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United States Postal Service

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Contents

UNITED STATES POSTAL SERVICE.

Business Mail Acceptance

Handbook DM-109

January 2000
Transmittal Letter 2

A. **Explanation.** Transmittal Letter 2 contains a revision to Chapter 4 and the addition of new material to Chapter 7 as follows:

1. **Chapter 4, Verification Procedures**
   Replace all of Chapter 4, Verification Procedures. The sections starting with the Automation Verification Review Process on pages 28–38 have been removed.

2. **Chapter 7, Non-ABE**
   This chapter was added and contains specific instructions for Business Mail Entry and Detached Mail Unit employees to verify letter size automation rate mailings at non-ABE sites. Also included are instructions for flat-size automation rate mailings at all Business Mail Entry and Detached Mail Units

B. **Filing Instructions.** Handbook DM-109, *Business Mail Acceptance,* was produced in a notebook format to allow ease in updating and/or adding new information and chapters when necessary. *File Transmittal Letter 2 in your copy of the existing Handbook DM-109* (Transmittal Letter 1, published August 1999. Until a new edition of the complete handbook is published, all requests for the existing handbook will include Transmittal Letters 1 and 2.)

C. **Distribution**

1. **Initial.** *Areas: Rates and Classification Service Centers and BME managers.*
2. **Additional Copies.** Order by using Form 7380, *MDC Supply Requisition,* from your area material distribution center.

D. **Comments.** The information in this document is not found in other Postal Service publications. Any comments or questions regarding the content, language, or *organization of this document can be addressed to:*

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BUSINESS MAIL ACCEPTANCE
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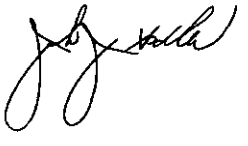

John J. Sadler
Manager
Business Mail Acceptance

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4 Verification Procedures

In order for the Postal Service to fully realize savings resulting from work sharing discounts, the mailer must presort and prepare Presort mailings in accordance with specific mail preparation standards. The responsibility of the Business Mail Entry Unit is to ensure that mail received from customers meets these standards. The presort verification process was established as a means of verifying customer mail preparation.

Customer mail preparation quality has improved through the efforts of the Business Mail Entry clerks. Increased customer education has lead to a higher quality in mail preparation resulting in a more efficient mailstream.

Changes in mail preparation standards led us to review and evaluate the verification process. Findings from internal presort verification studies indicated the Postal Service was not generally "at risk" from mailings of 10,000 pieces or less. These studies also indicated the cost of detailed reviews of such mailings far outweigh the benefits or cost avoidance.

Note: The basic principles of acceptance and verification apply to both Domestic and International mail. The processes described in this section, with the exception of One Pass/Two Pass, therefore, apply to both Domestic and International mail. For use as an acceptance tool, international mail acceptance checklists were developed for International Priority Airmail, Surface Airlift, and Global Canada Admail. These checklists can be found in the Addendum section of this document. Additional reference tools will be added to this document as they become available.

"One Pass" (Fewer than 10,000 Pieces)

Mailings with fewer than 10,000 pieces will receive a "One Pass" verification. The following must be done:

- Verify fees and funds on deposit,
- Review the contents of the mailpiece,
- Perform a random check of the labels and mail make-up, and
- Complete the postage verification.

Note: Refer to the laminated reference cards for verification procedures for each type of mailing accepted.

If the mailing passes the initial verification, it is cleared to operations for processing. If presort errors are found during the One Pass process and the customer is not present, the mailing is sent to the Two Pass process.

Note: We strongly recommend customers be encouraged to wait while their mailing is being processed. Also, to enhance customer service, it is recommended that customers "waiting" get their mail processed first.

If errors are found and the mailer is present, return the mail to them and log the mailer information in the Disqualified Log.

Verification Process

Enter time and date of the arrival of the mailing on the postage statement. A "one pass" mailing should be verified and processed from beginning to end, while the mailer or mailer's agent is present, using the steps outlined below:

1. Verify:
   - Fees are paid.
   - Authorizations are current.
   - Sufficient funds are on deposit.
   - Endorsements and rate markings are correct.
   - Postage payment methods meet format and eligibility requirements.
   - Processing category of mailpiece is correct.
   - Contents are eligible for rates claimed (by opening and examining one of the mailpieces, except First-Class).
   - Postage statement is complete and appropriate documentation is submitted.
   - If mailing is metered First-Class, perform shortpaid meter sampling using PS Form 6116.
   - Individual piece weights are verified to ensure correct postage calculations.
   - For automation mailings, refer to Automation Verification Review Process which begins on page 28.
2. Weigh permit imprint mailings and verify piece count.
3. Randomly Verify:
   - Correct size labels are used (tray labels for trays, sack labels for sacks).
   - Tray/sack labels are legible.
   - Contents of one tray/sack match the label destination line and are sorted to finest extent.
   - Package labels/optional endorsement lines are correct.
   - All trays are sleeved.

- Applicable trays are sleeved and strapped with USPS approved strapping.
- For automation mailings, barcoded tray/sack labels are used.

4. If errors are found in mailing and the customer is present:
   - Return mail to customer for correction.
   - Record mailing information on Disqualified Log.
5. If non-presort errors are found in the mailing and the customer is not present:
   - *Hold mail and notify customer.*
   - Record mailing information on Disqualified Log.
6. If presort errors are found in mailing and the customer is not present:
   - Move to Two/Pass (#4) and follow instructions for presort verification.
7. If the mailing is accepted:
   - Complete and sign postage statement.
   - Input data from postage statement in Permit System.
   - PS Form 3607, *Weighing and Dispatch Certificate,* must be signed and dated by the clerk.
   - The original PS Form 3607 should be stapled to the postage statement and a copy given to the customer.
   - A copy of PS Form 3607 must accompany each mailing staged for clearance for operations.

     Note: Operations must compare the number of containers with the volume reported on PS Form 3607 and resolve any discrepancies with the BMEU.

"Two Pass" (Greater than 10,000 Pieces)

The "Two Pass" process, is performed on mailings greater than 10,000 pieces. Two Pass brings about a new, graduated verification feature. Mailers who consistently provide well prepared mailings will be moved to a less frequent verification cycle.

Verification Process

Enter time and date of the arrival of the mailing on the postage statement. Follow the steps outlined below for Two Pass:

1. Verify:
   - Fees are paid.
   - Authorizations are current.
   - Sufficient funds are on deposit.
   - Whether a presort verification is scheduled to be performed.
   - Endorsements and rate markings are correct.

- Postage payment methods meet format and eligibility requirements.
- Processing category of mailpiece is correct.
- Contents are eligible for rates claimed (by opening and examining one of the mailpieces, except First-Class).
- Postage statement is complete and appropriate documentation is submitted.
- If mailing is metered First-Class, perform shortpaid meter sampling using PS Form 6116.
- Individual piece weights are verified to ensure correct postage calculations.
- For automation mailings, refer to Automation Verification Review Process which begins on page 69.

2. Weigh permit imprint mailings and verify piece count.
3. Randomly Verify:
   - Correct size labels are used (tray labels for trays, sack labels for sacks).
   - Tray/sack labels are eligible.
   - Contents of one tray/sack match the label destination line and are sorted to finest extent.
   - Package labels/optional endorsement lines are correct.
   - All trays are sleeved.
   - Applicable trays are sleeved and strapped with USPS approved strapping.
   - For automation mailings, barcoded tray/sack labels are used.
4. Perform presort verification using target wedge (see Addendum page 69):
   - If scheduled.
   - If make up errors detected in initial review.
   - Complete PS Form 2866 for all presort verifications.
   - Record verification results in Permit .
5. If mailing is disqualified:
   - Record on disqualified log.
   - Hold mail and notify mailer.
6. If the mailing is accepted:
   - Complete and sign postage statement.
   - Input data from postage statement in Permit System.
   - PS Form 3607 must be signed and dated by the clerk.
   - The original PS Form 3607 should be stapled to the postage statement and a copy given to the customer.

- A copy of PS Form 3607 must accompany each mailing staged for clearance to operations.

  Note: Operations must compare the number of containers with the volume reported on PS Form 3607 and resolve any discrepancies with the BMEU.

Note: Refer to Business Mail Acceptance Reference Cards for step-by-step information on acceptance of various types of mailings.

Weighing

Scale Use Hints

To obtain accurate scale readings and avoid damage to scales, observe these practices:

- Place the scale in a level location, free from drafts. For an electronic scale, wind currents from air conditioners or open doors can reduce accuracy. For a mechanical scale, movement to another position can reduce accuracy. After finding a good location for the scale, mark it in case the scale must be moved temporarily.
- Center the load on the scale platform. Weights placed on the perimeter *(outside edge) of the scale platform can cause inaccurate readings.*
- Avoid overloading any scale. Know the capacity of each scale and choose the scale according to the load.
- Avoid dropping or banging any weight on scale platforms.
- Keep electronic scales plugged in at all times. Unplugging electronic scales affects their calibration and necessitates a warm-up period of up to one hour.
- To simplify calculations, measure weights in pounds if possible. However, because some rates are based on ounce increments, calculate an average weight per piece, expressed in ounces, for all First-Class and Standard A mailings.

Tare Weight

Tare is the weight of the container used in presenting or transporting a mailing. The empty container weight (tare) is not subject to postage charges (except Express and Priority Mail Drop Ship), so it is important to know the net weight of the mail. Tare does not include material used to form a package or bundle (such as rubber bands, string, shrinkwrap, or in the case of Periodicals multiple copies, envelopes). Subtract the tare weight from the gross weight (the total combined weight of containers and mail) to obtain the net weight of the mail. Remember: gross weight minus tare weight equals net weight.

Conversions

To simplify conversions between ounces and pounds, convert weights as follows:

Ounces to Pounds: Divide the number of ounces by 16. (For example, to convert 5-3/4 (5.75) ounces to pounds, divide 5.75 ounces by 16 = 0.3594 pound.)

Pounds to Ounces: Multiply the decimal pound reading by 16. (For example, to convert 0.1875 pounds to ounces, multiply 0.1875 pound by 16 = 3 ounces.)

Weight Calculation of Single Piece

Identical pieces in the same mailing can vary slightly in weight because of differences in paper thickness and moisture absorbed by paper. Therefore, never weigh just one piece to get the weight of a single piece. Instead, weigh at least 10 pieces, selected from different parts of the mailing to compute the average weight of a single piece.

Note: It might be necessary to expand the number of pieces to come up with an accurate average piece weight.

Balance Beam Scales

A beam balance scale cannot weigh accurately unless the beam is floating in balance. When a load is on the scale's platform and the nearest weight is selected, the beam normally rests at the top or the bottom of its swing range. The only way to get an accurate reading is by trial and error. Use the following procedure:

- Put 10 pieces on the scale (if the 10 pieces together weigh more than a pound, use fewer than 10 pieces).
- Move the poise right or left to get a balance.
- If the scale cannot be balanced to a specific weight increment, add another piece and move the poise again to get the scale to balance on an ounce or half-ounce reading.
- Keep adding pieces and moving the poise until a perfect balance is achieved.
- Count the pieces on the scale and divide the result into the combined weight of those pieces to get the average weight of a single piece.

Example: What is the average single piece weight when the beam balances at 7 ounces with 11 pieces on the platform? Answer: 0.6363 ounce (7 ounces divided by 11 pieces).

Electronic Scales

Weighing Without Tare — When using electronic scales, follow the manufacturer's instructions for obtaining the weight of a single piece. These instructions are normally printed on the scale and in the operating manual. A

simple way to obtain a reliable average weight of a single piece on an electronic scale is to place 10 pieces on the platform. When a stable reading is reached, divide the weight displayed by 10. Note whether the scale is set to weigh in ounces or pounds so that the weight is expressed correctly. BMEU calculations generally use pounds (rather than ounces) in determining total pieces.

Weighing With Tare — It is often more convenient to weigh mail in a container such as a tray. Electronic scales can be reset to zero with an empty tray on the scale platform so that when a tray is filled with mail, only the weight of the contents is displayed.

After resetting the scale to zero and placing the mail and container back onto the scale, divide the displayed weight by the average weight of a single piece to determine the number of pieces in that container. Use this method to avoid weighing the tray separately and subtracting the tare from the total weight of the loaded tray.

Example: What is the piece count of a four-sided plastic tray of identical-weight (0.7920 ounce per piece) First-Class Mail with a total weight of 14 pounds? Answer: 202 pieces. (For this example, the gross weight of the tray is 14 pounds and the tare weight of the tray is 4 pounds.)

Solution:

- First, subtract the tare weight from the gross weight (14 pounds – 4 pounds = 10 pounds).
- Next, convert the ounce weight of a single piece to a pound weight (0.7920 ounce ÷ 16 = 0.0495 pound).
- Finally, divide the weight of a single piece into the net weight of the mail (10 pounds ÷ 0.0495 pound = 202 pieces).

Volume and Weight Verification

Purpose

This section assists acceptance employees to do the following:

- Determine whether the pieces and weights reported by mailers on their postage statements are accurate.
- Make allowance for tare weights and explain variances among individual containers.
- Understand the procedures to follow when USPS calculations do not agree with the mailer's figures on a postage statement.

Responsibility

Mailers — Each mailer must correctly prepare, complete, and sign the *appropriate postage statement. The postage statement must include the* weight and number of pieces in the mailing.

BME Employees — Acceptance employees protect revenue owed to the Postal Service by ensuring that mailers pay the correct postage and do not underpay postage and that the accepted mailings accurately reflect all pieces and claims on the postage statements.

Verifying Mailer's Piece Counts

Acceptance employees must verify piece counts, gross weight, and net weights for all accepted permit imprint mailings. The most common method for verifying a mailer's piece count is as follows:

- Find the total tare of a mailing by adding together the tare weight of all mailing containers used (that is, trays, sacks, pallets, and rolling stock).
- Deduct the total tare from the gross weight measured on the platform scale. (The result is the net weight that is the actual weight of the mail subject to postage charges.)
- When all the pieces in a mailing are identical, determine the piece count by dividing the net weight by the USPS computed weight of a single piece (as determined using the appropriate procedures).

Documenting the Weighing Process

For small-volume mailings that require only one gross weighing, document the gross weight, net weight, and tare weight on Postage Statement of Mailing With Permit Imprints.

For permit imprint mailings that require multiple weighings (due to the number of containers), record the figures on part 1 of PS Form 8040, *Presort Mail Acceptance Worksheet.* Include the PS Form 8040 and the calculations along with the postage statement as a reference. This documentation may be needed should reweighing be necessary or if the computations on the postage statement are questioned.

Tare Weight Values — Tare weight values are published in tables, marked on mailing equipment, or obtained by weighing empty equipment. Both nationally and locally published standard values may be used. Refer to the Postal Operations Manual for national tare weight values.

Tare on Rolling Stock — BMEUs require mailers to unload their mailings onto USPS rolling stock for transport to a scale. The tare of rolling stock must be marked on the equipment to calculate the net weight of the mail.

Transfer mailings presented in unknown tare or non-tare weight marked rolling stock (such as hampers or nutting trucks) to equipment with a known tare before weighing the mailings. Do not weigh tare for a mailing if an alternative acceptance procedure (such as manifesting or Optional Procedure (OP) Mailing System) is authorized by the rates and classification service center.

When weighing rolling stock, note or stamp the date that it was weighed on the equipment. Rolling stock must be reweighed at least once a year and every time it is repaired. Generally, reweighing of rolling stock is performed by Maintenance.

Sack and Pouch Weight — The Postal Operations Manual lists representative tare weights for sacks, trays, and pouches. Use these weights when the exact tare weight is unknown to avoid removing the mail from the container.

District-Computed Tare Values

Standardized tare weights are based on average weights of new equipment. In districts where older or repaired equipment is used, district managers may locally compute tare weights by weighing at least 100 identical pieces of equipment, such as number two canvas sacks. The results must be averaged and posted at each acceptance site. The district manager must sign and date this posted notice, which is valid for no more than two years. When such sampling is done, the district manager must mail a dated copy of the results to the rates and classification service center manager. (Individual post offices may not locally compute their own tare values.)

Maximum and Minimum Tare Limits

A practical way to compensate for variable tare weights of trays, sacks, and containers is to allow a correction factor for tare weight. Use a correction factor of ± 10 percent (or ± 1.1) for the mixture or poor condition of equipment. Use this correction factor on either the standard tare weights listed in Postal Operations Manual exhibit 571.2 or the district-computed tare values. The allowable tolerance decreases in direct proportion to the acceptance employee's degree of certainty about the mailer's containers. For example, for a Standard A mailing using only number three plastic sacks, the tare can be established to a near-zero tolerance factor. A standardized formula is included on PS Form 8040.

Interpreting Results

Identical-Weight Pieces — Postage charges for permit imprint mailings of identical-weight pieces are determined by USPS verification of piece counts. Verify the mailer's piece counts by dividing the USPS official weight of a single piece into the net weight of the mailing (gross weight less tare) unless the weigh verification is waived because the mailer is authorized to mail under an Optional Procedure Mailing System, Combined Mailing, Manifest Mailing System, or Alternative Mailing System.

If the USPS piece count does not correspond (within + or –1 percent) to the mailer's postage statement, notify the mailer that, for the mailing to be accepted, the mailer must agree to the USPS piece counts. If the mailer agrees, revise the postage statement (refer to, Revisions To Postage Statements on page 23). Annotate the postage statement with the name of the person authorizing the change in postage statement piece counts and cost. The summary of these calculations follows:

GROSS WEIGHT – TOTAL TARE = NET WEIGHT.

NET WEIGHT + USPS SINGLE PIECE WEIGHT = USPS PIECE COUNT.

USPS PIECE COUNT – MAILER'S PIECE COUNT = DIFFERENCE.

If the difference is within 1 percent of the USPS piece count, accept the mailer's piece count. If the difference is greater than 1 percent, refer to page 23, Revisions To Postage Statements.

Use part 2 of PS Form 8040 to determine piece counts for multiple weight-verified identical-weight piece mailings.

Nonidentical-Weight Pieces

General — There are no practical weighing procedures for accurately determining piece counts for mailings of nonidentical-weight pieces. In addition, the conditions for submitting mailings of nonidentical-weight pieces vary between mail classes and postage payment methods. The following sections apply to mailings of nonidentical weight pieces paid under a permit imprint advance deposit account.

First-Class Mail — There are no provisions for weigh-verifying and accepting permit imprint First-Class mailings of nonidentical-weight pieces. Accept these mailings only if they are authorized under an Optional Procedure Mailing System, Manifest Mailing System, Combined/VAR Mailing System, or Alternate Mailing System.

Presorted Standard Mailings

Mailings made at the presorted standard rates are subject to either the minimum per-piece rate or the per-piece and per-pound rate. The rate that the mailer pays is determined by the weight of a single piece. There are different weight "break" points that determine whether the mailing is subject to the per-piece or per-pound rate for regular Presort mailings and special Presort mailings (for authorized nonprofit organizations).

There are no provisions for weigh-verifying and accepting permit imprint mailings of nonidentical-weight pieces. Accept these mailings only if they are authorized under an Optional Procedure Mailing System, Combined/VAR Mailing System, Manifest Mailing Systems, or Alternative Mailing System or have appropriate documentation per DMM P012.

Mail that is paid at a Presort pound rate is subject to both a per-pound charge and a per-piece charge. Presort mailings of nonidentical-weight pieces mailed at the per-pound rate may be mailed using a permit imprint in one of these ways:

- The mailer may pay the total postage (which includes both the per-pound and per-piece charges) through the advance deposit account, if the mailer is authorized to mail under an Optional Procedure Mailing System, Manifest Mailing System, or Alternative Mailing System. In these cases, perform verification and acceptance through the measures provided by the authorized system.

- The mailer may pay the per-pound rate portion of the total postage through a permit imprint advance deposit account, and the per-piece rate portion by affixing a meter stamp to each piece in the mailing. In these cases, weigh the total mailing to verify the weight of the mailing for only the per-pound rate portion of the total postage. Use part 2 on PS Form 8040 to verify the per-pound rate portion of nonidentical-weight piece mailings paid by permit imprint.

Bound Printed Matter

Mailings made at the Standard B bound printed matter rates are subject to both a per-piece charge and a per-pound charge. There are no provisions for weight-verifying and accepting Standard B bound printed matter mailings of nonidentical-weight pieces. Accept these mailings only if they are authorized under an Optional Procedure Mailing System, Manifest Mailing System, or Alternative Mailing System. Standard B bound printed matter mailings of nonidentical-weight pieces mailed at the per-pound rate may be mailed using a permit imprint in one of these ways:

The mailer may pay the total postage (which includes both the per-pound and per-piece charges) through the advance deposit account, if the mailer is authorized to mail under an Optional Procedure Mailing System, Manifest Mailing System, or Alternative Mailing System. In these cases, perform verification and acceptance through the measures provided by the authorized system.

The mailer may pay the per-pound rate portion of the total postage through a permit imprint advance deposit account, and the per-piece rate portion by affixing a meter stamp to each piece in the mailing. In these cases, weigh the total mailing to verify the weight of the mailing for only the per-pound rate portion of the total postage. Use part 2 on PS Form 8040 to verify the per-pound rate portion of nonidentical-weight piece mailings paid by permit imprint.

Note: Mail should be separated by zone unless accompanied by appropriate documentation.

Presort Parcel Post, Special Standard, and Library Rate Mail

There are no provisions for weigh-verifying and accepting Presort Parcel Post, special Standard, or library rate mailings of nonidentical-weight pieces. Accept these mailings only if they are authorized under an Optional Procedure Mailing System, Manifest Mailing System, or Alternate Mailing System.

Revisions To Postage Statements

If the piece count or net weight claimed by the mailer does not reflect the number of pieces or net weight calculated by the BMEU and a change must be made to the postage statement, take these steps:

Complete part 3 of PS Form 8040 for all mailings that require an amendment to the number of pieces or net weight claimed by the mailer. This worksheet documents the calculations for the USPS piece count and net weight.

The BME supervisor must double-check the acceptance employee's figures. Mailers have a right to expect accurate USPS calculations if the results can increase their postage charge.

If the mailer requests, reweigh the mailing. Errors can be caused by a container improperly placed on the scale, or by inadvertently commingling of mailings.

Follow the procedures below for underweight and overweight mailings:

Notify the mailer before changing a postage statement (unless a letter from the mailer is on file authorizing the Postal Service to make necessary changes). The mailer or mailer's agent must agree to and initial any change to the postage statement. If the adjustment is approved by telephone, note the time, date, and person approving the adjustment on part 3 of PS Form 8040 and/or on the front of the postage statement in the designated area.

If authorized by the mailer to revise the postage statement, draw a single line through the information to be revised and write the corrected information, initialing the change.

Plant-Verified Drop Shipment (PVDS)

Plant-Verified Drop Shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer to destination post offices.

PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolifated Verification and Clearance,* was developed to establish a standardized format for reporting multiple PVDS mailings from an individual mailer that are cleared at origin on the same day for entry at a single destination postal facility. Fields that are not required and that are not used by the mailer may be omitted. The "Number of Pieces" and "Piece Weight" columns may be omitted if there is sufficient information on the PS Form 8125-C to allow the origin post office and destination entry postal facility to identify the mailings reported on the form and to compare the information on the form with the physical mail. For example, if mailings are prepared in containers such as sacks or pallets, information in the columns related to the permit holder, permit number, and payment type; postage statement number or group identification; product name; number and type of containers; total gross weight; and class and type of mail would be sufficient to allow both the origin and entry postal facilities to compare the mail to the PS Form 8125-C to ensure that the information on it correctly represents the mail. Mailers reporting multiple mailings that consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels), the mailer is required to report the number of pieces in each mailing on PS Form 8125-C. For mailings consisting of identical weight pieces, mailers should report the piece weight where possible.

Facsimile Forms 8125 and 8125-C must contain all required data elements in the same relative locations as the Postal Service forms. These forms may also be accessed on the Postal Web.

PS Form 8125, PS Form 8125-C Facsimile Format

Effective January 10, 1999, mailers must submit a revised PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* dated July 1998, or new PS Form 8125-C dated July 1998, with all domestic and international plant-verified drop shipment (PVDS) mailings.

Under the provisions of *Domestic Mail Manual* (DMM) P750.2.9, mailers must submit a completed PS Form 8125 to the origin (verifying) post office for each plant verified drop shipment (PVDS) mailing that will be deposited at a destination entry postal facility. International PVDS mailings must also be submitted to the destination entry postal facility with PS Form 8125. The completed form serves as a receipt indicating that postage for a shipment being presented to the destination facility for acceptance as mail has been paid at the correct rates.

Separation of PVDS Mailings

PVDS mailings must be kept separate:

1. When a vehicle contains more than one Periodicals PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying PS Form 8125 or PS Form 8125-C. If a shipment on a vehicle includes both delivery office and SCF zone rate mail for a single destination post office, the mail eligible for each rate must be physically separated.
2. When a vehicle contains more than one Standard Mail (A) or (B) PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying PS Form 8125 and 8125-C.

Barcode Window Verification (Tap Test)

Insert "shift" can adversely affect barcode readability. Therefore, verification must be performed on all letter-size AND flat-size pieces that have barcodes appearing through windows. Following are the correct procedures to perform this verification.

Note: Deployment of ABE does not negate this procedure.

Select 10 window envelopes. For mailings containing both window and regular envelopes, if 10 window envelopes are not obtained from within the first 50 pieces pulled, then the barcode window verification is not performed.

Vertical Shift

After obtaining 10 window envelopes, check to be sure that a clear space of at least 1/25 inch appears between the top edges of the barcode and the top edge of the window of each piece **without tapping/shaking the mailpiece upside down**. Next, tap each individual mailpiece twice on a flat horizontal surface on its bottom edge (the edge parallel to the address as read). Check to ensure that a clear space of at least 1/25 inch appears between the bottom edges of the barcode and the bottom of the window.

Horizontal Shift

Tap each mailpiece separately on its left and right edges to jog the insert as far left and/or right as possible. Two taps are sufficient. Check to ensure that at least a 1/8 inch clear space appears between the left and right edges of the barcodes and the window's edge, as appropriate.

If needed, use Notice 67, *Automation Template*, or Item 04A, *Delivery Point Postnet Barcode Gauge*, to confirm the measurements noted above.

If no more than one piece fails, the mailing passes the barcode window verification. If two pieces fail, repeat the test on 10 additional barcode window envelopes.

If three or more pieces fail at anytime during the test (after the first ten or a total of 20), do not accept the mailing at barcoded rates.

Helpful Hints:

- Letter-size pieces later processed through an MLOCR and delivery point barcoded in the lower right corner are not subject to this procedure.
- If the mailing fails the barcode window verification, charge the Nonautomation Presorted First-Class rate or Nonautomation Standard Mail (A) Letters rate, as appropriate. No corrections, changing tray labels, or other rework by the mailer is required.

Check Acceptance

Customers may make deposits to permit imprint/advance deposit accounts at the BMEU. Cash can not be accepted.

BMEU Check Procedures

1. Verify that the issuer of the check is not on the bad check list. If the customer is on the list, do not accept the check.
2. Ensure that the customer's permit account is written on the check and that the check is made payable to the U.S. Postal Service or Postmaster, by title only.
3. Write BMEU on the face of the check.

4. Complete PS Form 3544, *Post Office Receipt for Money,* in triplicate. Give the original to the customer. Attach duplicate to the check and place in the lock box. Retain the triplicate in the BMEU. When checks are accepted for payment of annual fees, send the triplicate copy to the administrative office responsible for maintaining the mailer records (i.e., Mailing Requirements, Postal Business Center, Finance, etc.). All Forms 3544 must have the correct AIC number assigned.
5. At the end of the day, send all checks to the window unit responsible for processing permit account deposits for the BMEU. Include a buckslip indicating the number of checks and PS Form 3544. Hand carry checks to the window unit or send via Registered Mail, depending on the location.

Window Clerk Procedures

1. Separate each PS Form 3544 from the attached check. Verify that the amount of each check is equal to the amount on the PS Form 3544.
2. Prepare a separate PS Form 1412-A, *Daily Financial Form,* for BMEU deposits. For IRT offices, use a separate disk and enter each PS Form 3544 and each check separately. For non-IRT offices, prepare a separate PS Form 1412 using normal procedures described in Handbook F-1, Chapter 2.
3. Verify that all Forms 3544 are accounted for. Verify that the first PS Form 3544 used follows in sequence after the last PS Form 3544 used on the previous day.
4. Turn in the checks to the person responsible for making the daily deposit using the procedures described in Handbook F-1, Chapter 2.

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7 Non-ABE

Verification Review Process

Automation Rate Mailings

In order for the Postal Service to fully realize savings resulting from work sharing discounts, the mailer must produce and prepare automated mailings in accordance with specific standards for mailability and mail classification. These standards are located in the DMM C800.

The process of verifying automated mailings is divided into two procedures:

a. Mailpiece Automation Compliance Review

b. Barcode Quality Review

The Mailpiece Automation Compliance Review must be completed on all letter-size and flat-size automation rated mailings.

The Barcode Quality Review will be completed on all flat-size automation rated mailings. Letter-size automation mailings are divided by Automated Barcode Evaluator (ABE) sites and non-ABE sites. BMEUs and DMUs that have ABE systems have the ability to verify letter-size mailings for barcode quality through automation. Non-ABE sites must verify letter-size mail for barcode quality manually.

Mailpiece Automation Compliance Review

After standard business mail acceptance reviews (such as weight verification or classification reviews for First-Class Mail, Standard Mail (A), and Periodicals mailings), all automation rate mailings must be reviewed to ensure they meet the following additional mailing standards to be eligible for an automation postage rate:

a. Physical Standards. Mailpieces must meet specific minimum and maximum physical dimensions for processing on USPS automation equipment.

b. Preprinted Barcodes. Mailpieces must have a mailer preprinted delivery point barcode for letter-size mail or ZIP+4 or delivery point barcode for flat-size mail that is readable on USPS automated equipment.

c. Address Quality and Coding Standards. The mailpiece address must meet certain addressing requirements.

d. Additional Requirement – Barcodes Appearing Through Envelope Windows. Mailpieces bearing a barcode printed on an insert appearing through a window are also subject to a tap test. Page ____ in this chapter contains instructions for completing the tap test.

DMM References for Automation Rate Mailings By Mail Class

a. General eligibility requirements for automation rate mailings are located by mail class in the DMM Eligibility Module
   1. First-Class Mail, DMM E140
   2. Periodicals, DMM E240
   3. Standard Mail (A), DMM E640

b. Physical dimensions and mailpiece characteristics are in the DMM Characteristics and Contents Module
   1. Letters:
      (a) All automation mail classes, DMM C810
   2. Flats:
      (a) All automation mail classes, DMM C820

c. Address Quality and ZIP+4 Coding for Automation Rates
   1. All automation mail classes, DMM A800 and A950

d. Barcode Standards (location, dimensions, reflectance and other requirements)
   1. All automation mail classes - letters, cards and flats, DMM C840

e. Mail Preparation and Sortation requirements are in the DMM Mail Preparation and Sortation Module
   1. Letters, all automation mail classes, DMM M810
   2. Flats, all automation mail classes, DMM M820

Mail Acceptance Verification Tools

Written Verification Tools

Mailing standards in the DMM supersede any of the following references where there are differences:

Quick Service Guides

Located in front of DMM, in Publication 95, or electronically in the Postal Explorer at *http://pe.usps.gov.* You can also find the electronic version of the DMM in Postal Explorer.

#010 – Addressing
#810 – Designing Letters and Cards for Automated Processing
#811 – Tab and Wafer Seals
#820 – Designing Flats for Automated Processing

Additional Verification Tools

Tool	Use to Determine
Notice 67, *Automation Template*	▪ Letter-size shape and size ▪ Aspect ratio ▪ Barcode location for letter-size
Item 04A – Template, Postnet Decoding	▪ Clear space around address block barcodes ▪ Barcode dimension and spacing ▪ Skew
Notice 3A, *Letter-Size Mail Dimensional Standards Template*	▪ Letter-size shape and size ▪ Letter-size maximum thickness ▪ Aspect ratio
Flat Machinability Tester	▪ Turning ability ▪ Deflection for flat-size mail
Electronic micrometer or Starret	▪ Minimum thickness of cards
Automation Gauge, Model 007	▪ FIM specifications ▪ Typography ▪ Barcode location

Sampling Procedures for Measuring Thickness of Cards Claimed at Card Rates

a. Randomly select 10 sample pieces.

b. Stack 10 pieces together and measure total thickness using electronic micrometer or Starret at three diagonal locations on top mailpiece.

c. Divide the average sample size thickness obtained by 10 from the three locations to determine the thickness of single card.

d. All three readings must meet minimum thickness required for the card rate.

   1. At least.007 inch thick to be mailable.
   2. Maximum of .016 inch (maximum dimension for any card rates is 4¼ inches high and 6 inches long).

e. If one or more of the three average thicknesses fall below minimum, randomly select 10 additional pieces and repeat test.

f. Accept the mailing at rates claimed if second sample passes.

g. If second sample does not meet minimum thickness standards, notify the mailer:

   1. The cards are not mailable if not .007 inch thick.
   2. The cards are not eligible for automation card rates if over 4¼ inches high and 6 inches long.

Note: No sampling is to be conducted on business reply, meter reply, or courtesy reply cards enclosed in mailpieces when classification samplings are completed for Periodicals or Standard Mail (A) mailing.

Automation Compatibility

Letters (Non-ABE Sites) and Flats (All BMEUs/DMUs)

If the mailing fails to meet any of the automation requirements, the mailer should be contacted for withdrawal of mail or approval to be charged at the higher rate for which the mailing qualifies.

Step 1: Tap Test

If the barcode is not printed on an insert appearing through a window, proceed to Step 2.

If the barcode is printed on an insert appearing through a window, perform a "tap test" (page ____ in this chapter contains instructions for completing the tap test). If samples pass the tap test proceed to Step 2. If samples fail the tap test, contact mailer as noted above.

Step 2: Physical Dimensions:

Review sample mailpiece to ensure it meets the physical dimensions required by mailing standards for the mail class and mail processing category you are reviewing.

Shape and size. Use Notice 3A to determine:

- Height
- Length
- Thickness
- Aspect ratio. Length divided by height must not be less than 1.3 or more than 2.5.
- Maximum weight. See DMM standards for mail classes and mail processing category you are reviewing.

If the mailpiece does not meet all the physical standards for automation mail, do not accept the mailing at automation rates. Contact the mailer as noted above.

Ensure the mailpieces:

- Meet any tab or wafer seal placement requirements, if letter-size mail.
- Meet polywrap requirements if flat-size mail.
- Meet turning ability and deflection requirements for flats.
- Meet any other automation mail characteristic requirements for letters or flats as outlined in the appropriate DMM section for the mail class you are reviewing.

Step 3.

If sample mailpieces pass review, move to Barcode Quality Review.

Acceptance Procedures

Barcode Quality Review for Letters and Flats

Skip Interval and Sampling Procedure

Barcode quality for letters and flats is evaluated on a random basis on three levels:

Level 0 – Perform a review on the first mailing presented by each mailer. 1 passed verification moves mailer to Level 1.

Level 1 – 1 mailing in 5 randomly selected. 10 consecutive passed verifications move mailer to Level 2. Any failed verification moves mailer to Level 0.

Level 2 – 1 mailing in 30 randomly selected. Any failed verification moves mailer to Level 0. If barcodes appear to have obvious errors such as skew, ink smudges, etc., and a scheduled verification is not due, perform a verification.

PVDS Mailings

Consider each segment in a PVDS mailing as a separate mailing. Base sampling procedures on number of segments. Calculate results against individual segment not the entire consolidated postage statement.

Control Cards

Reproduce for local use.

- ABE sites. Flat-Size Automation Mailings Only – Use one control card for each mailer, agent, or presenter.
- Non-ABE sites. Use one control card for each mailer, agent, or presenter. The same control card is used for automation letter-size and automation flat-size mailings.

Letter-Size Mail 90% Accept Rate

ABE Sites

For sites that have ABE systems, follow the verification procedures currently in effect.

If a visual inspection of the mail indicates readability irregularities, perform ABE tests. Mailings at ABE sites will not be solely disqualified on visual inspection only.

Non-ABE Sites

1. Randomly select three trays of mail from various parts of the mailing.
2. Randomly select 10 sample mailpieces from tray one.

3. Visually inspect the barcodes on the mailpieces. Use the verification tools specified earlier in this chapter.
   - Check Barcode Location. Use mailing standards in DMM C840 to determine if the preprinted barcode is in a correct position on the mailpieces. Use Notice 67, *Automation Template,* or other appropriate templates to assist with review of sample mailpieces.
   - Dimension and Spacing. Visually check to see if there is evidence that the barcode does not meet the standards for barcode dimensions and spacing (DMM C840.4). Use Automation Gauge, Model 007.
   - Skew and Baseline Shift. Determine whether the barcode on the piece has excessive slanting or tilting of the individual bars and whether the individual bars of a barcode clearly shift up and down (vertically offset) excessively (DMM C840.6).
   - Smeared Barcodes. Determine whether the barcodes are smeared in a manner that the individual bars clearly overlap.

   If all pieces in the sample meet the standards for barcode quality, or if one piece fails, no further review is needed. The mailing passes the verification for barcode quality. If two or more pieces fail, proceed to step 4.
4. Randomly select 10 pieces from tray two and visually inspect the barcodes following the procedures in step 3. If all the pieces in the sample meet the standards for barcode quality, or if only one piece fails, no further review is needed. The mailing passes the verification for barcode quality. If two or more pieces from the sample fail, proceed to step 5.
5. Randomly select 30 pieces from tray three and visually inspect the barcodes following the procedures in step 3. If three or fewer pieces from the 30-piece sample fail, the mailing passes the verification for barcode quality. If four or more pieces fail, use the postage adjustment worksheet to calculate the additional postage due for the mailing. (The adjustment is based on the 30-piece sample only.)
6. When a postage adjustment is required, make a photocopy of a mailpiece or mailpieces that identify the types of errors found. Provide the mailer with copies of the mailpiece(s), adjustment worksheet, and a letter explaining the test results.
7. Adjust the postage statement to reflect additional postage collected. Test results and the postage adjustment worksheet must be attached to the postage statement.

Flat-Size Mail 90% Accept Rate

All BMEUs and DMUs

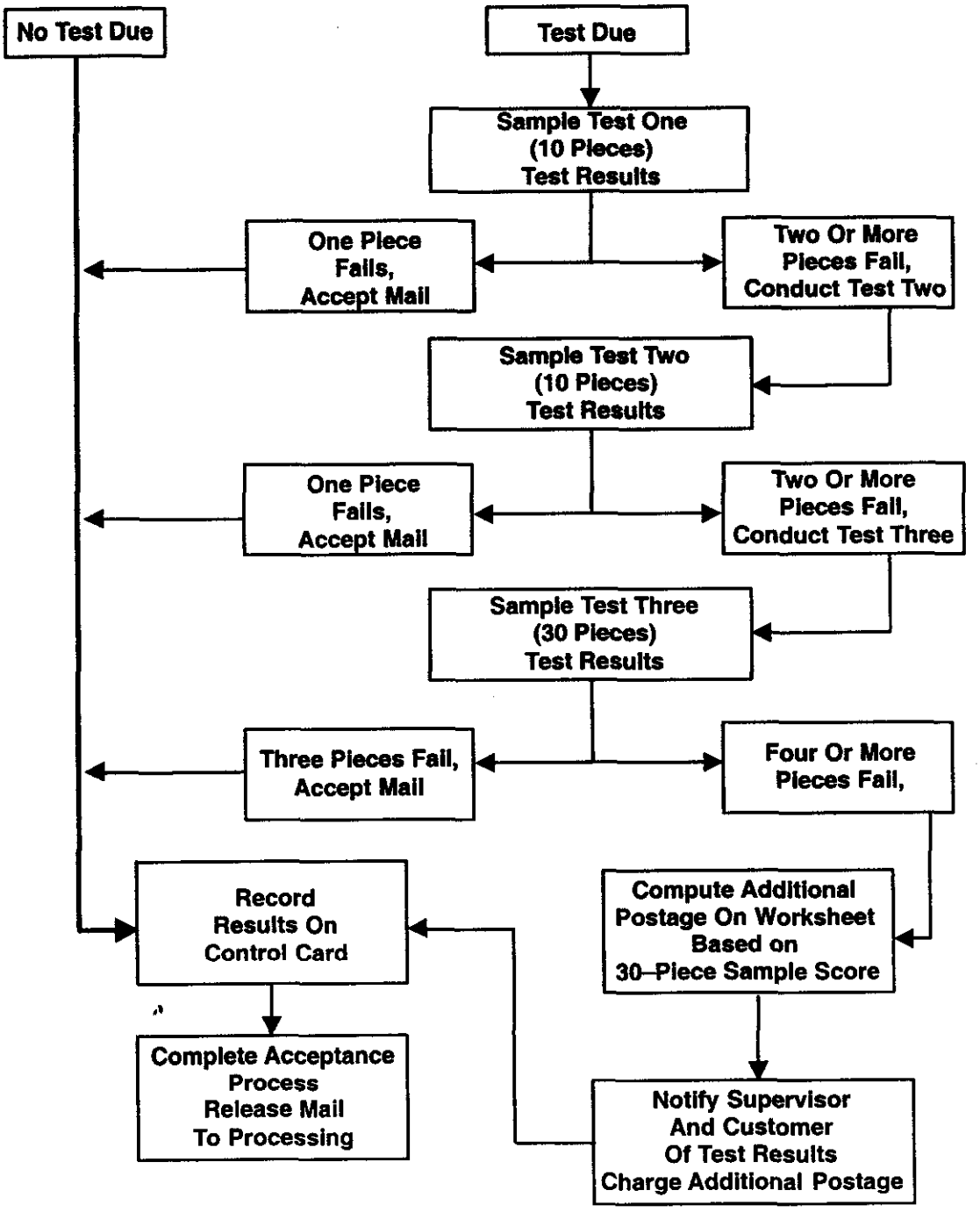
1. Randomly select three trays/sacks of mail from various parts of the mailing. If the mailing is palletized, select random bundles to make up 50 pieces for the three tests.

   Note: All samples must be selected randomly by USPS employees and must not be accepted from mailers.

2. Randomly select 10 sample mailpieces from tray/sack/bundle one.
3. Visually inspect the barcodes on the mailpieces using the verification tools specified earlier in this chapter, when necessary.

   If all the pieces in the sample meet the standards for barcode quality, or if one piece fails, no further review is needed. The mailing passes the verification for barcode quality. If two or more pieces fail, proceed to step 4.
4. Randomly select 10 sample mailpieces from tray/sack/bundle two. If all the pieces in the sample meet the standards for barcode quality, or if one piece fails, no further review is needed. The mailing passes the verification for barcode quality. If two or more pieces from the sample fail, proceed to step 5.
5. Randomly select 30 pieces from tray three and visually inspect the barcodes following the procedures in step 3. If three or fewer pieces from the 30-piece sample fail, the mailing passes the verification for barcode quality. If four or more pieces fail, use the postage adjustment worksheet to calculate the additional postage due for the mailing. (The adjustment is based on the 30-piece sample only.)
   - Barcode Location. The barcode may appear anywhere on the address side of the mailpiece but must be at least 1/8 inch from any edge. Refer to DMM C840.3.0.
   - Dimension and Spacing. Visually check to see if there is evidence that the barcode meets the standards for barcode dimensions and spacing. Refer to DMM C840.4.
   - Skew and Baseline Shift. Determine whether the barcode on the piece has excessive slanting or tilting of the individual bars. Note: There is no positional skew requirement for flat-size mail pieces. Refer to DMM C840.6.2.
   - Smeared Barcodes. Determine whether the barcodes are smeared in a way that causes the individual bars to clearly overlap.
6. When a postage adjustment is required, make a photocopy of a mailpiece or representative mailpieces that identify the different types of errors found. Provide the mailer with copies of the mailpiece(s), the adjustment worksheet, and a letter explaining the test results.
7. Adjust the postage statement to reflect additional postage collected. Test results and the postage adjustment worksheet must be attached to the postage statement.

BARCODE QUALITY REVIEW
90% Accept Rate



DMUs: Alternative to Visual Barcode Quality Verification

Mailers who have DMUs, may at their option, enter into a written agreement with the local BMEU to have their letter-size automated mailings verified on the ABE System in lieu of visual barcode quality verifications. The written agreement between the Postal Service and the mailer must contain the following:

a. Mailer agrees to accept ABE test results.

b. If a portion of the mail (segments) has been released, the mailer will not have the option to rework mail — additional postage will be paid.

c. If the entire mailing is in the DMU, the mailer will be allowed to withdraw the mail and rework it. Reworked mailings will be subject to additional ABE testing.

d. All letter-size automation rate mailings will be subject to ABE testing procedures and appeal process.

DMU clerk responsibilities:

a. Conduct visual automation compatibility review at DMU.

b. If the mailing passes the compatibility review, select three random sample trays (with at least 100 pieces per tray) for barcode quality verification, ABE tests. Trays should be selected from different parts of the mailing.

c. Record tray label information on transportation worksheet. Keep copy of worksheet.

d. Copy postage statement and attach to worksheet

e. Provide sample trays and transportation worksheet to mailer.

Mailer responsibilities:

a. Transport mail to host BMEU.

b. Present sample trays and transportation worksheet to BMEU for ABE testing.

BMEU clerk responsibilities:

a. Conduct ABE tests.

b. Complete ABE transportation worksheet.

c. Retain original test results and worksheets at BMEU.

d. Make two copies of ABE tests, transportation worksheet, and adjustment worksheet (if necessary).

e. Return sample trays and two copies of results to mailer.

Mailer will:

Return sample trays, ABE test results and completed worksheets to DMU clerk.

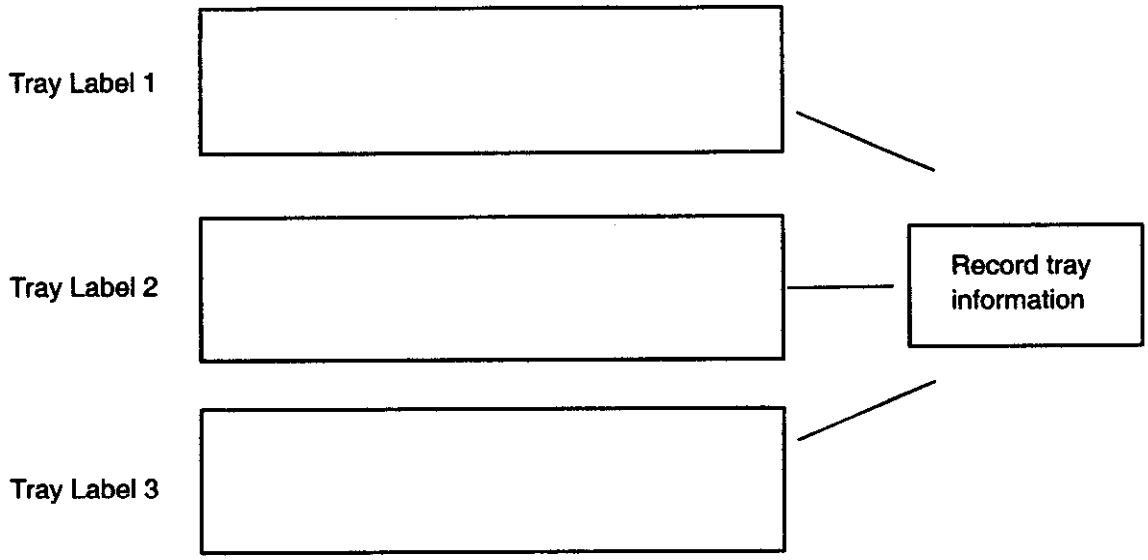
DMU clerk will:

a. Attach ABE test results, transportation worksheet, and adjustment worksheet (if mailing failed ABE test) to postage statement for documentation.

b. Enter results in Permit.

c. Adjust postage statement if ABE test results fall below the acceptable threshold.

Detached Mail Unit
Alternative to Visual Barcode Quality Verification
ABE Transportation Worksheet



_____ _____

Signature of DMU Clerk selecting trays Date

ABE RESULTS

Test 1 _____

Test 2 _____

Test 3 _____

Highest Score _____

Attach postage adjustment worksheet if highest score is below pass/fail criteria.

_____ _____

Signature of DMU Clerk selecting trays Date

Sample: Alternative Agreement

Detached Mail Unit
Alternative to Visual Barcode Quality Verification Agreement

Between the

U.S. Postal Service

and

(Mailer Name
Address
City, State, ZIP+4)

The purpose of this agreement is to establish an alternative to visual verification of barcode quality of letter-size automation rate mailings. Under the terms of this agreement, mailings will be presented to the USPS Detached Mail Unit (DMU) located at the mailing plant of (enter mailer's name) located at (enter City, State, and ZIP+4).

Automation Compatibility tests will be performed on all automation mailings prior to barcode quality reviews. If a mailing fails the compatibility review, the mailing will be disqualified for automation rates. No barcode quality review will be conducted.

(Enter mailer's name) has requested, at their option, to enter into this written agreement with the USPS at (enter name of Post Office and State) to have letter-size automation rate mailings verified on the Automated Barcode Evaluator (ABE) machine located at (give postal facility name and address)

The mailer agrees to the following conditions:

a. All letter-size mailings presented to USPS Detached Mail Unit (DMU) employees will be subject to ABE *testing procedures.*

b. If any portion of the mail has been released from the mailer's plant to the Postal Service, the mailer will not have the option to rework or withdraw the remaining mail and agrees to pay any additional postage required when a mailing fails an ABE test under the terms of this agreement. The additional postage collected will be assessed using the current USPS national acceptance policy for ABE tests.

c. If the entire mailing is in the Detached Mail Unit at the mailer's plant, the mailer will be given the option of withdrawing the mailing.

Cancellation of Agreement:

The Postal Service reserves the right to cancel this agreement with 10 days written notice to the mailer.

The mailer may cancel this agreement with 10 days written notice to the Postmaster, (enter City, State, ZIP + 4).

Sample: Alternative Agreement Signatory Sheet

Alternative to Visual Barcode Quality Verification Agreement

between

U.S. POSTAL SERVICE
and
Company Name
Company Address
City, State, ZIP+4

(Enter Company Name):

_____ _____
Name of company representative Date

Postal Service:

I certify that postal staffing and adequate resources will be provided to properly administer the attached Alternative to Visual Barcode Quality Verification Agreement in accordance with the procedures outlined in the agreement.

_____ _____
(Name) Date
District Manager
Customer Service And Sales District

_____ _____
(Name) *Date*
Manager, Business Mail Entry District

Postage Adjustment Worksheet — 90% Accept Rate
Barcode Quality Verification
First-Class Mail

Mailer Name:		**Permit Holder:** (If not mailer)	
Verification Results:		**Permit #:**	
Number of Disqualified Pieces:	**Tray 1:**	**Tray 2:**	**Tray 3:**

Rate Claimed	A Pieces Claimed	B Adjustment Factor (From Chart)	C Piece Adjustment (A x B)	D Postage Factor		E Postage Adjustment (C x D)
				Letters	Flats	
LETTERS AND FLATS						
AUTO CR			pcs	0.067	NA	
5-Digit			pcs	0.062	0.035	
3-Digit			pcs	0.044	0.035	
Basic			pcs	0.035	0.005	
POST CARDS						
AUTO CR			pcs	0.039	NA	
5-Digit			pcs	0.034	NA	
3-Digit			pcs	0.021	NA	
Basic			pcs	0.014	NA	

Total Additional Postage Due: $_____

Signature of Clerk _____ Date _____

Postage Adjustment Worksheet — 90% Accept Rate
Barcode Quality Verification
Periodicals

Mailer Name:			**Permit Holder:** (if not mailer)			
Verification Results:			**Permit #:**			
Number of Disqualified Pieces:	**Tray 1:**		**Tray 2:**		**Tray 3:**	

Rate Claimed		A Pieces Claimed	B Adjustment Factor	C Piece Adjustment (A x B)	D Postage Factor		E Postage Adjustment (C x D)
					Letters	Flats	
REGULAR							
	Basic			pcs	0.062	0.046	
	3-Digit			pcs	0.047	0.039	
	5-Digit			pcs	0.035	0.029	
In-County	Basic			pcs	0.049	0.030	
	3-Digit			pcs	0.044	0.026	
	5-Digit			pcs	0.039	0.022	
				Total Additional Postage Due:			$ _____
NONPROFIT							
	Basic			pcs	0.062	0.046	
	3-Digit			pcs	0.047	0.024	
	5-Digit			pcs	0.035	0.021	
Classroom	Basic			pcs	0.062	0.046	
	3-Digit			pcs	0.047	0.024	
	5-Digit			pcs	0.035	0.021	
Science of Agriculture	Basic			pcs	0.046	0.046	
	3-Digit			pcs	0.039	0.039	
	5-Digit			pcs	0.029	0.029	
				Total Additional Postage Due:			$ _____

Signature of Clerk _____ Date _____

Postage Adjustment Worksheet — 90% Accept Rate
Barcode Quality Verification
Standard Mail — Regular

Mailer Name:	**Permit Holder:** (If not mailer)
Verification Results:	**Permit #:**

Number of Disqualified Pieces:	**Tray 1:**	**Tray 2:**	**Tray 3:**

Entry Discount	Rate Claimed	A Pieces Claimed	B Adjustment Factor	C Piece Adjustment (A x B)	D Postage Factor		E Postage Adjustment (C x D)
					Letters	Flats	
None	5-Digit			pcs	0.047	0.022	
	3-Digit			pcs	0.031	0.022	
	Basic			pcs	0.052	0.061	
DBMC	5-Digit			pcs	0.047	0.025	
	3-Digit			pcs	0.031	0.025	
	Basic			pcs	0.052	0.064	
DSCF	5-Digit			pcs	0.047	0.025	
	3-Digit			pcs	0.031	0.025	
	Basic			pcs	0.052	0.064	

Sub Total Additional Postage: $_____

AUTO ENHANCED CARRIER ROUTE

None	Basic AUTO			pcs	0.051	NA	
DBMC	Basic AUTO			pcs	0.051	NA	
DSCF	Basic AUTO			pcs	0.051	NA	
DDU	Basic AUTO			pcs	0.026	NA	

Sub Total Additional Postage: $_____

TOTAL ADDITIONAL POSTAGE DUE: $_____

Signature of Clerk _____ Date _____

Postage Adjustment Worksheet — 90% Accept Rate
Barcode Quality Verification
Standard Mail — Nonprofit

Mailer Name:	**Permit Holder: (if not mailer)**
Verification Results:	**Permit #:**

Number of Disqualified Pieces:	**Tray 1:**	**Tray 2:**	**Tray 3:**

Entry Discount	Rate Claimed	A Pieces Claimed	B Adjustment Factor	C Piece Adjustment (A x B)	D Postage Factor Letters	D Postage Factor Flats	E Postage Adjustment (C x D)
LETTERS AND FLATS							
None	5-Digit			pcs	0.049	0.021	
	3-Digit			pcs	0.028	0.021	
	Basic			pcs	0.050	0.051	
DBMC	5-Digit			pcs	0.049	0.021	
	3-Digit			pcs	0.028	0.021	
	Basic			pcs	0.050	0.051	
DSCF	5-Digit			pcs	0.049	0.021	
	3-Digit			pcs	0.028	0.021	
	Basic			pcs	0.050	0.051	

Sub Total Additional Postage: $_____

AUTO ENHANCED CARRIER ROUTE							
None	Basic AUTO			pcs	0.035	NA	
DBMC	Basic AUTO			pcs	0.035	NA	
DSCF	Basic AUTO			pcs	0.035	NA	
DDU	Basic AUTO			pcs	0.035	NA	

Sub Total Additional Postage: $_____

TOTAL ADDITIONAL POSTAGE DUE: $_____

Signature of Clerk _____ Date _____

Barcode Quality Adjustment Worksheet Instructions

1. Enter mailer name and permit number.
2. Enter number of disqualified pieces per sample.
3. Enter in Column A the number of pieces claimed at the automation rates by rate category from the postage statement.
4. Enter in Column B the adjustment factor chart. Use the results from the 30-piece sample to determine the adjustment factor.
5. Enter in Column C the piece adjustment, which is derived by multiplying Column A (pieces from postage statement) by Column B (adjustment factor).
6. Enter in Column E the postage adjustment, which is derived by multiplying Column C (piece adjustment) by Column D (postage factor).
7. Total the figures in Column E. This amount is the total additional postage due.
8. Sign and date the worksheet.
9. **Provide copy of test results and worksheet to customer.**
10. **Attach test results and worksheet to postage statement.**
11. **Record additional postage payment on front of postage statement. State reason. Add amount to Total Postage due.**

Postage Adjustment Chart

Pieces Disqualified	% Read Rate	Adjustment Factor
4	86.67	.133
5	83.33	.167
6	80.00	.20
7–30		1.00

Tap Test Procedures

Business mail entry and detached mail unit personnel must check for excessive insert shift on all letter- and flat-size mailings submitted at automation postage rates that contain envelopes with the postnet barcode appearing through a window. Mailpieces must be checked to ensure any insert shift that obscures a portion of the barcode or its required clear space is not accepted at the automation postage rates. Mailing standards are in DMM C840.

Perform the following verification on all automation rate letter- and flat-size mailings prepared with the postnet barcode appearing through a window.

Sample Selection

Select 10 window envelopes randomly from the mailing. Choose these from the sample that is already verified for postage or presort. For mailings that contain both window and nonwindow envelopes, if 10 window envelopes are not obtained in the first 50 pieces randomly observed, do not perform barcode window verification.

1. Vertical Insert Shift

First, check to ensure that a clear space of at least 1/25 inch is maintained between the barcode and the top edge of the window without tapping the mailpiece. Then tap each mailpiece separately on a flat horizontal surface at its bottom edge (the edge parallel to the address as read) to jog the insert as far down in the envelope as it will travel. Two taps are sufficient. Check to ensure that a clear space of at least 1/25 inch is maintained between the top and bottom edge of the window for barcodes appearing through address block windows and at least 3/16 inch between the barcode and the bottom edge of the mailpiece for barcodes appearing in a window in the lower right corner of the mailpiece.

2. Horizontal Shift

Tap each mailpiece separately on its left and right edges (those edges perpendicular to the bottom edge) to jog the insert as far to the left and right as it will travel. (Do not tap the envelopes on the top edge — only on the bottom, left, and right) Two taps are sufficient. Check to ensure that a clear space of at least *1/8 inch is maintained on both sides. If the following occurs use a regular ruler to measure the distance or* Notice 67, *Automation Template,* to confirm measurements:

- If the left and/or right barcode clear space is too close to the 1/8 inch standard to be visually confirmed or,
- For barcodes in address block windows: If the 1/25 inch space between the bottom edge of the barcode window and the barcode cannot be visually confirmed or,
- For barcodes appearing in a window in the lower right corner the 3/16 inch between the barcode and the bottom edge of the mailpiece cannot be visually confirmed

Test Results

If all the pieces in the sample meet barcode clear space standards, or if only one piece fails, the mailing passes barcode window verification. If no more than two pieces fail, perform steps 1 and 2 again using a different set of 10 pieces. If three or more pieces fail at any point during barcode window verification (either from the initial 10-piece sampling or all failures from the entire 20 piece sampling), do not accept the mailing at the automation postage rates.

Test Failures

Charge mailings that fail barcode window verification at the next nonautomation postage rate for which they qualify. Notify the mailer of the problem for withdrawal of the mailing or approval to charge the higher *postage rate. Note the additional amount of postage collected (difference between the automation and* nonautomation postage rate) on the "Additional Postage Collected" line of the Postage Statement with the notation "Barcode Window Failure."

Barcode Quality Verification
Control Card

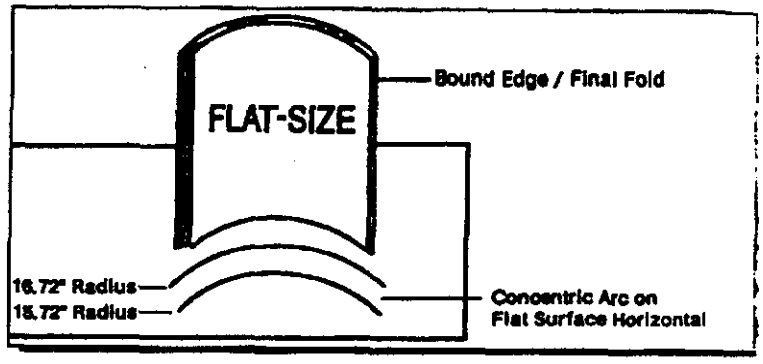
MAILER'S NAME:

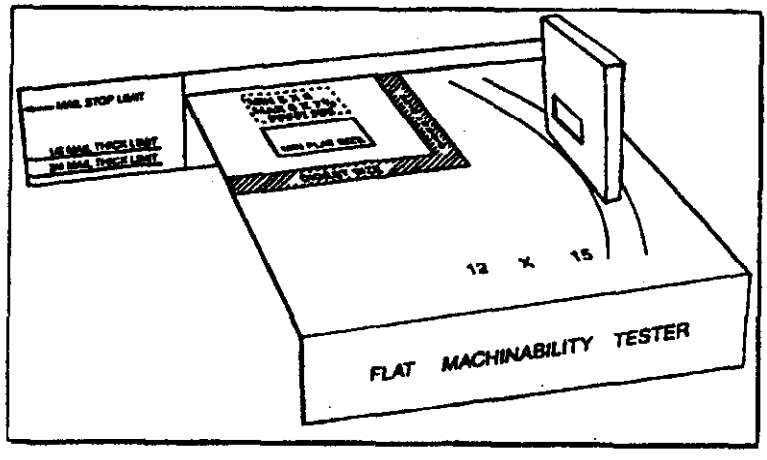
Non-ABE Sites – Letters and Flats

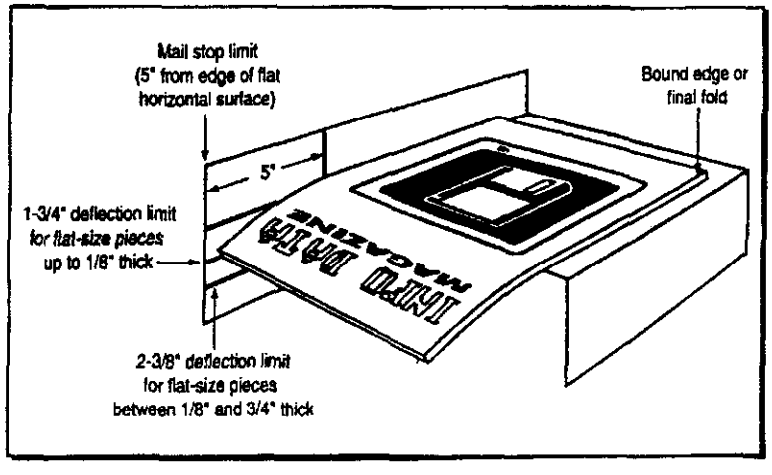
ABE Sites – Flats only

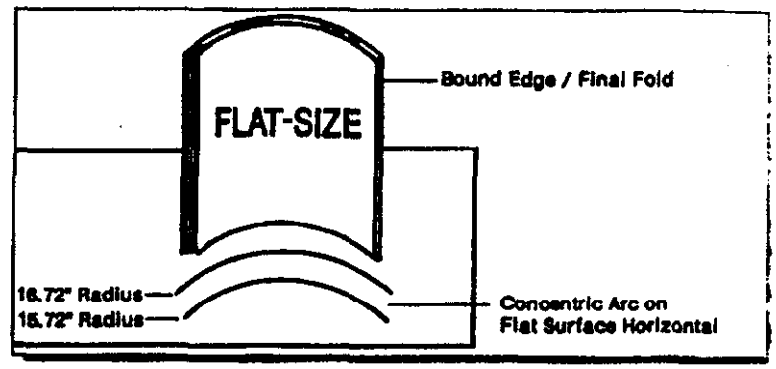
	Date	Test Results (# Disq. Pieces)	Additional Postage Collected		Date	Test Results	Additional Postage Collected
1			$	26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

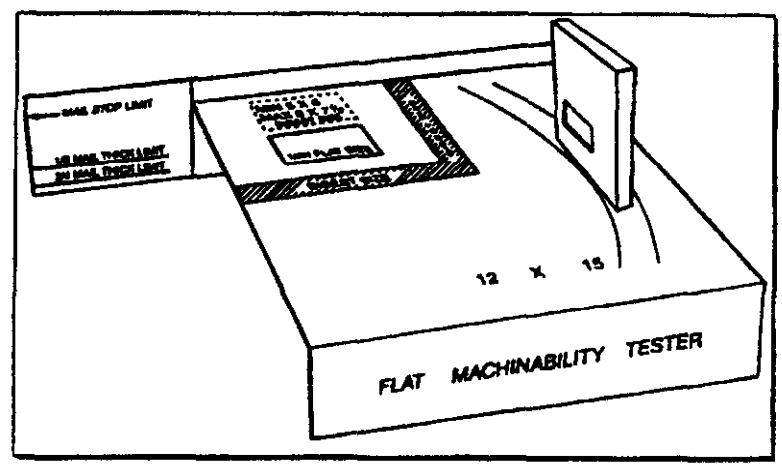
FLATS MACHINABILITY TESTER

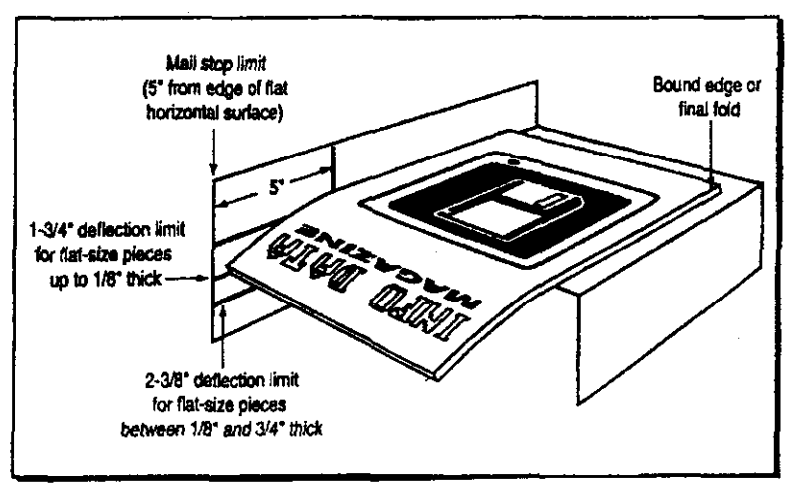







FLAT-SIZE
Bound Edge / Final Fold
16.72" Radius
15.72" Radius
Concentric Arc on
Flat Surface Horizontal


12 X 15
FLAT MACHINABILITY TESTER


Mail stop limit
(5" from edge of flat
horizontal surface)
Bound edge or
final fold
5"
1-3/4" deflection limit
for flat-size pieces
up to 1/8" thick
2-3/8" deflection limit
for flat-size pieces
between 1/8" and 3/4" thick