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the Mailroom Companion

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UNITED STATES POSTAL SERVICE

Classification Reform

Recent Classification Reform Changes: A Synopsis

To assist customers in using USPS products and services, groups such as the ABE Technical Advisory Group, Implementation Readiness Teams, and others came together to revise and improve several features implemented with Classification Reform.

The information that follows summarizes these efforts as well as the changes that occurred since publication of the Classification Reform *Max It Guide* in May 1996.

- **Letter-Size Mail/3-Digit Carrier Routes Level.** Effective August 23, 1996, the Postal Service established a 3-digit level for tray preparation as an optional step for all mailers preparing letter-size mail eligible for and claimed at carrier route rate. This change also affects the preparation standards for 5-digit mixed carrier routes trays to optimize their preparation while keeping service-related choices for mailers.

  Mailers must still prepare a direct carrier route tray when sufficient pieces are available to physically fill such a tray. Mailers may prepare a 3-digit mixed carrier routes tray when it contains at least one carrier route package for each of two or more 5-digit ZIP Code areas. A 3-digit tray is permissible only when it represents the consolidation of the content of two or more 5-digit trays otherwise required.

  Because the content of a 3-digit mixed carrier routes tray requires additional processing before reaching the delivery unit, mail placed in a 3-digit carrier routes tray is not eligible for destination delivery unit discounts.

- **Five-Digit Scheme Sort.** Effective October 15, 1996, separate 5-digit ZIP Codes processed by the Postal Service on the same incoming secondary barcode sorter scheme and meeting other postal criteria are identified as 5-digit schemes on the USPS's City State File provided with Address Information System products. Five-digit scheme sortation applies only to automation letters not presorted to carrier routes. If a mailer has 150 or more pieces for any 5-digit ZIP Codes that comprise a single 5-digit

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Classification Reform Synopsis

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scheme group, those pieces may qualify for the 5-digit automation letter rate if these pieces are sorted together in a tray labeled to the 5-digit scheme destination.

Use of the 5-digit scheme sortation is optional. The mailer may choose to prepare all possible 5-digit scheme sorts or any lesser number of scheme groups. Documentation must correctly reflect 5-digit scheme trays by using the abbreviation "5DGS" and individually listing each 5-digit ZIP Code and corresponding piece count under the group destination column.

- **Nonautomation Rate Enhanced Carrier Route Standard Mail.** DMM Issue 51 E630 states that "flats may not be more than 11¾ inches wide, 14 inches long, or ¾ inch thick." Although this is true, the limitation actually applies generally to all nonautomation rate Enhanced Carrier Route Standard Mail other than merchandise samples mailed with detached address labels. Because of the current wording, some mailers have incorrectly concluded that pieces that are not flats are no longer subject to the cited size.
- **Using Smaller MM Trays.** Effective October 1, 1996, the EMM tray was required for pieces whose height or width exceeds the corresponding dimensions of the smaller MM tray. However, unlike MM trays, EMM trays are available in only a 2-foot length, and some mailers have found them too large for the quantity of mail prepared to some destinations, such as overflow or less-than-full tray volumes prepared in packages. The Postal Service is amending its standards to allow mailers to use standard 1-foot trays when useful from the customer's perspective, when it does not create processing inefficiencies for the Postal Service, and when use of the smaller tray does not require the mail to be bent or deformed to fit.
- **Move Update Standard.** Effective July 1, 1997, the move update standard requires mailers to update addresses on discount rate First-Class Mail using a postal-approved method within 180 days before the mailing date. Approved methods include the Address Correction Requested endorsement, Address Change Service, *FASTforward*℠, or the National Change of Address Service.
- **Vertical Zebra Codes.** Effective November 1, 1996, DMM M032.1.4 was amended to allow mailers the option of printing the zebra code as a series of vertical or diagonal marks to facilitate printing the code on mailer tray labels. This section clarifies that the zebra code is a required barcoded tray label for trays containing automation rate letters and flats.
- **Origin 3-Digits.** Effective November 1, 1996, DMM M011.1.2h clarifies that the presort term origin 3-digits can include as an option the 3-digit ZIP Code area where the mail is entered but not necessarily verified. DMM M011.1.2i clarifies that mail prepared on pallets as a sectional center facility (SCF) sort may include mail for only a single 3-digit ZIP Code area for the SCF and still be considered an SCF sort.
- **Amended Sack Labels.** Effective February 13, 1997, DMM M031.2.1d changes the length of sack labels. The length is a minimum of 3.250 inches to a maximum of 3.515.
- **Periodicals Sacking.** DMM M200.1.4, M200.2.4, M200.3.1, M820.1.6, and M820.3.0 were amended

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effective October 1, 1996, to allow the optional preparation of Periodicals in packages and sacks containing fewer than six pieces each when such preparation is beneficial to service in the opinion of the publisher/mailer.

Under the revisions to M200, publishers of sacked, packaged-based Periodicals have the option of preparing packages containing fewer than six addressed pieces when those packages are sorted to the carrier route, 5-digit, or 3-digit level and correctly placed in carrier route, 5-digit carrier routes, 5-digit, or 3-digit sacks. These pieces are subject to basic rates but may claim the destination delivery unit or destination SCF discount under the corresponding standards.

- **Automation Flat-Size Mail.** Effective October 1, 1996, DMM C820.2.3b(2) was revised to extend the expiration date from December 31, 1996, to June 30, 1997, for automation flat-size mail measuring 5⅜ inches on one side.

  This added time will allow the Postal Service to collect sufficient data to decide whether flat-size pieces measuring more than 7½ inches high but only 5⅜ inches long can be processed efficiently on current flat sorting machines (FSMs).

- **CRIS Files in Hard Copy.** Mailers may use information contained in current hard copy Carrier Route Information System (CRIS) files to assign carrier route codes to addresses on pieces in nonautomation rate carrier route mailings. Pieces bearing carrier route codes assigned in this manner need not bear barcodes. Further matching against the USPS ZIP+4 database using Coding Accuracy Support System (CASS)-certified matching software is not required when this method of assigning carrier route IDs is used within 90 days of the mailing date.

  Customers using the hard copy CRIS product to assign carrier route IDs need to prepare a handwritten Form 3553, *Coding Accuracy Support System (CASS) Summary Report,* showing the date of the CRIS product and the date they assigned the information to their address list. Standard nonautomation Enhanced Carrier Route (ECR) and Periodicals high density and saturation mail must still be sequenced. Customers may use manual card sequencing as described in DMM A920 or electronic methods such as the Delivery Sequence File (DSF), Computerized Delivery Sequence (CDS) process, or, for basic ECR only, the Line-of-Travel (LOT) product.

- **Label Information for Priority Mail.** DMM M120.2.8 was amended effective October 1, 1996, to correct the Line 2 label information for Priority Mail. Mailers use this information to indicate the class, processing category, and preparation of the mail in the container to which the label is affixed. Although the standards in DMM M120 have long specified the use of "Priority Mail" on the second line, the correct wording in that instance is "Priority." The correct marking on pieces claimed at that rate has been and remains either "Priority" or "Priority Mail." Mailers whose label stock includes "Priority Mail" on the second line may exhaust that supply.

- **Special Standard Mail.** DMM M630.4.2 was amended effective October 1, 1996, to establish an abbreviated rate marking for Special Standard Mail. Since customer systems often abbreviate rate markings based on equipment or space limitations, the Postal Service allows the optional use of "SPEC STD" in lieu of the full "Special Standard Mail" marking. The optional abbreviation must be preceded by "Presorted" on pieces claimed at the corresponding rate.

- **Packaging Requirements.** Effective November 1, 1996, DMM E130.2.0, E620.1.4, and P030.5.2 were amended to remove the packaging requirement for letter-size metered mail and permit imprint mail paid at the single-piece rate for First-Class Mail or Standard Mail (A) if the mail is submitted in 1-foot or 2-foot letter trays that are at least three-fourths full. Metered mail and permit imprint mail, however, may not be placed in the same tray.

- **Overflow Tray Use.** Effective July 1, 1996, DMM M033.2.1 was added to clarify that, as a general exception, an overflow tray is always permitted when the minimum number of pieces required for rate or presort eligibility is available but exceeds the capacity of a 2-foot tray. For example, if 150 pieces are available for a 5-

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An overflow tray is always permitted when there are more 5-digit pieces than will fit in a 2-foot tray.

Classification Reform Synopsis

(Continued from page 3)

digit destination but exceed the capacity of a 2-foot tray, mailers may make an overflow tray even if overflow trays are not otherwise permitted.

- **Bound Printed Matter.** Effective July 1, 1996, DMM M630.2.6d was corrected to show that the area distribution center (ADC) sortation for Bound Printed Matter is required, not optional as erroneously printed in DMM Issue 50.
- **Simplified Address Mailings.** Effective July 1, 1996, DMM E140.1.4, E230.2.1, E630.2.4, and E640.2.3 were revised to clarify that mailings prepared with a simplified address under DMM A040 are exempt from the standard for use of CASS-certified software for carrier route coding.
- **Nonautomation Rate Letter Mail.** Effective September 26, 1996, the optional preparation method below was approved for authorized VAR and/or Combined Mailers—approved by their rates and classification service center (RCSC)—if all pieces bear 5-digit barcodes meeting applicable placement standards, are sorted on a multiline optical character reader (MLOCR) or barcode sorter, and are accounted for by the documentation in the same format with all elements as required for automation rate mailings:
  - Grouping by 3-digit/scheme in automated area distribution center (AADC) trays is not required when standardized MLOCR documentation is presented listing mail for each AADC by 3-digit/scheme.
  - Grouping by AADC in mixed AADC trays is not required when standardized MLOCR documentation is presented listing mail by AADC.
  - Mailer must prepare 3-digit trays whenever there are 150 or more pieces for a 3-digit ZIP Code destination and must prepare overflow 3-digit trays (First-Class Mail and Standard Mail (A)). Mailers must prepare AADC trays whenever there are 150 or more pieces for an AADC destination and must prepare overflow AADC trays (First-Class Mail and Standard Mail (A)).
- **ZIP Codes on Barcoded Mailpieces.** Effective October 11, 1996, when an MLOCR user corrects an incorrect ZIP Code with a correct delivery point barcode (DPBC) or 5-digit barcode, the correct 5-digit or ZIP+4 numeric ZIP Code should always be sprayed to the left of the barcode (and to the left of the "AUTO" marking on DPBC pieces). A piece with a corrected numeric ZIP Code is properly sorted when placed in the tray based on that ZIP Code. If a mailer does not spray the corrected numeric ZIP Code, as represented by the barcode, any pieces found with the incorrect numeric ZIP Codes in the address block must be identified as presort errors when the pieces are sorted to the correct tray based on the barcode.
- **Use of AUTO Marking.** Effective July 1, 1996, First-Class Mail and Standard Mail (A) pieces mailed at a noncarrier route automation rate need not bear the "AUTO" marking under the conditions below. One-hundred percent DPBC (letters and flats) or ZIP+4 barcoded (flats only) mailings are required to qualify for automation rates. All properly barcoded mailpieces will have an opportunity to qualify for an automation rate.
  1. Letter-Size Pieces: A DPBC is printed in the address block (either on the outside of the mailpiece or on an insert appearing through an address window) or on an insert appearing through a barcode window in the lower right portion (barcode clear zone) of the envelope.
  2. Flat-Size Pieces: A ZIP+4 barcode or DPBC is printed in the address block either on the outside of the mailpiece or on an insert appearing through an address window.
  3. First-Class Mail: Pieces that are mailed at an automation rate and that do not bear the "AUTO" marking under 1 or 2 above must bear the marking "Presorted" and "First-Class" in accordance with applicable standards.
  4. Standard Mail (A): Pieces that are mailed at a Regular automation rate and that do not bear the "AUTO" marking under 1 or 2 above must be marked "Bulk Rate" or "Blk. Rt." or "Nonprofit Organization" or "Nonprofit

These changes occurred since the* Max It Guide *was published in May 1996.

Org." (effective October 1, 1996) in accordance with applicable standards.

- **AUTOCR Marking.** Since carrier route identification codes may appear on any mailpieces and many mailers apply such codes to pieces not mailed at carrier route rates, effective July 1, 1996, pieces mailed at First-Class Mail automation carrier route rates and pieces mailed at Standard Mail (A) Enhanced Carrier Route basic automaton rates for letters must be marked "AUTOCR" (except for batch-type manifest mailings, which may use rate specific two-letter abbreviations). (See DMM M810.1.3 and M820.1.4.)
- **Batch-Type Manifest Mailings.** Mailers authorized to present batch-type manifest mailings under the provisions of DMM P710.3.1 must include a rate category code in the keyline that must appear on each piece. Under the standards in DMM P710.2.5, this two-letter rate code meets the marking standards for the following markings provided the keyline appears in the top line of the address block or in the lower left area of the mailpiece in accordance with DMM P710 Exhibit 3.3a and 3.3b.
- **Documentation for Periodicals Mailings.** The effective date for the standards for use of Presort Accuracy Validation and Evaluation (PAVE)-certified software or standardized documentation for Periodicals mailings (DMM M200.7.0) changed from January 1, 1997, to July 1, 1997. This extension allows time for presort software vendors and mailers who develop presort software in-house to ensure that their software is sorting mail and documenting postage in accordance with the new standards.
- **Enclosed Reply Mailpieces.** The enclosure of any reply card or envelope in an automation rate letter or flat mailing must meet the applicable physical standards for automation compatibility, bear the correct facing identification mark (FIM), and include the correct barcode for the address to which the reply card or envelope is being returned. This standard changed from January 1 to March 1 for Preferred Periodicals and Nonprofit Standard Mail only.
- **Using Barcoded Labels.** The required use of barcoded labels for automation rate mailings begins on July 1, 1997, rather than on January 1, as previously announced. The Postal Service amended the effective date in response to persistent customer concerns about updated software, printer capability and availability, production line adjustments, label specifications, and label stock.

  The Postal Service also stated that a proposed rule soon will be issued to extend the use of barcoded labels to all presorted mail. That change, open to mailer comment, would be planned to coincide with the July 1 date.
- **New Tan Level MXD.** Effective January 1, 1997, and for amendment in DMM Issue 52 (7-1-97), "MS" (for mixed states) changes to "MXD" (for mixed ADCs) for the tan-colored pressure-sensitive label used to identify packages of mixed ADC mail.

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Classification Reform: Questions and Answers

Q: If I have 100 percent delivery point barcoded (DPBC) First-Class letters, what is the minimum number of pieces sorted to carrier routes that I must have in my mailing for the pieces to qualify for the automation carrier route rates?

A: You must have a minimum of 10 DPBC pieces to the same carrier route, placed in the appropriate level carrier routes tray. The total automation rate mailing must consist of a minimum of 500 DPBC pieces. For example, a First-Class automation rate mailing could consist of 10 pieces to a single carrier route placed in a 5-digit carrier routes tray (a direct carrier route tray must be physically full) and claimed at the automation carrier route rate and an additional 490 pieces placed in 5-digit, 3-digit/scheme, AADC, or mixed AADC trays, as appropriate, based on the number of pieces to each presort level, and claimed at the applicable 5-digit, 3-digit, or basic automation rates.

Standard Mail (A) is a little different, which sometimes confuses people. A basic automation Enhanced Carrier Route rate mailing must consist of a minimum of 200 pieces or 50 pounds of carrier route qualifying DPBC pieces. Pieces claimed at other Standard Mail automation rates (5-digit, 3-digit, and basic) must be part of a separate automation rate mailing consisting of a separate 200 pieces or 50 pounds of pieces. These two types of Standard Mail (A) automation rate mailings may be reported together on the same postage statement and the same standardized documentation under the standards in *Domestic*

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Questions and Answers

(Continued from page 5)

Mail Manual (DMM) P012.

All pieces mailed at the First-Class automation carrier route rates or the Standard Mail (A) basic automation Enhanced Carrier Route rates must bear the AUTOCR rate marking (or appropriate manifest mailing system rate code in the keyline) in addition to the applicable class marking.

Q: What standards apply to the placement of Periodicals or Standard automation rate and nonautomation rate mailings together on pallets?

A: DMM M041.5.5 states that mailers may not place automation rate and nonautomation rate mailings together on 5-digit pallets. Mailers may, however, place trays of automation rate letter mail and trays of upgradable letter mail together on 5-digit pallets. Because it is not prohibited, mailers may place separately presorted automation rate and nonautomation rate mailings together on all other levels of pallets (3-digit, SCF, ADC/BMC, and mixed ADC/BMC).

For example, pure packages of automation rate flats may be placed on all levels of pallets except 5-digit pallets with packages or carrier route rate flats and nonautomation rate (3/5 and basic) flats. Carrier route and nonautomation rate flats may be placed together on 5-digit pallets. Trays of automation rate letter mail may be placed on all levels of pallets with trays of upgradable mail, and on all levels of pallets except 5-digit pallets with nonautomation rate letter mail.

Q: When is my mailpiece subject to a nonstandard surcharge?

A: To determine whether a mailpiece is subject to a nonstandard surcharge, ask the following questions (in this order):

1. How much does my mailpiece weigh?

   If your mailpiece weighs more than 1 ounce, stop here. The surcharge applies only to mailpieces weighing 1 ounce or less.

2. At what rate is the mailpiece to be mailed?

   If you answered anything but First-Class Mail or Single-Piece Standard Mail, stop here. Your mailpiece is not subject to a nonstandard surcharge.

3. What is the length of my mailpiece?

   Based on the placement of the address, if the length of your mailpiece is less than or equal to 11½ inches, stop here. The nonstandard surcharge applies to 1-ounce mailpieces that have a length greater than 11½ inches.

4. What is the height (the dimension perpendicular to the length) of my mailpiece?

   If the height of your mailpiece is less than or equal to 6⅛ inches, stop here. The nonstandard surcharge applies to 1-ounce mailpieces that have a height greater than 6⅛ inches.

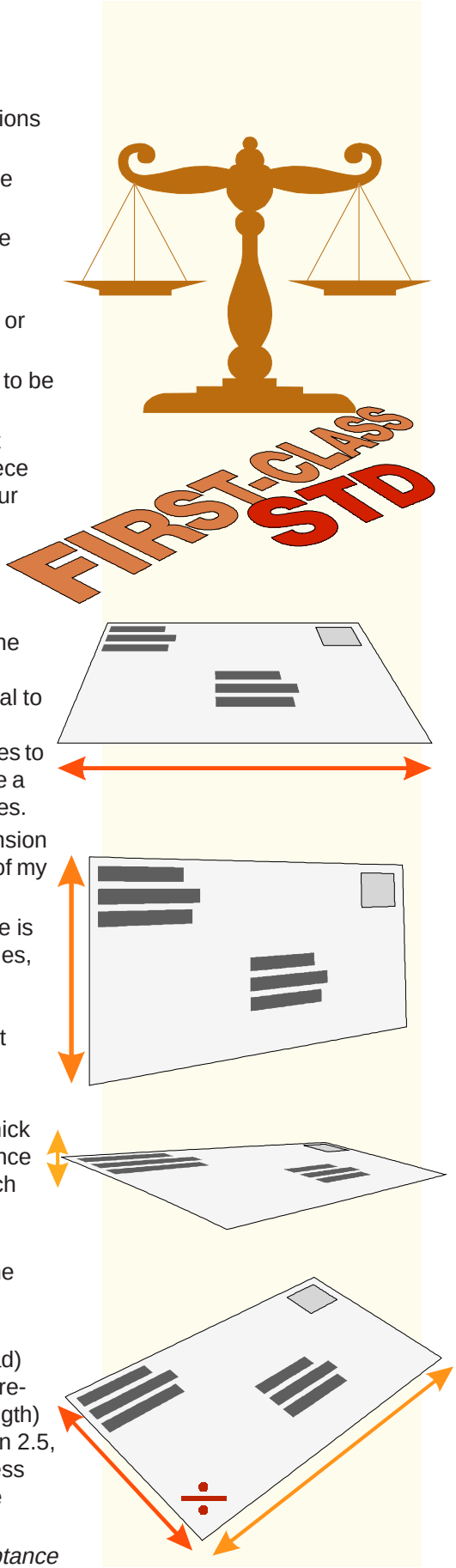
5. How thick is my mailpiece?

   If your mailpiece is ¼ inch thick or less, stop here. Only 1-ounce mailpieces thicker than ¼ inch are subject to a nonstandard surcharge.

6. What is the aspect ratio of the mailpiece?

   If the length (measurement parallel to the address as read) divided by the height (measurement perpendicular to the length) is more than 1.3 but less than 2.5, stop here. Aspect ratios of less than 1.3 or more than 2.5 are subject to a surcharge.

—Business Mail Acceptance



DOMESTIC MAIL MANUAL

Placement of Ancillary Service Endorsements

Effective February 13, 1997, *Domestic Mail Manual* (DMM) A010.4.2 and M012.4.0 are amended to clarify the required use and placement of a return address on mail with an ancillary service endorsement (a specific marking required under DMM F010 for address correction, forwarding, and return services) and to expand from one to four locations on a mailpiece where a mailer may print ancillary service endorsements.

In addition to the current location under the return address, these ancillary service endorsements may be placed immediately above the delivery address block, immediately below the postage area (postage stamps, meter stamps, or permit imprints), or immediately to the left of the postage area. If placed to the left or below the postage area, the ancillary service endorsement must be placed *below* any rate marking.

All other physical standards for these endorsements are unchanged (such as a clear space of at least ¼ inch around the endorsement, read direction of the endorsement and return address, minimum 8-point type size for the lettering, and color contrast with the background of the mailpiece).

—Address Management

Business Reply Mail—Address Block Barcoding

Effective March 1, 1997, *Domestic Mail Manual* (DMM) E060.11.0, S922.4.0, and S922.5.0 are amended to give any business reply mail (BRM) permit holder who uses window envelopes or address labels the option of printing ZIP+4 barcodes as part of the delivery address block for prebarcoded BRM letter-size and flat-size pieces.

The address block barcode style may be used only if the address block is printed either on an insert that shows through a window of a window envelope or on a label affixed to the outside of the mailpiece. The permit holder may continue using the lower right corner of the BRM piece for printing the ZIP+4 barcode directly on the piece or on an insert or label that shows through a window in the lower right barcode clear zone. In either case, only ZIP+4 barcodes assigned by the Postal Service may be used for BRM.

DMM E060.11.0 is also amended to clarify the requirements for official government BRM enclosed in automation rate mailings. The headings for DMM S922.6.0 and S922.7.0 are retitled to set off the different physical characteristics of standard BRM and BRM sent under the Automated Business Reply Mail Accounting System (BRMAS).

If the address block barcode option is used, the barcode must meet the technical specifications in DMM C840.2.5, including clearance around the barcode and positioning of the barcode. When the barcode is part of the address block, the barcode must be placed in one of the following positions:

- Above the top address line (usually the line containing the recipient's or company's name).
- Below the bottom address line (the line containing the city, state (or two-letter state abbreviation), and ZIP Code or ZIP+4 code).
- Above or below any keyline information (nonaddress information used by the BRM permit holder) printed above the address block.

BRM permit holders who use window envelopes or address labels may now print ZIP+4 barcodes in the delivery address block of prebarcoded BRM letters and flats.

These amendments will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

—Mail Preparation and Standards

Barcoded Tray and Sack Labels

Domestic Mail Manual (DMM) M031 and M032 are revised to amend the standards for tray and sack labels. These revisions are effective February 13, 1997, except for the clarification in DMM M032.2.1c that perforations are not permitted through the barcode or barcode quiet zones on barcoded tray labels. This clarification is effective July 1, 1997, to allow affected mailers time to procure new tray label paper stock. These revisions will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

The revised standards for barcoded tray and sack labels loosen some specifications and clarify the language of some existing requirements. The revised standards also incorporate applicable provisions of DMM M031, general labels, into DMM M032, which pertains to barcoded tray and sack labels, so that all applicable standards for barcoded labels will appear in one place.

DMM M031 pertaining to general label requirements is revised to include changes to the specifications for the paper stock so that the same paper stock can be used for barcoded and nonbarcoded labels. DMM M031 is also revised to include provisions for using the City State File for city and state abbreviations. A listing of revisions made to DMM M032 follows.

Physical Barcoded Tray Label Specifications

a. *Basis Weight.* The basis weight of the paper stock is reduced from a minimum of 80-pound paper to a minimum of 70-pound paper.

b. *Thickness.* The minimum thickness of tray labels is reduced from 0.007 to 0.005 inch, and the maximum thickness requirement is removed.

c. *Height.* The minimum height of tray labels is reduced from 1.9 to 1.860 inches. This will allow use of label stock measuring 1⅞ (1.875) inches high as well as provide some tolerance for variations in the height of such label stock.

d. *Length.* The maximum length of tray labels is increased from 3.375 to 3.515 inches. This will allow standard business card paper stock to be used, provided that it meets the basis weight and other requirements.

e. *Perforations.* A new section is added to clarify that perforations are not permitted through the barcode or barcode quiet zones on tray labels. These perforations can interfere with accurate reading of the barcode. Because the barcode must appear in the middle of the label, this effectively means that perforated paper stock (use of two sack labels to prepare a large tray label) is not permitted for tray labels.

f. *Reflectance.* A cross-reference to the requirements for reflectance specifications is added to the physical requirements.

Printing of Human-Readable Information on Barcoded Tray Labels

a. *Destination (Line 1).* The minimum height of letters on the destination line is reduced from 0.135 to 0.120 inch. The minimum height of the ZIP Code on the destination line is not changed and remains at 0.190 inch. This allows a standard size font to be used with labels. No change is made to the character-per-inch requirement for this line.

b. *Content Line (Line 2).* The minimum height of the content line is reduced from 0.135 to 0.120 inch. The maximum character-per-inch requirement is raised from 12 to 17 characters.

c. *Origin Line (Line 3).* The language pertaining to the existing requirement of a maximum character height of 0.085 inch is clarified. The character-per-inch limit for font density is deleted.

d. *City/State Abbreviations.* Provisions are added to allow abbreviations for city and state names to be obtained from the City State File as well as from Publication 65, *National Five-Digit ZIP Code and Post Office Directory.*

e. *Extraneous Information.* In addition to the current provisions for extraneous information in 6-point or smaller type above the destination line, provisions are made to allow extraneous information to appear at the bottom of the label. This information may begin 1.620 inches from the top of the label and extend to the bottom of the label. Within this lower area, the extraneous information may extend 2.75 inches to the right from the left edge of the label. There are no font restrictions for information printed in this area at the bottom of the label with two exceptions. If information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type, and internal mailer barcodes are not permitted in this space or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see DMM G043 for mailing address).

Barcode Specifications for Barcoded Tray Labels

a. *Quiet Zones.* The requirements for quiet zones are clarified to eliminate conflicting language. The specifications now clearly state that the quiet zones to the left and right of the barcode must each measure at least 10 times the X dimension, and the quiet zones above and below the barcode must each measure at least 0.070 inch.

b. *X Dimension.* The definition is clarified in DMM M032.2.4f.

c. *Printing Tolerances.* The definitions are clarified and examples added in DMM M032.2.4h.

Physical Barcoded Sack Label Specifications

Reflectance. A cross-reference to the requirements for reflectance specifications is added to the physical requirements.

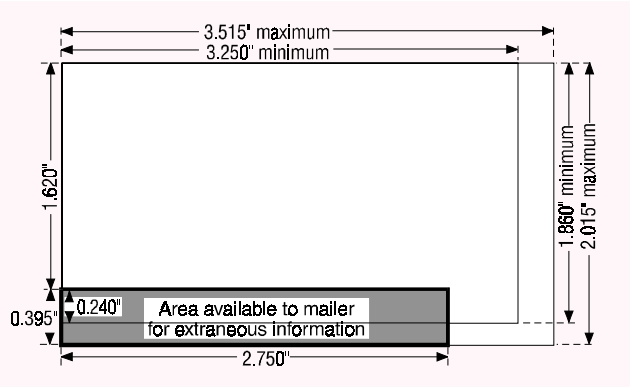
Printing of Human-Readable Information on Barcoded Sack Labels

a. *Font Density.* The number of characters per inch permitted on the human-readable lines is increased from 15 to 17 characters.

b. *Barcode Numeric Line.* A provision for the optional inclusion of a barcode numeric line is added.

c. *Extraneous Information.* The applicable restrictions on the placement of extraneous information on sack labels in DMM M031 are copied to DMM M032.

d. *City/State Abbreviations.* A provision is added to



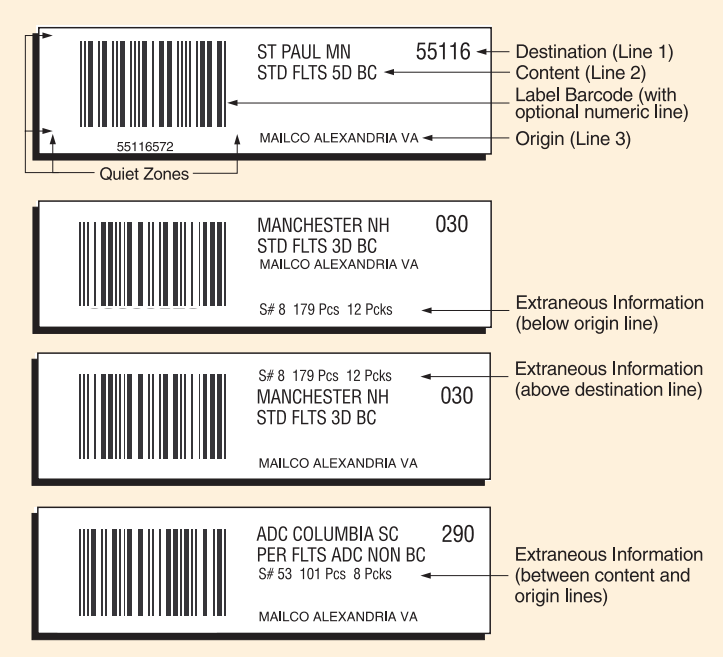
allow abbreviations for city and state names to be obtained from the City State File as well as from Publication 65, *National Five-Digit ZIP Code and Post Office Directory.*

Barcode Specifications for Barcoded Sack Labels

a. *X Dimension.* The definition is clarified in DMM M032.3.3f.

b. *Printing Tolerances.* The definitions are clarified and examples added in DMM M032.3.3h.

— Mail Preparation and Standards



DOMESTIC MAIL

Standard Mail (A)—Multiple Entry Discounts in a Single Mailing

Domestic Mail Manual (DMM) E651.1.3 provides, in part, that Standard Mail (A) pieces deposited at the same postal facility, but claimed at different destination entry rates, may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement), if the destination entry post office is the proper facility for claiming each of the destination entry discounts.

Under this standard, a single mailing (entered locally where the mailer holds a permit or as a plant-verified drop shipment) may contain pieces eligible for a variety of destination entry rates. For example, because each of the eight postal facilities that are designated as auxiliary service facilities (ASFs) are also designated as sectional center facilities (SCFs), a mailing entered at one of these locations may contain pieces eligible for the destination bulk mail center (DBMC) discount and pieces eligible for the destination SCF (DSCF) discount based on the delivery addresses and the ZIP Codes that fall within the SCF and ASF service areas as prescribed in DMM L005 and L602.

An Enhanced Carrier Route rate mailing deposited at one of the ASFs could also contain pieces eligible for the destination delivery unit (DDU) discount if the carriers are located in that same facility and the mail is in carrier route or 5-digit carrier routes trays. Mailings containing pieces eligible for an entry discount may also contain pieces that are ineligible for any entry discount if pieces are addressed to ZIP Codes that are outside the service areas of the entry DDU, SCF, or ASF/BMC as designated by the Postal Service.

In addition to the eight colocated ASFs and SCFs, the Springfield, MA, BMC and SCF are located in the same building. Therefore, mailers may include pieces for BMC Springfield, MA and for SCF Springfield, MA, in the same Standard Mail (A) mailing and claim the DSCF and DBMC rates for those pieces, as applicable, under DMM E651.1.3. A single minimum volume requirement would apply to such mailings.

—Business Mail Acceptance

Centralized Automated Payment System

The Centralized Automated Payment System (CAPS) is expanded as part of the Postal Service's continuing effort to provide business mailers with centralized payment for all postal products and services. Mailers may now pay for Address Element Correction (AEC) services through CAPS accounts. This new payment option could save time and administrative paperwork.

AEC focuses on inaccurate addresses that failed to match a postal ZIP+4 code using address-matching software that is commercially available and certified by the Coding Accuracy Support System. Resolved, unambiguous addresses are supplied with missing or corrected address elements and a ZIP+4 code, resulting in automation-compatible records. For more information on the AEC program, contact the National Customer Support Center at 1-800-238-3150.

The AEC request form now includes CAPS as a payment option. When mailers select CAPS as the preferred payment method, they must provide the CAPS account number. The AEC service fee will be applied to the CAPS account and will appear in the CAPS Customer Inquiry System as a transaction similar to a permit mailing.

To activate a CAPS account for payment of AEC services or for more information on this new feature, contact the CAPS Service Center at 415-377-1334.

—Customer Information and Product Support

For AEC information: 1-800-238-3150.

For CAPS information: 415-377-1334.

Barcoded Reply Mail

If a mailer wants to receive reply mail as quickly as possible, barcoding allows the Postal Service to help achieve this goal. Printing an accurate address, the proper facing identification mark (FIM), and the correct barcode on each piece and making it automation-compatible allows for direct processing on postal barcode sorters. Barcoding and automation compatibility of letter-size pieces can help lower Postal Service operational costs by making this mail efficient to process.

All letter-size reply mail provided as enclosures in automation rate mailings *must* meet the applicable standards for automation compatibility, must include the correct FIM, and must bear the correct barcode. This standard became effective January 1, 1997, for First-Class Mail, Regular Periodicals, and Regular Standard Mail, and on March 1, 1997, for Preferred Periodicals and Nonprofit Standard Mail.

The December 5, 1996, *Postal Bulletin* and the January *Mailroom Companion* announced that implementation of this standard will be accomplished by bringing to the attention of the original mailer any noncomplying reply pieces found at the delivery point. By doing this, the Postal Service can review all reply pieces regardless of how they were originally distributed and inform all users of reply mail of the benefits of barcoding and automation.

The barcode on courtesy reply mail (CRM) or meter reply mail (MRM) may be placed either in the address block or in the lower right barcode clear zone according to *Domestic Mail Manual* (DMM) C840. For CRM and MRM, the correct barcode could be a delivery point barcode (62 bars); a ZIP+4 barcode (52 bars), if the address is assigned an individual (unique) ZIP+4 code; or, in some cases, a 5-digit barcode (32 bars) if the address is assigned a firm (unique) 5-digit ZIP Code.

Business reply mail (BRM) pieces may have only the ZIP+4 barcode representing the ZIP+4 code assigned to the BRM user by the Postal Service. Effective March 1, 1997, BRM permit holders who distribute window envelopes or affix address labels also have the option of printing the ZIP+4 barcode in the address block. BRM pieces measuring more than 4¼ by 6 inches need only meet the 0.007-inch minimum thickness standard.

Pages 12 and 13 contain separate checklists for customers and post offices to use in reviewing reply mailpieces: BRM appears on page 12, and CRM and MRM on page 13.

New templates and additional materials (e.g., customer notification letters) are being developed for distribution to all postal business centers and sales offices to assist in reviewing reply mail. In the meantime, current templates— Notice 67, *Automation Template* (January 1997), and Item 07, *Automation Gauge,* Model 007 *(*August 1992), can be utilized along with DMM Quick Service Guides (QSGs) 922 for BRM, 923 for CRM, and 924 for MRM. These QSGs are included in this issue and are also available electronically on the Postal Service's Web site at http://www.usps.gov/clr/qsgmenu.htm, and at post offices with access to Postal Explorer. Please note, QSG 923 in DMM Issue 51 contains an incorrect FIM. All electronic QSGs and the ones in this issue are correct and updated. Also, QSG 922 in this issue and on the Web is updated to include the provision for address block barcodes on BRM.

Mailpiece design analysts at postal business centers nationwide will help design reply mail.

Although Publication 353, *Designing Reply Mail* (July 1995), contains useful information, it also has some instructions that are now out of date. Therefore, the DMM and QSGs are the best available source, especially for those offices and customers in locations not easily accessible to mailpiece design analysts (MDAs) and business mail entry offices.

A camera-ready positive representing the appropriate FIM and barcode for the reply mail address is available at no cost (through local post offices) from postal business centers. MDAs are assigned to postal business centers throughout the country to assist with the design of customers' reply mail. Mailers are encouraged to provide samples of reply pieces before printing to ensure that the best quality piece is achieved.

The district MDA or business mail entry manager can answer any mailer questions.

—Pricing and Classification Implementation

Business Reply Mail Checklist

See DMM S922 and Quick Service Guide 922

1. "BUSINESS REPLY MAIL"

a. ❑ Not all capital letters.
b. ❑ Minimum height standard for lettering not met.
c. ❑ Improperly worded.
d. ❑ Other _____.

2. "First-Class Mail Permit No.**** City/ State "

a. ❑ Improperly worded.
b. ❑ Incorrect or missing permit number.
c. ❑ Other _____.

3. "Postage Will Be Paid by Addressee"

a. ❑ Missing.
b. ❑ Improperly worded.
c. ❑ Improperly positioned.
d. ❑ Authorized federal agency name missing (official mail only).
e. ❑ Other _____.

4. Delivery Address Block

a. ❑ Delivery address line (street address/post office box number) not directly above city/state/ZIP+4 code line.
b. ❑ ZIP+4 code does not correspond to barcode.
c. ❑ Extraneous printing below address.
d. ❑ City/state/ZIP+4 code line too low.
e. ❑ City/state/ZIP+4 code line too high.
f. ❑ Logo below delivery address line.
g. ❑ Minimum clearances between address and window edges not maintained during "insert shift."
h. ❑ Other _____.

5. ZIP+4 Barcode and Lower Right Barcode Clear Zone

a. ❑ Barcode incorrectly positioned.
b. ❑ Barcode unreadable.
c. ❑ BRMAS only: incorrect ZIP+4/barcode for rate category (type/weight of piece).
d. ❑ Incorrect ZIP+4 code/barcode (explain) _____.
e. ❑ Minimum print reflectance difference not met.
f. ❑ Minimum clearances between barcode and window edges not maintained during "insert shift."
g. ❑ Extraneous printing or other matter in barcode clear zone.
h. ❑ Other _____.

6. Facing Identification Mark (FIM)

a. ❑ Incorrect or missing.
b. ❑ Improperly positioned.
c. ❑ Minimum print reflectance difference not met.
d. ❑ Extraneous printing in clear zone.
e. ❑ Other _____.

7. "No Postage Necessary if Mailed in the United States"

a. ❑ Improperly worded.
b. ❑ Improperly positioned.
c. ❑ Too far from the right edge of the piece.
d. ❑ Other _____.

8. Horizontal Bars

a. ❑ Extend below top of delivery address line (street address/post office box number).
b. ❑ Improperly spaced.
c. ❑ Thickness of bars not uniform.
d. ❑ Length of bars not uniform.
e. ❑ Other _____.

9. Other

a. ❑ Aspect ratio not met.
b. ❑ Minimum height (3½ inches) not met.
c. ❑ Minimum length (5 inches) not met.
d. ❑ Minimum thickness not met.
e. ❑ Piece improperly sealed (explain) _____.
f. ❑ "Official Business, Penalty for Private Use $300" missing/improperly placed (official mail only).

Courtesy Reply Mail Checklist

See Quick Service Guide 923

1. Facing Identification Mark (FIM)

a. ❑ Incorrect or missing.
b. ❑ Improperly positioned.
c. ❑ Minimum print reflectance difference not met.
d. ❑ Extraneous printing in clear zone.
e. ❑ Other _____.

2. Postage Area: Customer Reminder to Affix Postage (optional element)

a. ❑ Too far from right edge of piece.
b. ❑ Other _____.

3. Delivery Address Block

a. ❑ Delivery address line (street address/post office box number) not directly above city/state/ZIP Code line.
b. ❑ ZIP Code does not correspond to barcode.
c. ❑ City/state/ZIP Code line too low.
d. ❑ City/state/ZIP Code line too high.
e. ❑ Minimum clearances between address & window edges not maintained during "insert shift."
f. ❑ Other _____.

4. Barcode and Lower Right Barcode Clear Zone

a. ❑ Barcode incorrectly positioned.
b. ❑ Barcode unreadable.
c. ❑ Incorrect ZIP Code and barcode (explain) _____.
d. ❑ Minimum print reflectance difference not met.
e. ❑ Minimum clearances between barcode and window edges not maintained during "insert shift."
f. ❑ Extraneous printing or other matter in barcode clear zone.
g. ❑ Other _____.

5. Other

a. ❑ Aspect ratio not met.
b. ❑ Minimum height (3½ inches) not met.
c. ❑ Minimum length (5 inches) not met.
d. ❑ Minimum thickness not met.
e. ❑ Piece improperly sealed (explain) _____.

Meter Reply Mail Checklist

See DMM P030 and Quick Service Guide 924

1. Facing Identification Mark (FIM)

a. ❑ Incorrect or missing.
b. ❑ Improperly positioned.
c. ❑ Minimum print reflectance difference not met.
d. ❑ Extraneous printing in clear zone.
e. ❑ Other _____.

2. Meter Stamp

a. ❑ Improperly positioned.
b. ❑ Date shown.
c. ❑ Illegible.
d. ❑ Not enough postage for type/weight of piece.
e. ❑ Other _____.

3. "No Postage Stamp Necessary. Postage Has Been Prepaid by"

a. ❑ Missing.
b. ❑ Improperly worded.
c. ❑ Other _____.

4. Delivery Address Block

a. ❑ Delivery address line (street address/post office box number) not directly above city/state/ZIP Code line.
b. ❑ ZIP Code does not correspond to barcode.
c. ❑ City/state/ZIP Code line too low.
d. ❑ City/state/ZIP Code line too high.
e. ❑ Minimum clearances between address and window edges not maintained during "insert shift."
f. ❑ Addressee not meter license holder (separately notify license holder).
g. ❑ Other _____.

5. Barcode and Lower Right Barcode Clear Zone

a. ❑ Barcode incorrectly positioned.
b. ❑ Barcode unreadable.
c. ❑ Incorrect ZIP Code and barcode (explain) _____.
d. ❑ Minimum print reflectance difference not met.
e. ❑ Minimum clearances between barcode and window edges not maintained during "insert shift."
f. ❑ Extraneous matter in barcode clear zone.
g. ❑ Other _____.

6. Other

a. ❑ Aspect ratio not met.
b. ❑ Minimum height (3½ inches) not met.
c. ❑ Minimum length (5 inches) not met.
d. ❑ Minimum thickness not met.
e. ❑ Piece improperly sealed (explain) _____.

Business Reply Mail (BRM)

Related QSGs: 811, 923, 924

Overview For an annual fee, a BRM permit is available for distributing business reply cards, envelopes, self-mailers, cartons, or labels. Business reply mail (BRM) allows the permit holder to receive First-Class Mail back from customers by paying postage only on the mail returned. The BRM permit holder guarantees payment of First-Class postage plus a per-piece fee for pieces returned by the USPS (see payment options below). When designing a BRM mailpiece or label, mailers must consult with their local postal business center or post office. The piece must conform to a specific format to qualify as BRM including a unique ZIP+4 code assigned by the USPS. Proofs should be approved by the USPS before printing. On the reverse is a layout example for a BRM envelope. BRM pieces distributed in automation rate mailings are required to meet automation compatibility standards.

Payment Options (S922)

Business Reply (Basic Service)—Annual permit fee $85.00.
Per piece charge $0.44 plus First-Class postage. Paid through postage-due account or in cash on delivery. Used for cards, envelopes, self-mailers, cartons, or business reply labels.

Basic Service	
Cost per piece	
First-Class postage	+ 44¢
Letter (1 oz.) 32¢	+ 44¢ = 76¢
Card Rate 20¢	+ 44¢ = 64¢

Business Reply Accounting Fee Service (Large Volume)—Annual permit fee $85.00 plus annual BRM accounting fee of $205.00. Per piece charge $0.10 plus First-Class postage. Paid through BRM advance deposit account only. Used on cards, envelopes, self-mailers, cartons, or business reply labels. Best suited if return volume is approximately 600 pieces or more per year.

Accounting Fee Service	
Cost per piece	
First-Class postage	+ 10¢
Letter (1 oz.) 32¢	+ 10¢ = 42¢
Card Rate 20¢	+ 10¢ = 30¢

Business Reply Mail Accounting System (BRMAS) (Large Volume, Automation-Compatible)—Annual permit fee of $85.00 plus annual BRM accounting fee of $205.00. Per piece charge $0.02 plus First-Class postage. Paid through BRM account only. Used on automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for BRMAS before distribution by USPS (S922.2). Requires the USPS to assign a unique ZIP+4 and barcode (no cost), for each rate category. Best suited when expected BRM return volume is approximately 500 pieces or more annually.

BRMAS	
Cost per piece	
First-Class postage	+ 02¢
Letter (1 oz.) 32¢	+ 02¢ = 34¢
Card Rate 20¢	+ 02¢ = 22¢

Other Post Offices A BRM permit holder can allow its affiliated agents to use that permit number to receive company business reply mail at any other post office. The original permit holder must supply the affiliate with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. That information, in turn, must be supplied to the affiliate's local post office, which will also assign a BRM ZIP+4 code(s) and barcode(s), as appropriate. The affiliate's mailpiece design should be approved by the USPS, using any of the above payment methods to receive the mail. Any fee or charge beyond the annual permit fee is paid by the affiliate's office.

Official Mail Authorized users of official mail may distribute BRM, subject to E060 and S922.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Business Reply Mail (BRM)

Business Reply Mail Layout

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

Company Logo: A company logo is permitted in the address block if it does not extend below the top of the delivery address line and interfere with required endorsements (S922.4.8).

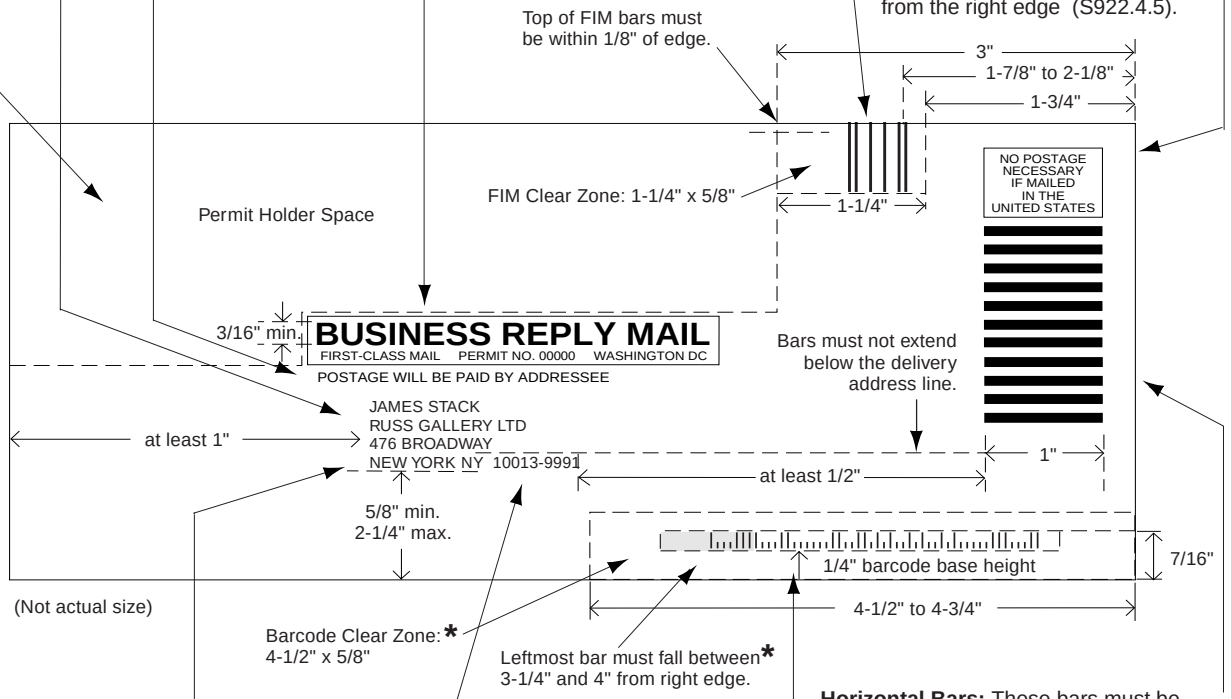
Postage Paid Line: Place the statement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box (S922.4).

Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters (S922.4).

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: A FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) plus or minus 0.008 inch wide (S922.4.10).

Postage Endorsement Indicia: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece, must not extend more than 1-3/4 inches from the right edge (S922.4.5).



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece. Address block barcodes *not* permitted.

ZIP Code: A unique ZIP+4 code is assigned to each BRMAS BRM piece.

Before printing, submit proofs of BRM samples to your postal business center or post office for advice and approval. Take advantage of this service—it could save you money.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code (S922.4.9).

* Delivery point barcode *not permitted,* but mailer may provide expanded clear zone measuring 4-3/4" from right edge. When using expanded clear zone, the leftmost bar must be between 3-1/2" and 4-1/4" from right edge (S922.5).

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode. This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local postal business center (S922.5).

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for postcard rate, postcards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are mailable; however, they are charged at regular First-Class Mail letter rate. Postcard thickness must be between 0.007 and 0.016 inch.

Additional standards apply to BRMAS pieces (S922.7).

A surcharge is assessed for nonstandard mailpieces.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local postal business center or your postmaster for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class, automation Regular Periodicals, and automation Regular and Enhanced Carrier Route Standard Mail must meet the standards in C810.8.

Courtesy Reply Mail (CRM)

Overview Courtesy reply mail (CRM) consists of preaddressed postcards or envelopes provided by the mailer to customers both to expedite their responses and to provide more accurate delivery. It differs from business reply mail (BRM) in that no fees are required and the respondent is responsible for applying the correct postage before mailing back the card or envelope. CRM can come back faster because it is prepared with the correct address and barcode to take advantage of automated USPS processing.

The USPS provides *free of charge* the FIM (facing identification mark) and the appropriate barcode to print on CRM pieces. The guidelines on the reverse will help optimize the use of this format.

Market research shows that providing barcoded envelopes makes good business sense:

- Barcoded reply envelopes can be processed (delivered) faster by the post office.
- Customers save the time required to find an envelope, look up an address, and then write or type the return address.
- Customers with correctly addressed return envelopes do not make addressing errors that can delay your returns.
- Customers and donors return payments and pledges significantly faster when supplied with a return envelope.
- Providers of return envelopes get remittance faster for optimum cash flow.
- Customers who are “thanked” by the back copy on the envelope flap are more likely to repeat the performance of mailing remittances or donations.
- Automated processing of properly prepared barcoded reply mail provides accurate sorting and eliminates mail delay.
- Customers have positive attitudes about creditors, marketers, and fundraisers who show thoughtfulness in providing reply envelopes.
- Providers of reply mail envelopes get orders faster, reducing inventories and their investment in them.
- Providers of reply envelopes receive and fulfill orders sooner, which improves customer relations.
- Providers using barcoded reply envelopes see faster initial response, giving them an earlier projection of future activity.

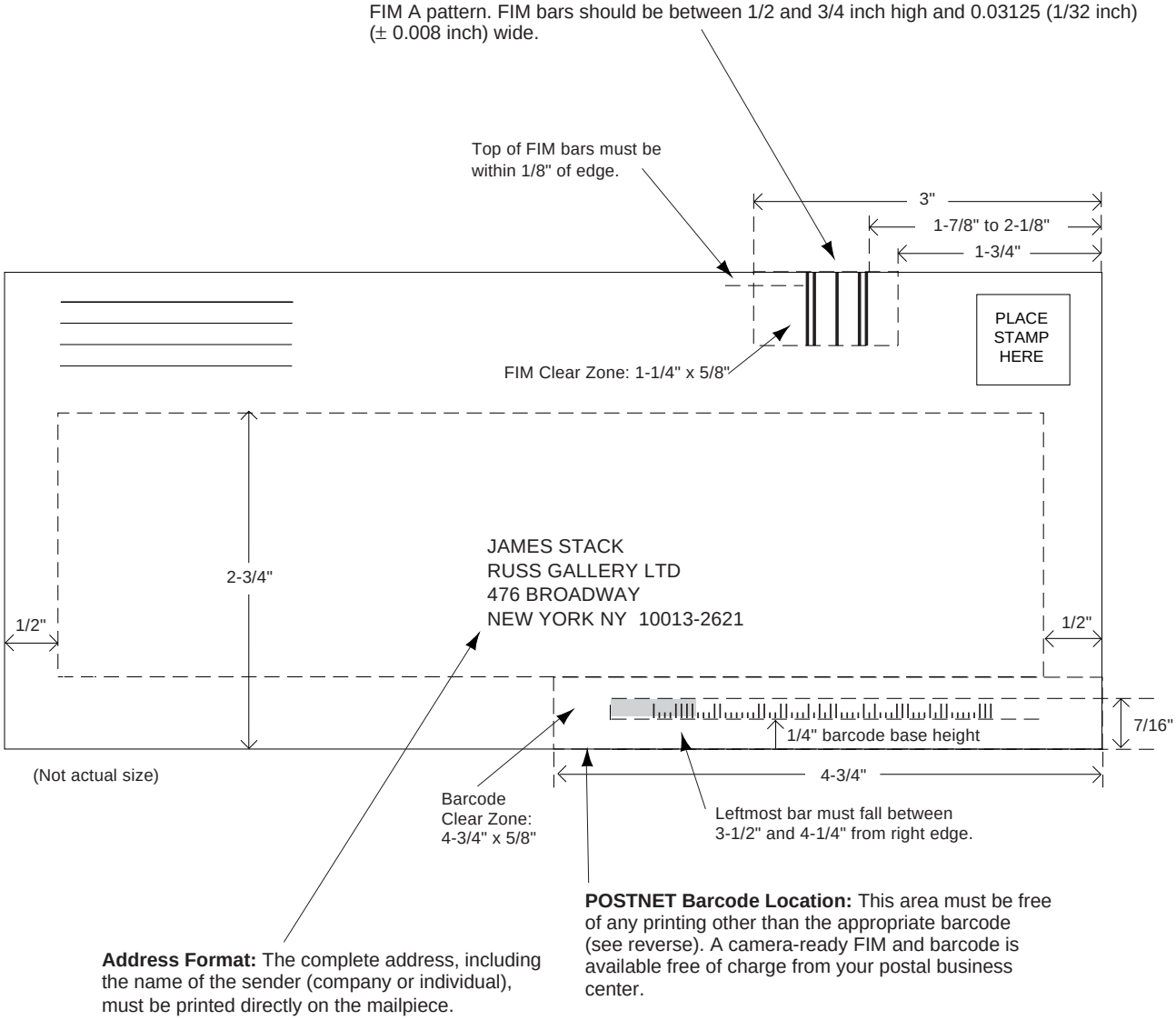
Barcodes (C840) Barcodes may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode; a ZIP+4 barcode, if the address is assigned an individual (unique) ZIP+4 code; or, in some cases, a 5-digit barcode if the address is assigned a firm (unique) 5-digit ZIP Code.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class, automation Periodicals, and automation Standard Mail (A) must meet the standards in C810.8.

Courtesy Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all courtesy reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: A FIM clear zone must contain no printed matter other than the appropriate FIM A pattern. FIM bars should be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready FIM and barcode is available free of charge from your postal business center.

Address Format: The complete address, including the name of the sender (company or individual), must be printed directly on the mailpiece.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for postcard rate, postcards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are mailable; however, they are charged at the regular First-Class Mail letter rate. Postcard thickness must be between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.

A surcharge is assessed for nonstandard mailpieces.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your postal business center or postmaster for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class, automation Periodicals, and automation Standard Mail (A) must meet the standards in C810.8.

Meter Reply Mail (MRM)

Overview (P030)

Meter stamps may be used to prepay reply postage on Express Mail, Priority Mail (up to 5 pounds), and all First-Class postcards, letters, and flats up to a maximum of 11 ounces; single-piece Special Standard Mail and Library Mail rates.

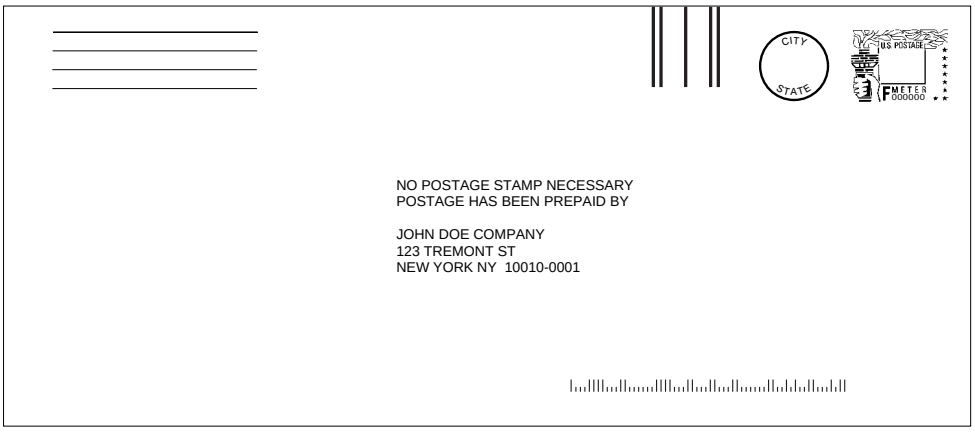
The USPS provides *free of charge* the FIM (facing identification mark) and appropriate barcode to print on meter reply mail pieces. The guidelines on the reverse will help optimize the use of this format.

The following conditions apply (P030.1):

- Meter stamp amount must be enough to pay postage in full, at next higher whole cent amount, or at another rate permitted by standard.
- Meter impressions on reply cards and envelopes must fully prepay the correct postage (P030.1).
- Meter stamps may be printed directly on mailpiece or address label that bears the delivery address of the meter license holder. A label must adhere so that, once applied, it cannot be removed in one piece.
- Postage on Priority Mail over 11 ounces, single-piece Special Standard Mail rate, or Library Mail may be paid only with meter-stamped address labels.
- Any photographic, mechanical, or electronic process (other than handwriting, typewriting, or handstamping) may be used to prepare the address side of reply mail. The address side must follow the style and content of the example below. The USPS will provide, free of charge, a FIM (facing identification mark) and the correct ZIP+4 code and delivery point barcode to be printed on the envelope.
- Reply mail prepaid with meter stamps is delivered only to the address of the license holder.
- Meter postmarks used to prepay reply postage must not show the date.

Barcodes (C840)

Barcodes may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode; a ZIP+4 barcode, if the address is assigned an individual (unique) ZIP+4 code; or, in some cases, a 5-digit barcode if the address is assigned a firm (unique) 5-digit ZIP Code.



Metered reply mail on which the mailer failed to imprint a meter stamp is treated as BRM. Such mail is delivered after payment of postage and the applicable fee for BRM not paid by an advance deposit account (P011.1).

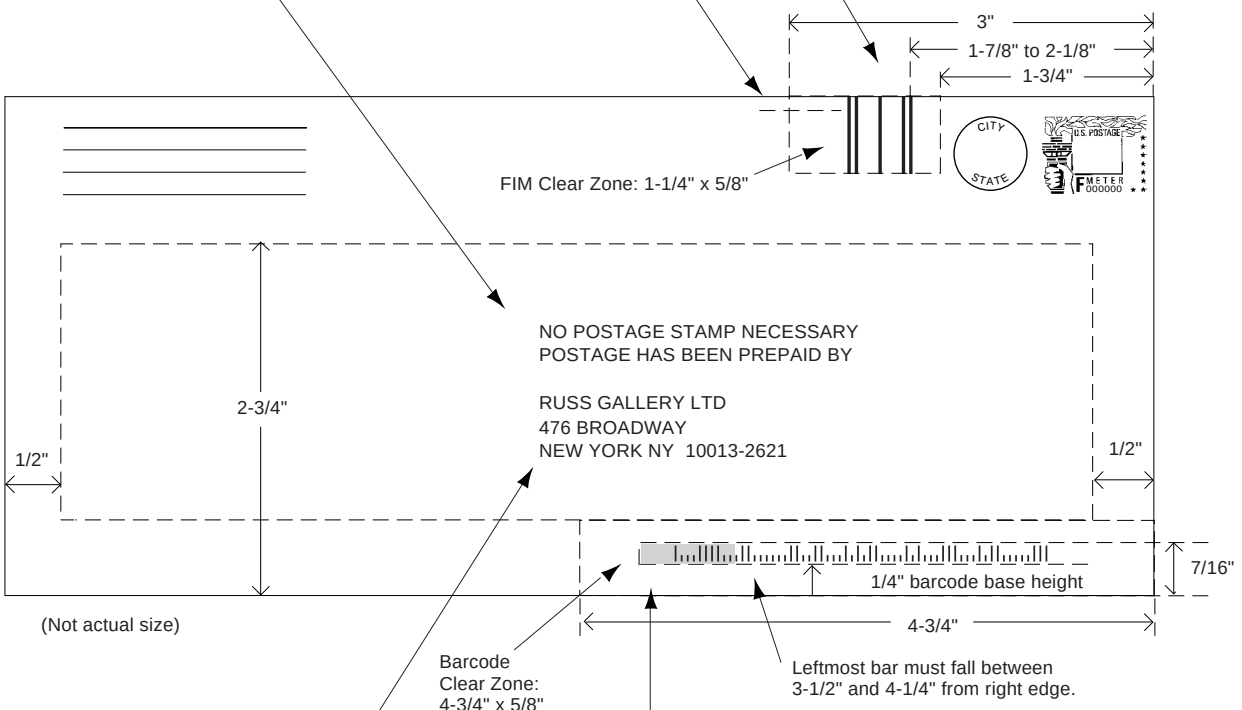
All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class, automation Regular Periodicals, and automation Regular and Enhanced Carrier Route Standard Mail must meet the standards in C810.8. For all other meter reply mail pieces, the use of FIMs and barcoding is encouraged.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Meter Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all meter reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: A FIM clear zone must contain no printed matter other than the appropriate FIM A pattern. FIM bars should be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready FIM and barcode is available free of charge from your postal business center.

Address Format: The complete address of the meter license holder must be printed directly on the mailpiece.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for postcard rate, postcards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are mailable; however, they are charged at the regular First-Class Mail letter rate. Postcard thickness must be between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.

A surcharge is assessed for nonstandard mailpieces.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your postal business center or postmaster for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class, automation Periodicals, and automation Standard Mail (A) must meet the standards in C810.8.

Standardized Documentation for Periodicals

Effective July 1, 1997, documentation to support Periodicals mailings must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or must be in a standardized format as prescribed in *Domestic Mail Manual* (DMM) P012, which appears in its entirety on pages 31 through 37. Presented below are examples of a detailed zone listing described in DMM P012.3.0, a section of a USPS Qualification Report showing copies of multiple editions or publications combined in a firm package and claimed as one piece described in DMM P012.2.5a, and examples of USPS Qualification Reports for various types of Periodicals mailings.

Detailed Zone Listing

The mailer must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone and at destination delivery unit (DDU) rates, at destination sectional center facility (DSCF) rates, and at In-County rates. This listing is separate from the standardized documentation required under DMM P012.2.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months from the date of mailing. Mailers must be able to submit detailed zone listings for specific mailings when requested in advance by the Postal Service.

The detailed zone listing reports the number of copies mailed to each 3-digit ZIP Code at applicable zone rates using one of the following formats:

1. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone rate at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).
2. Report copies by zone (and In-County DDU, In-County others, outside-county DDU, and outside-county DSCF, as applicable), and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).

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

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	outside-county, DDU
SCF	outside-county, DSCF
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	zones 3 through 8 (as applicable)

Example of Detailed Zone Listing by 3-Digit ZIP Code

Zone Listing

Publication: Computer Stuff
Publication Number: 124-074
Date of Issue: July 1997
Entry Office: Rockville MD 208

3-Digit ZIP Code	Zone	Copies	3-Digit ZIP Code	Zone	Copies
123	3	12	301	4	12
125	3	32	346	4	44
126	3	449	390	5	62
131	3	734	392	5	944
137	3	577	393	5	74
138	3	236	412	4	757
146	3	224	430	4	436
208	IC	12,439	431	4	864
209	IC	6,079	432	4	75
212	1/2	459	451	4	234
222	1/2	5445	530	5	782
228	1/2	65	668	6	284
300	4	445	772	6	76

3-Digit Zone Summary

Zone	Total Copies
ICD	0
IC	18,518
DDU	0
SCF	0
1/2	5,969
3	2,264
4	2,867
5	1,862
6	360
7	0
8	0
Total Copies	31,840

(Provide a separate listing for foreign and Canadian copies.)

Multiple Editions or Publications in a Combined or Copalletized Mailing

Following is an example of a section of a USPS Qualification Report showing copies of multiple editions or publications combined in a firm package and claimed as one piece under DMM P012.2.5a (only the applicable rate columns from a complete listing are shown in the following table):

Group Dest.	Version ID	Piece Rates CR
C001F	A110	0
C001F	A113	0
C001F	A240	1
C001	A110	5

Note in this example that only one per piece charge is identified (in the Piece Rate CR column) for the three versions/publications contained in the firm package (C001F).

The additional five pieces for the package to C001 are reported immediately following the firm package.

—Business Mail Acceptance

Examples

These documentation examples are shown on pages 22 to 30:

- Automation Letters
- Nonautomation Letters
- Nonautomation Flats (excluding carrier route—same format for irregular parcels)
- Nonautomation Flats (including carrier route—same format for irregular parcels)
- Nonautomation Flats—Includes In-County (including carrier route—same format for irregular parcels)
- Automation Flats
- Trays on Pallets—Automation and Nonautomation Letter-Size Mailings
- Combined/Copalletized—Flats (packages on pallets)

All Possible Column Headings

- Sack/tray # (optional)
  Also, tray size column (optional)
  Also, pallet #/dest/level (required)
- Sack/tray Lvl
- Sack/tray ZIP
- Group Dest (or Pkg Dest)
- Pc/Version ID
- Zone
- Copies
- Rates:
  - WS
  - HD
  - CR
  - 3/5B
  - BB
  - 3/5
  - 5B (use for in cty auto ltrs & also nonprofit)
  - 3B (use for in cty auto ltrs & also nonprofit)
  - BS
- Running Total Pieces

Examples of Standardized Documentation for Periodicals

PERIODICALS AUTOMATION--Letters

Report: USPS Qualification Report Publication: The News Page: 1
Entry: Chicago IL 606 Publication No.: 123-456
Sort: Periodicals, DMM M810 Date: __/__/__

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest*	Zone	-----Rates----- 3/5B	BB	Running Total Pieces
1	1	5DGS	76086	76086	5	43		43
				76087	5	52		95
				76088	5	141		236
2	1	5DGS	76112	76112	5	56		292
				76120	5	96		388
3	2	5DG	82033		5	431		819
4	2	5DG	92011		7	447		1266
5	1	3DGS	840	840	6		100	1366
				841	6	20		1386
				844	6	58		1444
6	1	3DGS	923	923	7		91	1535
				924	7	12		1547
				925	7		56	1603
7	2	3DGU	802		5	450		2053
8	1	3DGU	802		5	181		2234
9	1	3DG	910		7		168	2402
10	1	AADC	550	550	4		76	2478
				551	4		75	2553
				556	4		14	2567
11	2	AADC	870	865	6		48	2615
				871	6		79	2694
				872	6		132	2826
				877	6		111	2937
				884	5		93	3030
12	1	MAAD	606	A522	M		12	3042
				A601	M		6	3048
				A700	5		42	3090
Page Total						1987	1103	3090
Cumulative Total						1987	1103	3090

Rate Summary**	Pieces
Automation 3/5-Digit (3/5B)	1987
Automation Basic (BB)	1103
TOTAL Automation (letters)	3090

Notes: Tray number (#) and tray size columns are optional.

A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pieces are reported by sortation level and within each sortation level, by ZIP Code. Documentation may report pieces in ZIP Code order and by sortation level.

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

**A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS NONAUTOMATION--Letters

Report: USPS Qualification Report Publication: Good News Page: 1
Entry: Chicago IL 606 Publication No.: 233-453
Sort: Periodicals, DMM M200 Edition: D100 Date: __/__/__

Tray #	Tray Size	Tray Lvl	Tray ZIP	Pkg Dest	Zone	Copies	Rates WS	Rates HD	Rates CR	Rates 3/5	Rates BS	Running Total Pcs
1	2	CR	60822	C012	SCF	130		127				127
2	1	CRD	60711	R002	SCF	23			23			150
				R003	SCF	14			14			164
				R005	SCF	6			6			170
3	1	CRD	60825	C009	SCF	9			8			178
				C010	SCF	7			7			185
4	1	CR3	606	60601 C001	SCF	11			6			191
				60623 C027	SCF	10			7			198
5	2	5DG	60617	60617	SCF	114				110		308
6	1	5DG	60752	60752	SCF	26				26		334
7	1	3DGU	606	60623	SCF	6				6		340
				60678	SCF	12				12		352
				606	SCF	14				14		366
8	1	3DG	607	60753	SCF	22					21	387
				60757	SCF	7					7	394
				607	SCF	9					8	402
9	1	3DG	608	608	SCF	25					25	427
10	1	ADC	60821	600	1/2	8					8	435
				60201	1/2	11					11	446
				610	1/2	6					6	452
				A60821	1/2	27					27	479
11	1	MADC	60821	A630	3	9					9	488
				M60821	M	17					17	505
Page Total						523		127	71	168	139	505
Cumulative Total						523		127	71	168	139	505

Rate Summary*	Pieces
High Density Carrier Route	127
Basic Carrier Route	71
3/5-Digit (3/5)	168
Basic (BS)	139
TOTAL Nonautomation	505

Notes: Tray number (#) and tray size columns are optional.

A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pieces are reported by sortation level and within each sortation level, by ZIP Code. Documentation may report pieces in ZIP Code order and by sortation level.

*A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS NONAUTOMATION (Excluding Carrier Route)--Flats (Sacked)
(Use same format for irregular parcels.)

Report: USPS Qualification Report Publication: Computer Universe Page: 1
Entry: Albany NY 120 Publication No.: 520-384
Sort: Periodicals, DMM M200 Edition: New York Date: __/__/__

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Zone	------Rates------ 3/5	BS	Running Total Pieces
1	3DG	121	121	SCF		11	11
2	5DG	12345	12345	SCF	28		39
3	5DG	12367	12367	SCF	16		55
4	3DGU	123	12346	SCF	7		62
			12348	SCF	14		76
			123	SCF	64		140
5	ADC	120	12403	1/2		17	157
			12551	1/2		21	178
			12990	1/2		8	186
			127	1/2		14	200
			A120	1/2		124	324
6	3DGU	146	14621	3	15		339
			146	3	12		351
7	3DG	148	14812	1/2		7	373
			14887	1/2		22	389
			14890	1/2		17	409
			148	1/2		37	465
8	ADC	140	14201	3		22	472
			14911	1/2		16	494
			149	1/2		20	511
			A140	M		56	548
9	MADC	120	31044	5		9	557
			421	5		13	570
			A630	5		27	597
			M120	M		44	641
Page Total					156	485	641
Cumulative Total					156	485	641

Rate Summary*	Pieces
3/5-Digit (3/5)	156
Basic (BS)	485
TOTAL Nonautomation	641

Notes: Sack number (#) column is optional.

A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pieces are reported in ZIP Code order and by sortation level. Documentation may report pieces by sortation level and within each sortation level, by ZIP Code.

*A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS NONAUTOMATION (Including Carrier Route) - Flats (Sacked)
(Use same format for irregular parcels.)

Report: USPS Qualification Report Publication: Computer Universe Page: 1
Entry: Albany NY 120 Publication No.: 520-384
Sort: Periodicals, DMM M200 Edition: New York Date: / /

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Zone	Rates WS	Rates HD	Rates CR	Rates 3/5	Rates BS	Running Total Pieces
1	3DG	121	121	SCF					11	11
2	CR	12345	B050	SCF		126				137
3	5DG	12345	12345	SCF				28		165
4	CRD	12367	C007	SCF			22			187
			R011	SCF			16			203
			R028	SCF			7			210
5	5DG	12367	12367	SCF				16		226
6	3DGU	123	12346	SCF				7		233
			12348	SCF				14		247
			123	SCF				64		311
7	CR	12403	C008	1/2			27			338
8	ADC	120	12403	1/2					17	355
			12551	1/2					21	376
			12990	1/2					8	384
			127	1/2					14	398
			A120	1/2					124	522
9	CR	14621	R023	3		147				669
10	3DGU	146	14621	3				15		684
			146	3				12		696
11	CRD	14812	B004	1/2			12			708
			B005	1/2			17			725
			C012	1/2			9			734
12	3DG	148	14812	1/2					7	741
			14887	1/2					22	763
			14890	1/2					17	780
			148	1/2					37	817
13	CRD	14911	C001	1/2			21			838
			C027	1/2			6			844
			C031	1/2			15			859
13	ADC	140	14201	3					22	881
			14911	1/2					16	897
			149	1/2					20	917
			A140	M					56	973
14	MADC	120	31044	5					9	982
			421	5					13	995
			A630	5					23	1018
			M120	M					44	1062
Page Total						273	152	156	481	1062
Cumulative Total						273	152	156	481	1062

Rate Summary*	Pieces
High Density Carrier Route (HD)	273
Basic Carrier Route (CR)	152
3/5-Digit (3/5)	156
Basic (BS)	481
TOTAL Nonautomation	1062

Notes: Sack number (#) column is optional.

A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pieces are reported in ZIP Code order and by sortation level. Documentation may report pieces by sortation level and within each sortation level, by ZIP Code.

*A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS NONAUTOMATION - Including In-County (Including Carrier Route) - Flats (Sacked)
(Use same format for irregular parcels.)

Report: USPS Qualification Report Publication: Montgomery County Report Page: 1
Entry: Silver Spring MD 20906 Publication No.: 520-384
Sort: Periodicals, DMM M200 Date: __/__/__

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Zone	Rates WS	HD	CR	3/5	BS	Running Total Pieces
1	CR	20852	B050	IC		126				126
2	CRD	20853	C007	IC			22			148
			R011	IC			16			164
			R028	IC			7			171
3	CR	20856	C008	IC			27			198
4	5DG	20858	20850	IC				28		226
5	3DG	208	208	IC					124	350
6	CR	20902	R023	IC		147				497
7	CRD	20906	B004	ICD			12			509
			B005	ICD			17			526
			C012	ICD			9			535
8	CRD	20907	C001	IC			21			556
			C027	IC			6			562
			C031	IC			15			577
9	5DG	20907	20907	IC				16		593
10	3DGU	209	20902	IC				7		600
			20906	IC				14		614
			209	IC				64		678
11	ADC	206	20611	1/2					17	695
			20727	1/2					21	716
			20757	1/2					8	724
			20769	1/2					11	735
			206	1/2					14	749
12	MADC	206	202	1/2					9	758
			204	1/2					13	771
			A210	1/2					23	794
			M206	M					44	838
Page Total						273	152	129	284	838
Cumulative Total						273	152	129	284	838

Rate Summary*	Pieces
High Density Carrier Route (HD)	273
Basic Carrier Route (CR)	152
3/5-Digit (3/5)	129
Basic (BS)	284
TOTAL Nonautomation	838

Notes: Sack number (#) column is optional.

A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pieces are reported in ZIP Code order and by sortation level. Documentation may report pieces by sortation level and within each sortation level, by ZIP Code.

*A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS AUTOMATION - Flats (Sacked)

Report: USPS Qualification Report Publication: Computer Universe Page: 1
Entry: Albany NY 120 Publication No.: 520-384
Sort: Periodicals, DMM M820 Edition: New York Date: __/__/__

Sack #	Sack Lvl	Sack ZIP	Pkg Dest	Zone	-------Rates------- 3/5B	BB	Running Total Pieces
1	3DG	121	121	SCF		11	11
2	5DG	12345	12345	SCF	28		39
3	5DG	12367	12367	SCF	16		55
4	3DGU	123	12346	SCF	7		62
			12348	SCF	14		76
			123	SCF	64		140
5	ADC	120	12403	1/2	17		157
			12551	1/2	21		178
			12990	1/2	8		186
			127	1/2		14	200
			A120	1/2		124	324
6	3DGU	146	14621	3	15		339
			146	3	12		351
7	3DG	148	14812	1/2	7		373
			14887	1/2	22		389
			14890	1/2	17		409
			148	1/2		37	465
8	ADC	140	14201	3	22		472
			14911	1/2	16		494
			149	1/2	20		511
			A140	M		56	548
9	MADC	120	31044	5	9		557
			421	5		13	570
			A630	5		27	597
			M120	M		44	641
Page Total					315	326	641
Cumulative Total					315	326	641

Rate Summary*	Pieces
3/5-Digit (3/5B)	315
Basic (BB)	326
TOTAL Automation	641

Notes: Sack number (#) column is optional.

Pieces are reported in ZIP Code order and by sortation level. Documentation may report pieces by sortation level and within each sortation level, by ZIP Code.

*A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented with the mailing.

PERIODICALS TRAYS ON PALLETS - Letters

Example of Trays from Automation and Nonautomation Mailing Placed on Pallets
(Use same format for sacks on pallets.)

Report: USPS Qualification Report
Entry: Richmond VA 230
Sort: Periodicals, DMM M200, M810, M045

Publication: Good News Newsletter Page: 18
Publication No.: 126-220
Date: __/__/__

PALLET #17 LEVEL: ADC DESTINATION: Queens NY 110

Tray #	Tray Size	Tray Lvl	Tray ZIP	Group Dest	Zone	Rates 3/5B	Rates BB	Rates 3/5	Rates BS	Running Ttl Pcs
1	1	5DG	10301		3	162				102162
2	1	5DG	10314		3	195				102357
3	1	5DG	10314		3	18				102375
4	1	5DG	10314		3			25		102400
5	1	5DG	11001		3	195				102595
6	2	5DG	11003		3	400				102995
7	1	5DG	11003		3	69				103064
8	1	5DG	11003		3			29		103093
9	1	5DG	11050		3	195				103288
10	1	5DG	11050		3	64				103352
11	1	5DG	11203		3	160				103512
12	1	5DG	11229		3	188				103700
13	1	5DG	11235		3	195				103895
14	1	5DG	11235		3	19				103914
15	1	5DG	11375		3	181				104095
16	2	5DG	11434		3	309				104404
17	1	5DG	11434		3			35		104439
18	2	3DGU	103		3	400				104839
19	1	3DGU	103		3	56				104895
20	1	3DGU	103	103	3			6		104901
21	1	3DG	110	110	3				17	104918
22	1	3DG	111		3	191				105109
23	1	3DG	111		3	18				105127
24	1	3DG	111	111	3			28		105155
25	2	3DG	112		3	338				105493
26	1	3DG	112	112	3			19		105512
27	1	3DG	113	11375	3			6		105518
				113	3			25		105543
28	1	3DG	114	114	3			11		105554
29	1	3DG	116	116	3			7		105561
30	2	3DGS	110	110	3		400			105961
31	2	3DGS	110	110	3		72			106033
				113	3	328				106361
32	2	3DGS	110	113	3	400				106761
33	2	3DGS	110	113	3	391				107152
34	2	3DGS	110	113	3	103				107255
				114	3	297				107552
35	2	3DGS	110	114	3	400				107952
36	1	3DGS	110	114	3	6				107958
				116	3	79				108037
Page Total						5357	472	191	17	6037
Cumulative Total						71304	4321	27602	4810	108037
Pallet Total						5357	472	191	17	6037

Notes: Tray number (#) and tray size columns are optional. A copies column is optional if mailing does not include firm packages. It is required if mailing includes firm packages.

Pallet #, Pallet Level, and Pallet Destination information may be shown above the pallet detail listing or to the left of the detail listing.

Pieces are reported by sortation level and within each sortation level, by ZIP Code. Documentation may report pieces in ZIP Code order and by sortation level.

PERIODICALS - COMBINED/COPALLETIZED - Flats (Packages on Pallets)

The two-page example below represents one pallet in a copalletized mailing of a large-volume circulation publication.

Report: USPS Qualification Report Publication: City Life Page: 4
Entry: DV Daniels NJ 07099 Publication No.: 123-456
Sort: Periodicals, DMM M045 Date: __/__/__

Pallet #	Pallet Lvl	Pallet ZIP	Pkg Lvl	Pkg Dest	Copies	Zone	Rates WS	HD	CR	3/5B	BB	3/5	BS	Running Ttl Pcs
26	ADC	07099												
			CR	07010 C003	19	SCF			19					7019
			CR	07010 C006	27	SCF			27					7646
			CR	07010 C013	126	SCF		126						7172
			CR	07423 C004	17	1/2			17					7189
			CR	07446 C010	25	1/2			25					7214
			CR	07458 C001	33	1/2			33					7247
			CR	07601 C024	92	1/2			92					7339
			CR	07601 C031	52	1/2			52					7391
			CR	07605 C042	157	1/2		157						7548
			CR	07624 C009	38	1/2			38					7586
			CR	07631 C005	26	1/2			26					7612
			CR	07631 C001	78	1/2			78					7690
			CR	07666 C021	142	1/2		142						7832
			CR	08522 C001	207	1/2		207						8039
			CR	08522 C012	29	1/2			29					8068
			CR	08801 C003	6	1/2			6					8074
			CR	08801 C024	81	1/2			81					8155
			CR	08923 C014	100	1/2			100					8255
			CR	08947 C003	72	1/2			72					8327
			5DG	07002	28	SCF				28				8355
			5DG	07002	7	SCF						7		8362
			5DG	07010	97	SCF				97				8459
			5DG	07020	41	SCF				41				8500
			5DG	07024	63	SCF				63				8563
			5DG	07305	96	SCF				96				8659
			5DG	07430	75	1/2				75				8734
			5DG	07430	6	1/2						6		8740
			5DG	07481	48	1/2				48				8788
			5DG	07605	51	1/2				51				8839
			5DG	07620	69	1/2				69				8908
			5DG	07621	95	1/2				95				9003
			5DG	07627	97	1/2				97				9100
			5DG	07627	11	1/2						11		9111
			5DG	07632	103	1/2				103				9214
			5DG	07642	60	1/2				60				9274
			5DG	07666	59	1/2				59				9333
			5DG	07670	52	1/2				52				9385
			5DG	07675	125	1/2				125				9510
			5DG	07686	94	1/2				94				9604
			5DG	08522	28	1/2				28				9632
			5DG	08801	117	1/2				117				9749
			5DG	08923	124	1/2				124				9873
			5DG	08923	59	1/2				59				9932
Page Total					2932		0	632	695	1581	0	24	0	2932
Cumulative Total					9932		0	132	2046	3443	231	67	18	9932

Combined/Copalletized—Flats (Packages on Pallets)

Report: USPS Qualification Report Publication: City Life Page: 5
Entry: DV Daniels NJ 07099 Publication No.: 123-456
Sort: Periodicals, DMM M045 Date: __/__/__

Pallet #	Pallet Lvl	Pallet ZIP	Pkg Lvl	Pkg Dest	Copies	Zone	Rates WS	HD	CR	3/5B	BB	3/5	BS	Running Ttl Pcs
26	ADC	07099												
			5DG	08947	93	1/2				93				10025
			3DGU	071	127	SCF				127				10152
			3DGU	075	99	1/2				99				10251
			3DGU	089	67	1/2				67				10318
			3DGU	089	8	1/2						8		10326
			3DG	070	45	SCF					45			10371
			3DG	074	6	1/2					6			10377
			3DG	076	29	1/2					29			10406
			3DG	085	14	1/2					14			10420
			3DG	087	57	1/2					57			10477
			3DG	087	7	1/2							7	10484
			ADC	07099	93	1/2					93			10577
			ADC	07099	13	1/2							13	10590
Page Total					658		0	0	0	386	244	8	20	658
Cumulative Total					10590		0	1232	2046	3829	475	75	38	10590
Pallet Total					3590		0	632	695	1967	244	32	20	3590

Notes: A copies column is optional if mailing does not include firm packages. It is required if a mailing contains firm packages.

Pallet #, Pallet Level, and Pallet Destination information may be shown above the pallet detail listing or to the left of the detail listing.

Pieces are reported by sortation level and within each sortation level, by ZIP Code. Documentation may report pieces in ZIP Code order and by sortation level.

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

P000 Basic Information
P010 General Standards

P012 Documentation

1.0 PURPOSE AND BASIC STANDARD

General
1.1 Generally, documentation is required from a mailer when a mailing is presented to the USPS. Documentation describes the content of the mailing, details the volume and postage data, substantiates the rate or discount eligibility, reports the result of a process (i.e., presort or barcoding), and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used.

Preparation
1.2 As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

Multiple Standards
1.3 If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

Mailer Responsibility
1.4 It is the mailer's responsibility to ensure that all required postage statements and documentation are completed and submitted as specified in the standards for the class of mail and rate claimed.

Additional Information
1.5 The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the RCSC under G020.

2.0 STANDARDIZED DOCUMENTATION—FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)

Basic Standard
2.1 [01-01-97] For First-Class Mail, Periodicals (effective July 1, 1997), and Standard Mail (A), subject to the standards for the rate claimed, documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 2.2 through 2.6, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

Format and Content

2.2 [07-01-97] For First-Class Mail, Periodicals, and Standard Mail (A), standardized documentation includes:

a. [07-01-97] A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:

(1) For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., M610 or M800) or the type of rates claimed.

(2) For Periodicals, each publication title and publication number corresponding to the postage statement and entry office, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., M200 or M800) or the type of rates claimed. For publications that are combined or copalletized and represented on the same documentation, all publication titles and publication numbers are required to be listed in the header only on the first page.

b. Sequential page numbers in the body of the listing.

c. For mail in trays or sacks, the body of the listing reporting these required elements:

(1) Tray/sack sortation level.

(2) Tray/sack destination ZIP Code (use destination on top line of tray/sack label *except that,* for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes contained in each tray).

(3) [07-01-97] Depending on mail preparation: (a) group destination for automation letter mail (number of pieces) for each carrier route in carrier routes trays (First-Class Mail and Standard Mail) including the 5-digit ZIP Code and carrier route for pieces in 3-digit carrier routes trays; for each 5-digit ZIP Code in 5-digit scheme trays; for each 3-digit ZIP Code prefix in 3-digit scheme trays; for each 3-digit or 3-digit scheme in AADC trays; and for each AADC in mixed AADC trays); or (b) package level and package destination for automation flats, regular nonautomation presort mail, and Enhanced Carrier Route Standard Mail (use the presort destination as described in M011).

(4) Number of pieces claimed at each rate.

(5) A running total of pieces mailed that is continuous for each mailing.

(6) The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays.

(7) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code).

(8) [07-01-97] For all nonautomation rate Periodicals mailings that contain firm packages, include a separate “Copies” column showing the number of copies for each package sortation level and destination. If mailings do not include firm packages, a “Copies” column is optional because the number of copies equals the number of pieces reported. Copies included in firm packages may be listed with other pieces to the same presort level destination with the number of copies and number of pieces reported as one line item entry, or firm packages may be listed as separate line items under the “Group Destination” column followed by “F” (e.g., “C001F” or “12345F”), with the number of pieces reported in the “Rate” column. When firm packages are reported separately in the “Group Destination” column, pieces for the same presort destination must be reported immediately before or after the firm packages (e.g., one firm package for “C001” followed by five other pieces for “C001” that constitute a package of six pieces for the carrier route rate).

(9) [07-01-97] For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific tray destination (automation letters only), group destination, or package destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 3.3. If copies for a package destination or pieces for a tray destination (automation letters only) are for multiple zones, show all zones included (e.g., “3/4/6”) or “Mixed” (or the authorized abbreviation “M”) in the “Zone” column. Report foreign copies separately.

d. For packages on pallets, the body of the listing reporting these required elements:

(1) Pallet sortation level.

(2) Pallet destination ZIP Code (use destination on top line of pallet label).

(3) For each package, the sortation level and number of pieces claimed at each rate.

(4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 2.2c for mail in trays or sacks).

(5) [07-01-97] For all nonautomation rate Periodicals mailings that contain firm packages, include a separate “Copies” column showing the number of copies for each package sortation level and destination. If mailings do not include firm packages, a “Copies” column is optional because the number of copies equals the number of pieces reported. Copies included in firm packages may be listed with other pieces to the same presort level destination with the number of copies and number of pieces reported as one line item entry, or firm packages may be listed as separate line items under the “Group Destination” column followed by “F” (e.g., “C001F” or “12345F”), with the number of pieces reported in the “Rate” column. When firm packages are reported separately in the “Group Destination” column, pieces for the same presort destination must be reported immediately before or after the firm packages (e.g., one firm package for “C001” followed by five other pieces for “C001” that constitute a package of six pieces for the carrier route rate).

(6) [07-01-97] For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific package destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 3.3. If copies for a package destination are for multiple zones, show all zones included (e.g., “3/4/6”) or “Mixed” (or the authorized abbreviation “M”) in the “Zone” column. Report foreign copies separately.

(7) At the end of the listing, a summary report of the total number of pieces claimed at each postage rate on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.

e. [07-01-97] At the end of the documentation, a summary report of the total number of pieces mailed at each postage rate for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. For Periodicals, include a summary of the total number of copies for each zone, including In-County, delivery unit, and SCF zone rates. A separate summary report is not required if a PAVE-certified postage statement facsimile(s) generated by the presort software used to prepare the standardized documentation is presented for each mailing. Additional data must be provided if necessary to calculate the amount of postage for the mailing (or additional postage due, or postage to be refunded) if nonidentical-weight pieces that do not bear the correct postage at the rate for which they qualify are included in the mailing, or if different rates of postage are affixed to pieces in the mailing.

Rate Level Column Headings
2.3

[07-01-97] The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 2.2 and shown below:

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

Rate	Abbreviation
Carrier Route [First-Class Mail letters/cards]	CB
5-Digit [First-Class Mail letters/cards and In-County Periodicals and Standard Mail letters]	5B
3-Digit [First-Class Mail letters/cards and In-County Periodicals and Standard Mail letters]	3B
3/5 [flats and outside-county Periodicals letters]	3/5B
Basic [letters/cards and flats]	BB

b. Presorted First-Class Mail and nonautomation presorted Periodicals and Standard Mail (A):

Rate	Abbreviation
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
3/5 [Periodicals and Standard Mail letters, flats, and parcels]	3/5
Basic [Periodicals and Standard Mail letters, flats, and parcels]	BS

c. Carrier route Periodicals and Enhanced Carrier Route Standard Mail:

Rate	Abbreviation
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
Basic [letters, flats, and irregular parcels]	CR
Basic Automation [Standard Mail letters]	CB

Sortation Level
2.4

[07-01-97] The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet sortation levels required by 2.2 and shown below:

Sortation Level	Abbreviation
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit	5DG
5-Digit Scheme [barcoded letters]	5DGS
3-Digit Carrier Routes	CR3
Unique 3-Digit [Periodicals]	3DGU
3-Digit	3DG
3-Digit Scheme [barcoded letters]	3DGS
ADC	n/a
AADC	n/a
Mixed ADC	MADC
Mixed AADC	MAAD
SCF [pallets]	n/a
BMC or ASF	n/a
Mixed BMC [working]	MBMC

Combined and Copalletized Mailings
2.5

[07-01-97] For combined or copalletized mailings of Periodicals and Standard Mail (A) prepared under M045, the listing must show this additional information:

a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/packages by product or edition code. The applicable rates for each product or edition must be shown in the correct "Rate" column and must be summarized for each tray, sack, or pallet and for the entire mailing. For Periodicals, when copies of multiple editions or publications are combined in a firm package claimed as one piece, report "0" in the "Product/Edition Code" column for all but one edition or publication contained in the firm package, report "1" in the appropriate associated "Piece Rate" column for that edition or publication, and report "0" in the "Piece Rate" column for the other editions or publications contained in the firm package.

b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full package detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full package detail (by product or edition code and rate) for the entire mailing job for 90 days and can provide it to the USPS on request within 3 working days. Abbreviated documentation must include the rate summary by product or edition for each pallet/sack, including those for which full detail package listings are not reported.

Optional Information
2.6

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, package weights) if this information does not conflict with the information required under 2.2 through 2.5.

3.0 DETAILED ZONE LISTING FOR PERIODICALS

Definition and Retention
3.1

[07-01-97] The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU rates, at DSCF rates, and at In-County rates. This listing is separate from the standardized documentation required under 2.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

Characteristics
3.2

[07-01-97] Report the number of copies mailed to each 3-digit ZIP Code at applicable zone rates using one of the following formats:

a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone rate at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).

b. Report copies by zone (and In-County DDU, In-County others, outside-county DDU, and outside-county DSCF, as applicable) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).

Zone Abbreviations
3.3

[07-01-97] Use the actual rate name or the authorized zone abbreviation in the listings in 2.0 and 3.2:

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	outside-county, DDU
SCF	outside-county, DSCF
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

4.0 POSTAGE STATEMENT

Reporting Mailings
4.1

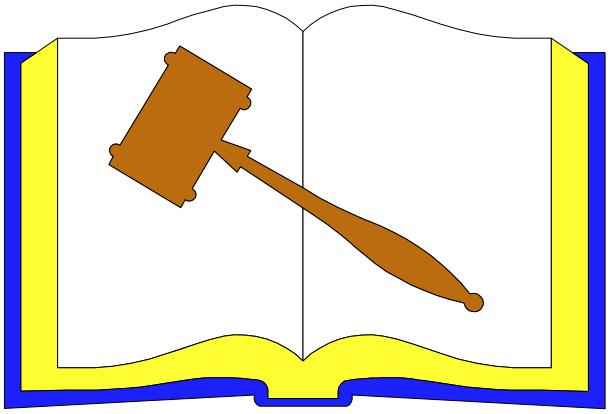
[07-01-97] Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, or postage payment method. A mailer may report more than one mailing from a single job (e.g., an Enhanced Carrier Route Standard Mail rate mailing, an automation rate mailing, and a nonautomation rate mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

Completing Postage Statements
4.2

[07-01-97] The postage statement must be completed in ink, by typewriter, or computer printer (in duplicate if the mailer wants a receipted copy) and signed by the mailer. The mailer may submit a computer-generated facsimile of the USPS form if it is in the same format as, and includes all information required by, the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, is considered a USPS-approved form for these standards. A facsimile or facsimile-generating software for which general (nationwide) approval has not been granted under the PAVE or MAC program may be approved by the entry office postmaster. Data fields may be omitted on facsimiles if they pertain to rates not claimed for the mailing.

ENTRY WAYS

Customer Support Rulings



Credit Card References on Nonprofit Standard Mail, PS-292 (E670.5), February 1997

A question was raised concerning permissible references under the provisions of *Domestic Mail Manual* (DMM) E670.5.7. That standard provides that an authorized organization's material is not disqualified from being mailed at the Nonprofit Standard Mail rates solely because that material contains, but is not primarily devoted to:

- Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included.

The question concerns the use of the words "Visa" or "MasterCard" or others when announcing membership benefits which include an affinity credit card. It is permissible for an authorized organization to announce the availability of an affinity credit card provided the announcement contains no promotional material or application materials (see Publication 417, *Nonprofit Standard Mail Eligibility*, section 6-3.3.7, of the October 1996 edition).

A simple reference to a membership benefit of an organization is not considered promotional (for example, "Members receive an affinity credit card. Write for details."). However, the use of brand names such as "Visa" or "MasterCard" is considered promotional. Therefore, references to membership benefits such as "Members receive a Visa card" are prohibited from being mailed at the Nonprofit Standard Mail rates.

Promotional material concerning an affinity credit card such as terms or conditions (e.g., "Benefits include a 13.5 percent interest rate, no annual fee for 6 months, and the availability of purchase insurance."), makes the reference ineligible for the Nonprofit Standard Mail rates. Additionally, language describing the card or its uses or benefits (e.g., "low-cost") or the issuer (e.g., "well known national corporation") is considered promotional.

However, previous publications have not made clear that brand names such as "Visa" are also considered promotional. Indeed, an early *Classification Currents Communicator* article published in March 1992 may have caused some customers to believe that the word "Visa" may be permissible.

Therefore, a piece produced before July 1, 1997, is not disqualified from being mailed at Nonprofit Standard Mail rates solely because a reference contains a brand name such as "Visa." If other promotional material such as those described above is present, the mailpiece is ineligible for Nonprofit Standard Mail rates.

Customers are advised that future mailings at Nonprofit Standard Mail rates should not include the brand name of the credit card referred to in the mailpiece.

Fragrance Advertisements in Periodicals Publications, PS-273 (C023.11.5), *Updated* October 1996

This ruling concerns the proper preparation of fragrance advertisements designed for inclusion in copies of publications sent at the Periodicals rates.

Publishers wishing to include fragrance advertisements must comply with the standards found in *Domestic Mail Manual* (DMM) C023.11.5. These standards are derived from Public Law 101-493 of the Drug and Household Substance Mailing Act of 1990. The law is intended to prevent individuals from being unknowingly or involuntarily exposed to fragrance scents.

Advertisers have developed several processes which allow readers to release a rendition of the fragrance, thereby avoiding inadvertent passive contact with the scent. One process, called "Microdot," uses a special proprietary process to hold a deposit of micro-encapsulated fragrance between a double layer of specially treated paper. The deposit dries into a powder-like material and remains intact until the reader removes the top ply of paper and rubs the fragrance capsules on the skin. Doing so releases the fragrance scent that the "Microdot" process replicates.

Another process, called "Scent Seal," consists of multi-laminated sheets, heat sealed to prevent odor leakage. Between the two laminates is a minute amount (.040 to .05 gram) of a polymer containing the fragrance rendition. The polymer is inert, and it thickens to hold the rendition in the "Scent Seal." The rendition is not released until the reader peels off the top layer and rubs a finger across it. The polymer is not considered a fragrance product sample because it contains only a rendition of the scent and not the actual fragrance product. The polymer in larger quantities has a glue-like texture, which makes it unusable as a product.

Both of these processes *simulate* the fragrance products; they are not the actual products. In addition, these processes limit the liquid content used in the renditions from being significant enough to constitute usable samples. Each of these processes also prevents unintentional customer contact as required in DMM C023.11.5.

Certain processes for fragrance advertising are available that meet eligibility standards for Periodicals rate publications.

Printed sheets with these types of fragrance advertisements may be included as pages, eligible for the Periodicals rates, when they are bound into copies of Periodicals publications.

—Business Mail Acceptance

Plain Talk

Act and React

Have you ever noticed that, even with all the negative press the Postal Service receives, we are, in fact, very good?

As individuals and as teams, we react to situations involving the acceptance of mail, the delivery of mail, the collection of correct postage, and hundreds of other tasks. One example of how well we do is evident in the way we handled the horrendous winter weather, floods, and mudslides throughout the country this year.

We reacted well. However, we can do even better by planning and acting before situations occur. We can't anticipate the whims of nature, but we can plan for changes in the way we prepare and accept mail. For instance, how should we act on problems that occur because of a new procedure?

We know changes are coming to ancillary service endorsements for address correction and forwarding services. Why not tell customers to cut down on stock replenishments before we need to make exceptions to deplete old stock?

Occasionally, a publisher inadvertently deletes the identification statement from an issue of a publication. We can ask the publisher to fix this problem, which is time consuming and unproductive, or grant an exception, which essentially allows mail to enter the processing stream without identification of postage payment and class. Why not remind the publisher to use quality control efforts now to prevent the problem?

Resources and time are at a premium in this ever-growing and changing business. Let's save time by planning ahead.

The Last Word

The only place where *success* comes before *work* is in the latest edition of Webster's dictionary.

—Ed Mayhew,
New York RCSC

CRIS Hard Copy File

Mailers using a current hard copy Carrier Route Information System (CRIS) file to assign carrier route IDs to nonautomation carrier route Periodicals and nonautomation Standard Mail Enhanced Carrier Route pieces are not required to use Coding Accuracy Support System (CASS)-certified matching software. The eligibility standards requiring that carrier route information be assigned within 90 days of the mailing date are also met when carrier route IDs are assigned using the hard copy CRIS files.

The use of hard copy CRIS files to assign carrier route information allows smaller mailers who presort their mailings manually to take advantage of the discounts available.

However, mailers must also place nonautomation Enhanced Carrier Route rate mailings and Periodicals high density and saturation rate mailings in some type of delivery sequence based on the rate claimed as prescribed by the Postal Service. *Domestic Mail Manual* A920 provides a manual process that allows mailers to meet the sequencing requirements. Sequencing can also be done electronically through a Delivery Sequence File (DSF) licensee or by using one of the Address Information System (AIS) products (e.g., Line-of-Travel (LOT) or Computerized Delivery Sequence (CDS)).

Mailers must submit a handwritten or computer-generated Form 3553, *Coding Accuracy Support System (CASS) Summary Report,* with each mailing. Mailers must annotate in blocks B2 and B3 on the form the date the information was assigned and the date the hard copy CRIS file was used.

—New York RCSC

Mailable Birds

The acceptance of live fowl is limited to adult turkeys, guinea fowl, doves, pigeons, pheasants, partridges, quail, ducks, geese, and swans, and only when sent by Express Mail and in biologically secured containers (see *Domestic Mail Manual* C022.3.3). Canaries, parakeets, parrots, and cockatiels are nonmailable.

—San Francisco RCSC

Short Takes

Correction

The Address Management office contributed extensively to the article "Move Update Questions and Answers" in the February *Mailroom Companion* (pages 1-8). Unfortunately, only the Business Mail Acceptance office was credited. The editors appreciate not only the efforts of Business Mail Acceptance, but also those of Susan Hawes in Address Management.

—Mail Preparation and Standards

THE MAILROOM COMPANION
ADDRESS QUALITY
US POSTAL SERVICE
6060 PRIMACY PKY STE 201
MEMPHIS TN 38188-0001

Forwarding and Return Postage Guaranteed
Address Correction Requested

BULK RATE
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10