 1.1) based on the physical dimensions and characteristics of the mailpiece, without regard to address placement. Then, determine length and height as follows:

* * * *

[Revise item 1.4c as follows:]

- c. *Parcels*: The *length* is the longest dimension.

* * * *

11.0 Cigarettes and Smokeless Tobacco

* * * *

11.5 Exception for Business/Regulatory Purposes

* * * *

11.5.2 Mailing

* * * All mailings under the business/regulatory purposes exception must:

[Revise 11.5.2a as follows:]

- a. Be entered in a face-to-face transaction with a postal employee (carrier pickup not permitted) as Express Mail with Hold for Pickup service, Express Mail with an Adult Signature service (see 503.8.0), or Priority Mail with an Adult Signature service;

* * * * *

11.6 Exception for Certain Individuals

* * * * *

11.6.2 Mailing

* * * Each mailing under the certain individuals exception must:

[Revise 11.6.2a as follows:]

- a. Be entered (carrier pickup not permitted) as Express Mail with Hold For Pickup service, Express Mail with an Adult Signature service (see 503.8.0), or Priority Mail with an Adult Signature service; unless shipped to APO/FPO/DPO addresses under 11.6.4.

* * * * *

[Revise 11.6.2c as follows:]

- c. Bear the full name and mailing address of the sender and recipient on the Express Mail or Priority Mail label;

* * * * *

11.6.3 Delivery

Delivery under the certain individuals exception is made under the following conditions:

* * * * *

[Revise 11.6.3c as follows:]

- c. For Express Mail or Adult Signature articles, once age is established, the recipient must sign PS Form 3849 in the appropriate signature block.

* * * * *

11.7 Consumer Testing Exception

* * * * *

11.7.2 Mailing

* * * Mailings must be tendered under the following conditions:

* * * * *

- b. All mailings under the consumer testing exception:

[Revise 11.7.2b1 as follows:]

- 1. Be entered in a face-to-face transaction with a postal employee (carrier pickup not permitted) as Express Mail with Hold For Pickup service, Express Mail with Adult Signature Restricted Delivery service (see 503.8.0), or Priority Mail with Adult Signature Restricted Delivery service;

* * * * *

[Revise 11.7.2b4 as follows:]

- 4. Must bear the full mailing addresses of both the sender and recipient on the Express Mail or Priority Mail label (the name and address of the sender must match exactly those listed on the customer's application on

file with the PCSC);

* * * * *

11.7.3 Delivery

Mailings bearing the markings for consumer testing can only be delivered to the named addressee under the following conditions:

* * * * *

[Revise 11.7.3c as follows:]

- c. The name on the identification must match the name of the addressee on the Express Mail or Priority Mail label.

602 Addressing

* * * * *

[Revise the title of 4.0 as follows:]

4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

[Revise the title of 4.1 as follows:]

4.1 DAL and DML Use

[Revise the title and text of 4.1.1 as follows:]

4.1.1 Definitions

For these standards, *item(s)* refers to the types of mail described in 4.1.2 through 4.1.4. *DALs* in their basic form may be used by mailers as an optional method of addressing and printing of postage indicia on the *DALs* instead of printing addresses and postage on the items mailed with the *DALs*. *DMLs* are types of *DALs*, but also include advertising. For purposes of standards in 4.0, the term

“DALs” (or “DAL”) will be used to mean both DALs and DMLs, unless a standard specifically states that it applies only to DMLs.

* * * * *

[Revise the title and text of 4.1.3 as follows:]

4.1.3 Standard Mail Marketing Parcels

DALs may be used with Standard Mail Marketing parcels mailed at carrier route, high density, or saturation parcel prices.

* * * * *

4.1.5 Alternative Addressing Format

[Revise the text of 4.1.5 as follows:]

DALs may have alternative addressing formats under 3.0, subject to the applicable standards.

* * * * *

4.2 Label Preparation

* * * * *

4.2.5 Other Information

[Revise the text of 4.2.5 as follows:]

In addition to the information described in 4.2.2 and 4.2.4, and an indicium of postage payment, only official pictures and data circulated by the National Center for Missing and Exploited Children may appear on the front of a DAL. Advertising may appear on a DML, under the following conditions:

- a. The DMLs must meet the physical characteristics for DALs under 4.2.1 and have a correct POSTNET or Intelligent Mail barcode with an 11-digit routing code (see 708.4.0).
- b. The advertising must not obstruct or overlap any of the required elements on the front of a DML.
- c. The advertising must be to the left of the delivery address and placed to maintain required clear spaces around the address and postage payment (see 202 and 1.0).

* * * * *

4.5 Postage

4.5.1 Prices

[Revise the text of 4.5.1 as follows:]

DAL mailings are not eligible for automation prices, but the pieces may qualify for carrier route prices, subject to applicable standards. Mailers must pay a surcharge for each DAL used with Standard Mail flats. See Notice 123-Price List for prices.

4.5.2 Postage Computation and Payment

[Revise the introductory text of 4.5.2 as follows:]

Postage is computed based on the combined weight of the item and the accompanying DAL. If the number of DALs and items mailed is not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. In addition, these methods of postage payment apply:

* * * * *

[Revise items 4.5.2b and 4.5.2c as follows:]

b. Standard Mail flats and parcels (at the applicable postage) and Bound Printed Matter pieces must be paid by permit imprint, which must appear on each DAL.

c. A surcharge applies to each DAL (including DMLs) used in a Standard Mail flats mailing.

* * * * *

604 Postage Payment Methods

* * * * *

2.0 Stamped Stationery

* * * * *

2.3 Other Stationery

2.3.1 Stamped Cards

[Revise 2.3.1 as follows:]

Stamped cards are available as single stamped cards, double (reply) stamped cards, and in sheets of 40 for customer imprinting. Single and double stamped cards are 3-1/2 inches high by 5-1/2 inches long. Stamped cards are also available in 8-1/2 inches by 11 inches perforated and non-perforated sheets with four 4-1/4 inches by 5-1/2 inches cards. Non-perforated sheets must be cut so that the stamp is in the upper right corner of each card. The USPS offers personalized stamped cards (cards imprinted with a return address).

* * * * *

[Add the new 2.3.4 as follows:]

2.3.4 Printing Specifications

The printing specifications for personalized stamped envelopes also apply to stamped postcards (see 2.2.3).

* * * * *

[Add new item 2.4 as follows:]

2.4 Stamp Fulfillment Service

2.4.1 Description

Stamp Fulfillment Services provides the fulfillment of stamp orders placed by customers via mail, phone, fax, or online to the Stamp Fulfillment Services organization. Stamp Fulfillment Services charges shipping and handling fees associated with fulfilling stamp orders. The fees vary depending on the dollar amount of the order. All prices and fees are listed on Notice 123-Price List.

* * * * *

700 Special Standards

* * * * *

705 Advanced Preparation and Special Postage Payment Systems

* * * * *

2.0 Manifest Mailing System

* * * * *

2.2 Basic Standards

2.2.1 Authorization Document

An MMS is established through a letter of authorization as follows:

* * * * *

[Revise item 2.2.1b as follows:]

b. An MMS approved by Business Mailer Support is authorized with a letter (or previously-approved service agreement) signed by the Business Mailer Support manager. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.

* * * * *

2.3 Keyline

* * * * *

2.3.3 Price Category Abbreviations

* * * * *

b. Standard Mail:

Exhibit 2.3.3b Price Category Abbreviations—Standard Mail

[Revise Exhibit 2.3.3b by deleting the row with "NF...Not Flat-Machinable" text (fourth from the bottom) in its entirety.]

2.9 Electronic Verification System

* * * * *

2.9.2 Availability

eVS may be used only for mail paid with a permit imprint and the following classes and subclasses of mail:

* * * * *

[Revise items 2.9.2d and 2.9.2e as follows:]

d. *Regular Standard Mail*. Presorted prices, destination network distribution center (DNDC) prices, destination sectional center facility (DSCF) prices, and destination delivery unit (DDU) prices; machinable and irregular parcels.

e. *Nonprofit Standard Mail*. Presorted prices, DNDC prices, DSCF prices, and DDU prices; machinable and irregular parcels.

* * * * *

6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

[Revise the title of 6.1 by deleting the reference to NFMs to read as follows:]

6.1 Basic Standards for Combining Parcels

6.1.1 Basic Standards

[Revise text in the first sentence of 6.1.1 by deleting NFMs to read as follows:]

Standard Mail parcels, Package Services, and Parcel Select parcels in combined mailings must meet the following standards:

* * * * *

[Revise the title of 6.2 by deleting reference to NFMs to read as follows:]

6.2 Combining Parcels—DNDC Entry

[Revise 6.2 by deleting reference to NFMs 6 ounces or more to read as follows:]

Mailers may combine Standard Mail machinable parcels with Package Services and Parcel Select machinable parcels for entry at an NDC when authorized by the USPS under 6.1.4.

* * * * *

6.2.2 Additional Standards

[Revise the introductory text of 6.2.2 by deleting references to NFMs 6 ounces or more to read as follows:]

Standard Mail machinable parcels and Package Services and Parcel Select machinable parcels prepared for DNDC entry must meet the following conditions in addition to the basic standards in 6.1:

[Revise the text of 6.2.2a by deleting references to NFMs to read as follows:]

- a. Each piece in a combined Standard Mail, Package Services, and Parcel Select mailing must meet the criteria for machinable parcels in 401.1.5.

* * * * *

[Revise the text of 6.2.2e by deleting references to NFMs to read as follows:]

- e. Mailers must deposit combined machinable parcels at NDCs or ASFs (see Exhibit 6.2.3) under applicable standards in 15.0.

* * * * *

6.3 Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, and DDU Prices

6.3.1 Qualification

Combination requirements for specific discounts and prices are as follows:

[Revise items 6.3.1a through d by deleting references to NFMs 6 ounces or more to read as follows:]

- a. When claiming Parcel Select ONDC Presort discounts, machinable Standard Mail parcels may be combined with machinable Parcel Select and Package Services parcels under 6.3 only if the mailpieces are

palletized and each pallet or pallet box contains a 200-pound minimum.

- b. When claiming Parcel Select NDC Presort discounts, machinable Standard Mail parcels may be combined with machinable Parcel Select and Package Services parcels under 6.3 only if the mailpieces are palletized and each pallet or pallet box contains a 200 pound minimum.
- c. When claiming the DSCF price for Parcel Select or Bound Printed Matter parcels, Standard Mail parcels may be combined with Package Services and Parcel Select parcels under 6.3.
- d. All Standard Mail parcels may be combined with Package Services and Parcel Select parcels prepared for DDU prices under 6.3.

* * * * *

6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

* * * * *

6.4.2 Qualifications and Preparation

[Revise the introductory paragraph of 6.4.2 by deleting references to NFMs to read as follows:]

Parcel Select, Bound Printed Matter machinable parcels, and Standard Mail parcels may be prepared for entry at designated SCFs under these standards:

[Revise item 6.4.2a by deleting references to NFMs to read as follows:]

- a. Standard Mail parcels that weigh less than 2 ounces and Standard Mail parcels that are tubes, rolls, triangles, and similar pieces may not be included.

[Revise item 6.4.2b as follows:]

- b. Mailers must prepare pieces on 3-digit pallets or pallet boxes, or unload and physically separate the pieces into containers as specified by the destination facility.

* * * * *

[Revise item 6.4.2d by deleting references to NFMs to read as follows:]

- d. Standard Mail machinable parcels are eligible for the NDC presort level, DNDC price; irregular parcels are eligible for the 3-digit presort level, DSCF price.

* * * * *

8.0 Preparing Pallets

* * * * *

8.10 Pallet Presort and Labeling

* * * * *

8.10.2 Periodicals—Bundles, Sacks, or Trays

[Add a new last sentence in the introductory text to read as follows:]

* * * Prepare pallets in the following sequence:

* * * * *

[Revise the introductory text of item 8.10.2j to read as follows:]

- j. *Origin Mixed ADC (OMX), optional*, permitted for sacks and trays, and bundles of flats. Pallet may contain carrier route, automation price, and/or presorted price mail. Labeling:

* * * * *

[Revise the introductory text of item 8.10.2k to read as follows:]

- k. *Mixed ADC, optional*, permitted for sacks and trays, and bundles of flats. Pallet may contain carrier route, automation price, and/or presorted price mail. Pallets must not contain origin mixed ADC (OMX) sacks, bundles, or trays. Labeling:

* * * * *

8.10.3 Standard Mail—Bundles, Sacks, or Trays

[Revise the third sentence of the introductory text of 8.10.3 for clarity, and add two new sentences at the end of the introductory text, to read as follows:]

* * * Use this preparation only for irregular parcels in sacks or Marketing parcels in carrier route bundles. * * * For Marketing parcel mailings, use "MKTG" instead of "IRREG" on line 2 of the pallet placard. Preparation sequence and labeling:

* * * * *

[Revise the title and introductory text of 8.10.6 to read as follows:]

8.10.6 Combined Mailings of Standard Mail Marketing Parcels 6 ounces or more, Standard Mail, Package Services, and Parcel Select Machinable Parcels

Prepare pallets under 8.0 in the sequence below. Unless indicated as optional, all sort levels are required. Combined mailings of Standard Mail Marketing

parcels, Standard Mail, Parcel Select, and Package Services machinable parcels also must meet the standards in 6.0 or 20.0. Label pallets under applicable standards in 8.6 and according to Line 1 and Line 2 information below:

[Delete the reference to "NFM" and replace the reference to "STD MACH" with "STD/PSVC MACH" to revise item 8.10.6a as follows:]

a. *5-digit scheme, required.* Pallet must contain parcels for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, or for which scheme sorts are not performed, prepare 5-digit pallets under 8.10.6b. Labeling:

1. Line 1: Use L606.
2. Line 2: "STD/PSVC MACH 5D;" followed by "SCHEME" (or "SCH").

[Delete the reference to "NFM" and replace the reference to "STD MACH" with "STD/PSVC MACH" to revise item 8.10.6b as follows:]

b. *5-digit, required.* Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: "STD/PSVC MACH 5D"

[Delete the reference to "NFM" and replace the reference to "STD MACH" with "STD/PSVC MACH" to revise item 8.10.6c as follows:]

c. *ASF, optional, but required for DNDC prices.* Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

1. Line 1: Use L602.
2. Line 2: "STD/PSVC MACH ASF."

[Delete the reference to "NFM" and replace the reference to "STD MACH" with "STD/PSVC MACH" to revise item 8.10.6d as follows:]

d. *NDC, required.* Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

1. Line 1: Use L601.
2. Line 2: "STD/PSVC MACH NDC."

[Delete the reference to "NFM" and replace the reference to "STD MACH" with "STD/PSVC MACH" to revise item 8.10.6e as follows:]

e. *Mixed NDC, optional.* Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "STD/PSVC MACH WKG."

[Revise title and introductory text of 8.10.7 to remove references to Not Flat-Machinables and NFMs and revise as follows:]

8.10.7 Machinable Parcels—Standard Mail, Including Marketing Parcels 6 ounces or more, and Parcel Select Lightweight

Mailers who palletize machinable parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200-pound minimum is required for the NDC price. Prepare pallets under 8.0 in the sequence below. Unless indicated as optional, all sort levels are required. Label pallets under applicable standards in 8.6 and according to Line 1 and Line 2 information below:

[Revise items 8.10.7a through f by removing reference to NFMs and revising as follows:]

- a. 5-digit scheme, required. Pallet must contain parcels for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, prepare 5-digit pallets under 8.10.7b, Labeling:
 1. Line 1: Use L606.
 2. Line 2: "STD/PSLW MACH 5D."
- b. 5-digit, required. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
 2. Line 2: "STD/PSLW MACH 5D."
- c. ASF, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:
 1. Line 1: Use L602.
 2. Line 2: "STD/PSLW MACH ASF."

d. NDC, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

1. Line 1: Use L601.
2. Line 2: "STD/PSLW MACH NDC."

e. Origin NDC (required); no minimum; labeling:

1. Line 1: L601, Column B.
2. Line 2: "STD/PSLW MACH NDC."

f. Mixed NDC, optional; no minimum. Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "STD/PSLW MACH WKG."

[Revise the title and introductory text of 8.10.8 as follows:]

**8.10.8 Irregular Parcels Weighing 2 Ounces or More—Standard Mail,
Including Marketing Parcels, and Parcel Select Lightweight**

Mailers who palletize unbundled or unsacked irregular parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200 pound minimum is required for the NDC price. Prepare pallets or pallet boxes of irregular parcels (except tubes, rolls, and similar pieces) weighing 2 ounces or more under 8.0 and in the sequence listed below. Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under 8.6.

Mailers may not prepare tubes, rolls, and similar pieces or pieces that weigh less than 2 ounces on pallets or in pallet boxes, except for pieces in carrier route bundles or in sacks under 8.10.3. Preparation sequence and labeling:

[Revise items 8.10.8a through g by deleting references to NFMs and changing line 2 content as follows:]

a. 5-digit scheme, required. Pallet or pallet box must contain parcels only for the same 5-digit scheme under L606. For 5-digit destinations not part of L606 prepare 5-digit pallets under 8.10.8b. Labeling:

1. Line 1: Use L606.

2. Line 2: "STD/PSLW IRREG 5D; followed by "SCHEME" (or "SCH").

b. 5-digit, required. * * *. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).

2. Line 2: "STD/PSLW IRREG 5D."

c. SCF, required. * * *. Labeling:

1. For Line 1, L002, Column C.

2. For Line 2, "STD/PSLW IRREG SCF."

d. ASF, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

1. Line 1: Use L602.

2. Line 2: "STD/PSLW IRREG ASF".

e. NDC, required. Pallets must contain only parcels for the 3-digit ZIP

Code groups in L601. Labeling:

1. Line 1: Use L601.

2. Line 2: "STD/PSLW IRREG NDC".

f. Origin NDC (required); no minimum; labeling:

1. Line 1: L601, Column B.

2. Line 2: "STD/PSLW IRREG NDC".

g. Mixed NDC, optional. Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).

2. Line 2: "STD/PSLW IRREG WKG".

* * * * *

[Delete current 8.10.9, Standard Mail Not Flat-Machinable Pieces Weighing Less Than 6 Ounces, in its entirety.]

* * * * *

15.0 Combining Standard Mail Flats and Periodicals Flats

15.1 Basic Standards

* * * * *

15.1.9 Other Periodicals Pricing

Other prices for Periodicals flats in a combined mailing of Standard Mail and Periodicals flats on pallets will be assessed as follows:

* * * *

[Add a new 15.1.9e as follows:]

e. The bundle price applicable to the 5-digit bundle for the mixed ADC container level will apply to carrier route bundles placed on mixed NDC pallets.

* * * *

21.0 Optional Combined Parcel Mailings

21.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels

21.1.1 Basic Standards

[Revise the first sentence in 21.1.1 by deleting the references to NFMs to read as follows:]

Package Services parcels, Parcel Select parcels, and Standard Mail parcels in a combined parcel mailing must meet the following standards:

* * * *

d. Combined mailings must meet the following minimum volume requirements:

[Revise item d1 to delete the reference to NFMs to read as follows:]

1. Standard Mail—Minimum 200 pieces or 50 pounds of Standard Mail parcels.

* * * *

21.2 Price Eligibility

* * * *

21.2.2 Price Application

Apply prices based on the criteria in 400 and the following standards:

[Revise item 21.2.2a by deleting the reference to NFMs to read as follows:]

- a. Standard Mail parcels are based on the container level and entry (see 443.5.0.

* * * * *

21.3 Mail Preparation

21.3.1 Basic Standards

Prepare combined mailings as follows:

- a. Different parcel types must be prepared separately for combined parcel mailings as indicated below:

[Revise item a1 through a4 by deleting the references to NFMs to read as follows:]

1. Standard Mail, Parcel Select, and Package Services machinable parcels. Use "STD/PSVC MACH" for line 2 content labeling.
2. Standard Mail, Parcel Select, and Package Services irregular parcels at least 2 ounces and up to (but not including) 6 ounces, except for tubes, rolls, triangles, and other similarly irregularly-shaped pieces. Use "STD/PSVC" for line 2 content labeling.
3. Standard Mail, Parcel Select, and Package Services tubes, rolls, triangles, and similarly irregularly-shaped parcels; and all parcels weighing less than 2 ounces. Use "STD/PSVC IRREG" for line 2 content labeling.

4. Combine all parcel types in 5-digit and 5-digit scheme containers.

Use "STD/PSVC PARCELS" for line 2 content labeling.

* * * * *

[Revise the title of 21.3.2 to read as follows:]

21.3.2 Combining Standard Mail, Parcel Select, and Package Services

Machinable Parcels

* * * * *

[Revise the title of 21.3.3 to read as follows:]

21.3.3 Combining Standard Mail, Parcel Select, and Package Services

Apps-Machinable Parcels

* * * * *

[Revise the title of 21.3.4 to read as follows:]

21.3.4 Combining Standard Mail (Under 2 Ounces), Parcel Select, and Package Services Other Irregular Parcels

* * * * *

23.0 Full-Service Automation Option

* * * * *

[Revise the title of 23.2 as follows:]

23.2 General Eligibility Standards

[Renumber current 23.3 and 23.4 as new 23.4 and 23.5, and add new 23.3 as follows:]

23.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions

Effective February 12, 2012, mailers who present only full-service automation mailings (of First-Class Mail cards, letters, and flats, Standards Mail letters and flats, or Bound Printed Matter flats) that contain 90 percent or more pieces eligible for full-service automation prices are eligible for the following exceptions to standards:

- a. The annual presort mailing or destination entry fees, as applicable, will be waived for qualified full-service mailings.
- b. Mailers may present qualified full-service mailings with mailpieces bearing a current valid permit imprint for acceptance at any USPS acceptance office that has *PostalOne!* acceptance functions without payment of any additional permit imprint application or annual mailing fees.
- c. If any mailing (of the classes and shapes of mail in 23.3) presented under a mailing permit does not contain at least 90 percent of the pieces qualifying for full-service automation prices:
 1. The mailer must pay the applicable annual fee before that mailing may be accepted.
 2. The provision in 23.3b for presentation of mailings at multiple offices is discontinued for all mailings presented under the applicable permit imprint.

* * * * *

707 Periodicals

* * * * *

2.0 Price Application and Computation

2.1 Price Application

* * * * *

2.1.2 Applying Outside-County Piece Prices

* * * Apply piece prices for Outside-County mail as follows:

* * * * *

c. Nonmachinable flats:

* * * * *

[Revise item 2.1.2c2 as follows:]

2. Apply the "Nonmachinable Flats—Nonbarcoded" prices to pieces that meet the standards for nonmachinable flats in 707.26 but do not include a barcode.

* * * * *

708 Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

* * * * *

1.3 Price Level Column Headings

[Revise the introductory text of 1.3 as follows:]

The actual name of the price level (or abbreviation) is used for column headings required by 1.2 and shown below:

* * * * *

b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

[Revise the table in 1.3b by revising the rows 4, 6, 9, 11, and 12 as follows:]

SCF [for Standard Mail parcels]	SCF
* * * *	
ADC [First-Class Mail parcels, First-Class Mail Package Service parcels, Standard Mail nonmachinable letters, flats, and irregular parcels and all Periodicals]	AD
* * * *	
Mixed ADC [Standard Mail nonmachinable letters, flats, and irregular parcels; and all Periodicals]	MD
* * * *	
NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	NDC
* * * *	
Mixed NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	MNDC
* * * *	

1.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

[Revise row 19 (fifth from the bottom) of the table in 1.4 as follows:]

SCF [sacks and pallets, Periodicals flats, Bound	SCF
Printed Matter, Standard mail irregular parcels less	
than 6 ounces]	

* * * *

4.0 Standards for POSTNET and Intelligent Mail Barcodes

* * * *

4.4 Reflectance

4.4.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

* * * *

[Revise item 4.4.1 b as follows:]

- b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size, First-Class Mail parcel, or First-Class Package Service parcel barcoded elsewhere.

* * * *

4.4.4 Dark Fibers and Background Patterns

Dark fibers or background patterns that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

* * * * *

[Revise item 4.4.4b as follows:]

- b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation mailing or on a First-Class Mail parcel or a First-Class Package Service parcel.

* * * * *

4.5 Skew and Baseline Shift

* * * * *

[Revise the title and text of 4.5.2 as follows:]

4.5.2 Flat-Size Pieces, First-Class Mail Parcels, First-Class Package Service Parcels, and Standard Mail Irregular Parcels

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is ± 10 degrees from a perpendicular to the baseline of the barcode.

There is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see 302.5.0. For information on barcode placement on parcels weighing less than 6 ounces, see 402.4.0.

* * * * *

5.0 Standards for Package and Extra Service Barcodes

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5.2 Other Package Barcodes

5.2.1 Basic Standards for Postal Routing Barcodes

[Revise the first sentence of 5.2.1 as follows:]

Mailers may use a postal routing barcode on parcels that meet the applicable eligibility requirements in 433 for First-Class Package Service, 443 for Standard Mail, 453 for Parcel Select, 463 for Bound Printed Matter, or 473 for Media Mail or Library Mail. * * *

* * * * *

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

* * * * *

6.2 Specifications for Barcoded Tray and Sack Labels

* * * * *

6.2.4 3-Digit Content Identifier Numbers

* * * * *

Exhibit 6.2.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
* * *	*	*
STANDARD MAIL		
* * *	*	*

[Delete the following heading and the six rows beneath it in their entirety.]

STD Not Flat-Machinable Pieces Less Than 6 Ounces—Nonautomation

[Delete the following heading and the five rows beneath it in their entirety.]

STD Not Flat-Machinable Pieces 6 Ounces Or More—Nonautomation

* * * * *

PACKAGE SERVICES

* * * * *

[Revise the 18th heading under "PACKAGE SERVICES" as follows:]

Combined Package Services, Parcel Select, and Standard—All Parcels

[Revise the 19th heading under "PACKAGE SERVICES" as follows:]

***Combined Package Services, Parcel Select, and Standard—Irregular
Parcels 2 up to 6 oz (APPS-machinable)***

[Revise the 20th (last) heading under "PACKAGE SERVICES" as follows:]

***Combined PSVC & STD—Irregular Parcels less than 2 oz, and tubes and
rolls (not APPS-machinable)***

* * * * *

We will publish an appropriate amendment to 39 CFR Part 111 to reflect these changes.

Stanley F. Mires,

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