USPS-ST-48

DOCKET SECTION

BEFORE THE
POSTAL RATE COMMISSION
WASHINGTON, D.C. 20268-0001

POSTAL RATE AND FEE CHANGES, 1997

Docket No. R97-1

SUPPLEMENTAL TESTIMONY
OF
BRADLEY V. PAFFORD
ON BEHALF OF THE
UNITED STATES POSTAL SERVICE

Supplemental Testimony
of
Bradley V. Pafford

AUTOBIOGRAPHICAL SKETCH

The autobiographical sketch filed in conjunction with my direct testimony, USPS-T-1, is hereby incorporated by reference.

I. PURPOSE OF TESTIMONY

The purpose of this testimony is to adopt the portions of Library Reference LR-H-89 that deal with the Postal Service's Revenue, Pieces and Weight (RPW) System, and that are concerned generally with the Postal Service's data collection methods (pages 1-9, and Appendices A, B, and C of the Library Reference). Library Reference H-89 was filed on July 10, 1997; the portions of this Library Reference which I adopt are attached to my testimony as exhibits as follows:

Exhibit USPS-48A -- Statistical Documentation of the RPW System;
Exhibit USPS-48B -- Mailing Statement Forms (Appendix A in Library Reference H-89);
Exhibit USPS-48C -- Statistical Programs Guidelines (Appendix B in Library Reference H-89);
Exhibit USPS-48D -- Mail Exit Point Guidelines (Appendix C of Library Reference H-89.

This testimony presents a brief summary of this material.

II. REVENUE, PIECES AND WEIGHT SYSTEM

A. Domestic Probability Subsystem

Pages 2-7 of LR-H-89 describe the statistical documentation for the RPW Domestic Probability Subsystem, including the population and characteristics of interest, the sample design, the manner in which the survey is administered, and the estimators used in the subsystem.

B. Non-Countable Subsystem

Pages 8-9 of LR-H-89 describe the statistical documentation of the RPW Non-Countable Subsystem, including the population and characteristics of interest, the sample design, the survey administration, and means of estimation used in the subsystem.

III. Exhibit 48B: MAILING STATEMENT FORMS

This Exhibit supplies the forms relevant to the Non-Countable Subsystem. A listing of the enclosed forms is supplied as the first page of the Exhibit.

IV. Exhibit 48C: STATISTICAL PROGRAMS GUIDELINES

Exhibit 48C is made up of the introductory section to Library Reference H-89, which contains information on the administration of the Postal Service's Statistical Programs function, and the Guidelines for Specific Statistical Programs, published in December 1995. The Guidelines are concerned mainly with the scheduling of tests, and with testing techniques and procedures.

V. Exhibit 48D: MAIL EXIT POINT GUIDELINES

This Exhibit contains guidelines for the use of Mail Exit Points (MEPs) within the RPW Domestic Probability Subsystem, including their frame structure, relevant considerations for designing MEPs, and subsampling issues.

Exhibit USPS-48A

Revenue, Pieces and Weight System
Statistical Documentation

RPW DOMESTIC PROBABILITY SUBSYSTEM
STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The study plan used by the Domestic Probability Subsystem is a probability sample of originating units and mail exit points which are collectively referred to as MEPs. The population of interest, or universe under study, is all mail entering or exiting the mail stream during the Fiscal Year (FY). Characteristics of interest include revenue, pieces, and weight, by class of mail and fees by type of service.

B. Sample Design

The Domestic Probability Subsystem has a multi-stage, two-phase design. The sampling frame is the list of finance numbers and MEPs within finance number. A random sample of MEPs is selected each Postal Quarter (PQ) within a panel of finance numbers, and a date is randomly assigned for conducting the test. For MEPs with large volumes of mail, subsampling is usually done to avoid delays in delivering the mail.

First Stage Sample

The first stage sampling unit is the finance number. The first stage sample frame is a list of all finance numbers. A given finance number corresponds to a post office in many cases. Finance numbers are stratified into Cost Ascertainment Groups (CAGs) based on total revenue receipts for the previous year. All finance numbers that were in CAG A or CAG B prior to FY 1996 are included in the sample. In the remaining CAGs, the number of finance numbers selected is approximately proportional to the total revenue receipts for all offices in the CAG.

Second Phase Sample

The second phase sampling frame is the list of MEPs within the selected finance numbers. The MEPs from the selected first stage finance numbers are stratified within each Customer Service & Sales District (CS&SD) starting in Postal Quarter (PQ) III, and within CS&SD and super-CAG group prior to that time. There are three super-CAG groups that include CAGs A and B, CAGs C and D, and CAGs E through L. Within each strata a random sample of MEPs is selected, and a date for conducting the test randomly assigned. Details of the random date assignment process are contained in Library Reference SSR-58 of Docket No. MC96-3.

Third Stage Sample

The frame consists of all mail passing through the MEP during the test period, which typically consists of 24 hours. When a selected MEP has a large volume of mail on the test day, a subsample of the mail is selected to facilitate counting the mail without causing delivery delays. Subsampling involves a systematic random selection of mail for which the characteristics of interest are recorded.

C. Survey Administration

1. Sample Selection Methodology

First Stage Sample

The first-stage sample of finance numbers is stratified into 11 Cost Ascertainment Groups (CAGs) based upon the annual revenue of each office as reported under the Accounts Reporting System. All offices that were in CAG A or CAG B prior to Fiscal Year (FY) 1996 are included in the sample. The number of finance numbers selected from CAGs C through L is approximately proportional to the total revenue receipts for the CAG. Selected finance numbers in CAGs C through L make up a permanent panel. Offices which change CAG are moved to their new CAG. Most CAGs have at least 30 sample offices. Due to the general tendency over time for finance numbers to move upward in CAG, periodic replenishment of CAGs having less than the 30 sample offices is made by random selection. First stage universe and sample sizes are contained in Library Reference H-91.

Second Phase Sample

Within each finance number selected in the first-stage sample, the list of all MEPs is obtained from the RPW Sample Selection Frame System. The RPW Frame defines all of the possible points at which mail may be sampled. All possible exit points as well as all possible originating entry points for registered, COD, Certificates of Mailing, and insured mail are identified. Separate strata are defined and samples drawn each Postal Quarter for each of the following special MEP types: APO/FPO, special delivery, originating, CAG K&L, unstable (beginning PQ III, FY 1996), and small panel office MEPs (offices with 3 or fewer MEPs prior to PQ III, FY 1996, and offices with 5 or fewer MEPs thereafter). For the remaining MEPs, a stratified random sample of MEPs is independently selected within each CS&SD starting in PQ III, and within each CS&SD and super-CAG group prior to that time. There are three super-CAG groups as follows: CAGs A and B; CAGs C and D; and CAGs E through L. Strata are

computationally defined using multivariate clustering algorithms. There were 54,010 MEP-days selected for testing in FY 1996. The list of all selected MEPs within a CS&SD, along with the corresponding test dates, is electronically transmitted to a desktop microcomputer in the district. Second phase universe and sample sizes, and strata definitions are contained in Library Reference H-92.

Third Stage Sample

When a large volume of mail is expected for a test, the selected MEP is subsampled. The skip interval used is based on the expected number of mailpieces for counted-skip subsampling. In the case of weighted-skip subsampling, the skip interval used is based on the number of pieces in five pounds of mail. In the case of container-skip subsampling, the container and mailpiece-skip intervals are based on the expected number of containers and the expected average number of pieces per container. Detailed procedures for subsampling are described in Appendix B of this library reference, and in Library Reference G-44 of Docket No. R94-1.

2. Data Collection Procedures

Domestic probability tests are conducted by counting mail that passes through the selected MEP during the test period. Recording characteristics of mail pieces may take place at several different times during a test day. For MEPs defined as a mail processing stream of predominantly one shape for a office, the data collection technician generally samples all mail in that stream as it arrives at the facility. For MEPs defined for a single mail shape, the data collection technician sweeps and tests all mail processing streams for that mail shape, either as it arrives at the facility or as it is distributed to the delivery units. For MEPs defined as delivery units, samplings requires the data collector to gather the mail to be sampled from distribution areas such as letter cases, flat cases, irregular parcel and roll cases, and postage due cases.

Prior to recording test information, mailpieces may be separated by class, subclass, indicia and rate group. For each of these separations, pieces are counted and data concerning the revenue and pieces are recorded on laptop microcomputers using Computerized On-Site Data Entry System (CODES) software. The weight for these pieces or groups of pieces is usually captured automatically by the CODES software from electronic scales connected to the laptop microcomputer, but can also be key-entered into the CODES software after being manually determined. Indicia are also recorded for most pieces, and the dimensions, origin ZIP Code, machinability, and information on destination BMC entry are recorded for fourth-class zone rate parcels. Detailed data collection procedures are contained in Library Reference G-44 of Docket No. R94-1 and in

Appendix B of this library reference. Instructions for using the CODES data entry software and equipment are contained in Library Reference H-55.

3. Quality Assurance

As the data are entered into the microcomputer, the CODES software performs numerous on-line edits to ensure the data are complete and consistent. The data are further reviewed at the Base Unit system, where they are checked in, aggregated, and then transmitted electronically to the Information Systems Service Center (ISSC) in San Mateo, California. At the San Mateo ISSC, a mainframe production system edit and analysis is performed, and corrections are made by the Headquarter's technical staff. CODES software documentation is contained in Library References H-54, and H-56 through H-59.

D. Estimation

The following estimators are used for the RPW Domestic Probability Subsystem:

Let,

h = CAG stratum;

i = Finance number (post office);

j = MEP stratum;

k = MEP;

g = domain (1 = private mail, 2 = penalty mail, 3 = congressional franked mail);

N_h = number of post offices in CAG h;

n_h = number of sampled post offices in CAG h;

M_j = number of MEPs in stratum j;

m_j = number of usable MEPs (sampled minus delinquents, cancelled, etc..) in stratum j;

d_j = number of delivery days in Postal Quarter in stratum j;

y_{ghijk} = revenue, pieces, or weight for the rate category of interest (zero otherwise) in domain g, CAG h, post office i, MEP stratum j, MEP k, and

x_{ghijk} = total revenue in domain g, CAG h, post office i, MEP stratum j, MEP k.

Then, the official RPW estimate for a particular rate category, $\hat{Z}$ is:

$$\hat{Z} = \sum_g B_g \frac{\sum_h \frac{N_h}{n_h} \sum_j \left[\frac{M_j * d_j}{m_j} * \sum_{i,k} y_{ghijk} \right]}{\sum_h \frac{N_h}{n_h} \sum_j \left[\frac{M_j * d_j}{m_j} * \sum_{i,k} x_{ghijk} \right]} \qquad (1)$$

where B_g is the known book revenue for domain g.

The jacknife variance estimator for a particular rate category is:

$$v\left(\hat{Z}\right) = \sum_h \frac{(n_h - 1)}{n_h} \sum_{i=1}^{n_h} \left[\hat{Z}^{hi} - \hat{Z}^h \right]^2 \qquad (2)$$

where $\hat{Z}^{hi}$ is the book revenue adjusted estimate computed from the sample after omitting the i^{th} office from the sample, and $\hat{Z}^h$ is the average of the $\hat{Z}^{hi}$. The components of equation (2) are:

$$\hat{Z}^{hi} = \sum_g B_g \frac{\left(\hat{y}_{g..} - \hat{y}_{gh.}\right) + \frac{n_h\left(\hat{y}_{gh.} - \hat{y}_{ghi}\right)}{\left(n_h - 1\right)}}{\left(\hat{x}_{g..} - \hat{x}_{gh.}\right) + \frac{n_h\left(\hat{x}_{gh.} - \hat{x}_{ghi}\right)}{\left(n_h - 1\right)}}$$

where,

$\hat{y}_g$ = national estimate of revenue, pieces, or weight for a given rate category in domain g,

$\hat{x}_{g..}$ = national estimate of revenue in domain g,

$\hat{y}_{gh.}$ = CAG h estimate of revenue, pieces, or weight for a given rate category in domain g,

$\hat{x}_{gh.}$ = CAG h estimate of revenue in domain g,

$\hat{y}_{ghi}$ = post office i, CAG h estimate of revenue, pieces, or weight for a given rate category in domain g, and

$\hat{x}_{ghi}$ = post office i, CAG h estimate of revenue in domain g.

Variance estimation programs are contained in Library Reference H-177.

E. Assumptions

At the first stage of selection, the method of estimation assumes that the sample of offices within CAGs C through L constitutes an equal probability sample. The estimation methodology also assumes that nonresponse is random, or independent of what is being estimated, through a simple reduction in sample size.

RPW NON-COUNTABLE SUBSYSTEM
STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The Non-countable Subsystem employs a sample of bulk mailing statement data to estimate revenue, pieces and weight for the constituent mail categories of First-Class bulk mail, publishers' second-class mail, third-class bulk permit imprint regular-rate mail, third-class bulk permit imprint nonprofit-rate mail, and fourth-class permit imprint bound-printed matter (BPM). The population of interest, or universe, consists of all mail for these five categories entered into the postal system during a Fiscal Year.

B. Sample Design

For each of the five categories, the Non-countable Subsystem represents a single-stage sample, stratified by accounting system revenue for the mail class of interest. For First-Class bulk, all offices are stratified based on stratification revenue as described in Library Reference H-117. For publishers' second-class, all offices automated through the PERMIT system are included in one certainty stratum. The remaining offices are stratified into either In-County revenue intensive strata or other strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT System. The remaining offices are stratified into noncertainty strata based on their total third- or fourth-class permit imprint revenue.

For each post office within the sample, a complete census of data is collected for all mail entered in that post office throughout the Fiscal Year.

C. Survey Administration

1. Sample Selection Methodology

The method of selecting sampling units (offices) for non-certainty strata for publishers' second-class, third-class and fourth-class permit imprint was random initially. These offices, along with automated PERMIT System offices, form a panel that reports each Accounting Period.

2. Data Collection Procedures

Data collection in the Non-countable Subsystem consists of gathering data from mailing statements at offices where the mail is entered. The relevant mailing statements are Form 3600 (permit imprint First-Class), Form 3541 (publishers'

second class), Form 3602 (permit imprint third-class regular and non-profit rate), and Form 3605 (fourth-class BPM permit imprint). Mailing statement Forms 3600, 3541, 3602, 3605 are included in Appendix A of this library reference.

Data are collected from all offices where the bulk mail acceptance function has been automated through the PERMIT System, and for selected non-certainty strata offices. Mailing statement data are key-entered into the PERMIT System at the automated offices, and in Headquarters' for non-certainty strata offices. Automated office data are extracted from the Bulk Mail Acceptance Unit data base and electronically transmitted to the San Mateo ISSC.

3. Quality Assurance

All data in the Non-countable Subsystem are subjected to a series of mainframe computer edits which examine sample data for completeness and consistency. In offices where the Bulk Mail Acceptance function has been automated, the PERMIT System performs edit checks on source data as they are keyed from mailing statements at the sample offices. In addition, these data benefit from the general quality control measures implemented in the Postal Service's statistical programs function as described in the introduction to this library reference.

D. Estimation

RPW Non-countable Subsystem revenue, pieces and weight estimates are constructed from mailing statement data controlled to trial balance revenue in the case of First-Class bulk permit imprint (A/C 41416), publishers' second-class (A/C 41310 and A/C 41320), third-class bulk permit imprint (A/C 41411, A/C 41440, A/C 41414, and A/C 41441), and fourth-class BPM permit imprint (A/C 41412). Library Reference H-45 provides a guide for the detailed documentation of the Non-countable Subsystem estimation procedures.

Exhibit USPS-48B

Mailing Statement Forms

APPENDIX A: MAILING STATEMENT FORMS

PS FORM 3600-R, JANUARY 1995

PS FORM 3600-PC, JANUARY 1995

PS FORM 3541-R, OCTOBER 1995

PS FORM 3541-N, OCTOBER 1995

PS FORM 3602-N, JANUARY 1995

PS FORM 3602-R, JANUARY 1995

PS FORM 3605-R, JANUARY 1995

PS FORM 3600-P, JULY 1996

PS FORM 3600-R, JULY 1996

PS FORM 3541-N, JULY 1996

PS FORM 3541-R, JULY 1996

PS FORM 3602-N, JULY 1996

PS FORM 3602-R, JULY 1996

PS FORM 3605-R, JULY 1996

United States Postal Service

Statement of Mailing With Permit Imprints First-Class Mail

(For Priority Mail, Use Form 3605-R)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.		
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.		
		No. Sacks / No. Trays	No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ pounds		
CTAS Cust. Ref. ID		Total Pieces in Mailing	Total Weight of Mailing	Barcoded Flats Sacking Based On (DMM 823) ☐ 125 pcs. ☐ 15 lbs.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*		Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ BMAU Entry at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. ADC

Postage Computation

- For mailings of automation-compatible letter-size pieces *(see DMM C810)*, other than cards, go to Part A on the reverse of this form.
- For mailings of non-automation-compatible letter-size pieces *(see DMM C050)*, other than cards, weighing .6875 lb. *(11 ounces)* or less, go to Part B on the reverse of this form.
- For mailings of non-letter-size pieces *(see DMM C050)*, other than cards, or of automation-compatible flats *(see DMM C050)*, weighing .6875 lb. *(11 ounces)* or less, go to Part C on the reverse of this form.
- For mailings of postal cards and postcards *(see DMM E100)*, go to Part D on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $ ___ . ___ = $

Total Postage $

Certification

*The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Presort Verification Performed as Scheduled		Date Mailer Notified	Contact / By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form 3600-R, January 1995 — Financial Document — Forward to Finance Office

Form 3600-R — First-Class Other Than Priority Mail — Permit Imprint

Postage Computation

Presort / Automation Discounts	Net Rate	Count (Pcs)	Charge
A Automation-Compatible Letter (DMM C810)			
Barcoded (5-Digit)		_____ x _____ pcs. = $	_____
Barcoded (3-Digit)		_____ x _____ pcs. = $	_____
ZIP+4 Presort		_____ x _____ pcs. = $	_____
Nonpresorted ZIP+4		_____ x _____ pcs. = $	_____
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Total — Part A (Carry to front of form)			$ _____

Presort / Automation Discounts	Net Rate	Count (Pcs)	Charge
B Non-Automation-Compatible Letter .6875 lb. (11 oz.) or less			
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) Presort First-Class and Carrier Route	.05	x _____ pcs. = $	_____
Single-Piece Rate	.11	x _____ pcs. = $	_____
Total — Part B (Carry to front of form)			$ _____

C Check One: ☐ Automation-Compatible Flat (DMM C050) ☐ Other Nonletter — .6875 lb. (11 oz.) or less

ZIP+4 Barcoded * (3/5-Digit)		_____ x _____ pcs. = $	_____
ZIP+4 Barcoded * (Nonpresorted)		_____ x _____ pcs. = $	_____
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) 3/5-Digit ZIP+4 Barcoded, Presorted First-Class, and Carrier Route	.05	x _____ pcs. = $	_____
Nonpresorted ZIP+4 Barcoded and Single-Piece Rate	.11	x _____ pcs. = $	_____

* Available only for Automation-Compatible Flats (DMM C820)

Total — Part C (Carry to front of form) $ _____

D Postal Cards and Postcards

ZIP+4 Barcoded * (5-Digit)	.163	x _____ pcs. = $	_____
ZIP+4 Barcoded * (3-Digit)	.170	x _____ pcs. = $	_____
ZIP+4 Barcoded * (Nonpresorted)	.186	x _____ pcs. = $	_____
ZIP+4 Presort *	.173	x _____ pcs. = $	_____
Nonpresorted ZIP+4 *	.189	x _____ pcs. = $	_____
Carrier Route	.160	x _____ pcs. = $	_____
Presorted First-Class	.179	x _____ pcs. = $	_____
Single-Piece Rate	.200	x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) Presorted First-Class and Carrier Route	.06	x _____ pcs. = $	_____
Single-Piece Rate	.11	x _____ pcs. = $	_____

* Available only for Automation-Compatible Cards (DMM C820)

Total — Part D (Carry to front of form) $ _____

United States Postal Service
Statement of Mailing—Second-Class Special and Classroom Rates

CHECK AS APPLICABLE
☐ Special Rate
☐ Classroom Rate
☐ Incidental First-Class Enclosed

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% allowance, must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies in excess of the 10% allowance are not mailable at second-class rates.

Name of Publication or News Agent

Publication No. | Edition Code/Key | Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular (DMM C050)

Mailer's Name, Address (Incl. ZIP Code), and Tel. No. | Entry Post Office Name, State, and ZIP+4

Date of Issue | Frequency of Issue

CTAS Customer Ref. ID _____ Finance Number _____

Date of Mailing | Sequenced Statement No. (Required)

Complete ONE of the Boxes Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for the Issue (DMM P013) ____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy ____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section when this statement is for ALL ISSUES of a calendar month. Enter total pounds either in items 1 through 9, or in item 11, as appropriate, and in item 12. To compute per-piece charges, multiply the number of addressed pieces per issue by the number of issues and put the result in items 16 through 27 as appropriate.

Number of Issues This Month | Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200) ____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue ____ . _____ lbs.

Pound Rate (per lb. or fraction)

Zone	* Subscriber Copies	* Non-subscriber Copies	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
1. Del. Unit						$.180		
2. SCF						.191		
3. 1 & 2						.212		
4. 3						.223		
5. 4						.250		
6. 5						.292		
7. 6						.335		
8. 7						.388		
9. 8						.432		
10. Subtotals								

11. KEY RATE Computation (If used, do not complete items 1-9; see DMM P200) Total Adv. lbs. _____ x Key Rate _____ =

12. Nonadvertising Pounds (Total lbs. - Adv. lbs.) _____ x $0.140 (Special) OR $0.108 (Classroom) =

Lines 14 and 15 are reserved.

Total Pound-Rate Postage (10 - 12) → 13.

Piece Rate (per addressed piece)

Level	Description (See DMM E230–E240 as applicable)	Number of Copies	Number Qualified Addressed Pieces	Rate Special	Rate Classroom	Postage
16. 17. 18. G	"Basic" Presort; Presorted Under DMM: ☐ M200; Not ZIP+4/Barcoded			.208	.168	
	ZIP+4 Letters			.200	.161	
	Barcoded: Letters			.188	.151	
	Barcoded: Flats			.181	.145	
19. 20. 21. H3	"3-Digit" Presort; ☐ M820; Not ZIP+4/Barcoded			.157	.125	
	ZIP+4 Letters			.152	.121	
	☐ M610 pkg-based; Barcoded: Letters			.145	.115	
	Barcoded: Flats			.139	.110	
22. 23. 24. H5	"5-Digit" Presort; ☐ M810 tray-based; Not ZIP+4/Barcoded			.157	.125	
	ZIP+4 Letters			.152	.121	
	Barcoded: Letters			.137	.108	
	Barcoded: Flats			.139	.110	
25. I1	Carrier Route			.112	.087	
26. I2	125-pc. W/S			.110	.085	
27. I3	Saturation W/S			.104	.080	
28. Subtotals						+

29. Nonadv. Percentage (100 - Adv. %) _____ x No. of Qual. Pcs. (Line 28) x $0.0004 (Spec.) OR $0.0005 (Cl) =

30. No. of Addr. Pcs. (not copies) entered at Del. Unit zone rate _____ x $0.006 (Spec.) OR $0.005 (Cl) =

31. No. of Addr. Pcs. (not copies) entered at SCF zone rate _____ x $0.004 (Spec.) OR $0.003 (Cl) =

32. Total Piece-Rate Discount (29 + 30 + 31) → -

Total Piece-Rate Postage (28-32) → 33.

Total Postage—side 1 (13 + 33)—Carry to side 2, line 35 → 34.

PS Form 3541-N, October 1995

Go to Reverse of This Form

In-County and Foreign Rates

*Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit are not eligible for in-county rates.

Total Postage From Side One (Line 34) → 35.

* In-County

Pound Rate

		* Subscriber Copies	* Nonsubscriber Copies	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$0.111	
37.	All Other Entry					0.121	

Total In-County Pound Rate Postage → 38.

Piece Rate (In Addition to the Pound Rate)

	Level	Description (See DMM E230 – E240 as applicable)		Number of Copies	No. of Qualifying Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded			$.080	
40.			ZIP+4 Letters			.080	
41.			Barcoded: Letters			.080	
			Barcoded: Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded			.080	
43.			ZIP+4 Letters			.076	
44.			Barcoded: Letters			.076	
			Barcoded: Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded			.080	
46.			ZIP+4 Letters			.076	
47.			Barcoded: Letters			.063	
			Barcoded: Flats			.065	
48.	K1	Carrier Route				.042	
49.	K2	125-pc. W/S				.037	
50.	K3	Saturation W/S				.035	
51.	Subtotal (lines 39-50)						+
52.	Number of Addressed Pieces (not copies) entered at Delivery Unit Zone rate _____					x $0.003 =	–

Total In-County Piece-Rate Postage → 53.

Foreign (IMM 242.2)

54. Weight per Copy: Include all wrappings (Canada) _____ lbs. (Round off to 4 decimal places if necessary)

55. Weight per Copy: Include all wrappings (Mexico) _____ lbs. (Round off to 4 decimal places if necessary)

56. Weight per Copy: Include all wrappings (Other Countries) _____ lbs. (Round off to 4 decimal places if necessary)

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Rate	Postage
57. Canada					
58. Mexico					
59. Other Countries					

Total Foreign Postage → 60.

61. Additional postage for commingled nonsubscriber copies in excess of the 10% limit. (Compute on side 1 of a separate Form 3541-N if necessary; carry forward from that form the entries indicated here; attach that form to this form.) Sequenced statement number of attached form _____.

Total Copies (from line 10)	Total Addressed Pieces (from line 28)	Total Pounds (from line 10)	Total Postage (from Form 3541-R, line 34)	
				62.

Total Postage (Add items 35, 38, 53, 60, and 62) → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher (if not same as mailer)	65. Computed by (USPS; Signature Required)	66. Date (USPS Round Stamp)

United States Postal Service
Statement of Mailing—Second-Class Regular and Science-of-Agriculture Rates

CHECK APPLICABLE
☐ Regular Rate
☐ Requester
☐ Science-of-Agriculture Rate
☐ Incidental First-Class Enclosed

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% allowance, must pay regular rates. Noncommingled nonsubscriber/nonrequester copies in excess of the 10% allowance are not mailable at second-class rates.

Name of Publication or News Agent		Publication No.	Edition Code/Key	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular (DMM C050)
Mailer's Name, Address (Incl. ZIP Code), and Tel. No.	Entry Post Office Name, State, and ZIP+4	Date of Issue	Frequency of Issue	
CTAS Customer Ref. ID _____	Finance Number _____	Date of Mailing	Sequenced Statement No. (Required)	

Complete ONE of the Boxes Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for the Issue (DMM P013)
____ . ____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy
____ . ____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section when this statement is for ALL ISSUES of a calendar month. Enter total pounds either in Items 1 through 9, or in Item 11, as appropriate, and in Item 12. To compute per-piece charges, multiply the number of addressed pieces per issue by the number of issues and put the result in Items 16 through 27 as appropriate.

Number of Issues This Month

Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
____ . ____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
____ . ____ lbs.

Pound Rate (per lb. or fraction)

Zone	Subscriber/Requester Copies	Non-Sub./Non-Req. Copies w/in 10% Limit	Non-Sub./Non-Req. Copies Over 10% Com.	Total Copies	Total Pounds	Advertising Pounds	Rate Regular	Rate Sci./Ag.	Postage	Totals
1. Del. Unit							$.180	$.135		
2. SCF							.191	.143		
3. 1 & 2							.212	.159		
4. 3							.223			
5. 4							.250			
6. 5							.292			
7. 6							.335			
8. 7							.388			
9. 8							.432			
10. Subtotals										

11. KEY RATE Computation *(If used, do not complete Items 1-9; see DMM P200)* Total Adv. lbs. _____ x Key Rate _____ =

12. Nonadvertising Pounds *(Total lbs. - Adv. lbs.)* _____ x $0.159 =

Lines 14 and 15 are reserved.

Total Pound-Rate Postage *(10 - 12)* → 13.

Piece Rate (per addressed piece)

Presorted ☐ M200 ☐ M610 pkg-based ☐ Under DMM ☐ M820 ☐ M610 tray-based ☐ Description *(See DMM E250 - E240 as applicable)*

	Level				Number of Copies	Number Qualified Addressed Pieces	Rate	Postage
16.	A	"Basic" Presort	Not ZIP+4/Barcoded				.232	
17.			ZIP+4 Letters				.222	
18.			Barcoded	Letters			.210	
				Flats			.206	
19.	B3	"3-Digit" Presort	Not ZIP+4/Barcoded				.183	
20.			ZIP+4 Letters				.178	
21.			Barcoded	Letters			.170	
				Flats			.166	
22.	B5	"5-Digit" Presort	Not ZIP+4/Barcoded				.183	
23.			ZIP+4 Letters				.178	
24.			Barcoded	Letters			.161	
				Flats			.166	
25.	C1	Carrier Route					.139	
26.	C2	125-pc. W/S					.133	
27.	C3	Saturation W/S					.122	
28.	Subtotals							+

29. Nonadv. Percentage *(100 - Adv. %)* _____ x $0.00057 x No. of Qual. Pcs. *(Line 28)*=

30. No. of Addr. Pcs. *(not copies)* entered at Del. Unit zone rate _____ x $0.018 =

31. No. of Addr. Pcs. *(not copies)* entered at SCF zone rate _____ x $0.01 =

32. Total Piece Rate Discount *(29 + 30 + 31)* → -

Total Piece-Rate Postage *(28-32)* → 33.

Total Postage — side 1 *(13 + 33)* — Carry to side 2, line 35 → 34.

PS Form **3541-R**, October 1995

Go to Reverse of This Form

In-County and Foreign Rates

*Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit, are not eligible for in-county rates.

Total Postage From Side One *(Line 34)* → 35.

* In-County

Pound Rate		* Subscriber Copies	* Nonsubscriber Copies	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$0.111	
37.	All Other Entry					$0.121	

Total In-County Pound-Rate Postage → 38.

Piece Rate (In Addition to the Pound Rate)	Level	Description *(See DMM E230 – E240 as applicable)*		Number of Copies	No. of Qualifying Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080
40.			ZIP+4 Letters				.080
41.			Barcoded: Letters				.080
			Barcoded: Flats				.080
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080
43.			ZIP+4 Letters				.076
44.			Barcoded: Letters				.076
			Barcoded: Flats				.065
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080
46.			ZIP+4 Letters				.076
47.			Barcoded: Letters				.063
			Barcoded: Flats				.065
48.	K1	Carrier Route					.042
49.	K2	125-pc. W/S					.037
50.	K3	Saturation W/S					.035
51. Subtotal *(lines 39-50)*							+
52. Number of Addressed Pieces *(not copies)* entered at Delivery Unit Zone rate _____ x $0.003 =							–

Total In-County Piece-Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include all wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include all wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include all wrappings *(Other Countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Rate	Postage
57. Canada					
58. Mexico					
59. Other Countries					

Total Foreign Postage → 60.

61. Additional postage for commingled nonsubscriber copies in excess of the 10% limit. *(Compute on side 1 of a separate Form 3541-R if necessary; carry forward from that form the entries indicated here; attach that form to this form.)* Sequenced statement number of attached form _____.

Total Copies *(from line 10)*	Total Addressed Pieces *(from line 28)*	Total Pounds *(from line 10)*	Total Postage *(from Form 3541-R, line 34)*	
				62.

Total Postage *(Add items 35, 38, 53, 60 and 62)* → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*	65. Completed by *(USPS Signature Required)*	66. Date *(USPS Round Stamp)*

PS Form 3541-R, October 1995 *(Reverse)*

United States Postal Service

Statement of Mailing With Permit Imprints
Third-Class Mail (Nonprofit Rates Only)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050) ☐ Outside Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ pounds	
Auth. to use nonprofit rates? (DMM E370)* ☐ Yes ☐ No	CTAS Cust. Ref. ID	Total Pieces in Mailing / Total Weight of Mailing	Sacking Based On (DMM M300) ☐ 125 pcs. ☐ 15 lbs. ☐ Both
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent* *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ Plant-Verified Drop Shipment to ☐ Entered at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. BMC
Authorized to use nonprofit rates? (DMM E370)* ☐ Yes ☐ No			

Postage Computation

- For bulk mailings of **automation-compatible letter-size pieces** *(see DMM C810)*, go to **Part A** on the reverse of this form.
- For bulk mailings of **non-automation compatible letter-size pieces** *(see DMM C050)* weighing **.2086 lb.** *(3.3376 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For bulk mailings of **nonletter-size pieces** *(see DMM C050)* weighing **.2086 lb.** *(3.3376 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For bulk mailings of **all pieces weighing more than .2086 lb.** *(3.3376 oz.)* **but less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $. ___ = $

Is applicable bulk-per-piece rate affixed to each piece? *(Form 3602-PC required)* ☐ Yes ☐ No

Total Postage → $

Certification

*The signature of a mailer certifies that: (1) the mailing does not violate DMM E370; (2) only the mailer's matter is being mailed, (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at special bulk third-class rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

* Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)*	Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verif. Not Scheduled ☐ Present Verification Per- formed as Scheduled		Date Mailer Notified / Contact / By *(Initials)*	
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form **3602-N**, January 1995

Form 3602-N — Third-Class Nonprofit Rate — Permit Imprint

Postage Computation — Bulk Rates

A Automation-Compatible Letter (DMM C810)

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.079 x	_____ pcs.	= $ _____
	Carrier Route	.082 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.089 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.097 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.103 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.107 x	_____ pcs.	= $ _____
	Basic Barcoded	.102 x	_____ pcs.	= $ _____
	Basic ZIP+4	.113 x	_____ pcs.	= $ _____
	Basic	.120 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.067 x	_____ pcs.	= $ _____
	Carrier Route	.070 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.077 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.085 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.091 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.095 x	_____ pcs.	= $ _____
	Basic Barcoded	.090 x	_____ pcs.	= $ _____
	Basic ZIP+4	.101 x	_____ pcs.	= $ _____
	Basic	.108 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.061 x	_____ pcs.	= $ _____
	Carrier Route	.064 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.071 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.079 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.085 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.089 x	_____ pcs.	= $ _____
	Basic Barcoded	.084 x	_____ pcs.	= $ _____
	Basic ZIP+4	.095 x	_____ pcs.	= $ _____
	Basic	.102 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.056 x	_____ pcs.	= $ _____
	Carrier Route	.059 x	_____ pcs.	= $ _____

Total — Part A *(Carry to front of form)* $ _____

C Check one: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2086 lb. *(3.3376 oz.)* or less

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.116 x	_____ pcs.	= $ _____
	125-pc. W/S	.121 x	_____ pcs.	= $ _____
	Carrier Route	.123 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.138 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.156 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.144 x	_____ pcs.	= $ _____
	Basic	.170 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.104 x	_____ pcs.	= $ _____
	125-pc. W/S	.109 x	_____ pcs.	= $ _____
	Carrier Route	.111 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.126 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.144 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.132 x	_____ pcs.	= $ _____
	Basic	.158 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.098 x	_____ pcs.	= $ _____
	125-pc. W/S	.103 x	_____ pcs.	= $ _____
	Carrier Route	.105 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.120 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.138 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.126 x	_____ pcs.	= $ _____
	Basic	.152 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.093 x	_____ pcs.	= $ _____
	125-pc. W/S	.098 x	_____ pcs.	= $ _____
	Carrier Route	.100 x	_____ pcs.	= $ _____

*Available only for Automation-Compatible Flats (DMM C820)

Total — Part C *(Carry to front of form)* $ _____

B Non-Automation-Compatible Letter .2086 lb. *(3.3376 oz.)* or less

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.079 x	_____ pcs.	= $ _____
	Carrier Route	.082 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.107 x	_____ pcs.	= $ _____
	Basic	.120 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.067 x	_____ pcs.	= $ _____
	Carrier Route	.070 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.095 x	_____ pcs.	= $ _____
	Basic	.108 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.061 x	_____ pcs.	= $ _____
	Carrier Route	.064 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.089 x	_____ pcs.	= $ _____
	Basic	.102 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.056 x	_____ pcs.	= $ _____
	Carrier Route	.059 x	_____ pcs.	= $ _____

Total — Part B *(Carry to front of form)* $ _____

D Check one: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2086 lb. *(3.3376 oz.)* but less than 1.0 lb. *(16.0 oz.)*

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
BMC Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
SCF Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
DDU Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____

*Available only for Automation-Compatible Flats (DMM C820)
**Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $ _____

United States Postal Service

Statement of Mailing With Permit Imprints
Third-Class Mail (Regular Rates Only)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050) ☐ Outside Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	USPS Authorized Mailing ID Code(s)
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ ___ pounds	
CTAS Cust. Ref. ID _____		Total Pieces in Mailing / Total Weight of Mailing	Sacking Based On (DMM M300) ☐ 125 pcs. ☐ 15 lbs ☐ Both
Name & Address of Individual or Organization for Which Mailing is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent* *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ Plant-Verified Drop Shipment to ☐ Entered at ☐ Orig. ☐ Dest. A / O ZIP _____ ☐ Orig. ☐ Dest. SCF 3D ZIP _____ ☐ Orig. ☐ Dest. BMC _____

Postage Computation

- For bulk mailings of **automation-compatible letter-size pieces** *(see DMM C810)*, go to **Part A** on the reverse of this form.
- For bulk mailings of **non-automation-compatible letter-size pieces** *(see DMM C050)* weighing **.2067 lb.** *(3.3071 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For bulk mailings of **non-letter-size pieces** *(see DMM C050)* weighing **.2067 lb.** *(3.3071 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For bulk mailings of **all pieces** *(see DMM C050)* weighing **more than .2067 lb.** *(3.3071 oz.)* **but less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*
☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $. ____ = $

Is applicable bulk per-piece rate affixed to each piece? *(Form 3602-PC required)* ☐ Yes ☐ No

Total Postage → $

Certification

*The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Mailer Notified / Contact	By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM / PM	

PS Form **3602-R**, January 1995 — **Financial Document — Forward to Finance Office**

Form 3602-R — Third-Class Regular Rate — Permit Imprint

Postage Computation — Bulk Rates

A Automation-Compatible Letter (DMM C810)

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.142 x	_____ pcs. =	$ _____
	Carrier Route	.150 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.166 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.175 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.183 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.188 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.204 x	_____ pcs. =	$ _____
	Basic ZIP+4	.216 x	_____ pcs. =	$ _____
	Basic	.226 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.128 x	_____ pcs. =	$ _____
	Carrier Route	.136 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.152 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.161 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.169 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.174 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.190 x	_____ pcs. =	$ _____
	Basic ZIP+4	.202 x	_____ pcs. =	$ _____
	Basic	.212 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.122 x	_____ pcs. =	$ _____
	Carrier Route	.130 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.146 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.155 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.163 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.168 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.184 x	_____ pcs. =	$ _____
	Basic ZIP+4	.196 x	_____ pcs. =	$ _____
	Basic	.206 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.117 x	_____ pcs. =	$ _____
	Carrier Route	.125 x	_____ pcs. =	$ _____

Total — Part A *(Carry to front of form)* $ _____

C Check one: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2067 lb. (3.3071 oz.) or less

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.145 x	_____ pcs. =	$ _____
	125-pc. W/S	.157 x	_____ pcs. =	$ _____
	Carrier Route	.162 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.195 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.214 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.237 x	_____ pcs. =	$ _____
	Basic	.266 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.131 x	_____ pcs. =	$ _____
	125-pc. W/S	.143 x	_____ pcs. =	$ _____
	Carrier Route	.148 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.181 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.200 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.223 x	_____ pcs. =	$ _____
	Basic	.252 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.125 x	_____ pcs. =	$ _____
	125-pc. W/S	.137 x	_____ pcs. =	$ _____
	Carrier Route	.142 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.175 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.194 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.217 x	_____ pcs. =	$ _____
	Basic	.246 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.120 x	_____ pcs. =	$ _____
	125-pc. W/S	.132 x	_____ pcs. =	$ _____
	Carrier Route	.137 x	_____ pcs. =	$ _____

*Available only for Automation-Compatible Flats (DMM C820)

Total — Part C *(Carry to front of form)* $ _____

B Non-Automation-Compatible Letter .2067 lb. (3.3071 oz.) or less

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.142 x	_____ pcs. =	$ _____
	Carrier Route	.150 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.186 x	_____ pcs. =	$ _____
	Basic	.226 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.128 x	_____ pcs. =	$ _____
	Carrier Route	.136 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.174 x	_____ pcs. =	$ _____
	Basic	.212 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.122 x	_____ pcs. =	$ _____
	Carrier Route	.130 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.168 x	_____ pcs. =	$ _____
	Basic	.206 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.117 x	_____ pcs. =	$ _____
	Carrier Route	.125 x	_____ pcs. =	$ _____

Total — Part B *(Carry to front of form)* $ _____

D Check one: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2067 lb. (3.3071 oz.) but less than 1.0 lb. (16.0 oz.)

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
BMC Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
SCF Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
DDU Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____

*Available only for Automation-Compatible Flats (DMM C820)
**Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $ _____

United States Postal Service

Statement of Mailing With Permit Imprints
Priority Mail and Zone-Rated Fourth-Class Mail

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category (DMM C050) ☐ Letters ☐ Flats ☐ Machinable Parcels ☐ Irregular Parcels ☐ Outside Parcels	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.		
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.		
		No. Sacks	No. Pallets / No. Other	
		Weight of a Single Piece ___ lb ___ oz		
CTAS Cust. Ref. ID _____		Total Pieces in Mailing	Total Weight of Mailing	If BPM, Sacking Based On (DMM M402, M403) ☐ 10 pcs. ☐ 20 lbs. ☐ 1,000 cu. in.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*		Check All That Apply: ☐ Centralized Postage Payment ☐ Plant Loaded to ☐ Plant-Verified Drop Shipment to ☐ BMAC Entry at ☐ Orig. ☐ Dest. A / O ZIP_____ ☐ Orig. ☐ Dest. SCF 3D ZIP _____ ☐ Orig. ☐ Dest. BMC _____

Postage Computation

■ For bound printed matter, go to Part A on the reverse of this form. *(Check if catalog bound printed matter)* → ☐	Postage *(From Reverse Side)*	Part A $
■ For parcel post, go to Part B on the reverse of this form. *(Check if bulk parcel post)* → ☐		Part B $
■ For destination BMC / ASF mail, go to Part C on the reverse of this form.		Part C $
■ For Priority Mail, go to Part D on the reverse of this form.		Part D $
Additional Postage Payment *(Check reason)* ☐ Parcel Post Nonmachinable Surcharge *(Inter-BMC Parcel Post Only)* ☐ Special Service *(Specify)*	No. Pieces	Rate/Fee Per Pc. $ ≈ $
Total Postage →		$

Certification

*The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)*	Telephone Number

USPS Use Only

Single-Piece Weight ___ lb ___ oz		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Matter Verified	Contact / By (Initials)
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM / PM	

PS Form 3605-R, January 1995 — Financial Document — Forward to Finance Office

Form 3605-R — Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

A. ☐ Bulk Bound Printed Matter

Post Office Finance Number

☐ Bulk Catalog Bound Printed Matter

Zones	Single-Piece Rate			Basic Bulk Piece Rate			Carrier Route Bulk Piece Rate			Basic & Carrier Route Bulk Pound Rate			(13)
	(1) Number of Pieces	(2) Rate	(3) Single-Piece Rate Postage	(4) Number of Pieces	(5) Rate	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) Rate	(9) Carrier Route Piece-Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) BPM Pound-Rate Charge	Total Postage — Part A
Local					$0.53			$0.467			$0.023		
1 & 2					$0.70			$0.637			$0.043		
3					$0.70			$0.637			$0.063		
4					$0.70			$0.637			$0.099		
5					$0.70			$0.637			$0.152		
6					$0.70			$0.637			$0.209		
7					$0.70			$0.637			$0.277		
8					$0.70			$0.637			$0.336		
Totals													

B. ☐ Bulk Parcel Post

Zones	Inter-BMC Parcel Post			Intra-BMC Parcel Post			Total Postage — Part B
	Number of Pieces	Inter-BMC Rate	Inter-BMC Postage	Number of Pieces	Intra-BMC Rate	Intra-BMC Postage	
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

C. Destination BMC / ASF Mail

Zones	Number of Pieces	Destination BMC / ASF Rate	Total Postage — Part C
1 & 2			
3			
4			
5			
Totals			

D. Priority Mail

Zones	Presorted Priority Mail			Residual / Single-Piece Priority Mail			Total Postage — Part D
	Number of Pieces	Presorted Priority Rate	Presorted Priority Postage	Number of Pieces	Priority Rate	Single-Piece Priority Postage	
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

United States Postal Service

Postage Statement — First-Class Mail — Meter or Precanceled Postage Affixed

(For Priority Mail, Use Form 3605-P)

Payment Method
- ☐ Meter Postage
- ☐ Precanceled Stamps

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, use Form 3606 (DMM S914).

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.		Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	
		Container Quantities *(Fill in all that apply)* 1-Pt. Mail Trays____ 2-Pt. Mail Trays____ 2-Pt. EMM Trays____ Total Ltr. Trays____ Flat Trays____ Number of Sacks____ Number of Pallets N/A Number of Other____	USPS Authorized Mailing ID Code(s)
		Weight of a Single Piece __ . __ __ __ __ pounds	Prepared Under DMM *(Check all that apply)* ☐ M130 (Letters, flats, parcels) ☐ M130 (Upgradable letters) ☐ M810 (Automation letters) ☐ M820 (Automation flats)
Dun & Bradstreet No. ____		Total Pieces / Total Weight	
Name and Address of Individual or Organization for Which Mailing is Prepared *(If other than permit holder)* Dun & Bradstreet No. ____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. ____	

Postage Computation

- For automation rate letter-size pieces other than cards at card rates *(DMM C810)*, go to Part A on the reverse of this form.
- For automation rate flats *(DMM C820)*, go to Part B on the reverse of this form.
- For nonautomation rate pieces other than cards at card rates *(DMM C050)*, go to Part C on the reverse of this form.
- For postal cards and postcards at card rates *(DMM E100)*, go to Part D on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ ____ = $

Total Postage → $

Postage Affixed at *(Check one)* (DMM P100)
☐ Correct Rate ☐ Lowest Rate ☐ Neither

____ pcs. x $ ____ = **Less Total Affixed →** $ –

Net Postage Due → $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Automation rate only) (Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Updated Addresses** *(Presorted and automation rates only) (Effective January 1, 1997): I certify that the addresses appearing on the pieces described above have been updated within 6 months of the date of this mailing using a USPS-approved address update tool.*

☐ **For ZIP Codes** *(Presorted rate only) (Effective October 1, 1996): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight __ . __ __ __ __ pounds

Are figures of left adjusted from mailer's entries? ☐ Yes ☐ No

If "Yes," Reason

Round Stamp (Required)

Check One
☐ Present Verification Not Scheduled ☐ Present Verification Performed by Supervisor

Date Mailer Notified | Contact | By (Initials)

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) correct computation of postage amounts; and (4) payment of required postage fee.

Signature of Verifier | Title | Date

PS Form 3600-P, July 1996 — Financial Document — Forward to Finance Office

Form 3600-P — First-Class Mail — Postage Affixed

Postage Computation

[1] Show actual amount due for each piece. Show total affixed and balance due on front.

A Automation Rates — Letters (DMM C810) Other Than Cards at Card Rates

Presort / Automation Discounts	Net Rate[1]	Count (Pcs.)	Charge
Carrier Route	_____	x _____ pcs.	= $_____
5-Digit	_____	x _____ pcs.	= $_____
3-Digit	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Automation Rates — Flats (DMM C820)

Presort / Automation Discounts	Net Rate[1]	Count (Pcs.)	Charge
3/5	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*	.05	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Nonautomation Rates — Other Than Cards at Card Rates

Presorted	_____	x _____ pcs.	= $_____
Single-Piece	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*			
Presorted	.05	x _____ pcs.	= $_____
Single-Piece	.11	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Postal Cards and Postcards at Card Rates

Automation*			
Carrier Route	.140	x _____ pcs.	= $_____
5-Digit	.143	x _____ pcs.	= $_____
3-Digit	.159	x _____ pcs.	= $_____
Basic	.166	x _____ pcs.	= $_____
Nonautomation			
Presorted	.180	x _____ pcs.	= $_____
Single-Piece	.200	x _____ pcs.	= $_____

* Available only for automation-compatible cards (DMM C810)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — First-Class Mail — Permit Imprint

(For Priority Mail, Use Form 3605-R)

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.	Federal Agency Cost Code	Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	
		Container Quantities *(Fill in all that apply)*: 1-Pt. MM Trays____ 2-Pt. MM Trays____ 2-Pt. EMM Trays____ Total Ltr. Trays____; Flat Trays____ Number of Sacks____ Number of Pallets N/A Number of Other____	USPS Authorized Mailing ID Code(s)
Dun & Bradstreet No. _____ CTAS Cust. Ref. ID _____		Weight of a Single Piece __ . __ __ __ __ pounds; Total Pieces; Total Weight	Prepared Under DMM *(Check all that apply)* ☐ M130 (Letters, flats, parcels) ☐ M130 (Upgradable letters) ☐ M810 (Automation letters) ☐ M820 (Automation flats)
Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)* Dun & Bradstreet No. _____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. _____	

Postage Computation

- For automation rate letter-size pieces other than cards at card rates *(DMM C810)*, go to Part A on the reverse of this form.
- For automation rate flats *(DMM C820)*, go to Part B on the reverse of this form.
- For nonautomation rate pieces other than cards at card rates *(DMM C050)*, go to Part C on the reverse of this form.
- For postal cards and postcards at card rates *(DMM E100)*, go to Part D on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ _____ = $

Total Postage $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Automation rate only) (Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Updated Addresses** *(Presorted and automation rates only) (Effective January 1, 1997): I certify that the addresses appearing on the pieces described above have been updated within 6 months of the date of this mailing using a USPS-approved address update tool.*

☐ **For ZIP Codes** *(Presorted rate only) (Effective October 1, 1996): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight		Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Present Verification Not Scheduled ☐ Present Verification Performed as Scheduled	Date Mailer Notified	Contact	By (Initials) / Permit Stamp (Required)

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) [illegible] present where required; (3) proper completion of postage statement; and (4) payment of required fees.

Signature of Verifier | Title | Date

Form 3600-R — First-Class Mail — Permit Imprint

Postage Computation

A Automation Rates — Letters (DMM C810) Other Than Cards at Card Rates

Presort / Automation Discounts	Net Rate	Count (Pcs.)	Charge
Carrier Route	_____	x _____ pcs.	= $_____
5-Digit	_____	x _____ pcs.	= $_____
3-Digit	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Automation Rates — Flats (DMM C820)

Presort / Automation Discounts	Net Rate	Count (Pcs.)	Charge
3/5	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*	.05	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Nonautomation Rates — Other Than Cards at Card Rates

Presorted	_____	x _____ pcs.	= $_____
Single-Piece	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*			
Presorted	.05	x _____ pcs.	= $_____
Single-Piece	.11	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Postal Cards and Postcards at Card Rates

Automation*			
Carrier Route	.140	x _____ pcs.	= $_____
5-Digit	.143	x _____ pcs.	= $_____
3-Digit	.159	x _____ pcs.	= $_____
Basic	.166	x _____ pcs.	= $_____
Nonautomation			
Presorted	.180	x _____ pcs.	= $_____
Single-Piece	.200	x _____ pcs.	= $_____

* Available only for automation-compatible cards (DMM C810)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Periodicals Nonprofit and Classroom Rates

Container Quantities *(Fill in all that apply)*
1-PL Mail Trays _____ 2-PL Mail Trays _____ 2-PL Bulk Trays _____ Total Letter Trays _____
Flat Trays _____ Number of Sacks _____ Number of Pallets _____ Number of Other _____

Check Rate That Applies
☐ Nonprofit Rate (NP)
☐ Classroom Rate (CL)
☐ Incidental First-Class Enclosed

Publication Title or News Agent

Publication No. | Edition Code/Key

Mailer's Name, Address *(Incl. ZIP Code)*, and Tel. No.

Entry Post Office Name, State, and ZIP+4

Issue Date | Issue Frequency

Mailing Date | Statement Sequence No.

Processing Category
☐ Letters (DMM C050)
☐ Flats (DMM C050)
☐ Automation Flats (DMM C820)
☐ Machinable Parcels (DMM C050)
☐ Irregular Parcels (DMM C050)

CTAS Customer Ref. ID _____ Finance Number _____

Complete only ONE of Boxed Sections Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for Issue (DMM P013)
_____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy
_____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section if this statement is for ALL ISSUES of a calendar month. Enter total pounds on lines 1 through 9 and on line 12. To compute per piece charges, multiply number of addressed pieces per issue by number of issues and put result on lines 16 through 27 as appropriate.

Number of Issues This Month | Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
_____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
_____ . _____ lbs.

Pound Rate *(Per pound or fraction)*

Zone	Subscriber Copies*	Non-subscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
1. Del. Unit						$.180		
2. SCF						.191		
3. 1 & 2						.212		
4. 3						.223		
5. 4						.250		
6. 5						.292		
7. 6						.335		
8. 7						.388		
9. 8						.432		
10. Subtotals								

* All commingled nonsubscriber copies in excess of the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies in excess of the 10% limit are not mailable at Periodicals rates.

12. Nonadvertising Pounds *(Total lbs. – Adv. lbs.)* _____ x $.140 *(Nonprofit)* OR $.108 *(Classroom)* =

Lines 11, 14, and 15 are reserved.

Total Pound Rate Postage *(Lines 10 + 12)* → 13.

Piece Rate *(Per addressed piece)*

Level		Sorted Under DMM ☐ M290 ☐ M997 flats ☐ M880 pkg-based ltrs. ☐ M880 tray-based ltrs.	Description *(DMM E926 and E948 as applicable)*		Number of Copies	Number Qualified Addressed Pieces	Rate Nonprofit	Rate Classroom	Postage
16.	G	"Basic" Presort	Not ZIP+4/Barcoded				$.208	$.168	
17.	G	"Basic" Presort	ZIP+4 Letters				.200	.161	
18.	G	"Basic" Presort	Barcoded	Letters			.188	.151	
	G	"Basic" Presort	Barcoded	Flats			.181	.145	
19.	H3	"3-Digit" Presort	Not ZIP+4/Barcoded				.157	.125	
20.	H3	"3-Digit" Presort	ZIP+4 Letters				.152	.121	
21.	H3	"3-Digit" Presort	Barcoded	Letters			.145	.115	
	H3	"3-Digit" Presort	Barcoded	Flats			.139	.110	
22.	H5	"5-Digit" Presort	Not ZIP+4/Barcoded				.157	.125	
23.	H5	"5-Digit" Presort	ZIP+4 Letters				.152	.121	
24.	H5	"5-Digit" Presort	Barcoded	Letters			.137	.108	
	H5	"5-Digit" Presort	Barcoded	Flats			.139	.110	
25.	H1	Carrier Route					.112	.087	
26.	H2	125-Piece Walk Sequence					.110	.085	
27.	H3	Saturation Walk Sequence					.104	.080	
28. Subtotals									+

29. Nonadv. Percentage *(100 – Adv. %)* _____ x No. of Qual. Pcs. *(Line 28)* x $.00042 *(NP)* OR $.00085 *(CL)* =

30. No. of Addr. Pcs. *(net copies)* entered at delivery unit zone rate _____ x $.006 *(NP)* OR $.005 *(CL)* =

31. No. of Addr. Pcs. *(net copies)* entered at SCF zone rate _____ x $.004 *(NP)* OR $.003 *(CL)* =

32. Total Piece Rate Discount *(Lines 29 + 30 + 31)* → –

Total Piece Rate Postage *(Lines 28 – 32)* → 33.

Total Postage Side 1, Lines 13 + 33 — Carry to Side 2, Line 35 → 34.

In-County and Foreign Rates

Total Postage From Side 1 *(Line 34)*	→	35.

In-County

Pound Rate

		Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$.111	
37.	All Other Entry					.121	

*All commingled nonsubscriber copies over 10% limit are not eligible for in-county rates.

Total In-County Pound Rate Postage → 38.

Piece Rate (In addition to pound rate)

	Level	Description *(DMM E239 and E249 as applicable)*			Number of Copies	No. of Qualified Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080	
40.	J1	"Basic" Presort	ZIP+4 Letters				.080	
41.	J1	"Basic" Presort	Barcoded	Letters			.080	
	J1	"Basic" Presort	Barcoded	Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080	
43.	J3	"3-Digit" Presort	ZIP+4 Letters				.076	
44.	J3	"3-Digit" Presort	Barcoded	Letters			.076	
	J3	"3-Digit" Presort	Barcoded	Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080	
46.	J5	"5-Digit" Presort	ZIP+4 Letters				.076	
47.	J5	"5-Digit" Presort	Barcoded	Letters			.063	
	J5	"5-Digit" Presort	Barcoded	Flats			.065	
48.	K1	Carrier Route					.042	
49.	K2	125-Piece Walk Sequence					.037	
50.	K3	Saturation Walk Sequence					.035	
51.	Subtotal *(Lines 39 through 50)*							+
52.	Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____ x $.003							=

Total In-County Piece Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include All Wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include All Wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include All Wrappings *(Other countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber Copies	Nonsubscriber Copies	Total Copies	Do you have 1,000 or more pieces going to a single country? ☐ No ☐ Yes *(If YES, complete Form 3541-S)*	Rate	Postage
57. Canada						
58. Mexico						
59. Other Countries						

Total Foreign Postage → 60.

61. **For Commingled Nonsubscriber Copies Over 10% Limit:** Compute additional postage for such copies on side 1 of a separate Form 3541-R. Enter from that form the total copies, the number of qualified addressed pieces, the total pounds, and the total postage where indicated below; attach that form to this form. Sequenced statement number of attached form: _____

From Attached Form 3541-R

Copies *(Line 10)*	Qualified Addressed Pieces *(Line 28)*	Pounds *(Line 10)*	Postage *(Line 34)*	
				62.

Total Postage *(Add lines 35, 38, 53, 60, and 62)* → 63.

The submission of a false, fictitious, [illegible] audulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5 [illegible] and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished[illegible] is form is accurate and truthful, that the item does not contain any dangerous articles prohibited by postal regulations, that this mailing meets all appl[illegible] CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer

64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*

United States Postal Service

Postage Statement — Periodicals
Regular and Science-of-Agriculture Rates

Container Quantities *(Fill in all that apply)*
1-Pt. Mail Trays _____ 2-Pt. Mail Trays _____ 2-Pt. EMM Trays _____ Total Letter Trays _____
Flat Trays _____ Number of Sacks _____ Number of Pallets _____ Number of Other _____

Check Rate That Applies
- ☐ Regular Rate
- ☐ Requester
- ☐ Science-of-Agriculture Rate
- ☐ Incidental First-Class Enclosed

Publication Title or News Agent

Publication No.	Edition Code/Key
Issue Date	Issue Frequency
Mailing Date	Statement Sequence No.

Mailer's Name, Address *(Incl. ZIP Code)*, and Tel. No.

Entry Post Office Name, State, and ZIP+4

CTAS Customer Ref. ID _____ Finance Number _____

Processing Category
- ☐ Letters (DMM C050)
- ☐ Flats (DMM C050)
- ☐ Automation Flats (DMM C820)
- ☐ Machinable Parcels (DMM C050)
- ☐ Irregular Parcels (DMM C050)

Complete only ONE of Boxed Sections Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for Issue (DMM P013)
_____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

[redacted]

Complete this section if this statement is for ALL ISSUES of a calendar month. Enter total pounds on lines 1 through 9 and on line 12. To compute per piece charges, multiply number of addressed pieces per issue by number of issues and put result on lines 16 through 24 as appropriate.

Number of Issues This Month

Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
_____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
_____ . _____ lbs.

Pound Rate (Per pound or fraction)

Zone	Subscriber/Requester Copies	Non-Sub./Non-Req. Copies* W/in 10% Limit	Non-Sub./Non-Req. Copies* Over 10% Com.	Total Copies	Total Pounds	Advertising Pounds	Rate Regular	Rate Sci./Ag.	Postage	Totals
1. Del. Unit							$.169	$.127		
2. SCF							.190	.143		
3. 1 & 2							.214	.161		
4. 3							.224			
5. 4							.251			
6. 5							.292			
7. 6							.336			
8. 7							.388			
9. 8							.432			
10. Subtotals										

12. Nonadvertising Pounds *(Total lbs. – Adv. lbs.)* _____ x $.161 =

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit, must pay regular rates. Noncommingled nonsubscriber/nonrequester copies in excess of the 10% limit are not mailable at Periodicals rates.

Lines 11, 14, and 15 are reserved. Total Pound Rate Postage *(Lines 10 + 12)* → 13.

Piece Rate (Per addressed piece)

Level	Sorted Under DMM ☐ M210 ☐ M810 ☐ M820 — Description *(DMM E231 and E241 as applicable)*		Number of Copies	Number Qualified Addressed Pieces	Rate	Postage
16. Basic	Nonautomation				$.240	
17. Basic	Automation	Letters			.194	
18. Basic	Automation	Flats			.209	
19. 3/5	Nonautomation				.202	
20. 3/5	Automation	Letters			.173	
21. 3/5	Automation	Flats			.175	
22. Carrier Route	Basic Carrier Route				.119	
23. Carrier Route	High Density				.111	
24. Carrier Route	Saturation				.095	
28. Subtotals						+

29. Nonadvertising Percentage *(100 – Adv. %)* _____ x $.00057 x No. of Qual. Pcs. *(Line 28)* =

30. Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____ x $.021 =

31. Number of Addressed Pieces *(not copies)* entered at SCF zone rate _____ x $.011 =

32. Total Piece Rate Discount *(Lines 29 + 30 + 31)* → –

Total Piece Rate Postage *(Lines 28 – 32)* → 33.

Lines 25 through 27 are reserved. Total Postage Side 1, Lines 13 + 33 — Carry to Side 2, Line 35 → 34.

In-County and Foreign Rates

Total Postage From Side 1 *(Line 34)* → 35.

In-County

Pound Rate

		Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$.111	
37.	All Other Entry					.121	

* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for in-county rates. Total In-County Pound Rate Postage → 38.

Piece Rate (In addition to pound rate)

	Level	Description (DMM E239 and E249 as applicable)			Number of Copies	No. of Qualified Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080	
40.			ZIP+4 Letters				.080	
41.			Barcoded	Letters			.080	
				Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080	
43.			ZIP+4 Letters				.076	
44.			Barcoded	Letters			.076	
				Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080	
46.			ZIP+4 Letters				.076	
47.			Barcoded	Letters			.063	
				Flats			.065	
48.	K1	Carrier Route					.042	
49.	K2	125-Piece Walk Sequence					.037	
50.	K3	Saturation Walk Sequence					.035	
51.	Subtotal *(Lines 39 through 50)*							+
52.	Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____					x $.003	=	-

Total In-County Piece Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include All Wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include All Wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include All Wrappings *(Other countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Do you have 1,000 or more pieces going to a single country? ☐ No ☐ Yes *(If YES, complete Form 3541-S)*	Rate	Postage
57. Canada						
58. Mexico						
59. Other Countries						

Total Foreign Postage → 60.

61. For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on side 1 of a separate Form 3541-R. Enter on that form the total copies, the number of qualified addressed pieces, the total pounds, and the total postage where indicated below. Attach that form to this form. Sequenced statement number of attached form: _____

From Attached Form 3541-R

Copies *(Line 10)*	Qualified Addressed Pieces *(Line 28)*	Pounds *(Line 10)*	Postage *(Line 34)*	
				62.

Total Postage *(Add lines 35, 38, 53, 60, and 62)* → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Automation Rate Regular Periodicals Only** *(Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Nonautomation Rate Regular Periodicals Only** *(Effective October 1, 1997): I certify that the ZIP Codes appearing on pieces in the mailing described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that the item does not contain any dangerous articles prohibited by postal regulations, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*

United States Postal Service

Postage Statement — Standard Mail (A) (Nonprofit Only) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050)
Permit No.		Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	

USPS Authorized Mailing ID Code(s)

Prepared Under DMM *(Check all that apply)*
☐ M690 (Letters, flats, parcels)
☐ M891 (ZIP+4 letters)
☐ M892 (ZIP+4 letters)
☐ M893 (Barcoded letters)
☐ M894 (Barcoded letters)
☐ M895 (Barcoded letters)
☐ M897 (Barcoded flats)
Optional Preparation:
☐ M610 (Letters, flats, parcels)
☐ M610 (Upgradable letters)
☐ M620 (Enhanced Carrier Route)
☐ M810 (Automation letters)
☐ M820 (Automation flats)

Container Quantities *(Fill in all that apply)*
1-Pt. Mail Trays_____ 2-Pt. Mail Trays_____ 2-Pt. Email Trays_____ Total Ltr. Trays_____
Flat Trays N/A Number of Sacks_____ Number of Pallets_____ Number of Other_____

Weight of a Single Piece ___ . ___ ___ ___ ___ pounds

Total Pieces | Total Weight

If Sacking, Based On ☐ 125 pcs. ☐ 15 lbs. ☐ Both

Dun & Bradstreet No. _____

Authorized nonprofit rates? *(DMM E670)* ☐ Yes ☐ No | CTAS Cust. Ref. ID _____

Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)*

Authorized nonprofit rates? *(DMM E670)* ☐ Yes ☐ No | Dun & Bradstreet No. _____

Name and Address of Mailing Agent *(If other than permit holder)*

Dun & Bradstreet No. _____

Postage Computation

- For **automation rate letter-size pieces** *(DMM C810)*, go to **Part A** on the reverse of this form.
- For **nonautomation rate letter-size pieces** *(DMM C050)* **weighing .2149 lb. *(3.4383 oz.)* or less**, go to **Part B** on the reverse of this form.
- For **non-letter-size pieces** *(DMM C050)* **weighing .2149 lb. *(3.4383 oz.)* or less**, go to **Part C** on the reverse of this form.
- For **all pieces weighing more than .2149 lb. *(3.4383 oz.)* but less than 1.0 lb. *(16.0 oz.)***, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*
☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ _____ = $

Is applicable bulk per piece rate affixed to each piece? *(Form 3602-PN required)* ☐ Yes ☐ No

Total Postage → $

Certification

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

[redacted]

PS Form **3602-N**, July 1996

Financial Document — Forward to Finance Office

Form 3602-N — Standard Mail (A) (Nonprofit Only) — Permit Imprint

Postage Computation

A Automation-Compatible Letter (DMM C810)

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.083 x	_____ pcs.	= $_____
	Carrier Route	.086 x	_____ pcs.	= $_____
	5-Digit Barcoded	.093 x	_____ pcs.	= $_____
	3-Digit Barcoded	.101 x	_____ pcs.	= $_____
	3/5 ZIP+4	.107 x	_____ pcs.	= $_____
	3/5 Presort	.111 x	_____ pcs.	= $_____
	Basic Barcoded	.106 x	_____ pcs.	= $_____
	Basic ZIP+4	.117 x	_____ pcs.	= $_____
	Basic	.124 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.071 x	_____ pcs.	= $_____
	Carrier Route	.074 x	_____ pcs.	= $_____
	5-Digit Barcoded	.081 x	_____ pcs.	= $_____
	3-Digit Barcoded	.089 x	_____ pcs.	= $_____
	3/5 ZIP+4	.095 x	_____ pcs.	= $_____
	3/5 Presort	.099 x	_____ pcs.	= $_____
	Basic Barcoded	.094 x	_____ pcs.	= $_____
	Basic ZIP+4	.105	_____ pcs.	= $_____
	Basic	.112	_____ pcs.	= $_____
DSCF	Saturation W/S	.065 x	_____ pcs.	= $_____
	Carrier Route	.068 x	_____ pcs.	= $_____
	5-Digit Barcoded	.075 x	_____ pcs.	= $_____
	3-Digit Barcoded	.083 x	_____ pcs.	= $_____
	3/5 ZIP+4	.089 x	_____ pcs.	= $_____
	3/5 Presort	.093 x	_____ pcs.	= $_____
	Basic Barcoded	.088 x	_____ pcs.	= $_____
	Basic ZIP+4	.099 x	_____ pcs.	= $_____
	Basic	.106 x	_____ pcs.	= $_____
DDU	Saturation W/S	.060 x	_____ pcs.	= $_____
	Carrier Route	.063 x	_____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Nonautomation-Compatible Letter .2149 Lb. *(3.4383 Oz.)* or Less

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.083 x	_____ pcs.	= $_____
	Carrier Route	.086 x	_____ pcs.	= $_____
	3/5 Presort	.111 x	_____ pcs.	= $_____
	Basic	.124 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.071 x	_____ pcs.	= $_____
	Carrier Route	.074 x	_____ pcs.	= $_____
	3/5 Presort	.099 x	_____ pcs.	= $_____
	Basic	.112 x	_____ pcs.	= $_____
DSCF	Saturation W/S	.065 x	_____ pcs.	= $_____
	Carrier Route	.068 x	_____ pcs.	= $_____
	3/5 Presort	.093 x	_____ pcs.	= $_____
	Basic	.106 x	_____ pcs.	= $_____
DDU	Saturation W/S	.060 x	_____ pcs.	= $_____
	Carrier Route	.063 x	_____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Check One: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2149 Lb. *(3.4383 Oz.)* or Less

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.121 x	_____ pcs.	= $_____
	125-pc. W/S	.126 x	_____ pcs.	= $_____
	Carrier Route	.128 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.143 x	_____ pcs.	= $_____
	3/5 Presort	.161 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.149 x	_____ pcs.	= $_____
	Basic	.175 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.109 x	_____ pcs.	= $_____
	125-pc. W/S	.114 x	_____ pcs.	= $_____
	Carrier Route	.116 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.131 x	_____ pcs.	= $_____
	3/5 Presort	.149 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.137 x	_____ pcs.	= $_____
	Basic	.163 x	_____ pcs.	= $_____
DSCF	Saturation W/S	.103 x	_____ pcs.	= $_____
	125-pc. W/S	.108 x	_____ pcs.	= $_____
	Carrier Route	.110 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.125 x	_____ pcs.	= $_____
	3/5 Presort	.143 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.131 x	_____ pcs.	= $_____
	Basic	.157 x	_____ pcs.	= $_____
DDU	Saturation W/S	.096 x	_____ pcs.	= $_____
	125-pc. W/S	.103 x	_____ pcs.	= $_____
	Carrier Route	.106 x	_____ pcs.	= $_____

*Available only for automation-compatible flats (DMM C820)

Total — Part C *(Carry to front of form)* $_____

D Check One: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2149 Lb. *(3.4383 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
DBMC	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
DSCF	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
DDU	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____

* Available only for automation-compatible flats (DMM C820)
** Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing

Mailing Date

Processing Category
- ☐ Letters (DMM C050)
- ☐ Flats (DMM C050)
- ☐ Automation-Compatible Flats (DMM C820)
- ☐ Machinable Parcels (DMM C050)
- ☐ Irregular Parcels (DMM C050)

USPS Authorized Mailing ID Code(s)

Permit No.

Statement Sequence No.

Permit Holder's Name and Address *(Include ZIP Code)*

Telephone

Receipt No.

Prepared Under DMM *(Check all that apply)*
- ☐ M610 (Letters, flats, parcels)
- ☐ M610 (Upgradable letters)
- ☐ M620 (Enhanced Carrier Route)
- ☐ M810 (Automation letters)
- ☐ M820 (Automation flats)

Container Quantities *(Fill in all that apply)*

1-Pt. MM Trays_____ 2-Pt. MM Trays_____ 2-Pt. EMM Trays_____ Total Ltr. Trays_____

Flat Trays N/A Number of Sacks_____ Number of Pallets_____ Number of Other_____

Weight of a Single Piece ___ . __ __ __ __ pounds

If Sacking, Based On ☐ 125 pcs. ☐ 15 lbs. ☐ Both

Dun & Bradstreet No. _____

CTAS Cust. Ref. ID _____

Total Pieces

Total Weight

Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)*

Dun & Bradstreet No. _____

Name and Address of Mailing Agent *(If other than permit holder)*

Dun & Bradstreet No. _____

Postage Computation

- For **Regular automation rate letter-size** *(DMM C810)* **or flat-size pieces** *(see DMM C820)* **weighing .2068 lb.** *(3.3087 oz.)* **or less**, go to **Part A** on the back of this form.
- For **Regular nonautomation rate pieces** *(DMM C050)* **weighing .2068 lb.** *(3.3087 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For **Enhanced Carrier Route rate pieces** *(DMM C050)* **weighing .2066 lb.** *(3.3062 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For **Enhanced Carrier Route rate pieces weighing more than .2066 lb.** *(3.3062 oz.)*, **or Regular rate pieces weighing more than .2068 lb.** *(3.3087 oz.)* **but all less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*

☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $_____ = $

Is applicable bulk per piece rate affixed to each piece? *(Form 3602-PR required)*

☐ Yes ☐ No

Total Postage $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Regular and Enhanced Carrier Route automation rates only) (Effective 1/1/97): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For ZIP Codes** *(Regular nonautomation rate only) (Effective 10/1/96): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)*

Telephone

USPS Use Only

Single-Piece Weight ___ . __ __ __ __ pounds

Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No

If "Yes," Reason

Total Pieces

Total Weight

Total Postage

Check One
- ☐ Presort Verification Not Scheduled
- ☐ Presort Verification Performed as Scheduled

Date Mailer Notified | Contact | By (Initials) | Round Stamp *(Required)*

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of postage statement; and (4) payment of required annual fee.

Signature of Weigher

Time AM PM

PS Form **3602-R**, July 1996

Financial Document — Forward to Finance Office

Form 3602-R — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint

Postage Comp. tation

A Regular Automation Rates — Letters (DMM C810) and Flats (DMM C820) Weighing .2068 Lb. *(3.3067 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	5-Digit Letter	.155	x _____ pcs.	= $_____
	3-Digit Letter	.175	x _____ pcs.	= $_____
	Basic Letter	.183	x _____ pcs.	= $_____
	3/5 Flat	.189	x _____ pcs.	= $_____
	Basic Flat	.277	x _____ pcs.	= $_____
DBMC	5-Digit Letter	.142	x _____ pcs.	= $_____
	3-Digit Letter	.162	x _____ pcs.	= $_____
	Basic Letter	.170	x _____ pcs.	= $_____
	3/5 Flat	.176	x _____ pcs.	= $_____
	Basic Flat	.264	x _____ pcs.	= $_____
DSCF	5-Digit Letter	.137	x _____ pcs.	= $_____
	3-Digit Letter	.157	x _____ pcs.	= $_____
	Basic Letter	.165	x _____ pcs.	= $_____
	3/5 Flat	.171	x _____ pcs.	= $_____
	Basic Flat	.259	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Regular Nonautomation Rates — Pieces Weighing .2068 Lb. *(3.3067 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	3/5 Letter	.209	x _____ pcs.	= $_____
	3/5 Nonletter	.225	x _____ pcs.	= $_____
	Basic Letter	.256	x _____ pcs.	= $_____
	Basic Nonletter	.306	x _____ pcs.	= $_____
DBMC	3/5 Letter	.196	x _____ pcs.	= $_____
	3/5 Nonletter	.212	x _____ pcs.	= $_____
	Basic Letter	.243	x _____ pcs.	= $_____
	Basic Nonletter	.293	x _____ pcs.	= $_____
DSCF	3/5 Letter	.191	x _____ pcs.	= $_____
	3/5 Nonletter	.207	x _____ pcs.	= $_____
	Basic Letter	.238	x _____ pcs.	= $_____
	Basic Nonletter	.288	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Enhanced Carrier Route Rates — Pieces Weighing .2068 Lb. *(3.3062 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	Saturation Letter	.133	x _____ pcs.	= $_____
	Saturation Nonletter	.137	x _____ pcs.	= $_____
	High Density Letter	.142	x _____ pcs.	= $_____
	Basic Automation Letter	.146	x _____ pcs.	= $_____
	High Density Nonletter	.147	x _____ pcs.	= $_____
	Basic Letter	.150	x _____ pcs.	= $_____
	Basic Nonletter	.155	x _____ pcs.	= $_____
DBMC	Saturation Letter	.120	x _____ pcs.	= $_____
	Saturation Nonletter	.124	x _____ pcs.	= $_____
	High Density Letter	.129	x _____ pcs.	= $_____
	Basic Automation Letter	.133	x _____ pcs.	= $_____
	High Density Nonletter	.134	x _____ pcs.	= $_____
	Basic Letter	.137	x _____ pcs.	= $_____
	Basic Nonletter	.142	x _____ pcs.	= $_____
DSCF	Saturation Letter	.115	x _____ pcs.	= $_____
	Saturation Nonletter	.119	x _____ pcs.	= $_____
	High Density Letter	.124	x _____ pcs.	= $_____
	Basic Automation Letter	.128	x _____ pcs.	= $_____
	High Density Nonletter	.129	x _____ pcs.	= $_____
	Basic Letter	.132	x _____ pcs.	= $_____
	Basic Nonletter	.137	x _____ pcs.	= $_____
DDU	Saturation Letter	.110	x _____ pcs.	= $_____
	Saturation Nonletter	.114	x _____ pcs.	= $_____
	High Density Letter	.119	x _____ pcs.	= $_____
	Basic Automation Letter	.123	x _____ pcs.	= $_____
	High Density Nonletter	.124	x _____ pcs.	= $_____
	Basic Letter	.127	x _____ pcs.	= $_____
	Basic Nonletter	.132	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Check One: ☐ Regular Rate Pieces Weighing More Than .2068 Lb. *(3.3067 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*
☐ Enhanced Carrier Route Rate Pieces Weighing More Than .2068 Lb. *(3.3062 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
DBMC	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
DSCF	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
DDU	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____

*Available only for automation-compatible flats (DMM C820)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category *(DMM C050)* ☐ Letters ☐ Flats ☐ Machinable Parcels ☐ Irregular Parcels ☐ Outside Parcels	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Statement Sequence No.		
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.		
		Container Quantities *(Fill in all that apply)*: 1-Ft. MM Trays ____ 2-Ft. MM Trays ____ 2-Ft. EMM Trays ____ Total Ltr Trays ____; Flat Trays ____ Number of Sacks ____ Number of Pallets ____ Number of Other ____		
Dun & Bradstreet No. ____ CTAS Cust. Ref. ID ____		Weight of a Single Piece ___ ___ . ___ ___ ___ pounds; Total Pieces; Total Weight		If Bound Printed Matter, Sacking Based On ☐ 10 pcs. ☐ 20 lbs. ☐ 1,000 cu. in.
Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)* Dun & Bradstreet No. ____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. ____		

Postage Computation

- For bound printed matter *(DMM E623 and E633)*, go to **Part A** on the reverse of this form. *(Check if catalog bound printed matter)* → ☐
- For parcel post *(DMM E622)*, go to **Part B** on the reverse of this form. *(Check if bulk parcel post)* → ☐
- For destination BMC / ASF mail *(DMM E652)*, go to **Part C** on the reverse of this form.
- For Priority Mail *(DMM E120)*, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

Additional Postage Payment *(Check reason)*
☐ Nonmachinable Surcharge *(Inter-BMC Parcel Post Only)* ☐ Special Service *(Specify)*

No. Pieces x $ ____ Rate/Fee Per Pc. = $

Total Postage → $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight ___ ___ . ___ ___ ___ pounds		Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No; If "Yes," Reason		
Total Pieces	Total Weight			
Total Postage				
Check One ☐ Present Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Mailer Notified	Contact	By *(Initials)*	Round Stamp *(Required)*

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of postage statement; and (4) payment of required annual fee.

Signature of Weigher | Time AM PM

Form 3605-R — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

A. Bound Printed Matter

Post Office Finance Number — — — — — — —

Check as applicable: ☐ Single-piece ☐ Bulk ☐ Catalog

Zone	Single-Piece Rate (1) Number of Pieces	x (2) Rate	= (3) Single-Piece Rate Postage	Basic Bulk Piece Rate (4) Number of Pieces	x (5) Rate	= (6) Basic Piece Rate Charge	Carrier Route Bulk Piece Rate (7) Number of Pieces	x (8) Rate	= (9) Carrier Route Piece Rate Charge	Basic & Carrier Route Bulk Pound Rate (10) Number of Pounds	(11) Pound Rate	(12) BPM Pound Rate Charge	(13) Total Postage Part A
Local					$.53			$.467			$.023		
1 & 2					.70			.637			.043		
3					.70			.637			.063		
4					.70			.637			.099		
5					.70			.637			.152		
6					.70			.637			.209		
7					.70			.637			.277		
8					.70			.637			.335		
Totals													

B. Parcel Post

☐ Check if bulk parcel post

Zone	Inter-BMC Parcel Post Number of Pieces	x Inter-BMC Rate	= Inter-BMC Postage	Intra-BMC Parcel Post Number of Pieces	x Intra-BMC Rate	= Intra-BMC Postage	Total Postage Part B
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

C. Destination BMC / ASF Mail

Zone	Number of Pieces	x Destination BMC / ASF Rate	= Total Postage Part C
1 & 2			
3			
4			
5			
Totals			

D. Priority Mail

Zone	Presorted Pieces Number of Pieces	x Presorted Priority Rate	= Presorted Priority Postage	Single-Piece / Residual Pieces Number of Pieces	x Priority Rate	= Single-Piece Priority Postage	Total Postage Part D
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

United States Postal Service

Statement of Mailing With Meter or Precanceled Postage Affixed First-Class Mail

(For Priority Mail Use Form 3605-PC)

Method of Payment
☐ Meter Postage
☐ Precanceled Stamps

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ ___ pounds	
		Total Pieces in Mailing / Total Weight of Mailing	Barcoded Flats Sacking Based On (DMM M823 ☐ 125 pcs. ☐ 15 lbs.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded to ☐ DMM D072 Drop Shipment to ☐ BMAU Entry at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. ADC

USPS Authorized Mailing ID Code(s)

Postage Computation

- For mailings of automation-compatible letter-size pieces *(see DMM C810)*, other than cards, go to Part A on the reverse of this form.
- For mailings of non-automation-compatible letter-size pieces *(see DMM C050)*, other than cards, weighing .6875 lb. *(11 ounces)* or less, go to Part B on the reverse of this form.
- For mailings of non-letter-size pieces *(see DMM C050)*, other than cards, or of automation-compatible flats *(see DMM C050)*, weighing .6875 lb. *(11 ounces)* or less, go to Part C on the reverse of this form.
- For mailings of postal cards and postcards *(see DMM E100)*, go to Part D on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)* — No. Pieces — Rate/Fee Per Pc. $. ___ = $

Total Postage → $

Postage Affixed at *(Check One)* (DMM P100) ☐ Correct Rate ☐ Lowest Rate *(Affix bal. to this form)* ☐ Neither

___ pcs. x $. ___ = **Less Total Affixed →** $ -

Net Postage Due → $

Certification

"The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

* Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ ___ pounds	Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No — If "Yes," Reason		
Check One ☐ Verification Not Scheduled ☐ Presort Verification Performed as Scheduled	Date Mailer Notified	Contact	By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form 3600-PC, January 1995 — Financial Document — Forward to Finance Office

Form 3600-PC — First-Class Other Than Priority Mail — Postage Affixed

[1] Show actual amount due for each piece. Show total affixed and balance due on front.

Postage Computation

Presort / Automation Discounts	[1] Net Rate	Count (Pcs)	[1] Charge
A Automation-Compatible Letter (DMM C810)			
Barcoded (5-Digit)		_____ x _____ pcs.	= $ _____
Barcoded (3-Digit)		_____ x _____ pcs.	= $ _____
ZIP+4 Presort		_____ x _____ pcs.	= $ _____
Nonpresorted ZIP+4		_____ x _____ pcs.	= $ _____
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
B Non-Automation-Compatible Letter .6875 lb. (11 oz.) or less			
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) Presort First-Class and Carrier Route	.05	x _____ pcs.	= $ _____
Single-Piece Rate	.11	x _____ pcs.	= $ _____
Total — Part A (Carry to front of form)			$ _____
Total — Part B (Carry to front of form)			$ _____
C Check One: ☐ Automation-Compatible Flat (DMM C050) ☐ Other Nonletter — .6875 lb. (11 oz.) or less			
ZIP+4 Barcoded * (3/5-Digit)		_____ x _____ pcs.	= $ _____
ZIP+4 Barcoded * (Nonpresorted)		_____ x _____ pcs.	= $ _____
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) 3/5-Digit ZIP+4 Barcoded, Presorted First-Class, and Carrier Route	.05	x _____ pcs.	= $ _____
Nonpresorted ZIP+4 Barcoded and Single-Piece Rate	.11	x _____ pcs.	= $ _____
* Available only for Automation-Compatible Flats (DMM C820)			
D Postal Cards and Postcards			
Barcoded * (5-Digit)	.163	x _____ pcs.	= $ _____
Barcoded * (3-Digit)	.170	x _____ pcs.	= $ _____
Barcoded * (Nonpresorted)	.186	x _____ pcs.	= $ _____
ZIP+4 Presort *	.173	x _____ pcs.	= $ _____
Nonpresorted ZIP+4 *	.189	x _____ pcs.	= $ _____
Carrier Route	.160	x _____ pcs.	= $ _____
Presorted First-Class	.179	x _____ pcs.	= $ _____
Single-Piece Rate	.200	x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) Presorted First-Class and Carrier Route	.05	x _____ pcs.	= $ _____
Single-Piece Rate	.11	x _____ pcs.	= $ _____
* Available only for Automation-Compatible Cards (DMM C820)			
Total — Part C (Carry to front of form)			$ _____
Total — Part D (Carry to front of form)			$ _____

Exhibit USPS-48C

Statistical Programs Guidelines

STATISTICAL SYSTEMS DOCUMENTATION

INTRODUCTION

Library Reference H-89 contains Statistical Systems Documentation for the Revenue, Pieces and Weight System (RPW), the In-Office Cost System (IOCS), the City Carrier System (CCS) and the Rural Carrier System (RCS). Documentation for RPW contains separate sections for the Domestic Probability Subsystem and the Noncountable Subsystem.

Quality Assurance in Statistical Systems

One important aspect of each statistical system is the set of controls which help ensure the quality of sample survey data. Each of the Postal Service's statistical information systems has quality assurance features unique to that system. However, they all share a common set of administrative controls to ensure the quality and integrity of sample data.

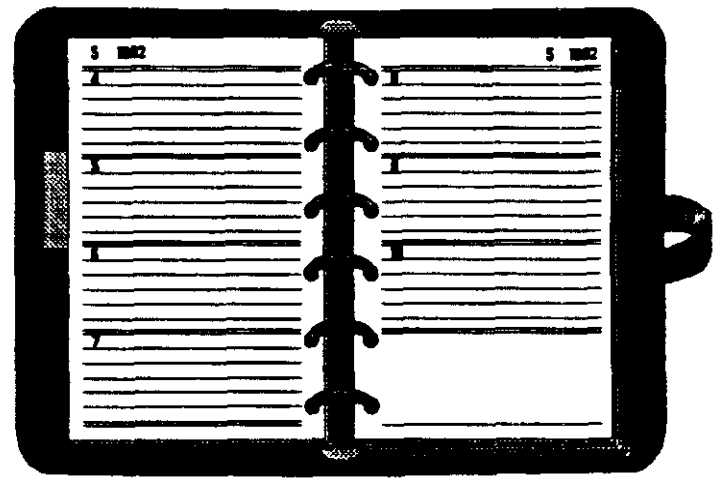
The Statistical Programs function is administered in each Customer Service and Sales District (CS&SD) by managers who are responsible for the proper conduct of the programs. Policy interpretation is provided by the three Statistical Programs Service Centers and managers at Area Operations. Data collectors receive comprehensive training on data collection procedures for each statistical system. In addition, workshops and televised interactive training sessions are conducted at which Statistical Programs managers and data collectors receive training on new systems and changes to existing systems. Included in these training sessions are comprehensive instructions and training materials which enable these managers to train their own data collection staffs.

APPENDIX B

H-89

UNITED STATES POSTAL SERVICE

STATISTICAL PROGRAMS GUIDELINES



DECEMBER 1995

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GUIDELINES FOR SPECIFIC STATISTICAL PROGRAMS

December 13, 1995

1. GENERAL

Every attempt should be made to conduct statistical programs tests as originally scheduled. However, in ***emergency situations*** when resources are not available to complete tests as scheduled, the following rescheduling and canceling guidelines should be used to resolve the conflicts. Avoid using the guidelines as a systematic means of managing resources whereby tests for a specific program are routinely not taken on a particular day or tour. When this occurs, resources (i.e., staffing, work schedules, MEP design, etc.) should be re-evaluated and changes made to the current structure to eliminate the situation.

The testing techniques section under each application provides alternatives for handling unique situations that may be encountered during a test or result in a test not being conducted as scheduled. This section is specific for each application and allows for tests to be conducted in less than optimum conditions with minimal impact.

A. If there is an emergency situation and there is no trained data collector to take a test in a specific program, reschedule the test following the rescheduling guidelines for the specific program. If routinely there are no trained data collectors to take tests in a specific program, then re-evaluate resources to correct the situation.

B. **The order of priority for scheduling resources is:**

- **RPW** - *Priority within RPW:*
  Domestic RPW
  SIRV/O
  SIRV/I (UCAN, CEPT, TDS)

- **COST System** - *Priority within Cost Systems:*
  Carrier
  TRACS
  IOCS

- **ODIS** - *Priority within ODIS:*
  Domestic
  International

C. It is recommended that a list of canceled/delinquent/rescheduled tests and relevant information be retained. This information may be requested at a later time.

D. Though the National Monitoring Program and monitoring *requirements* have been suspended (Sept. 1, 1992 memorandum), the SPC continues to have the responsibility of assessing the performance of DCTs and ad hoc staff in their data collection duties. The use of 'monitoring' as a tool along with other elements (i.e. training programs, SPSC, feedback during data entry and weekly text messages) ensures quality data collection.

2. DOMESTIC RPW

RPW estimates are critical to the rate making process ***and every attempt should be made to conduct RPW tests as originally scheduled.*** The guidelines listed below have been developed to maximize the number of tests conducted.

A. Rescheduling

Analyses of historical RPW data showed that class volumes by day of the week are significantly different. Therefore, rescheduling a test to a different day of the week may either over-estimate or under-estimate some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience.

The rescheduling guidelines remain **unchanged** from the Domestic RPW rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section I. A. However, it is no longer necessary to enter an authorization code or the SPC name. If an RPW test must be rescheduled, use the CODES software to reschedule the test for a date before or after originally scheduled, as long as the following guidelines are observed.

Type 1 - Tests originally scheduled for a Sun., Mon., or Tues.

Type 1 tests must be rescheduled to the **exact same day** of the week as originally scheduled.

Type 2 - Tests originally scheduled for Wed. through Sat.

Rescheduling Type 2 tests to the same day as originally scheduled is preferred but not mandatory. Type 2 tests can be rescheduled to **any** Type 2 test day, but cannot be rescheduled to Sun., Mon. or Tues.

The following situations should be avoided:

1) Rescheduling tests so that it changes Type;

2) Rescheduling tests in Type 1 to a different day of the week;

3) Rescheduling a test which was originally scheduled within five (5) days of a holiday (either before or after); and

4) Rescheduling a test outside the originally scheduled AP.

B. Canceling

These guidelines **replace** the Domestic RPW canceling guidelines contained in the September 1, 1992, memorandum attachment, Section I. C.

Cancellation of tests may be made at local option; however cancellations should be avoided whenever possible. The Base Unit software provides for two types of test cancellations: UNIT NO LONGER EXISTS and ADMINISTRATIVE. It is important to select the correct option because the inflation factors are adjusted differently for each option. Select the correct option as outlined below:

UNIT NO LONGER EXISTS has always been an option to cancel because a MEP unit may no longer exist. Record this type of cancellation as a UNIT NO LONGER EXISTS cancellation. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the RPW test based on how the MEP unit was listed at the time the sample selection was generated.

ADMINISTRATIVE cancellation of RPW tests is used when a test cannot be taken or rescheduled within the above rescheduling guidelines. Record any such cancellation as an ADMINISTRATIVE cancellation.

C. Testing Techniques

1. Location - At local option, RPW tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.

2. Subsampling - The goal of subsampling is to record the **maximum** number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.

3. Tests covering more than one tour - Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or administratively canceled. Consider redesigning the MEP based on tours.

4. Tests normally requiring two (or more) data collectors - Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.

5. DPS Mail - These guidelines are intended to help you conduct an RPW test in the delivery point sequence (DPS) environment and remain **unchanged** from the June 25, 1993, CODES/RPW software release.

   To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail - Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s).

   For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all the mail in the time available to avoid disrupting operations and/or delaying delivery.

3. SIRV/O - (International RPW Outbound)

A. Rescheduling

Tests can be rescheduled to the same day of the week before or after the original scheduled test date.

B. Canceling

A test can be canceled if you do not have personnel to conduct the test and rescheduling is not feasible.

C. Testing Techniques

Subsampling - Make detailed counts on the first selected container as usual and then every other selected container thereafter. Continue to weigh all containers in the sample unit. (Changes in the MIDAS system will eliminate the need of weighing all containers. However, until this change is implemented, continue weighing all containers).

4. SIRV/I (International RPW Inbound)

Because SIRV/I (UCAN / CEPT / TDS) tests are required by international agreement, every effort should be made to complete them as scheduled. These guidelines **replace** the guidelines contained in the September 1, 1992, memorandum attachment, Sections III, IV, and V.

UCAN

A. Rescheduling

1. If mail arrived and test was not done, reschedule test to the same day of the following week.

2. If no mail arrived to test, then record the test as a zero volume.

B. Canceling

Cancel a UCAN test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

CEPT

A. Rescheduling

1. If no mail arrives, reschedule test to the next day the facility would receive mail.

2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.

3. Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a CEPT test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

TDS

A. Rescheduling

1. If no mail arrives, reschedule test to the next day the facility would receive mail.

2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.

3. Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a TDS test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

5. CITY CARRIER COST

A. Rescheduling

Reschedule City Carrier Cost tests according to current Handbook F-55 guidelines.

B. Canceling

City Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

These guidelines are intended to help you conduct a carrier cost test in delivery point sequence (DPS) environment. If questioned by a carrier whether to case the DPS mail, refer the carrier to the unit supervisor for local policy. We do not want to deviate from normal policies for DPS mail by reworking the mail, rearranging the sequence of the mail, or delaying the carrier any more than absolutely necessary. In order to preserve the sequence of DPS mail as you conduct the count, 'mark' the place of selected mail pieces in the tray.

Conduct the test in the same manner as normal for manually cased mail. In order to test the DPS mail, use one of the following options:

Option 1 Ask the carrier if he/she will assist you by finding sample mail in the DPS tray as you test each stop. This option will help the carrier leave the office sooner and you complete the test sooner.

Option 2 Record any mail found in the manual case first to obtain each address for the sampled stops. Then

1) Escape <Esc> to Test Options Menu.

2) Select Option #3 'Review/Edit Previous Box'.

3) Go to the first sample stop.

4) Escape to the Test Options Menu.

5) Select Option 2 'Collect Mail Piece Data'. At this screen you are able to read the sample address to the carrier and the carrier can riffle through the DPS mail without altering the sequence. Record the mail and return to the carrier.

6) Press the F2 key to advance to the next stop. Repeat for each stop until the test is completed.

Option 3 Complete steps 1 through 4 of Option 2. During step 5, ask the carrier to place the DPS trays in the order that he/she will deliver the mail. You can then riffle through and record the mail without taking it out of sequence if the carrier does not want to look for the sample mail. Repeat for each stop until test is complete.

6. RURAL CARRIER COST

A. Rescheduling

Reschedule Rural Carrier Cost tests according to current Handbook F-56 guidelines.

B. Canceling

Rural Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

1. Rural Carrier Cost tests may be taken by phone, if feasible, rather than missing the test.
2. For DPS mail, the City Carrier Cost guidelines may be used.

7. TRACS

A. Rescheduling

1. AMTRAK - Try not to reschedule. If you must, then the test may be rescheduled for the same train in the next week (or subsequent week in the same quarter). Do not sample another train.

2. HIGHWAY, RAIL, AIR
   a. Reschedule test for the same day later in the quarter.
   b. If test cannot be rescheduled to same day later in the quarter, reschedule to a different day.

B. Canceling

A TRACS test is canceled if it cannot be rescheduled within the same quarter. Do not reschedule across quarters.

C. Testing Techniques

DPS mail may be encountered when conducting TRACS tests. It is imperative that the sequence of the mail is maintained. To preserve the sequence of DPS mail as you conduct a TRACS test, use a 'class of mail' scratch sheet to tally the number of pieces of mail for each class and subclass in the DPS sample tray. Finger through the mail and count each piece of mail by class and subclass, then record the tally of pieces on the scratch sheet. DO NOT weigh the DPS tray. Enter zero for total weight, this will be calculated later. Use the following procedures to compute individual weights for the classes of mail in the DPS tray.

1) Select three pieces of mail for each subclass, mark the place of each selected piece by turning the piece which follows on end. Enter the total number of pieces for this class of mail into the CODES software.

2) Weigh the selected three pieces. Divide the weight by three (3) to calculate an average weight per piece. Calculate the total weight for the class or subclass by multiplying the average weight times the total number of pieces. Return the selected three pieces to the tray.

3) Repeat steps one and two for each class and subclass.

Example: The sampled DPS tray contained 160 First-Class letters and 51 First-Class Presort letters. The three First-Class letters selected weighed 1.5 ounces and the three presorted letters weighed 2.2 ounces.

CALCULATION OF FIRST-CLASS LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece
1.5 / 3 = .5 ounces

Total pieces x Average weight = Weight in ounces
160 x .5 = 80 ounces

Weight in ounces / 16 = Total pounds
80 / 16 = 5 lbs.

CALCULATION OF PRESORT LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece
2.2 / 3 = .73 ounces

Total pieces x Average weight = Weight in ounces
51 x .73 = 37.23 ounces

Weight in ounces / 16 = Total pounds
37.23 / 16 = 2.326875 lbs.

Total pounds = 2
Total ounces = 5.23 or 5 (.326875 x 16)

4. Total Weight is calculated by adding the pounds and ounces for all classes and the tare weight for the item type. Enter Total Weight before proceeding.

TARE WEIGHTS

Cardboard Letter Tray	1 pound
Cardboard Half Letter Tray	8 ounces
Plastic Letter Tray	7 ounces

8. IOCS

A. Rescheduling

1. Reschedule readings one week later than the original test date and on the same day as originally scheduled. Continue rescheduling to the same day until the reading is completed.

2. Missed readings that occur during the last week of the quarter must be rescheduled within that week. Missed readings on Friday at the end of the quarter may not be rescheduled.

B. Canceling

Missed readings on Friday at the end of the quarter remain delinquent.

C. Testing Techniques

1. Telephone Test - In general, on-site IOCS readings are preferable to readings taken by telephone. Use telephone readings as necessary to take as many scheduled readings as possible.

2. Scheduling Readings - For on-site readings, data collectors must contact the sampled employees to be read or their supervisor(s) at the beginning of the data collector's tour and ask about each of the sampled employee's work schedule for that day. If it is determined that the sampled employee is non-scheduled for that day, this information may be immediately entered into the portable computer. The data collector need not check back before the scheduled reading time. If it can be determined from a supervisor or through PSDS the day after a holiday, other than a Sunday, that on the holiday a sampled employee was non-scheduled, or was on annual or sick leave, this information may be entered into the portable computer without rescheduling the reading.

9. DOMESTIC ODIS

A. Rescheduling

Rescheduling a test to a different day of the week increases the risk of either over-estimating or under-estimating some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience. ***Every attempt should be made to take the ODIS test as originally scheduled.***

The rescheduling guidelines remain **unchanged** from the Domestic ODIS rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section II. If it becomes necessary to reschedule an ODIS test, SPCs should try to reschedule ODIS tests to the same day of the week within the same accounting period in which the test was originally scheduled. If a test cannot be rescheduled in the preferred manner, try to reschedule the test so as to avoid a delinquent test. Ensure that the rescheduled test does not result in an "empty cell". An "empty cell" results when no tests are taken in a group or strata of MEPs within a sample area or plant (P&DC).

B. Canceling

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

For ODIS, a test is canceled ***only if*** the MEP unit no longer exists. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the ODIS test based on how the MEP unit was listed at the time the sample selection was generated.

C. Delinquent

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

An ODIS test is to remain delinquent if it cannot be rescheduled within the rescheduling guideline above.

D. Testing Techniques

1. Location - At local option, ODIS tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.

2. Subsampling - The goal of subsampling is to record the **maximum** number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.

3. Multiple Identical Pieces - The MIP procedure should not be used when applying container subsampling. If a container skip interval has been applied and the data collector observes 200 or more identical mail pieces within the selected containers, the following technique using the repeat key may be used to record the identical mail pieces:

Determine the number of identical mail pieces and divide that number by the mail piece skip interval being used within the selected containers (round to the nearest piece). Enter that result using the repeat key procedure. Note: if the result is greater than 199, then multiple repeat entries may be required.

Example: Suppose that on an ODIS test on the incoming letter shape mail processing stream to an office, a container skip of 12 is used with the letter trays and a mail piece skip of 14 is used for sampling mail pieces within the selected containers. One of the selected trays has 300 identical mail pieces. Divide the 300 by 14 and round to nearest piece (result is 21). Enter the mail piece with a repeat value of 21.

3. Tests covering more than one tour - Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or remain delinquent. Consider redesigning the MEP based on tours.

4. Tests normally requiring two (or more) data collectors - Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.

5. DPS Mail - These guidelines are intended to help you conduct an ODIS test in the delivery point sequence (DPS) environment.

   To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail

   Mail Piece Skip Subsampling: Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s). For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all of it in the time available to avoid disrupting operations and or delaying delivery.

   Mail Container Skip Subsampling: Refer to Section 11 of this document on RPW/ODIS Container Subsampling - Adjustments to Basic Procedures.

7. Tests requiring excessive travel - Testing may be conducted over the telephone if resources do not permit on-site testing, provided qualified personnel are available at the tested MEP unit to assist in completing the test. For a telephone test, select a larger skip interval from the tables to keep the maximum recording time to 30 minutes (approximately). Consider redesigning the MEP upstream or by single-shape.

10. INTERNATIONAL ODIS

A. Rescheduling

Do not reschedule an International ODIS test if you do not have adequate resources; the test is to remain delinquent.

B. Canceling

An International ODIS test is canceled **only if** the unit no longer exists.

C. Testing Techniques

1. Tests covering more than one tour - Do not test a delivery unit if multi-tour coverage is required and a required tour cannot be covered. The test remains delinquent.

2. Tests normally requiring two (or more) data collectors - Testing of delivery units normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables to keep the number of sampled pieces manageable for one data collector to complete the test.

11. RPW/ODIS CONTAINER SUBSAMPLING

A. Introduction

Container subsampling is one of several methods of sampling and does not replace the sampling methods as described in Methods Handbook M-60 or Methods Handbook F-35. Our goal in selecting a subsampling procedure is to select and record the maximum number of mail pieces in a given time window. Refer to Chapter IV of the MEP Guidelines for a discussion of subsampling methods, their benefits and concerns. These guidelines may be used for both RPW and ODIS sampling. These guidelines replace the PHS Guidelines and PHS Container Subsampling Table.

The MIP procedure should not be used when applying container subsampling.

B. Definitions

Large Container: Any type of container holding other smaller containers (i.e., **primary containers**).

Primary Container: A container in direct contact with mail pieces. These containers are letter trays, flat tubs, mail sacks, hampers, all purpose containers (APCs), over the road containers, postcons, etc. or any other structure holding loose mail pieces. There should be no smaller containers within the primary container.

Container Type: A unique container shape such as a tray, tub, sack, APC, etc.

C. Basic Procedure

The basic procedure assumes that a container skip procedure is necessary to complete the test in the time available. The procedure also assumes that all mail packaged in containers for the MEP has arrived or the expected number range of containers to arrive through all dispatches is known. In the basic procedure, data collectors select a subset of containers from the total number of containers available when testing the Mail Exit Point (MEP). From the selected containers, a subset of mail pieces are selected and recorded with the RPW and ODIS CODES data entry software. The target for container subsampling is to select and record between 200-300 mail pieces per test. However, the RPW and ODIS Container Subsampling Table for All Mail Shapes is designed to select and record 200-300 mail pieces per container group. Therefore, adjustments to the basic procedure are provided. The basic procedure steps include:

Step 1 **Separate All Containers**: Separate the mail so that all primary containers are removed from large containers. This should result in having only primary containers directly holding loose mail pieces (i.e., letters, parcels, flats, etc.). *Note: If the time window is too small, see Adjustments to the Basic Procedure.*

Step 2 **Separate Priority Mail**: Separate Priority Mail containers and/or Priority Mail pieces for testing as an independent group. Although there may be a sufficient quantity of containers of Priority Mail for container subsampling, mail piece subsampling of Priority Mail is preferred. If time does not permit using mail piece subsampling on the Priority Mail group and there are a sufficient number of containers for container subsampling, then apply container subsampling to the Priority Mail container group. If time does not permit using mail piece subsampling on the Priority Mail group and there are an insufficient number of containers in the Priority Mail container group for container subsampling, then do not separate Priority Mail as a separate container group.

Step 3 **Group Container Types**: Group the same container types together. For example, group letter trays together, flat tubs together, etc.

Step 4 **Determine Whether Container Subsampling will be Used**: After grouping container types together, determine if container subsampling is allowable for each group of containers. For each group of containers, using the RPW and ODIS Container Subsampling Table for All Mail Shapes, determine the appropriate container range down the left side of the table based on total number of containers for each group. If the number of containers within a group does not meet the table's minimum requirements, refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for that group. If the number of containers meets the minimum requirement for one or more groups, go to Step 5.

Step 5 **Determine the Container and Mail Piece Skips**: Using the RPW and ODIS Container Subsampling Table for All Mail Shapes, find the "Container Range" and "Average Mail Pieces per Container" range that best represent the mail to be tested. Next find the respective container and mail piece skip intervals from the intersection of the row and column. *Note: If the test includes multiple container type groups, adjust container and mail piece skip interval as discussed in Adjustments to Basic Procedure.*

Step 6 **Determine the Random Starts**: Enter the container skip and mail piece skip in the CODES data entry software which will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Apply the appropriate container and mail piece skips to the container type group. Enter the data into the CODES data entry software. End session and save when finished sampling the group.

Step 8 **Go to the Next Group**: Move on to the next group and repeat Steps 5 through 7 until all container type groups have been sampled.

D. Adjustments to Basic Procedure

Adjustments to the basic procedure may be needed to maintain the target of 200-300 pieces recorded per test. Reasons such as dealing with more than one container type group, unexpected volume changes, or shortened time windows may require using one or a combination of the following adjustment options to the basic procedure. The first three adjustment options assume that Steps 1 through 3 of the basic procedure can be completed. That is, the primary containers will be grouped by container type. The final adjustment option is used when there is insufficient time to separate primary containers from large containers. **After determining the container skip and mail piece skip interval as described in Step 5 in the basic procedure, the adjustments recommended are in order of preference.**

Option 1 Select the container skip and mail piece skip intervals immediately to the right of the intersection of the container range and average mail pieces per container on the **RPW and ODIS Container Subsampling Table for All Mail Shapes** (i.e., same row, next column to the right). If after using Step 5 of the basic procedure, you are already at the right most column (i.e., highest average mail pieces per container range), select the container skip and mail piece skip intervals immediately below (i.e. same column, next row down). *Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.*

Option 2 Change the mail piece skip interval, keeping the container skip the same. The mail piece skip interval should be adjusted so that the maximum number of mail pieces can be recorded in the given situation. *Note: This adjustment option is not always workable with the CODES RPW data entry software, that is, you may not be able to keep the container skip the same. In this case, you may need to use adjustment option 3.*

Option 3 Change the intersection of the container range and the average mail pieces per container range to a new intersection that provides a container skip and mail piece skip that is appropriate for maximizing the number of mail pieces recorded in the given situation. *Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.*

Option 4 This adjustment applies when both separating primary containers from large containers and grouping container types are not possible in the available time window. In this option, large containers are sampled as a first step, and no container grouping is required. Complete Steps 5 through 7 of the basic procedure.

E. Exception: RPW Testing of Accountable Mail

When testing accountable mail for RPW tests, container subsampling may be used only for non-commingled Business Reply Mail (BRM). Subsampling other accountable mail such as postage due, return receipts and commingled BRM is allowable using the lowest piece skip interval possible only to maintain the target of 200-300 pieces recorded per RPW test.

F. RPW and ODIS Container Subsampling Examples

Example 1: A MEP is defined to be the incoming mail processing stream that is letter shape for an associate office. The mail arrives in large containers holding letter trays. The expected number of large containers is 3 and the average number of letter trays within a large container is 30. The expected number of mail pieces per letter tray is approximately 500.

Step 1 **Separate All Containers**: The primary container is the letter tray. If necessary, the letter trays should be removed from large containers so that a subset of containers can be selected for sampling.

Step 2 **Separate Priority Mail**: Since Priority Mail is rare in this processing stream and will probably be commingled if present, there should be no attempt to find and separate Priority Mail pieces.

Step 3 **Group Container Types**: Since all mail for this MEP arrives in letter tray containers, there is only one container type group.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used since the number of primary containers is greater than 3.

Step 5 **Determine the Container and Mail Piece Skips**: The expected number of letter trays for the test is 90 (3 X 30). *In the event that the number of large containers or the number of letter trays per large container were not easily known, simply choose the container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of primary containers expected.*

The expected number of mail pieces per letter tray is 500. *In the event that the number of mail pieces per primary container is not easily known, simply choose an average mail pieces per container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of mail pieces found per primary container. Adjustments can be made once the subsampling is in progress.*

Using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**, first, find the container range that includes 90 (container range row 76-125). Second, find the average mail pieces per container range that includes 500 (average mail pieces per container range column 301-500). Next, find the intersection of the container range and average mail pieces per container range (row and column) to find the appropriate container skip and mail piece skip intervals. The intersection results in a container skip of 12 and a mail piece skip of 14.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting letter tray container as determined by the container random start, and select every 12th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 14th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Example 2: A MEP is defined which receives letter mail in letter trays and flats in flat tubs. The expected number of letter trays is between 40-50 and the number of mail pieces within any tray is generally over 500 pieces but less than 600 pieces. The expected number of flat tubs is between 7-10 and the number of mail pieces within any tub is generally over 100 pieces but less than 125 pieces. *Since the MEP will involve multiple container type groups (i.e., letter trays and flat tubs), an adjustment to the basic procedure is warranted to keep the target of sampled mail pieces to 200-300 for the entire test.*

Step 1 **Separate All Containers**: The primary containers are the letter trays and the flat tubs. If necessary, the letter trays and flat tubs should be removed from large containers so that a subset of each type of container can be selected for sampling.

Step 2 **Separate Priority Mail**: Priority Mail is rare in among letter tray mail and will probably be commingled if present, therefore make no attempt to find and separate Priority Mail pieces from the letter trays. Separate Priority Mail flats if there is time and are easy to identify in the flat tubs.

Step 3 **Group Container Types**: Separate the primary containers into two container type groups. One group would be composed of letter trays and the other group would be composed of flat tubs.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used for both container type groups since the number of primary containers in each container type group is greater than 3. Any Priority Mail that was identified and separated for container subsampling does not meet the minimum requirements for container subsampling. Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.

Step 5 **Determine the Container and Mail Piece Skips**: *Starting with the letter tray container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 36-75 (for expected letter trays of 40-50) and average mail pieces per container range is 501-800 (for expected average pieces per container of 501-600). The intersection (row and column) results in a container skip of 10 and a mail piece skip of 18.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

From the intersection (row and column) that results in a container skip and mail piece skip of 10 and 18 respectively for the letter tray container group, select the container skip and mail piece skip immediately to the right (i.e., same row next column to the right). The resulting skip intervals are 10 for the containers and 27 for the mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting letter tray container as determined by the container random start, and select every 10th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 27th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Repeat Steps 5 - 7 for the flat tub container group.

Step 5 **Determine the Container and Mail Piece Skips**: *For the flat tub container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 6-10 (for expected flat tubs of 7-10) and average mail pieces per container range is 101-150 (for expected average pieces per container of 101-125). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 3 for the flat tubs and a mail piece skip of 2 for the mail pieces contained in the flat tubs.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting flat tub container as determined by the container random start, and select every 3rd flat tub container thereafter as determined by the container skip interval. From the selected flat tub containers, select the starting mail piece as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

Example 3: A MEP is defined as a PHS unit for an associate office. Seven containers are available for testing. There are three OTRs and four APCs. The OTRs contain only loose parcel and IPP shaped mail pieces. The OTRs each are expected to contain about 200 mail pieces. The APCs contain mail sacks. There are 28 mail sacks total, of which 2 are Priority Mail sacks. Each sack contains between 5 to 8 mail pieces.

Step 1 **Separate All Containers**: Separate the sacks from the APCs. The primary containers are the OTRs and the mail sacks.

Step 2 **Separate Priority Mail**: Separate the two Priority Mail sacks to form their own group for testing.

Step 3 **Group Container Types**: Separate the non-Priority Mail primary containers into two container type groups. One group would be composed of OTRs and the other group would be composed of sacks.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used for both container type groups, the OTRs and the non-Priority Mail sacks, since the number of primary containers is greater than or equal to 3 for each container type group. The Priority Mail sacks do not meet the minimum requirements for container subsampling, so refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.

Step 5 **Determine the Container and Mail Piece Skips**: *Starting with the OTR container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 3-5 (for expected OTRs of 3) and average mail pieces per container range is 151-300 (for expected average pieces per container of about 200). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

Adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the OTRs and a mail piece skip of 4 for the parcel and IPP shaped mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting OTR container as determined by the container random start, and select the 2nd OTR container thereafter as determined by the container skip interval. From the selected OTR containers, select the starting mail piece as determined by the random start, and select every 4th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Repeat Steps 5-7 for the sack container group.

Step 5 **Determine the Container and Mail Piece Skips**: *For the sack container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 26-35 (for expected non-Priority Mail sacks of 26) and average mail pieces per container range is 5-10 (for expected average pieces per container of 5-8). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 1.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the sacks and a mail piece skip of 2 for the parcel and IPP shaped mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting mail sack container as determined by the container random start, and select the 2nd mail sack container thereafter as determined by the container skip interval. From the selected mail sack containers, select the starting mail pieces as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

RPW and ODIS Container Subsampling Table for All Mail Shapes

AVERAGE MAIL PIECES PER CONTAINER

Container Range	Skip Intervals	5-10	11-25	26-50	51-100	101-150	151-300	301-500	501-500	800+
3-5	Container	N/R	N/R	N/R	2	2	2	2	2	2
	Mail Piece	N/R	N/R	N/R	1	2	3	4	6	10
6-10	Container	N/R	N/R	2	2	2	3	3	3	3
	Mail Piece	N/R	N/R	1	2	3	2	4	7	11
11-15	Container	N/R	N/R	2	2	3	3	4	4	4
	Mail Piece	N/R	N/R	2	3	3	4	6	9	14
16-25	Container	N/R	2	2	4	4	5	5	5	8
	Mail Piece	N/R	1	2	2	3	4	7	12	10
26-35	Container	2	2	3	4	5	7	7	7	10
	Mail Piece	1	2	2	3	4	4	7	12	12
36-75	Container	3	3	4	6	8	10	10	10	10
	Mail Piece	1	2	3	4	4	6	11	18	27
76-125	Container	5	5	6	7	10	12	12	12	12
	Mail Piece	1	2	3	5	6	8	14	25	40
126-200	Container	8	8	10	12	12	16	18	22	25
	Mail Piece	1	2	3	5	8	11	16	21	30
201-500	Container	10	12	15	20	25	30	30	30	30
	Mail Piece	2	3	5	8	10	15	25	40	60
500+	Container	12	12	20	25	30	40	45	50	50
	Mail Piece	3	5	8	12	15	20	32	45	75

- N/R represents where container subsampling is Not Recommended

Exhibit USPS-48D

Mail Exit Point Guidelines

N-89

Appendix C

MAIL EXIT POINT

(MEP)

GUIDELINES

TABLE OF CONTENTS

I - INTRODUCTION

This document provides guidelines for establishing Mail Exit Points (MEPs), which are the sampling units for the Postal Service's probability-based sampling systems: the Origin-Destination Information System (ODIS) and the Revenue, Pieces and Weight System (RPW). To allow these programs to better adapt to both technological developments and to changes in mail processing and delivery procedures, flexibility has been built into the way specific MEPs may be defined. A MEP is defined generally as a physical place in the mail processing stream between the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and recorded.

When defining a MEP, therefore, statistical programs staff need to insure that:

(a) the "golden rules" are followed;
(b) the MEP is located at or near the final delivery unit, but no farther "upstream" than the destination mail processing facility;
(c) the MEP is sized appropriately (i.e., a targeted MINIMUM average daily volume of approximately 500 pieces); and,
(d) appropriate stratification information can be provided - e.g. on-site test time, and approximate volumes by shape and category of mail.

The benefits of MEP flexibility include the potential to improve precision in the estimates, better control over errors or biases, and better management of data collection costs. Costs can be better managed by allowing more local control over the definition of sampling units (MEPs). Also, knowledge of the cost factors associated with each MEP (i.e. approximate travel and test times) allows Headquarters to take these costs into account during the sample selection process. Since MEPs can be defined in terms of shapes and mail processing streams, and because mail categories are highly correlated with shape and mail stream, sampling may more easily be targeted at specific categories of mail. This can lead to both (a) improved precision of the estimates of mail volumes, revenues, weights, transit times and other mail characteristics; and, (b) improvements in the overall efficiency of our sampling. Finally, because of the flexibility to change MEP definitions to coincide with changes in the way mail is processed, the MEP design helps ensure that the MEPs collectively cover the entire universe of mail in the Postal Service system.

This document includes five chapters. Chapter II provides an overview of the MEP frame structure, along with definitions and criteria for MEP units. Also included is a discussion of the volume and size requirements for various types of MEP units. Chapter on designing MEPs includes the Golden Rules and other "criteria" to be considered when establishing MEPs. Chapter IV provides an overview of subsampling methods, and the benefits and concerns related to subsampling. The various subsampling methods should be considered when designing MEPs. Chapter V is a Glossary of definitions related to MEPs. It includes entries which will be familiar to statistical programs staff, as well as some statistical terms.

To get the maximum benefit from defining and establishing MEPs, the Statistical Programs Coordinator should carefully review these guidelines in addition to the MEP Transition Aid and other documentation.

II - MAIL EXIT POINT (MEP) FRAME STRUCTURE

A. INTRODUCTION

This section defines a sampling frame and a Mail Exit Point (MEP), and describes various essential characteristics of effective MEPs. Types of MEPs and their benefits to the Postal Service's probability-based sampling systems for providing volumes, revenues, weights, transit times and other mail characteristics are also presented.

B. DEFINITION OF A SAMPLING FRAME

A sampling frame is a list of sampling units that represent a partitioning of the population of interest. The population of interest for the system(s) providing management information about mail volumes, revenues, weights, transit times and other mail characteristics is all the mail that the Postal Service takes in and delivers in a given time period (e.g., a given postal quarter). The population of interest can be partitioned (or divided up) in many different ways to allow for sampling to obtain statistical estimates. One method of partitioning the population employs the use of Mail Exit Points (MEPs) that are defined and established in the field by statistical programs personnel. The number of sampling units in the frame is the number of MEPs in the MEP database multiplied by the number of delivery days in a given time period. Therefore, the sampling unit is a MEP-day (e.g., city carrier route #9508 - January 4th).

C. DEFINITION OF MEP

The term Mail Exit Point (MEP) is defined as a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

D. BENEFITS OF MEP-BASED FRAME STRUCTURE

1. Improve Precision in Estimates

The systems providing management information about mail volumes, revenues, weights, transit times and other mail characteristics must be able to meet the requirements of the customer. These requirements include producing the information with the precision the customer needs. Since this information is needed by category of mail, testing mail in a mail processing stream that is composed of predominantly one shape of mail can improve sampling efficiency by allowing samples to be targeted at specific shapes which are correlated with specific mail categories.

Having composite stratification information or descriptive characteristics (e.g. letter, flat, IPP, parcel, Priority volumes) for each MEP also makes it possible to improve sampling efficiency.

2. Controlling Bias

The flexibility in defining MEPs promotes a higher likelihood that the system's frame represents the population of interest. The designs of specific MEPs can be changed to reflect changes in the way mail is processed.

3. Managing Costs

MEPs should be designed to increase the value of the information obtained from a test while decreasing the costs associated with a test. The value of the information obtained can be increased by capturing as much mail as possible from units defined around single mail categories or shapes to enhance the precision of the estimates.

MEPs should be designed so that, generally, only one person per data collection tour is needed to conduct a test. Different subsampling techniques can be employed to accomplish this.

The inclusion of facility travel times and on-site test time for each MEP allows the SPC to identify MEPs which are expensive to test, such as MEPs which are far from offices where data collection personnel are located. If these expensive units are so identified, they can be sampled less frequently. However, expensive units must still be included in the MEP Data Base Management System (DBMS) and tested occasionally.

E. CHARACTERISTICS OF MEPS

There are three essential characteristics MEPs must have to function effectively as sampling units. First, MEPs must adhere to four critical rules called "Golden Rules"; second, mail associated with any MEP must be at or near its final destination, where "near" means no further upstream from the final delivery unit than the destination mail processing facility; and, third, a MEP should have an expected average daily volume of 500 pieces or greater, except for some special purpose MEPs.

1. The Golden Rules

To operate effectively, each MEP must have essential properties called Golden Rules. These rules are:

a. *Every piece of mail must be associated with one and only one MEP.*

Estimates will be biased if mail pieces have any way of bypassing all MEPs. For example, when defining MEPs along shape for the box section, if the MEP for the box section flat-shaped mail is not associated with any MEP and therefore is not in the MEP database, this flat-shaped mail has no chance of being tested, and a downward bias in the volume estimates would be created.

Estimates will also be biased if any pieces of mail have the opportunity to be counted in more than one MEP. For example, if a MEP is defined as all parcels in the parcel mail stream to a station, other MEPs defined for this station, such as carrier routes, firms and the box section, must not include this parcel mail.

b. *The mail for each MEP should be able to be isolated for testing.*

Mail must be capable of being readily located for a MEP, and in sufficient time to ensure that the mail can be sampled without unduly delaying its delivery. For example, a MEP that combines all mail for several carrier routes may be a problem, because it could be difficult to sweep for mail in all the physical locations in the facility (i.e., find the letters, flats, parcels, IPPs, postage due and accountable mail) in the time window available for testing.

c. *A MEP should be relatively stable through time.*

i) Births and Deaths - Whenever possible, the "births" and "deaths" of MEPs should occur less frequently than sample selection occurs. For this reason, it would not be a good idea to define MEPs in terms of bins on machines.

ii) Stratification Information - the stratification information collected for each MEP (volume by shape, priority and accountable volume, and on-site test time) should remain relatively stable through time to help ensure effective stratification. Units which will frequently contain zero volume are not good MEP candidates. Larger units, particularly those over the targeted minimum of 500 pieces per day, usually have less day-to-day volume fluctuation.

d. *The cost-effectiveness of testing should be maximized for each MEP.*

i) To the extent possible, MEPs should be defined in such a way that only one data collector is required to conduct a test per tour.

ii) There must be an adequate time window to conduct a test with the available resources.

iii) The size of the MEP should be appropriate to ensure effective utilization of data collectors, and large enough to ensure reasonably stable mail volumes.

iv) MEPs should be defined in ways which reduce travel costs associated with conducting tests.

2. MEPs at or Near the Final Destination

In the MEP-based frame design, test mail must be captured at or near the destination point rather than the origination point (mail entry point) of the mail processing stream. Testing at or near the destination point supports the corporate requirement for estimating mail piece transit times between plants. MEPs may be defined so that mail is tested at the final delivery unit, or upstream as far as the destination mail processing plant (e.g., General Mail Facility -- GMF), as long as it is highly likely that the mail will be available for delivery on the date of the test.

Testing upstream creates an obvious limitation for transit time analysis. However, research has indicated that the major use of transit time information is to diagnose plant-to-plant problems. Therefore, although transit times will not always reflect the time for mail pieces to arrive at the final postal facility before delivery to the customer, they will meet the requirements of field managers for diagnosing plant-to-plant transportation and mail processing problems.

Another concern with defining a MEP upstream is the potential for violating the first of the four Golden Rules -- that every piece of mail be associated with one and only one MEP. For example, defining a MEP upstream for mail that is further processed into many potential MEPs downstream would introduce a risk of double counting. However, certain types of mail (e.g., automated/DPS letter-shaped mail, and parcel-shaped mail) sometimes have unique mail streams. If there is a suitable time window, these types of mail could be effectively tested upstream from a delivery unit at a processing facility without a significant risk of double counting.

By providing the flexibility for upstream testing, data collection travel costs may be reduced. Flexibility also implies that MEPs can be defined differently from one Customer Service and Sales District (CSSD) to another, and even between facilities within the same CSSD.

3. Recommended MEP Minimum Volume

MEPs should be defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. For example, if a possible MEP satisfies all of the golden rules, but has an average daily volume of slightly less than 500, including it as a MEP is preferable to redefining the MEP to increase volume, but in such a way that a golden rule is violated in the process.

A minimum average daily volume of 500 pieces is designed to preclude a proliferation of small MEPs. Too many small MEPs reduces the efficiency of stratification, increases MEP unit maintenance, and creates a lot of zero volume tests. MEPs with average volumes of fewer than 500 pieces per day should be created only when the mail cannot be tested any other way. For example, this could occur when the majority of mail for an associate office could be encompassed within large volume MEPs, which are defined along mail processing streams, and which could be tested upstream at the plant. To do this, however, could require the creation of a small volume MEP consisting of the mail for the associate office which bypasses the plant (e.g. bypass and turnaround mail).

F. TYPES OF MEPS

1. Delivery Unit(s) as MEP(s)

The definition of a MEP is flexible enough that any of the following could be defined as a MEP:

- a delivery unit (e.g. a city carrier route)
- more than one delivery unit (e.g. five city carrier routes)
- a combination of parts of more than one delivery unit (e.g. all letter mail for five city carrier routes)
- a part of a delivery unit (e.g. a partition of a box section)

2. One or More Shape-Based Mail Processing Streams

Mail processing streams are generally based on mail shapes and the extent of automation and/or mechanization. Some categories of mail are found in large quantities in certain incoming mail processing streams. For example, Priority Mail and parcel post are generally sorted to postal facilities (i.e., stations, branches, associate offices) typically in the same mail processing stream, which is composed predominantly of parcel and flat shaped mail.

Because of the correlation between mail category and shape, the precision of statistical estimates from the ODIS and RPW systems can be improved if MEPs are defined along one or more shape-based mail processing streams. In addition, data collection may be easier and more efficient if a test requires locating and counting mail within only one stream, compared with the typical delivery unit that requires that the letter, flat, parcel and accountable mail streams all be "swept" for a single test.

3. MEPs Defined for Less Than 24 Hours

A MEP can be defined to represent a portion of a 24-hour day, such as a tour. Such MEPs must be designed so that parts of the 24-hour day at the particular physical location in the mail processing stream are listed in the MEP DBMS. As long as each tour or part of a day has a chance to be sampled, and the Golden Rules have not been violated, there will be no bias. To create such MEPs, mail volume and other stratification information must be obtainable separately for each tour or part of the day which is defined as a MEP. Also, it is important that mail volume be stable over time for the particular tour or part of the 24-hour day for which the MEP is defined. Otherwise, the creation of such MEPs will not promote sampling efficiency.

Some delivery units, such as large volume firms and box sections, for which mail can exit the Postal Service around the clock, can be defined for a tour or an increment of time less than 24 hours. For example, if mail is distributed to a Firm around the clock, the SPC might determine that isolating and testing all the mail can occur during three time windows: 1:00 a.m. to 9:00 a.m.; 9:00 a.m. to 5:00 p.m.; and 5:00 p.m. to 1:00 a.m. Three MEPs could be defined, one for each of these time windows. It should be emphasized that these time windows need not necessarily coincide with tours. Mail volumes and other characteristics recorded on the frame would have to be determined separately for each time window to ensure that each unit can be properly stratified. Mail volumes should not vary drastically within tour (or time window as in this case) depending on the schedule of mail processing. When a MEP is selected for testing, its descriptor should define the time window for which mail is tested. Although this approach may eliminate the need for multiple DCTs or coverage of multiple tours on a single test, a test may still occur during any one of the time windows defined for the MEPS, and DCT scheduling must accommodate this possibility.

4. Accountable Mail MEPs

Accountable mail MEPs are defined as mail passing through the Postage Due Unit or accountable section. This includes postage due mail, business reply mail, or other special service mail such as merchandise returns, certified mail and registered mail. Accountable mail MEPs may include all such mail for the office, or some subset depending on local conditions. Large business reply firms are ideal candidates for accountable mail MEPs which represent subsets of total office accountables. Where possible, it is recommended that a single accountable mail MEP be defined for the entire office, when the accountable and/or business reply mail is estimated to be 100 pieces or more a day, as long as the golden rules are not violated. The benefits of defining accountable mail MEPs include: (1) creating large concentrations of the accountable mail categories which occur relatively infrequently in the mail stream, thus allowing them to be targeted for more efficient sampling; (2) removing this mail from testing in other units where time windows for testing are a problem; and, (3) improving the accuracy of RPW accountable mail estimates by removing this mail from RPW testing in other units located outside the postage due or accountable section where identification of the proper rate categories is difficult.

5. Mandatory MEP Types (Originating RPW, APO/FPO, and Special Delivery)

Combined originating RPW MEPs must be established for all facilities with window retail units. These MEPs are defined to include all insured, registered and COD mail pieces originating from the window retail unit.

APO/FPO and special delivery MEPs are required for several reasons, one of which is the need to select these units for testing on a 7 day per week basis, instead of the normal 6 days per week for other MEPs. Whenever possible, APO/FPO units should

be combined to meet the minimum 500 pieces per day target for a MEP, and thus help ensure stable day-to-day MEP mail volumes.

Whenever possible, larger special delivery MEPs are preferred. However, the way that special delivery is processed and delivered varies across offices. Therefore, to follow the golden rules may require that MEPs be defined below the plant level, and such MEPs may not meet the target 500 piece per day minimum.

III - DESIGNING MAIL EXIT POINTS (MEPs)

A. INTRODUCTION

This section provides specific instructions for designing MEPs to be listed in the MEP Database Management System.

B. CONSIDERATIONS WHEN DESIGNING MEPS

A MEP is defined as a physical place in the mail stream where mail can be isolated, counted and recorded that meets the Golden Rule requirements and where there is an adequate time window for conducting the test. A MEP should be defined by simultaneously considering each of the following:

1. Golden Rules

   Consider the four Golden Rules when defining a MEP (see Chapter II.E for a more detailed explanation):

   - *Every piece of mail must be associated with one and only one MEP.*
   - *The mail for each MEP should be able to be isolated for testing.*
   - *A MEP should be relatively stable through time.*
   - *The cost-effectiveness of testing should be maximized for each MEP.*

2. MEPs at or Near the Final Destination

   MEPs can be defined upstream as far as the destination mail processing plant (e.g., GMF), or as far downstream as the traditionally established postal delivery unit, as long as it is highly likely that the mail will be available for delivery on the date of the test.

3. Mail Processing Stream/Shape-Based

   Mail processing streams are generally based on mail shapes and the extent of automation. The mail processing stream can include mail to or from a postal facility, or it can include mail within the facility either before or after the primary, secondary or other sortation has occurred.

   a. *Define MEPs upstream at the Plant or downstream* - MEPs defined along mail processing streams can be established either upstream at the mail processing plant, or downstream at the station, branch or associate office. When establishing MEPs upstream, special care should be taken to avoid violating a golden rule. For example, if mail for a potential "upstream" MEP is merged at the destination office with other mail, a risk of double counting may be introduced. If so, the potential upsream MEP is not a good MEP candidate. Also, when defining an upstream MEP, mail that bypasses the plant (such as local or turnaround mail) must be covered in some way.

Care should also be exercised when defining a MEP around a mail processing stream that includes accountable mail. For example, when conducting an RPW test on a PHS-MEP that includes accountable mail, it may be difficult in the available time window to establish the proper categories for these pieces without assistance from the postage due or accountable mail clerk. Establishing an accountable mail MEP at the Postage Due Unit and or Accountable Mail Section for this mail and other office accountables, may facilitate the proper recording of this mail.

b. *Define MEPs along incoming mail processing streams to a postal facility (entire station or associate office) when necessary* - A MEP can be defined to cover each incoming mail stream to the entire postal facility; i.e. one MEP for all the incoming letter mail to the facility, and additional MEPs to cover the flats and parcels. MEPs defined in this way will typically include primarily one shape of mail but none of this mail must be eligible for testing in other units. Ask your[illegible] "If there were other tests on other MEPs in this facility on the same day [illegible]uld any of the mail for [illegible] MEP possibly be counted in any of those othe[illegible]sts?"

c. *Defi[illegible] MEPs along mail proces[illegible] streams within a postal facility* - A MEP defined along a single mail pro[illegible]sing stream could be set up at any one of several alternative processing s[illegible]s within a facility, such as immediately after the incoming primary or secondary sortations. Defined in this way, the MEP would be composed primarily of one shape. For example, a MEP can be defined as all mail in the parcel hampers for the station (thrown to the incoming parcel mail stream containers). As defined, this MEP would include all third-class bundles, letter trays, etc., that are thrown along with the parcel-shaped mail to the incoming parcel mail stream containers to that office.

d. *Whenever possible, define MEPs along mail processing streams composed of predominantly one shape of mail to a delivery unit* - MEPs can be defined to include all mail in the incoming mail processing stream to a delivery unit; either the letter, flat or parcel streams, or by degree of automation or mechanization within the mail processing stream.

For example:

i) Automated letter sortation is a mail processing stream consisting of letter-shaped mail. All mail in the automated letter mail stream to a station is a good candidate for a MEP.

ii) Parcel processing streams, depending on where a MEP is defined and the degree of mechanization, can include one or many mail shapes. If additional manipulation is required to remove mail pieces that could be double counted in another MEP, then this may not be a good candidate for a MEP.

iii) All mail in the flat mail stream to a box section is composed primarily of flat-shaped mail and is a good candidate for a MEP. Conversely, a MEP defined as all mail (letter, flat, parcels and accountables) for a box section, is neither defined along mail processing stream nor composed of predominantly one shape and would not be a good MEP candidate.

4. Stratification Information

To define a specific MEP, stratification information must be obtainable for that MEP. The following stratification information is required.

a. *Estimated average daily volumes by mail shape*

i) Letter/Cards - To the nearest hundred pieces, total letter and card volume, regardless of mail category.

ii) Flats - To the nearest hundred pieces, total flat volume, regardless of mail category.

iii) IPPs - To the nearest ten pieces, total IPP volume, regardless of mail category.

iv) Parcels - To the nearest ten piece, total parcel volume, regardless of mail category.

b. *Estimated average daily volume of Priority mail* - To the nearest ten pieces, total Priority mail volume regardless of shape. [Note: Priority mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]

c. *Estimated average daily volume of accountable mail* - To the nearest ten pieces, total accountable mail volume, including postage due unit or accountable section mail. [Note: Accountable mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]

d. *On-site test time* - The estimated time to conduct a test on a MEP begins with the arrival of the data collector to the MEP, and ends when the data collector is ready to leave the MEP test location. On-site test time includes equipment set-up, isolating and recording mail pieces, down time (such as waiting for another mail dispatch) and time to repack equipment. If more than one data collector is needed to conduct the test, the sum of all data collectors' time should be used. For example, two data collectors start the test, one leaves permanently after one hour, the other logs four hours. The total on-site test time equals 5 hours.

For telephone tests, record only the caller's time spent conducting the test.

Record times in hours, to the nearest tenth of an hour. For example, an on-site test time of one hour and 20 minutes would be recorded as 1.3 hours.

e. *MEP type indicator* - an indicator must be coded if the MEP is an originating RPW unit, an APO/FPO unit, or a special delivery unit. Other codes may be maintained by the statistical programs unit for local use.

5. Volume Guidelines

a. MEPs should defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. (See Chapter II, Section E.3.) Where possible, accountable

mail MEPs should be defined when the accountable and/or business reply mail volume is estimated to be 100 pieces or more a day.

b. The method of subsampling (i.e., counted piece skip, container skip, and weighted skip for RPW) should be considered in deciding how to size the MEP units. Large units which would require subsampling to test effectively are PREFERRED over small units that do not require subsampling (see Chapter IV for subsampling issues for defining MEPs).

c. Estimating Volume - EXACT PIECE COUNTS ARE NOT NEEDED since volume is used only for grouping together (i.e. stratifying) MEPs with similar characteristics. When approximate volumes are obtained in linear feet or weight, the piece volume should be obtained by the most applicable conversion rate. Offices without local conversion rates may use the Methods Handbook 32, Management Operations Data Systems (MOD I Offices), section 522.

6. Subsampling Options

The subsampling options below are discussed in further detail in the next chapter.

- Census
- Counted - mail piece skip
- Counted - weight skip (ODIS)
- Weighted (RPW)
- Container - census of pieces within
- Container - mail piece skip within
- Container - weight skip within (ODIS)

IV - SUBSAMPLING CONSIDERATIONS FOR DESIGNING MEPs

A. INTRODUCTION

Subsampling is the process that systematically selects a subset of mail within a sampling unit (MEP-day or MEP-part-of-the-day). This chapter discusses the importance of having more than one subsampling option, the different methods of subsampling, how to determine which method is best for a sampling unit, and what the benefits and concerns associated with each method.

B. IMPORTANCE OF SUBSAMPLING OPTIONS

Understanding the various and appropriate options for using subsampling in conducting tests on MEP units is important. When deciding where to create MEPs, especially new MEPs, expected volume, available time window for testing, and appropriate subsampling option(s) should be considered simultaneously. The objective is to create MEPs with a minimum average daily mail volume of at least 500 mail pieces. It is preferable to have large volume MEPs rather than small volume MEPs. In order to implement this objective, subsampling methods have been developed so that the larger sampling units can be tested in the available time window, and without using excessive staff resources.

Another objective is to record as many mail pieces as possible in the available time window. The availability of different subsampling options allows the data collector to choose the best procedure to optimize the number of mail pieces recorded when conducting a test. This helps ensure that data collection is cost-effective.

C. DIFFERENT METHODS OF SUBSAMPLING

Meeting the objective of large volume MEPs will require that most tests involve some form of subsampling. There are two basic methods of subsampling that can be used. They are:

1. Counted Subsampling

   Counted subsampling can be broken down into three methods. They are:

   a. Mail Piece Skip Subsampling -- Mail piece skip subsampling entails systematically selecting and recording a subset of the mail pieces in a sampling unit by employing a skip interval number. For example, using a mail piece skip interval number of 5, we would randomly select a starting mail piece and thereafter select and record every fifth piece of mail through the full base of mail volume in the sampling unit.

   b. Mail Container Skip Subsampling -- Container skip subsampling means systematically selecting a subsample of containers in the sampling unit by employing a container skip interval number. Within the selected containers, either (i) all of the mail is recorded, or (ii) a mail piece subsampling approach is used as described in (a) above.

   c. Mail Piece Skip Using Weight Subsampling -- This procedure is used in ODIS only. It involves using a mail piece skip, where the skip interval is defined by weight as opposed to piece count. For example, if the mail piece skip is 100

and the associated weight of 100 pieces is 5 lbs., we systematically collect mail pieces together until we have 5 lbs. We set aside for recording the last piece of mail which resulted in attaining 5 lbs. We continue this process until there is no more mail to select and record in the sampling unit. This procedure should only be used with letter-shaped mail.

2. Weighted Subsampling (RPW only)

This weighted subsampling procedure only applies to RPW tests. Depending on the amount of mail volume in a sampling unit, a cluster of mail equivalent to a designated weight is the skip interval. For each cluster of mail totaling the skip interval weight, the last 20 mail pieces are selected and recorded.

D. DETERMINING THE BEST METHOD OF SUBSAMPLING

The following lists the seven methods of subsampling in descending order of preference. For a particular test, choose the highest listed subsampling alternative which can be employed, given the available window of time to test the mail. All of these seven options yield unbiased estimates when proper procedures are followed. Note that the first option is a complete count, or census. It is important to understand that while taking a complete count on a sampling unit has value, this fact should NOT drive SPCs in the direction of defining small volume MEPs.

1. Conduct a census (i.e., select and record all mail pieces)

2. Counted Subsampling using a mail piece skip interval

3. Counted Subsampling using weight (ODIS, letter-shaped mail only)

4. Weighted Subsampling (RPW only)

5. Counted Subsampling using a container skip and, within the selected containers, conduct a census

6. Counted Subsampling using a container skip and, within the selected containers, using a mail piece skip interval

7. Counted Subsampling using a container skip and within the selected containers using weight to represent a mail piece skip interval (ODIS only)

It is extremely important that you understand the seven subsampling options when designing and "sizing" your MEPs. This understanding is critical to judge how "big" a prospective MEP might be and still be effectively sampled within the available time window by a single data collector. If "fear of subsampling" causes you to either (a) create small MEPs which require no subsampling, or (b) create large MEPs, but then employ multiple data collectors to test such MEPs without subsampling, then many of the efficiencies obtainable under the MEP concept will not be realized.

Within each of these subsampling options, a variety of skip intervals can be employed. The different choices of skip intervals includes an override mechanism which allows the data collector to set the container skip intervals and/or mail piece skip intervals to appropriate levels to maximize the mail pieces recorded in the available time window.

E. BENEFITS AND CONCERNS OF SUBSAMPLING

It is important to realize that the different options of subsampling are not designed to encourage a smaller number of mail pieces to be recorded on a given test. As described above, they are designed to provide the flexibility needed to design MEPs with very large volumes. Having done this, for a given test on a given day, the subsampling option should be selected which allows the data collector to record the maximum number of mail pieces possible within the available time window for the test.

Sampling error, a general concern whenever a sample is used to estimate "true" population (i.e., all the mail delivered by the Postal Service) characteristics, is likewise a factor in subsampling. Sampling error is commonly converted mathematically to the familiar plus or minus range about an estimate. The larger the sampling error, the larger the plus or minus range about the estimate. There will be some element of sampling error associated with the use of subsampling in MEPs. However, the contribution of error stemming from subsampling alone is relatively small compared with overall sampling error.

The benefits/concerns of each subsampling method are discussed below:

1. Conduct a census -- Because we are sampling all the mail available during a MEP-day, there is no adverse affect in the precision of the estimates. In other words, because we did not sample a portion of the mail within a test, we know the exact or "true" volume of the MEP. The concern is the available time window for testing when using a census. Mail could be delayed in order to complete a test, or an incomplete test could result.

2. Counted subsampling using a mail skip interval -- Because the skip interval is applied through the full base of mail available for the test, we can achieve estimates of the different characteristics of the mail within the sampling unit that are fairly close to those obtained by a census. The smaller the skip interval the less fluctuation around the "true" value. The use of very large skip intervals can result in selected mail pieces which are not representative of the full base of the mail. This could adversely affect the precision of the estimates (higher plus or minus values about the estimates).

3. Counted Skip using weight (ODIS only) -- This procedure is sometimes helpful with large volumes of letter-sized mail if the data collector has access to a scale. This eliminates the need for counting each mail piece to determine the piece to be recorded. However, when the mail pieces are not identical in weight, this method of a counted skip could have an adverse affect on the precision of the estimates (higher plus and minus values about the estimates).

4. Weighted subsampling (RPW only) -- This procedure has the same benefits as (3.) above in that there is no need to count each mail piece to select the particular mail pieces to record. An additional benefit is that the blow-up factors are based on the ratio of the total weight of the mail in the test to the sample weight, which tends to be more accurate than that based on skip intervals. The concerns are the same as (3.) above.

5. Counted subsampling using a container skip and, within the selected containers, a census -- The benefits of using container subsampling are that it is not necessary to handle or count each piece of mail in the sampling unit, and, that it enhances the ability to create larger volume MEPs. However, skipping containers raises other concerns, such as whether it is feasible to group containers with similar (i.e., "like") volumes, as described in the PHS container subsampling guidelines. Not grouping like containers can have an adverse affect on the precision of the estimates.

6. Counted subsampling using a container skip and, within the selected containers, a mail piece skip -- the benefits are that the entire base of volume at the sampling unit does not have to be handled and that it promotes the development of larger volume MEPs. The concerns are the same as (5.).

7. Counted subsampling using a container skip and, within the selected containers, a weight skip that corresponds to the skip interval number -- The benefits are the same as (6.) and the concerns are the same as (5.).

V - GLOSSARY

This glossary contains definitions of a number of statistical terms as well as delivery unit terms. The inclusion of delivery unit terms here does not imply that MEPs need to be a delivery unit. A thorough understanding of all the terms in this glossary will be very useful for all DCTs and SPCs.

Auxiliary Route - a city delivery route for which no regular carrier position has been authorized. A rural route where the carrier works six days a week and are normally evaluated at less than 39 hours per week.

Bias - a type of error which, when committed repeatedly, does not tend to cancel out, and has the effect of increasing (positive bias) or decreasing (negative bias) the estimates regardless of the size of the sample. One possible source of bias is when the sampling frame differs from the population of interest, which will arise if some parts of the population are not included on the frame, or if some parts are included on the frame twice. Another possible source of bias is when the subsampling skip interval which is recorded is different than the skip interval used. Another possible source of bias is when mail is incorrectly recorded in the same manner repeatedly.

Blow-up Factor - This number is either the piece skip interval for simple mail piece skip subsampling; the product of the container skip interval and piece skip interval for container subsampling; or, in RPW only for weighted subsampling, the ratio of total weight of the mail in the test to the sample weight. Once this multiplication is done, the sampled mail is "expanded" to represent the full base of the mail for the test.

Boxholder Firm - a customer who has an assigned box/caller or phantom box number. The customer's incoming mail must be regularly distributed by name on the primary or secondary distribution operation(s) or the box section primary. If the mail is distributed to a number series separation on the box primary case, it is not a "direct" and, therefore, the customer is not a firm.

Box Section - the part of a postal facility having caller service or lock boxes.

Branch - a unit of a main post office located outside the corporate limits of a city or town.

Business Route - a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are to business establishments.

CAG K and L Offices - these used to be called third- and fourth-class offices. Data are obtained by treating such offices as hold outs of the sectional center. The sampling unit is a CAG K office-day or a CAG L office-day.

Card - government postal card, private post card, oversize cards, etc., recognized by physical appearance.

Census - a method of sampling in which each mail piece in the sampling unit is recorded, i.e., a mail piece skip of 1 is used.

Classified Station or Branch - a station or branch staffed by career postal employees.

City Delivery Route - a route which delivers mail to business, residential, local and federal government postal customers within a local city post office area.

Coefficient of Variation (c.v.) - a standardized measure of the precision of an estimate. The c.v. is usually stated as a percentage of the estimate. The c.v is computed by dividing the standard deviation of an estimate by the estimate itself. For example, an estimate of 250 million people in the United States with a c.v. of 2%, implies the standard deviation is plus/minus 5 million.

Community Post Office - a contract unit which provides the following retail services: a) caller service, b) lock box, and c) window service. Community post offices generally serve a small community.

Container Subsampling - counted subsampling with containers. Mail piece subsampling is generally feasible within selected containers.

Contract Station or Branch - a station or branch operated under contract by non-postal employees. Contract units are usually located in stores or other places of business.

Counted Subsampling - either mail piece skip subsampling, mail container skip subsampling, or mail piece skip weighted subsampling. It is the process of selecting mail pieces/containers by starting with a randomly selected mail piece/container, and selecting every k_ mail piece/container thereafter. The selection is done by physically counting through mail pieces/containers for these kth units. A variation of this in ODIS sampling is to weigh portions of mail that are approximately equivalent to the weight of the number of mail pieces in the skip. Counting out these weighed portions is helpful for large volume tests.

Estimate - a numerical value obtained from a statistical sample and assigned to a population parameter. Population parameters estimated from a sample of the MEPs frame include total volume, average daily volume, revenue, and weight for a particular class or subclass of mail.

Evaluated Route - Salary for rural carrier routes classified as evaluated is based on weekly workload evaluation as determined by office and route time standards after subtracting any relief time. These routes were formerly known as 'heavy duty' rural routes and are any 'H', 'J' or 'K' route.

Finance Unit - a classified branch or station which does not have carrier delivery, is operated by postal employees, and offers caller services, lock box and window services.

Firm - a business, school, church, library, apartment building, government agency, or postmaster.

Flat - piece of mail (any class) not having three definite dimensions, and too large to be distributed to a letter case; often in Kraft or manila envelopes. Size should not exceed 15 in. x 12 in. x 3/4 in.

Frame - a listing of sampling units which includes the population of interest.

Frequency Distribution - the number of observations or samples that are contained in each of the class intervals. For example, if we toss a coin 100 times and we get 45 heads and 55 tails, then the frequency distribution with two classes, heads and tails, would be 45 and 55. As another example, suppose we conducted 10 tests, or took 10 samples, and the number of Priority Mail pieces in those 10 tests were 5, 8, 15, 20, 22, 25, 30, 43, 87, and 94. Then for the intervals 0-19, 20-39, 40-59, 60-79, and 80-99, the frequency distribution would be 3, 4, 1, 0 and 2 respectively.

General Delivery Section - the unit within a postal facility where the general delivery mail is held

Golden Rules - the set of rules which must be met in order to create a MEP. Included are: (1) mail must be associated with one and only one MEP; (2) the mail for each MEP should be able to be isolated for testing; (3) MEPs should be relatively stable through time; and, (4) the cost-effectiveness of testing should be maximized for each MEP.

H-Route - a rural route where the regular carrier works six days a week.

Heavy Duty Route - any type "H", "J" or "K" rural route that delivers to rural mailboxes, now known as evaluated routes.

Highway Contract Route - a route under contract for carrying mail over the highway between designated points that delivers mail which is addressed for delivery through the office to route boxes. A highway contract route was formerly referred to as a star route.

IPPs - Irregular parcels and pieces, formerly known as SPRs. Irregular parcels are parcels not meeting the machinable parcel criteria and other parcels which cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed; unwrapped, paper-wrapped or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

J-Route - a rural route on which the regular carrier has a day off every other week (works six days the first week and five days the second week).

K-Route - a rural route on which the regular carrier has a day off every week (works five days each week).

Letter - mail in envelopes distributed to a letter case.

L-Route - a rural route having a box density of 12 or more boxes per mile. This box density does not affect the route classification as an auxiliary & mileage route or an evaluated route.

Mail Shape - either letter, flat, parcel or irregular parcel piece (IPP). This term is frequently used in a loose and imprecise way when discussing shape-based mail processing streams. In that context, it is used to refer to the predominant shape of the mail in that processing stream, even though there may be pieces of mail that are not of the predominant shape. For example, in the mail processing stream for flats, there may be some flat-shaped parcels (mail pieces too large to be classified a flat, but similar in appearance to a flat) commingled.

MEP - The term Mail Exit Point (MEP) is defined to be a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

MEP DBMS - the Mail Exit Point Database Management System. This is the data entry system for recording and maintaining MEPs.

Mileage Route - Salary for rural carrier positions on routes classified as mileage (M) is determined under the Rural Carrier Schedule, which provides a combined rate based on fixed annual compensation and specified rates per mile of route. The carrier's salary is based on the length of the route as determined by official measurement. Formerly known as regular rural route.

Military (APO/FPO) Mail - Consists of all mail distributed for APO/FPO destinations at postal facilities.

Mixed Route (Business and Residential) - a city delivery route, foot or motorized, on which 31 to 69 percent of possible deliveries are business establishments. This may include a route on which business and residential deliveries are made on the first trip and the business area only is served on subsequent trips.

Mutually Exclusive - two or more events that cannot occur together.

Non-Boxholder Firm - a customer whose mail is held out, and is regularly distributed by name on the primary or secondary distribution operation (s). The customer does not pay for this service. Mail so distributed is only considered firm mail when the mail is called for as in firm holdout service, or delivered on a relay route, or a collection route, or on a parcel post route.

Non-Parcel Post Combination Route - a city delivery regular or auxiliary combination route with no parcel post service. This may be any combination of relay, collection, or firm direct, where relay is not the primary service.

Optimum Allocation - the sample allocation which results in the smallest variance for a preset total survey cost. Alternatively, the sample allocation which results in the smallest total survey cost for a preset level of variance, or precision.

Parcel - any piece with three definite dimensions weighing more than 11 ounces if Priority Mail, or 16 ounces or more if fourth-class mail.

Parcel Post Combination Route - a city delivery regular or auxiliary route providing parcel post delivery and at least one other service such as relay, collection, firm direct, etc.

Parcel Post Customer - a customer (either boxholder or non-boxholder) whose incoming parcels are sorted to an individual separation in the initial stages of the incoming parcel distribution process. Parcel post customers are usually mail order companies, department stores and other units that receive five or more sacks or parcels and have individual separations provided for their mail to facilitate the parcel distribution process.

Parcel Post Regular Route - a city delivery regular route devoted entirely to parcel post delivery.

Partitioning - In set theory, to partition a set is to divide the elements of that set into two or more subsets such that every element of the set belongs to one and only one subset. If we consider the set of all mail pieces delivered by the Postal Service during a quarter, then the delivery unit/days constitute one partitioning of that set. The creation of MEPs defines a different partitioning of the same mail piece set, or population.

PHS - stands for Predominantly Heavy Sample. A PHS-MEP is one that contains predominantly heavy sample mail, or mail that is mostly priority or parcel post.

Precision - the degree to which a set of measurements agree with their mean. The variance or sampling error is a commonly used measure of the precision or reliability of an estimate.

Population - a collection of all of the items of interest for a particular survey or study. For most of our surveys, the population of interest is a portion of, or all of, the mail being collected, processed, or delivered by the Postal Service.

Probability - the relative possibility that an event will occur, as expressed by the ratio of the number of actual occurrences of a given event to the total number of possible occurrences.

Random Sampling - a type of sampling in which every item in the population of interest has a known chance of being included in the sample.

Registered or Certified Sections - a unit found in all postal facilities having incoming registered or certified delivery functions.

Regular Route (City) - a city delivery route for which a regular carrier position has been authorized.

Regular Route (Rural) - now known as mileage route.

Relay Route - a city delivery route identified as primarily performing relay service on an as needed basis. Since relay service is performed in conjunction with other services, there are no regular relay routes.

Reliability - the degree to which estimates from repeated samples are consistent.

Residential Route - a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are residential.

Rural Route - a route primarily for the delivery and collection of mail from boxes owned and maintained by persons residing in communities that do not have other convenient postal facilities.

Sample - a subset of the population for which measurements are taken.

Sample Allocation - the number of tests to be conducted in each stratum. The term is also used to refer to the process of determining the number of tests to be conducted in each stratum.

Sampling Efficiency - the degree to which a sample design is able to produce estimates with the required precision for a pre-set cost. Two frequently used ways of improving sampling efficiency are to improve the stratification and to optimize the sample allocation.

Sampling Frame - a list of the population of interest, divided into units which will be sampled in part or in whole.

Special Delivery Section - a unit found in a postal facility having incoming special delivery functions for any class of mail; usually in a facility having a box section or a general delivery section.

Special Routes - rural routes which the method of compensation has been changed from a mileage method of compensation to an evaluated method of compensation. These routes are considered as evaluated routes.

Standard Deviation - the square root of the variance. A measure of the degree to which a number of measurements agree with their mean. This measure is in the units which are measured, unlike the variance which is in squared units.

SPRs - Small parcels and rolls. See IPPs.

Station - a unit of a post office located within the corporate limits of a city or town.

Strata - two or more sets of sampling units which were grouped on the basis of one or more known characteristics. The plural form of stratum. Also see stratification.

Stratification - the process of subdividing the population into two or more mutually exclusive sets of sampling units called strata. The singular form of strata is stratum. If we can subdivide the population in such a way that the units within a stratum are more similar to each other, with regard to the item we are trying to estimate, than they are to units in other strata, then stratified sampling will be more efficient than a simple random sample.

USPS-ST-48

DOCKET SECTION

BEFORE THE
POSTAL RATE COMMISSION
WASHINGTON, D.C. 20268-0001

POSTAL RATE AND FEE CHANGES, 1997

Docket No. R97-1

SUPPLEMENTAL TESTIMONY
OF
BRADLEY V. PAFFORD
ON BEHALF OF THE
UNITED STATES POSTAL SERVICE

Supplemental Testimony
of
Bradley V. Pafford

AUTOBIOGRAPHICAL SKETCH

The autobiographical sketch filed in conjunction with my direct testimony, USPS-T-1, is hereby incorporated by reference.

I. PURPOSE OF TESTIMONY

The purpose of this testimony is to adopt the portions of Library Reference LR-H-89 that deal with the Postal Service's Revenue, Pieces and Weight (RPW) System, and that are concerned generally with the Postal Service's data collection methods (pages 1-9, and Appendices A, B, and C of the Library Reference). Library Reference H-89 was filed on July 10, 1997; the portions of this Library Reference which I adopt are attached to my testimony as exhibits as follows:

Exhibit USPS-48A -- Statistical Documentation of the RPW System;
Exhibit USPS-48B -- Mailing Statement Forms (Appendix A in Library Reference H-89);
Exhibit USPS-48C -- Statistical Programs Guidelines (Appendix B in Library Reference H-89);
Exhibit USPS-48D -- Mail Exit Point Guidelines (Appendix C of Library Reference H-89.

This testimony presents a brief summary of this material.

II. REVENUE, PIECES AND WEIGHT SYSTEM

A. Domestic Probability Subsystem

Pages 2-7 of LR-H-89 describe the statistical documentation for the RPW Domestic Probability Subsystem, including the population and characteristics of interest, the sample design, the manner in which the survey is administered, and the estimators used in the subsystem.

B. Non-Countable Subsystem

Pages 8-9 of LR-H-89 describe the statistical documentation of the RPW Non-Countable Subsystem, including the population and characteristics of interest, the sample design, the survey administration, and means of estimation used in the subsystem.

III. Exhibit 48B: MAILING STATEMENT FORMS

This Exhibit supplies the forms relevant to the Non-Countable Subsystem. A listing of the enclosed forms is supplied as the first page of the Exhibit.

IV. Exhibit 48C: STATISTICAL PROGRAMS GUIDELINES

Exhibit 48C is made up of the introductory section to Library Reference H-89, which contains information on the administration of the Postal Service's Statistical Programs function, and the Guidelines for Specific Statistical Programs, published in December 1995. The Guidelines are concerned mainly with the scheduling of tests, and with testing techniques and procedures.

V. Exhibit 48D: MAIL EXIT POINT GUIDELINES

This Exhibit contains guidelines for the use of Mail Exit Points (MEPs) within the RPW Domestic Probability Subsystem, including their frame structure, relevant considerations for designing MEPs, and subsampling issues.

Exhibit USPS-48A

Revenue, Pieces and Weight System
Statistical Documentation

RPW DOMESTIC PROBABILITY SUBSYSTEM
STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The study plan used by the Domestic Probability Subsystem is a probability sample of originating units and mail exit points which are collectively referred to as MEPs. The population of interest, or universe under study, is all mail entering or exiting the mail stream during the Fiscal Year (FY). Characteristics of interest include revenue, pieces, and weight, by class of mail and fees by type of service.

B. Sample Design

The Domestic Probability Subsystem has a multi-stage, two-phase design. The sampling frame is the list of finance numbers and MEPs within finance number. A random sample of MEPs is selected each Postal Quarter (PQ) within a panel of finance numbers, and a date is randomly assigned for conducting the test. For MEPs with large volumes of mail, subsampling is usually done to avoid delays in delivering the mail.

First Stage Sample

The first stage sampling unit is the finance number. The first stage sample frame is a list of all finance numbers. A given finance number corresponds to a post office in many cases. Finance numbers are stratified into Cost Ascertainment Groups (CAGs) based on total revenue receipts for the previous year. All finance numbers that were in CAG A or CAG B prior to FY 1996 are included in the sample. In the remaining CAGs, the number of finance numbers selected is approximately proportional to the total revenue receipts for all offices in the CAG.

Second Phase Sample

The second phase sampling frame is the list of MEPs within the selected finance numbers. The MEPs from the selected first stage finance numbers are stratified within each Customer Service & Sales District (CS&SD) starting in Postal Quarter (PQ) III, and within CS&SD and super-CAG group prior to that time. There are three super-CAG groups that include CAGs A and B, CAGs C and D, and CAGs E through L. Within each strata a random sample of MEPs is selected, and a date for conducting the test randomly assigned. Details of the random date assignment process are contained in Library Reference SSR-58 of Docket No. MC96-3.

Third Stage Sample

The frame consists of all mail passing through the MEP during the test period, which typically consists of 24 hours. When a selected MEP has a large volume of mail on the test day, a subsample of the mail is selected to facilitate counting the mail without causing delivery delays. Subsampling involves a systematic random selection of mail for which the characteristics of interest are recorded.

C. Survey Administration

1. Sample Selection Methodology

First Stage Sample

The first-stage sample of finance numbers is stratified into 11 Cost Ascertainment Groups (CAGs) based upon the annual revenue of each office as reported under the Accounts Reporting System. All offices that were in CAG A or CAG B prior to Fiscal Year (FY) 1996 are included in the sample. The number of finance numbers selected from CAGs C through L is approximately proportional to the total revenue receipts for the CAG. Selected finance numbers in CAGs C through L make up a permanent panel. Offices which change CAG are moved to their new CAG. Most CAGs have at least 30 sample offices. Due to the general tendency over time for finance numbers to move upward in CAG, periodic replenishment of CAGs having less than the 30 sample offices is made by random selection. First stage universe and sample sizes are contained in Library Reference H-91.

Second Phase Sample

Within each finance number selected in the first-stage sample, the list of all MEPs is obtained from the RPW Sample Selection Frame System. The RPW Frame defines all of the possible points at which mail may be sampled. All possible exit points as well as all possible originating entry points for registered, COD, Certificates of Mailing, and insured mail are identified. Separate strata are defined and samples drawn each Postal Quarter for each of the following special MEP types: APO/FPO, special delivery, originating, CAG K&L, unstable (beginning PQ III, FY 1996), and small panel office MEPs (offices with 3 or fewer MEPs prior to PQ III, FY 1996, and offices with 5 or fewer MEPs thereafter). For the remaining MEPs, a stratified random sample of MEPs is independently selected within each CS&SD starting in PQ III, and within each CS&SD and super-CAG group prior to that time. There are three super-CAG groups as follows: CAGs A and B; CAGs C and D; and CAGs E through L. Strata are

computationally defined using multivariate clustering algorithms. There were 54,010 MEP-days selected for testing in FY 1996. The list of all selected MEPs within a CS&SD, along with the corresponding test dates, is electronically transmitted to a desktop microcomputer in the district. Second phase universe and sample sizes, and strata definitions are contained in Library Reference H-92.

Third Stage Sample

When a large volume of mail is expected for a test, the selected MEP is subsampled. The skip interval used is based on the expected number of mailpieces for counted-skip subsampling. In the case of weighted-skip subsampling, the skip interval used is based on the number of pieces in five pounds of mail. In the case of container-skip subsampling, the container and mailpiece-skip intervals are based on the expected number of containers and the expected average number of pieces per container. Detailed procedures for subsampling are described in Appendix B of this library reference, and in Library Reference G-44 of Docket No. R94-1.

2. Data Collection Procedures

Domestic probability tests are conducted by counting mail that passes through the selected MEP during the test period. Recording characteristics of mail pieces may take place at several different times during a test day. For MEPs defined as a mail processing stream of predominantly one shape for a office, the data collection technician generally samples all mail in that stream as it arrives at the facility. For MEPs defined for a single mail shape, the data collection technician sweeps and tests all mail processing streams for that mail shape, either as it arrives at the facility or as it is distributed to the delivery units. For MEPs defined as delivery units, samplings requires the data collector to gather the mail to be sampled from distribution areas such as letter cases, flat cases, irregular parcel and roll cases, and postage due cases.

Prior to recording test information, mailpieces may be separated by class, subclass, indicia and rate group. For each of these separations, pieces are counted and data concerning the revenue and pieces are recorded on laptop microcomputers using Computerized On-Site Data Entry System (CODES) software. The weight for these pieces or groups of pieces is usually captured automatically by the CODES software from electronic scales connected to the laptop microcomputer, but can also be key-entered into the CODES software after being manually determined. Indicia are also recorded for most pieces, and the dimensions, origin ZIP Code, machinability, and information on destination BMC entry are recorded for fourth-class zone rate parcels. Detailed data collection procedures are contained in Library Reference G-44 of Docket No. R94-1 and in

Appendix B of this library reference. Instructions for using the CODES data entry software and equipment are contained in Library Reference H-55.

3. Quality Assurance

As the data are entered into the microcomputer, the CODES software performs numerous on-line edits to ensure the data are complete and consistent. The data are further reviewed at the Base Unit system, where they are checked in, aggregated, and then transmitted electronically to the Information Systems Service Center (ISSC) in San Mateo, California. At the San Mateo ISSC, a mainframe production system edit and analysis is performed, and corrections are made by the Headquarter's technical staff. CODES software documentation is contained in Library References H-54, and H-56 through H-59.

D. Estimation

The following estimators are used for the RPW Domestic Probability Subsystem:

Let,

h = CAG stratum;

i = Finance number (post office);

j = MEP stratum;

k = MEP;

g = domain (1 = private mail, 2 = penalty mail, 3 = congressional franked mail);

N_h = number of post offices in CAG h;

n_h = number of sampled post offices in CAG h;

M_j = number of MEPs in stratum j;

m_j = number of usable MEPs (sampled minus delinquents, cancelled, etc..) in stratum j;

d_j = number of delivery days in Postal Quarter in stratum j;

y_{ghijk} = revenue, pieces, or weight for the rate category of interest (zero otherwise) in domain g, CAG h, post office i, MEP stratum j, MEP k, and

x_{ghijk} = total revenue in domain g, CAG h, post office i, MEP stratum j, MEP k.

Then, the official RPW estimate for a particular rate category, $\hat{Z}$ is:

$$\hat{Z} = \sum_g B_g \frac{\sum_h \frac{N_h}{n_h} \sum_j \left[\frac{M_j * d_j}{m_j} * \sum_{i,k} y_{ghijk} \right]}{\sum_h \frac{N_h}{n_h} \sum_j \left[\frac{M_j * d_j}{m_j} * \sum_{i,k} x_{ghijk} \right]} \qquad (1)$$

where B_g is the known book revenue for domain g.

The jacknife variance estimator for a particular rate category is:

$$v\left(\hat{Z}\right) = \sum_h \frac{(n_h - 1)}{n_h} \sum_{i=1}^{n_h} \left[\hat{Z}^{hi} - \hat{Z}^h \right]^2 \qquad (2)$$

where $\hat{Z}^{hi}$ is the book revenue adjusted estimate computed from the sample after omitting the i^{th} office from the sample, and $\hat{Z}^h$ is the average of the $\hat{Z}^{hi}$. The components of equation (2) are:

$$\hat{Z}^{hi} = \sum_g B_g \frac{\left(\hat{y}_{g..} - \hat{y}_{gh.}\right) + \frac{n_h\left(\hat{y}_{gh.} - \hat{y}_{ghi}\right)}{\left(n_h - 1\right)}}{\left(\hat{x}_{g..} - \hat{x}_{gh.}\right) + \frac{n_h\left(\hat{x}_{gh.} - \hat{x}_{ghi}\right)}{\left(n_h - 1\right)}}$$

where,

$\hat{y}_g$ = national estimate of revenue, pieces, or weight for a given rate category in domain g,

$\hat{x}_{g..}$ = national estimate of revenue in domain g,

$\hat{y}_{gh.}$ = CAG h estimate of revenue, pieces, or weight for a given rate category in domain g,

$\hat{x}_{gh.}$ = CAG h estimate of revenue in domain g,

$\hat{y}_{ghi}$ = post office i, CAG h estimate of revenue, pieces, or weight for a given rate category in domain g, and

$\hat{x}_{ghi}$ = post office i, CAG h estimate of revenue in domain g.

Variance estimation programs are contained in Library Reference H-177.

E. Assumptions

At the first stage of selection, the method of estimation assumes that the sample of offices within CAGs C through L constitutes an equal probability sample. The estimation methodology also assumes that nonresponse is random, or independent of what is being estimated, through a simple reduction in sample size.

RPW NON-COUNTABLE SUBSYSTEM
STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The Non-countable Subsystem employs a sample of bulk mailing statement data to estimate revenue, pieces and weight for the constituent mail categories of First-Class bulk mail, publishers' second-class mail, third-class bulk permit imprint regular-rate mail, third-class bulk permit imprint nonprofit-rate mail, and fourth-class permit imprint bound-printed matter (BPM). The population of interest, or universe, consists of all mail for these five categories entered into the postal system during a Fiscal Year.

B. Sample Design

For each of the five categories, the Non-countable Subsystem represents a single-stage sample, stratified by accounting system revenue for the mail class of interest. For First-Class bulk, all offices are stratified based on stratification revenue as described in Library Reference H-117. For publishers' second-class, all offices automated through the PERMIT system are included in one certainty stratum. The remaining offices are stratified into either In-County revenue intensive strata or other strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT System. The remaining offices are stratified into noncertainty strata based on their total third- or fourth-class permit imprint revenue.

For each post office within the sample, a complete census of data is collected for all mail entered in that post office throughout the Fiscal Year.

C. Survey Administration

1. Sample Selection Methodology

The method of selecting sampling units (offices) for non-certainty strata for publishers' second-class, third-class and fourth-class permit imprint was random initially. These offices, along with automated PERMIT System offices, form a panel that reports each Accounting Period.

2. Data Collection Procedures

Data collection in the Non-countable Subsystem consists of gathering data from mailing statements at offices where the mail is entered. The relevant mailing statements are Form 3600 (permit imprint First-Class), Form 3541 (publishers'

second class), Form 3602 (permit imprint third-class regular and non-profit rate), and Form 3605 (fourth-class BPM permit imprint). Mailing statement Forms 3600, 3541, 3602, 3605 are included in Appendix A of this library reference.

Data are collected from all offices where the bulk mail acceptance function has been automated through the PERMIT System, and for selected non-certainty strata offices. Mailing statement data are key-entered into the PERMIT System at the automated offices, and in Headquarters' for non-certainty strata offices. Automated office data are extracted from the Bulk Mail Acceptance Unit data base and electronically transmitted to the San Mateo ISSC.

3. Quality Assurance

All data in the Non-countable Subsystem are subjected to a series of mainframe computer edits which examine sample data for completeness and consistency. In offices where the Bulk Mail Acceptance function has been automated, the PERMIT System performs edit checks on source data as they are keyed from mailing statements at the sample offices. In addition, these data benefit from the general quality control measures implemented in the Postal Service's statistical programs function as described in the introduction to this library reference.

D. Estimation

RPW Non-countable Subsystem revenue, pieces and weight estimates are constructed from mailing statement data controlled to trial balance revenue in the case of First-Class bulk permit imprint (A/C 41416), publishers' second-class (A/C 41310 and A/C 41320), third-class bulk permit imprint (A/C 41411, A/C 41440, A/C 41414, and A/C 41441), and fourth-class BPM permit imprint (A/C 41412). Library Reference H-45 provides a guide for the detailed documentation of the Non-countable Subsystem estimation procedures.

Exhibit USPS-48B

Mailing Statement Forms

APPENDIX A: MAILING STATEMENT FORMS

PS FORM 3600-R, JANUARY 1995

PS FORM 3600-PC, JANUARY 1995

PS FORM 3541-R, OCTOBER 1995

PS FORM 3541-N, OCTOBER 1995

PS FORM 3602-N, JANUARY 1995

PS FORM 3602-R, JANUARY 1995

PS FORM 3605-R, JANUARY 1995

PS FORM 3600-P, JULY 1996

PS FORM 3600-R, JULY 1996

PS FORM 3541-N, JULY 1996

PS FORM 3541-R, JULY 1996

PS FORM 3602-N, JULY 1996

PS FORM 3602-R, JULY 1996

PS FORM 3605-R, JULY 1996

United States Postal Service

Statement of Mailing With Permit Imprints First-Class Mail

(For Priority Mail, Use Form 3605-R)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.		
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.		
		No. Sacks / No. Trays	No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ pounds		
CTAS Cust. Ref. ID		Total Pieces in Mailing	Total Weight of Mailing	Barcoded Flats Sacking Based On (DMM 823) ☐ 125 pcs. ☐ 15 lbs.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*		Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ BMAU Entry at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. ADC

Postage Computation

- For mailings of automation-compatible letter-size pieces *(see DMM C810)*, other than cards, go to Part A on the reverse of this form.
- For mailings of non-automation-compatible letter-size pieces *(see DMM C050)*, other than cards, weighing .6875 lb. *(11 ounces)* or less, go to Part B on the reverse of this form.
- For mailings of non-letter-size pieces *(see DMM C050)*, other than cards, or of automation-compatible flats *(see DMM C050)*, weighing .6875 lb. *(11 ounces)* or less, go to Part C on the reverse of this form.
- For mailings of postal cards and postcards *(see DMM E100)*, go to Part D on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $ ___ . ___ = $

Total Postage $

Certification

*The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Presort Verification Performed as Scheduled		Date Mailer Notified	Contact / By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form 3600-R, January 1995 — Financial Document — Forward to Finance Office

Form 3600-R — First-Class Other Than Priority Mail — Permit Imprint

Postage Computation

Presort / Automation Discounts	Net Rate	Count (Pcs)	Charge
A Automation-Compatible Letter (DMM C810)			
Barcoded (5-Digit)		_____ x _____ pcs. = $	_____
Barcoded (3-Digit)		_____ x _____ pcs. = $	_____
ZIP+4 Presort		_____ x _____ pcs. = $	_____
Nonpresorted ZIP+4		_____ x _____ pcs. = $	_____
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Total — Part A (Carry to front of form)			$ _____

Presort / Automation Discounts	Net Rate	Count (Pcs)	Charge
B Non-Automation-Compatible Letter .6875 lb. (11 oz.) or less			
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) Presort First-Class and Carrier Route	.05	x _____ pcs. = $	_____
Single-Piece Rate	.11	x _____ pcs. = $	_____
Total — Part B (Carry to front of form)			$ _____

C Check One: ☐ Automation-Compatible Flat (DMM C050) ☐ Other Nonletter — .6875 lb. (11 oz.) or less

ZIP+4 Barcoded * (3/5-Digit)		_____ x _____ pcs. = $	_____
ZIP+4 Barcoded * (Nonpresorted)		_____ x _____ pcs. = $	_____
Carrier Route		_____ x _____ pcs. = $	_____
Presorted First-Class		_____ x _____ pcs. = $	_____
Single-Piece Rate		_____ x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) 3/5-Digit ZIP+4 Barcoded, Presorted First-Class, and Carrier Route	.05	x _____ pcs. = $	_____
Nonpresorted ZIP+4 Barcoded and Single-Piece Rate	.11	x _____ pcs. = $	_____

* Available only for Automation-Compatible Flats (DMM C820)

Total — Part C (Carry to front of form) $ _____

D Postal Cards and Postcards

ZIP+4 Barcoded * (5-Digit)	.163	x _____ pcs. = $	_____
ZIP+4 Barcoded * (3-Digit)	.170	x _____ pcs. = $	_____
ZIP+4 Barcoded * (Nonpresorted)	.186	x _____ pcs. = $	_____
ZIP+4 Presort *	.173	x _____ pcs. = $	_____
Nonpresorted ZIP+4 *	.189	x _____ pcs. = $	_____
Carrier Route	.160	x _____ pcs. = $	_____
Presorted First-Class	.179	x _____ pcs. = $	_____
Single-Piece Rate	.200	x _____ pcs. = $	_____
Nonstandard Surcharge (If Applicable) Presorted First-Class and Carrier Route	.06	x _____ pcs. = $	_____
Single-Piece Rate	.11	x _____ pcs. = $	_____

* Available only for Automation-Compatible Cards (DMM C820)

Total — Part D (Carry to front of form) $ _____

United States Postal Service
Statement of Mailing—Second-Class Special and Classroom Rates

CHECK AS APPLICABLE
☐ Special Rate
☐ Classroom Rate
☐ Incidental First-Class Enclosed

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% allowance, must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies in excess of the 10% allowance are not mailable at second-class rates.

Name of Publication or News Agent

Publication No. | Edition Code/Key | Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular (DMM C050)

Mailer's Name, Address (Incl. ZIP Code), and Tel. No. | Entry Post Office Name, State, and ZIP+4

Date of Issue | Frequency of Issue

CTAS Customer Ref. ID _____ Finance Number _____

Date of Mailing | Sequenced Statement No. (Required)

Complete ONE of the Boxes Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for the Issue (DMM P013) ____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy ____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section when this statement is for ALL ISSUES of a calendar month. Enter total pounds either in items 1 through 9, or in item 11, as appropriate, and in item 12. To compute per-piece charges, multiply the number of addressed pieces per issue by the number of issues and put the result in items 16 through 27 as appropriate.

Number of Issues This Month | Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200) ____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue ____ . _____ lbs.

Pound Rate (per lb. or fraction)

Zone	* Subscriber Copies	* Non-subscriber Copies	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
1. Del. Unit						$.180		
2. SCF						.191		
3. 1 & 2						.212		
4. 3						.223		
5. 4						.250		
6. 5						.292		
7. 6						.335		
8. 7						.388		
9. 8						.432		
10. Subtotals								

11. KEY RATE Computation (If used, do not complete items 1-9; see DMM P200) Total Adv. lbs. _____ x Key Rate _____ =

12. Nonadvertising Pounds (Total lbs. - Adv. lbs.) _____ x $0.140 (Special) OR $0.108 (Classroom) =

Lines 14 and 15 are reserved.

Total Pound-Rate Postage (10 - 12) → 13.

Piece Rate (per addressed piece)

Level	Description (See DMM E230–E240 as applicable)	Number of Copies	Number Qualified Addressed Pieces	Rate Special	Rate Classroom	Postage
16. 17. 18. G	"Basic" Presort; Presorted Under DMM: ☐ M200; Not ZIP+4/Barcoded			.208	.168	
	ZIP+4 Letters			.200	.161	
	Barcoded: Letters			.188	.151	
	Barcoded: Flats			.181	.145	
19. 20. 21. H3	"3-Digit" Presort; ☐ M820; Not ZIP+4/Barcoded			.157	.125	
	ZIP+4 Letters			.152	.121	
	☐ M610 pkg-based; Barcoded: Letters			.145	.115	
	Barcoded: Flats			.139	.110	
22. 23. 24. H5	"5-Digit" Presort; ☐ M810 tray-based; Not ZIP+4/Barcoded			.157	.125	
	ZIP+4 Letters			.152	.121	
	Barcoded: Letters			.137	.108	
	Barcoded: Flats			.139	.110	
25. I1	Carrier Route			.112	.087	
26. I2	125-pc. W/S			.110	.085	
27. I3	Saturation W/S			.104	.080	
28. Subtotals						+

29. Nonadv. Percentage (100 - Adv. %) _____ x No. of Qual. Pcs. (Line 28) x $0.0004 (Spec.) OR $0.0005 (Cl) =

30. No. of Addr. Pcs. (not copies) entered at Del. Unit zone rate _____ x $0.006 (Spec.) OR $0.005 (Cl) =

31. No. of Addr. Pcs. (not copies) entered at SCF zone rate _____ x $0.004 (Spec.) OR $0.003 (Cl) =

32. Total Piece-Rate Discount (29 + 30 + 31) → -

Total Piece-Rate Postage (28-32) → 33.

Total Postage—side 1 (13 + 33)—Carry to side 2, line 35 → 34.

PS Form 3541-N, October 1995

Go to Reverse of This Form

In-County and Foreign Rates

*Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit are not eligible for in-county rates.

Total Postage From Side One (Line 34) → 35.

* In-County

Pound Rate

		* Subscriber Copies	* Nonsubscriber Copies	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$0.111	
37.	All Other Entry					0.121	

Total In-County Pound Rate Postage → 38.

Piece Rate (In Addition to the Pound Rate)

	Level	Description (See DMM E230 – E240 as applicable)		Number of Copies	No. of Qualifying Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded			$.080	
40.			ZIP+4 Letters			.080	
41.			Barcoded: Letters			.080	
			Barcoded: Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded			.080	
43.			ZIP+4 Letters			.076	
44.			Barcoded: Letters			.076	
			Barcoded: Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded			.080	
46.			ZIP+4 Letters			.076	
47.			Barcoded: Letters			.063	
			Barcoded: Flats			.065	
48.	K1	Carrier Route				.042	
49.	K2	125-pc. W/S				.037	
50.	K3	Saturation W/S				.035	
51.	Subtotal (lines 39-50)						+
52.	Number of Addressed Pieces (not copies) entered at Delivery Unit Zone rate _____					x $0.003 =	–

Total In-County Piece-Rate Postage → 53.

Foreign (IMM 242.2)

54. Weight per Copy: Include all wrappings (Canada) _____ lbs. (Round off to 4 decimal places if necessary)

55. Weight per Copy: Include all wrappings (Mexico) _____ lbs. (Round off to 4 decimal places if necessary)

56. Weight per Copy: Include all wrappings (Other Countries) _____ lbs. (Round off to 4 decimal places if necessary)

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Rate	Postage
57. Canada					
58. Mexico					
59. Other Countries					

Total Foreign Postage → 60.

61. Additional postage for commingled nonsubscriber copies in excess of the 10% limit. (Compute on side 1 of a separate Form 3541-N if necessary; carry forward from that form the entries indicated here; attach that form to this form.) Sequenced statement number of attached form _____.

Total Copies (from line 10)	Total Addressed Pieces (from line 28)	Total Pounds (from line 10)	Total Postage (from Form 3541-R, line 34)	
				62.

Total Postage (Add items 35, 38, 53, 60, and 62) → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher (if not same as mailer)	65. Computed by (USPS; Signature Required)	66. Date (USPS Round Stamp)

United States Postal Service
Statement of Mailing—Second-Class Regular and Science-of-Agriculture Rates

CHECK APPLICABLE
☐ Regular Rate
☐ Requester
☐ Science-of-Agriculture Rate
☐ Incidental First-Class Enclosed

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% allowance, must pay regular rates. Noncommingled nonsubscriber/nonrequester copies in excess of the 10% allowance are not mailable at second-class rates.

Name of Publication or News Agent		Publication No.	Edition Code/Key	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular (DMM C050)
Mailer's Name, Address (Incl. ZIP Code), and Tel. No.	Entry Post Office Name, State, and ZIP+4	Date of Issue	Frequency of Issue	
CTAS Customer Ref. ID _____	Finance Number _____	Date of Mailing	Sequenced Statement No. (Required)	

Complete ONE of the Boxes Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for the Issue (DMM P013)
____ . ____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy
____ . ____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section when this statement is for ALL ISSUES of a calendar month. Enter total pounds either in Items 1 through 9, or in Item 11, as appropriate, and in Item 12. To compute per-piece charges, multiply the number of addressed pieces per issue by the number of issues and put the result in Items 16 through 27 as appropriate.

Number of Issues This Month

Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
____ . ____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
____ . ____ lbs.

Pound Rate (per lb. or fraction)

Zone	Subscriber/Requester Copies	Non-Sub./Non-Req. Copies w/in 10% Limit	Non-Sub./Non-Req. Copies Over 10% Com.	Total Copies	Total Pounds	Advertising Pounds	Rate Regular	Rate Sci./Ag.	Postage	Totals
1. Del. Unit							$.180	$.135		
2. SCF							.191	.143		
3. 1 & 2							.212	.159		
4. 3							.223			
5. 4							.250			
6. 5							.292			
7. 6							.335			
8. 7							.388			
9. 8							.432			
10. Subtotals										

11. KEY RATE Computation *(If used, do not complete Items 1-9; see DMM P200)* Total Adv. lbs. _____ x Key Rate _____ =

12. Nonadvertising Pounds *(Total lbs. - Adv. lbs.)* _____ x $0.159 =

Lines 14 and 15 are reserved.

Total Pound-Rate Postage *(10 - 12)* → 13.

Piece Rate (per addressed piece)

Presorted ☐ M200 ☐ M610 pkg-based ☐ Under DMM ☐ M820 ☐ M610 tray-based ☐ Description *(See DMM E250 - E240 as applicable)*

	Level				Number of Copies	Number Qualified Addressed Pieces	Rate	Postage
16.	A	"Basic" Presort	Not ZIP+4/Barcoded				.232	
17.			ZIP+4 Letters				.222	
18.			Barcoded	Letters			.210	
				Flats			.206	
19.	B3	"3-Digit" Presort	Not ZIP+4/Barcoded				.183	
20.			ZIP+4 Letters				.178	
21.			Barcoded	Letters			.170	
				Flats			.166	
22.	B5	"5-Digit" Presort	Not ZIP+4/Barcoded				.183	
23.			ZIP+4 Letters				.178	
24.			Barcoded	Letters			.161	
				Flats			.166	
25.	C1	Carrier Route					.139	
26.	C2	125-pc. W/S					.133	
27.	C3	Saturation W/S					.122	
28.	Subtotals							+

29. Nonadv. Percentage *(100 - Adv. %)* _____ x $0.00057 x No. of Qual. Pcs. *(Line 28)*=

30. No. of Addr. Pcs. *(not copies)* entered at Del. Unit zone rate _____ x $0.018 =

31. No. of Addr. Pcs. *(not copies)* entered at SCF zone rate _____ x $0.01 =

32. Total Piece Rate Discount *(29 + 30 + 31)* → -

Total Piece-Rate Postage *(28-32)* → 33.

Total Postage — side 1 *(13 + 33)* — Carry to side 2, line 35 → 34.

PS Form **3541-R**, October 1995

Go to Reverse of This Form

In-County and Foreign Rates

*Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit, are not eligible for in-county rates.

Total Postage From Side One *(Line 34)* → 35.

* In-County

Pound Rate		* Subscriber Copies	* Nonsubscriber Copies	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$0.111	
37.	All Other Entry					$0.121	

Total In-County Pound-Rate Postage → 38.

Piece Rate (In Addition to the Pound Rate)	Level	Description *(See DMM E230 – E240 as applicable)*		Number of Copies	No. of Qualifying Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080
40.			ZIP+4 Letters				.080
41.			Barcoded: Letters				.080
			Barcoded: Flats				.080
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080
43.			ZIP+4 Letters				.076
44.			Barcoded: Letters				.076
			Barcoded: Flats				.065
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080
46.			ZIP+4 Letters				.076
47.			Barcoded: Letters				.063
			Barcoded: Flats				.065
48.	K1	Carrier Route					.042
49.	K2	125-pc. W/S					.037
50.	K3	Saturation W/S					.035
51. Subtotal *(lines 39-50)*							+
52. Number of Addressed Pieces *(not copies)* entered at Delivery Unit Zone rate _____ x $0.003 =							–

Total In-County Piece-Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include all wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include all wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include all wrappings *(Other Countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Rate	Postage
57. Canada					
58. Mexico					
59. Other Countries					

Total Foreign Postage → 60.

61. Additional postage for commingled nonsubscriber copies in excess of the 10% limit. *(Compute on side 1 of a separate Form 3541-R if necessary; carry forward from that form the entries indicated here; attach that form to this form.)* Sequenced statement number of attached form _____.

Total Copies *(from line 10)*	Total Addressed Pieces *(from line 28)*	Total Pounds *(from line 10)*	Total Postage *(from Form 3541-R, line 34)*	
				62.

Total Postage *(Add items 35, 38, 53, 60 and 62)* → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*	65. Completed by *(USPS Signature Required)*	66. Date *(USPS Round Stamp)*

PS Form 3541-R, October 1995 *(Reverse)*

United States Postal Service

Statement of Mailing With Permit Imprints
Third-Class Mail (Nonprofit Rates Only)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050) ☐ Outside Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ pounds	
Auth. to use nonprofit rates? (DMM E370)* ☐ Yes ☐ No	CTAS Cust. Ref. ID	Total Pieces in Mailing / Total Weight of Mailing	Sacking Based On (DMM M300) ☐ 125 pcs. ☐ 15 lbs. ☐ Both
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent* *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ Plant-Verified Drop Shipment to ☐ Entered at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. BMC
Authorized to use nonprofit rates? (DMM E370)* ☐ Yes ☐ No			

Postage Computation

- For bulk mailings of **automation-compatible letter-size pieces** *(see DMM C810)*, go to **Part A** on the reverse of this form.
- For bulk mailings of **non-automation compatible letter-size pieces** *(see DMM C050)* weighing **.2086 lb.** *(3.3376 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For bulk mailings of **nonletter-size pieces** *(see DMM C050)* weighing **.2086 lb.** *(3.3376 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For bulk mailings of **all pieces weighing more than .2086 lb.** *(3.3376 oz.)* **but less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $. ___ = $

Is applicable bulk-per-piece rate affixed to each piece? *(Form 3602-PC required)* ☐ Yes ☐ No

Total Postage → $

Certification

*The signature of a mailer certifies that: (1) the mailing does not violate DMM E370; (2) only the mailer's matter is being mailed, (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at special bulk third-class rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

* Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)*	Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verif. Not Scheduled ☐ Present Verification Per- formed as Scheduled		Date Mailer Notified / Contact / By *(Initials)*	
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form **3602-N**, January 1995

Form 3602-N — Third-Class Nonprofit Rate — Permit Imprint

Postage Computation — Bulk Rates

A Automation-Compatible Letter (DMM C810)

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.079 x	_____ pcs.	= $ _____
	Carrier Route	.082 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.089 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.097 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.103 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.107 x	_____ pcs.	= $ _____
	Basic Barcoded	.102 x	_____ pcs.	= $ _____
	Basic ZIP+4	.113 x	_____ pcs.	= $ _____
	Basic	.120 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.067 x	_____ pcs.	= $ _____
	Carrier Route	.070 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.077 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.085 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.091 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.095 x	_____ pcs.	= $ _____
	Basic Barcoded	.090 x	_____ pcs.	= $ _____
	Basic ZIP+4	.101 x	_____ pcs.	= $ _____
	Basic	.108 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.061 x	_____ pcs.	= $ _____
	Carrier Route	.064 x	_____ pcs.	= $ _____
	5-Digit Barcoded	.071 x	_____ pcs.	= $ _____
	3-Digit Barcoded	.079 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4	.085 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.089 x	_____ pcs.	= $ _____
	Basic Barcoded	.084 x	_____ pcs.	= $ _____
	Basic ZIP+4	.095 x	_____ pcs.	= $ _____
	Basic	.102 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.056 x	_____ pcs.	= $ _____
	Carrier Route	.059 x	_____ pcs.	= $ _____

Total — Part A *(Carry to front of form)* $ _____

C Check one: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2086 lb. *(3.3376 oz.)* or less

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.116 x	_____ pcs.	= $ _____
	125-pc. W/S	.121 x	_____ pcs.	= $ _____
	Carrier Route	.123 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.138 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.156 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.144 x	_____ pcs.	= $ _____
	Basic	.170 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.104 x	_____ pcs.	= $ _____
	125-pc. W/S	.109 x	_____ pcs.	= $ _____
	Carrier Route	.111 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.126 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.144 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.132 x	_____ pcs.	= $ _____
	Basic	.158 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.098 x	_____ pcs.	= $ _____
	125-pc. W/S	.103 x	_____ pcs.	= $ _____
	Carrier Route	.105 x	_____ pcs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.120 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.138 x	_____ pcs.	= $ _____
	Basic ZIP+4 Barcoded*	.126 x	_____ pcs.	= $ _____
	Basic	.152 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.093 x	_____ pcs.	= $ _____
	125-pc. W/S	.098 x	_____ pcs.	= $ _____
	Carrier Route	.100 x	_____ pcs.	= $ _____

*Available only for Automation-Compatible Flats (DMM C820)

Total — Part C *(Carry to front of form)* $ _____

B Non-Automation-Compatible Letter .2086 lb. *(3.3376 oz.)* or less

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.079 x	_____ pcs.	= $ _____
	Carrier Route	.082 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.107 x	_____ pcs.	= $ _____
	Basic	.120 x	_____ pcs.	= $ _____
BMC Entry	Saturation W/S	.067 x	_____ pcs.	= $ _____
	Carrier Route	.070 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.095 x	_____ pcs.	= $ _____
	Basic	.108 x	_____ pcs.	= $ _____
SCF Entry	Saturation W/S	.061 x	_____ pcs.	= $ _____
	Carrier Route	.064 x	_____ pcs.	= $ _____
	3/5-Digit Presort	.089 x	_____ pcs.	= $ _____
	Basic	.102 x	_____ pcs.	= $ _____
DDU Entry	Saturation W/S	.056 x	_____ pcs.	= $ _____
	Carrier Route	.059 x	_____ pcs.	= $ _____

Total — Part B *(Carry to front of form)* $ _____

D Check one: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2086 lb. *(3.3376 oz.)* but less than 1.0 lb. *(16.0 oz.)*

Entry Discount (If Any)	Presort/ Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
None	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.465 x	_____ lbs.	= $ _____
BMC Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.405 x	_____ lbs.	= $ _____
SCF Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	3/5-Digit ZIP+4 Barcoded*	.041 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	3/5-Digit Presort	.059 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Basic ZIP+4 Barcoded*	.047 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
	Basic	.073 x	_____ pcs.	= $ _____
	plus	.381 x	_____ lbs.	= $ _____
DDU Entry	Saturation W/S	.019 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____
	125-pc. W/S **	.024 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____
	Carrier Route	.026 x	_____ pcs.	= $ _____
	plus	.357 x	_____ lbs.	= $ _____

*Available only for Automation-Compatible Flats (DMM C820)
**Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $ _____

United States Postal Service

Statement of Mailing With Permit Imprints
Third-Class Mail (Regular Rates Only)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050) ☐ Outside Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	USPS Authorized Mailing ID Code(s)
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ ___ pounds	
CTAS Cust. Ref. ID _____		Total Pieces in Mailing / Total Weight of Mailing	Sacking Based On (DMM M300) ☐ 125 pcs. ☐ 15 lbs ☐ Both
Name & Address of Individual or Organization for Which Mailing is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent* *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded at ☐ Plant-Verified Drop Shipment to ☐ Entered at ☐ Orig. ☐ Dest. A / O ZIP _____ ☐ Orig. ☐ Dest. SCF 3D ZIP _____ ☐ Orig. ☐ Dest. BMC _____

Postage Computation

- For bulk mailings of **automation-compatible letter-size pieces** *(see DMM C810)*, go to **Part A** on the reverse of this form.
- For bulk mailings of **non-automation-compatible letter-size pieces** *(see DMM C050)* weighing **.2067 lb.** *(3.3071 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For bulk mailings of **non-letter-size pieces** *(see DMM C050)* weighing **.2067 lb.** *(3.3071 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For bulk mailings of **all pieces** *(see DMM C050)* weighing **more than .2067 lb.** *(3.3071 oz.)* **but less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*
☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. $. ____ = $

Is applicable bulk per-piece rate affixed to each piece? *(Form 3602-PC required)* ☐ Yes ☐ No

Total Postage → $

Certification

*The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ ___ pounds		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Mailer Notified / Contact	By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM / PM	

PS Form **3602-R**, January 1995 — **Financial Document — Forward to Finance Office**

Form 3602-R — Third-Class Regular Rate — Permit Imprint

Postage Computation — Bulk Rates

A Automation-Compatible Letter (DMM C810)

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.142 x	_____ pcs. =	$ _____
	Carrier Route	.150 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.166 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.175 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.183 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.188 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.204 x	_____ pcs. =	$ _____
	Basic ZIP+4	.216 x	_____ pcs. =	$ _____
	Basic	.226 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.128 x	_____ pcs. =	$ _____
	Carrier Route	.136 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.152 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.161 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.169 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.174 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.190 x	_____ pcs. =	$ _____
	Basic ZIP+4	.202 x	_____ pcs. =	$ _____
	Basic	.212 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.122 x	_____ pcs. =	$ _____
	Carrier Route	.130 x	_____ pcs. =	$ _____
	5-Digit Barcoded	.146 x	_____ pcs. =	$ _____
	3-Digit Barcoded	.155 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4	.163 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.168 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded	.184 x	_____ pcs. =	$ _____
	Basic ZIP+4	.196 x	_____ pcs. =	$ _____
	Basic	.206 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.117 x	_____ pcs. =	$ _____
	Carrier Route	.125 x	_____ pcs. =	$ _____

Total — Part A *(Carry to front of form)* $ _____

C Check one: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2067 lb. (3.3071 oz.) or less

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.145 x	_____ pcs. =	$ _____
	125-pc. W/S	.157 x	_____ pcs. =	$ _____
	Carrier Route	.162 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.195 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.214 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.237 x	_____ pcs. =	$ _____
	Basic	.266 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.131 x	_____ pcs. =	$ _____
	125-pc. W/S	.143 x	_____ pcs. =	$ _____
	Carrier Route	.148 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.181 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.200 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.223 x	_____ pcs. =	$ _____
	Basic	.252 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.125 x	_____ pcs. =	$ _____
	125-pc. W/S	.137 x	_____ pcs. =	$ _____
	Carrier Route	.142 x	_____ pcs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.175 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.194 x	_____ pcs. =	$ _____
	Basic ZIP+4 Barcoded*	.217 x	_____ pcs. =	$ _____
	Basic	.246 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.120 x	_____ pcs. =	$ _____
	125-pc. W/S	.132 x	_____ pcs. =	$ _____
	Carrier Route	.137 x	_____ pcs. =	$ _____

*Available only for Automation-Compatible Flats (DMM C820)

Total — Part C *(Carry to front of form)* $ _____

B Non-Automation-Compatible Letter .2067 lb. (3.3071 oz.) or less

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.142 x	_____ pcs. =	$ _____
	Carrier Route	.150 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.186 x	_____ pcs. =	$ _____
	Basic	.226 x	_____ pcs. =	$ _____
BMC Entry	Saturation W/S	.128 x	_____ pcs. =	$ _____
	Carrier Route	.136 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.174 x	_____ pcs. =	$ _____
	Basic	.212 x	_____ pcs. =	$ _____
SCF Entry	Saturation W/S	.122 x	_____ pcs. =	$ _____
	Carrier Route	.130 x	_____ pcs. =	$ _____
	3/5-Digit Presort	.168 x	_____ pcs. =	$ _____
	Basic	.206 x	_____ pcs. =	$ _____
DDU Entry	Saturation W/S	.117 x	_____ pcs. =	$ _____
	Carrier Route	.125 x	_____ pcs. =	$ _____

Total — Part B *(Carry to front of form)* $ _____

D Check one: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2067 lb. (3.3071 oz.) but less than 1.0 lb. (16.0 oz.)

Entry Discount (If Any)	Presort / Automation Discounts	Net Rate	Count (Pcs / Lbs)	Charge
None	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.687 x	_____ lbs. =	$ _____
BMC Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.621 x	_____ lbs. =	$ _____
SCF Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	3/5-Digit ZIP+4 Barcoded*	.053 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	3/5-Digit Presort	.072 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Basic ZIP+4 Barcoded*	.095 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
	Basic	.124 x	_____ pcs. =	$ _____
	plus	.595 x	_____ lbs. =	$ _____
DDU Entry	Saturation W/S	.003 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____
	125-pc. W/S**	.015 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____
	Carrier Route	.020 x	_____ pcs. =	$ _____
	plus	.568 x	_____ lbs. =	$ _____

*Available only for Automation-Compatible Flats (DMM C820)
**Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $ _____

United States Postal Service

Statement of Mailing With Permit Imprints
Priority Mail and Zone-Rated Fourth-Class Mail

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category (DMM C050) ☐ Letters ☐ Flats ☐ Machinable Parcels ☐ Irregular Parcels ☐ Outside Parcels	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.		
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.		
		No. Sacks	No. Pallets / No. Other	
		Weight of a Single Piece ___ lb ___ oz		
CTAS Cust. Ref. ID _____		Total Pieces in Mailing	Total Weight of Mailing	If BPM, Sacking Based On (DMM M402, M403) ☐ 10 pcs. ☐ 20 lbs. ☐ 1,000 cu. in.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*		Check All That Apply: ☐ Centralized Postage Payment ☐ Plant Loaded to ☐ Plant-Verified Drop Shipment to ☐ BMAC Entry at ☐ Orig. ☐ Dest. A / O ZIP_____ ☐ Orig. ☐ Dest. SCF 3D ZIP _____ ☐ Orig. ☐ Dest. BMC _____

Postage Computation

■ For bound printed matter, go to Part A on the reverse of this form. *(Check if catalog bound printed matter)* → ☐	Postage *(From Reverse Side)*	Part A $
■ For parcel post, go to Part B on the reverse of this form. *(Check if bulk parcel post)* → ☐		Part B $
■ For destination BMC / ASF mail, go to Part C on the reverse of this form.		Part C $
■ For Priority Mail, go to Part D on the reverse of this form.		Part D $
Additional Postage Payment *(Check reason)* ☐ Parcel Post Nonmachinable Surcharge *(Inter-BMC Parcel Post Only)* ☐ Special Service *(Specify)*	No. Pieces	Rate/Fee Per Pc. $ ≈ $
Total Postage →		$

Certification

*The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, and that the material presented qualifies for the rates of postage claimed.

*Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)*	Telephone Number

USPS Use Only

Single-Piece Weight ___ lb ___ oz		Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Matter Verified	Contact / By (Initials)
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM / PM	

PS Form 3605-R, January 1995 — Financial Document — Forward to Finance Office

Form 3605-R — Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

A. ☐ Bulk Bound Printed Matter

Post Office Finance Number

☐ Bulk Catalog Bound Printed Matter

Zones	Single-Piece Rate			Basic Bulk Piece Rate			Carrier Route Bulk Piece Rate			Basic & Carrier Route Bulk Pound Rate			(13)
	(1) Number of Pieces	(2) Rate	(3) Single-Piece Rate Postage	(4) Number of Pieces	(5) Rate	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) Rate	(9) Carrier Route Piece-Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) BPM Pound-Rate Charge	Total Postage — Part A
Local					$0.53			$0.467			$0.023		
1 & 2					$0.70			$0.637			$0.043		
3					$0.70			$0.637			$0.063		
4					$0.70			$0.637			$0.099		
5					$0.70			$0.637			$0.152		
6					$0.70			$0.637			$0.209		
7					$0.70			$0.637			$0.277		
8					$0.70			$0.637			$0.336		
Totals													

B. ☐ Bulk Parcel Post

Zones	Inter-BMC Parcel Post			Intra-BMC Parcel Post			Total Postage — Part B
	Number of Pieces	Inter-BMC Rate	Inter-BMC Postage	Number of Pieces	Intra-BMC Rate	Intra-BMC Postage	
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

C. Destination BMC / ASF Mail

Zones	Number of Pieces	Destination BMC / ASF Rate	Total Postage — Part C
1 & 2			
3			
4			
5			
Totals			

D. Priority Mail

Zones	Presorted Priority Mail			Residual / Single-Piece Priority Mail			Total Postage — Part D
	Number of Pieces	Presorted Priority Rate	Presorted Priority Postage	Number of Pieces	Priority Rate	Single-Piece Priority Postage	
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

United States Postal Service

Postage Statement — First-Class Mail — Meter or Precanceled Postage Affixed

(For Priority Mail, Use Form 3605-P)

Payment Method
- ☐ Meter Postage
- ☐ Precanceled Stamps

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, use Form 3606 (DMM S914).

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.		Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	
		Container Quantities *(Fill in all that apply)* 1-Pt. Mail Trays____ 2-Pt. Mail Trays____ 2-Pt. EMM Trays____ Total Ltr. Trays____ Flat Trays____ Number of Sacks____ Number of Pallets N/A Number of Other____	USPS Authorized Mailing ID Code(s)
		Weight of a Single Piece __ . __ __ __ __ pounds	Prepared Under DMM *(Check all that apply)* ☐ M130 (Letters, flats, parcels) ☐ M130 (Upgradable letters) ☐ M810 (Automation letters) ☐ M820 (Automation flats)
Dun & Bradstreet No. ____		Total Pieces / Total Weight	
Name and Address of Individual or Organization for Which Mailing is Prepared *(If other than permit holder)* Dun & Bradstreet No. ____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. ____	

Postage Computation

- For automation rate letter-size pieces other than cards at card rates *(DMM C810)*, go to Part A on the reverse of this form.
- For automation rate flats *(DMM C820)*, go to Part B on the reverse of this form.
- For nonautomation rate pieces other than cards at card rates *(DMM C050)*, go to Part C on the reverse of this form.
- For postal cards and postcards at card rates *(DMM E100)*, go to Part D on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ ____ = $

Total Postage → $

Postage Affixed at *(Check one)* (DMM P100)
☐ Correct Rate ☐ Lowest Rate ☐ Neither

____ pcs. x $ ____ = **Less Total Affixed →** $ –

Net Postage Due → $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Automation rate only) (Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Updated Addresses** *(Presorted and automation rates only) (Effective January 1, 1997): I certify that the addresses appearing on the pieces described above have been updated within 6 months of the date of this mailing using a USPS-approved address update tool.*

☐ **For ZIP Codes** *(Presorted rate only) (Effective October 1, 1996): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight __ . __ __ __ __ pounds

Are figures of left adjusted from mailer's entries? ☐ Yes ☐ No

If "Yes," Reason

Round Stamp (Required)

Check One
☐ Present Verification Not Scheduled ☐ Present Verification Performed by Supervisor

Date Mailer Notified | Contact | By (Initials)

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) correct computation of postage amounts; and (4) payment of required postage fee.

Signature of Verifier | Title | Date

PS Form 3600-P, July 1996 — Financial Document — Forward to Finance Office

Form 3600-P — First-Class Mail — Postage Affixed

Postage Computation

[1] Show actual amount due for each piece. Show total affixed and balance due on front.

A Automation Rates — Letters (DMM C810) Other Than Cards at Card Rates

Presort / Automation Discounts	Net Rate[1]	Count (Pcs.)	Charge
Carrier Route	_____	x _____ pcs.	= $_____
5-Digit	_____	x _____ pcs.	= $_____
3-Digit	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Automation Rates — Flats (DMM C820)

Presort / Automation Discounts	Net Rate[1]	Count (Pcs.)	Charge
3/5	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*	.05	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Nonautomation Rates — Other Than Cards at Card Rates

Presorted	_____	x _____ pcs.	= $_____
Single-Piece	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*			
Presorted	.05	x _____ pcs.	= $_____
Single-Piece	.11	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Postal Cards and Postcards at Card Rates

Automation*			
Carrier Route	.140	x _____ pcs.	= $_____
5-Digit	.143	x _____ pcs.	= $_____
3-Digit	.159	x _____ pcs.	= $_____
Basic	.166	x _____ pcs.	= $_____
Nonautomation			
Presorted	.180	x _____ pcs.	= $_____
Single-Piece	.200	x _____ pcs.	= $_____

* Available only for automation-compatible cards (DMM C810)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — First-Class Mail — Permit Imprint

(For Priority Mail, Use Form 3605-R)

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.	Federal Agency Cost Code	Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	
		Container Quantities *(Fill in all that apply)*: 1-Pt. MM Trays____ 2-Pt. MM Trays____ 2-Pt. EMM Trays____ Total Ltr. Trays____; Flat Trays____ Number of Sacks____ Number of Pallets N/A Number of Other____	USPS Authorized Mailing ID Code(s)
Dun & Bradstreet No. _____ CTAS Cust. Ref. ID _____		Weight of a Single Piece __ . __ __ __ __ pounds; Total Pieces; Total Weight	Prepared Under DMM *(Check all that apply)* ☐ M130 (Letters, flats, parcels) ☐ M130 (Upgradable letters) ☐ M810 (Automation letters) ☐ M820 (Automation flats)
Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)* Dun & Bradstreet No. _____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. _____	

Postage Computation

- For automation rate letter-size pieces other than cards at card rates *(DMM C810)*, go to Part A on the reverse of this form.
- For automation rate flats *(DMM C820)*, go to Part B on the reverse of this form.
- For nonautomation rate pieces other than cards at card rates *(DMM C050)*, go to Part C on the reverse of this form.
- For postal cards and postcards at card rates *(DMM E100)*, go to Part D on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ _____ = $

Total Postage $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Automation rate only) (Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Updated Addresses** *(Presorted and automation rates only) (Effective January 1, 1997): I certify that the addresses appearing on the pieces described above have been updated within 6 months of the date of this mailing using a USPS-approved address update tool.*

☐ **For ZIP Codes** *(Presorted rate only) (Effective October 1, 1996): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight		Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No	
Total Pieces	Total Weight	If "Yes," Reason	
Total Postage			
Check One ☐ Present Verification Not Scheduled ☐ Present Verification Performed as Scheduled	Date Mailer Notified	Contact	By (Initials) / Permit Stamp (Required)

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) [illegible] present where required; (3) proper completion of postage statement; and (4) payment of required fees.

Signature of Verifier | Title | Date

Form 3600-R — First-Class Mail — Permit Imprint

Postage Computation

A Automation Rates — Letters (DMM C810) Other Than Cards at Card Rates

Presort / Automation Discounts	Net Rate	Count (Pcs.)	Charge
Carrier Route	_____	x _____ pcs.	= $_____
5-Digit	_____	x _____ pcs.	= $_____
3-Digit	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Automation Rates — Flats (DMM C820)

Presort / Automation Discounts	Net Rate	Count (Pcs.)	Charge
3/5	_____	x _____ pcs.	= $_____
Basic	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*	.05	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Nonautomation Rates — Other Than Cards at Card Rates

Presorted	_____	x _____ pcs.	= $_____
Single-Piece	_____	x _____ pcs.	= $_____
Nonstandard Surcharge *(If applicable)*			
Presorted	.05	x _____ pcs.	= $_____
Single-Piece	.11	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Postal Cards and Postcards at Card Rates

Automation*			
Carrier Route	.140	x _____ pcs.	= $_____
5-Digit	.143	x _____ pcs.	= $_____
3-Digit	.159	x _____ pcs.	= $_____
Basic	.166	x _____ pcs.	= $_____
Nonautomation			
Presorted	.180	x _____ pcs.	= $_____
Single-Piece	.200	x _____ pcs.	= $_____

* Available only for automation-compatible cards (DMM C810)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Periodicals Nonprofit and Classroom Rates

Container Quantities *(Fill in all that apply)*
1-PL Mail Trays _____ 2-PL Mail Trays _____ 2-PL Bulk Trays _____ Total Letter Trays _____
Flat Trays _____ Number of Sacks _____ Number of Pallets _____ Number of Other _____

Check Rate That Applies
☐ Nonprofit Rate (NP)
☐ Classroom Rate (CL)
☐ Incidental First-Class Enclosed

Publication Title or News Agent

Publication No. | Edition Code/Key

Mailer's Name, Address *(Incl. ZIP Code)*, and Tel. No.

Entry Post Office Name, State, and ZIP+4

Issue Date | Issue Frequency

Mailing Date | Statement Sequence No.

Processing Category
☐ Letters (DMM C050)
☐ Flats (DMM C050)
☐ Automation Flats (DMM C820)
☐ Machinable Parcels (DMM C050)
☐ Irregular Parcels (DMM C050)

CTAS Customer Ref. ID _____ Finance Number _____

Complete only ONE of Boxed Sections Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for Issue (DMM P013)
_____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

Post Office Computed Average of Combined Weight per Copy
_____ lbs.
(Round off to 4 decimal places if necessary)

Complete this section if this statement is for ALL ISSUES of a calendar month. Enter total pounds on lines 1 through 9 and on line 12. To compute per piece charges, multiply number of addressed pieces per issue by number of issues and put result on lines 16 through 27 as appropriate.

Number of Issues This Month | Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
_____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
_____ . _____ lbs.

Pound Rate *(Per pound or fraction)*

Zone	Subscriber Copies*	Non-subscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
1. Del. Unit						$.180		
2. SCF						.191		
3. 1 & 2						.212		
4. 3						.223		
5. 4						.250		
6. 5						.292		
7. 6						.335		
8. 7						.388		
9. 8						.432		
10. Subtotals								

* All commingled nonsubscriber copies in excess of the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies in excess of the 10% limit are not mailable at Periodicals rates.

12. Nonadvertising Pounds *(Total lbs. – Adv. lbs.)* _____ x $.140 *(Nonprofit)* OR $.108 *(Classroom)* =

Lines 11, 14, and 15 are reserved.

Total Pound Rate Postage *(Lines 10 + 12)* → 13.

Piece Rate *(Per addressed piece)*

Level		Sorted Under DMM ☐ M290 ☐ M997 flats ☐ M880 pkg-based ltrs. ☐ M880 tray-based ltrs.	Description *(DMM E926 and E948 as applicable)*		Number of Copies	Number Qualified Addressed Pieces	Rate Nonprofit	Rate Classroom	Postage
16.	G	"Basic" Presort	Not ZIP+4/Barcoded				$.208	$.168	
17.	G	"Basic" Presort	ZIP+4 Letters				.200	.161	
18.	G	"Basic" Presort	Barcoded	Letters			.188	.151	
	G	"Basic" Presort	Barcoded	Flats			.181	.145	
19.	H3	"3-Digit" Presort	Not ZIP+4/Barcoded				.157	.125	
20.	H3	"3-Digit" Presort	ZIP+4 Letters				.152	.121	
21.	H3	"3-Digit" Presort	Barcoded	Letters			.145	.115	
	H3	"3-Digit" Presort	Barcoded	Flats			.139	.110	
22.	H5	"5-Digit" Presort	Not ZIP+4/Barcoded				.157	.125	
23.	H5	"5-Digit" Presort	ZIP+4 Letters				.152	.121	
24.	H5	"5-Digit" Presort	Barcoded	Letters			.137	.108	
	H5	"5-Digit" Presort	Barcoded	Flats			.139	.110	
25.	H1	Carrier Route					.112	.087	
26.	H2	125-Piece Walk Sequence					.110	.085	
27.	H3	Saturation Walk Sequence					.104	.080	
28. Subtotals									+

29. Nonadv. Percentage *(100 – Adv. %)* _____ x No. of Qual. Pcs. *(Line 28)* x $.00042 *(NP)* OR $.00085 *(CL)* =

30. No. of Addr. Pcs. *(net copies)* entered at delivery unit zone rate _____ x $.006 *(NP)* OR $.005 *(CL)* =

31. No. of Addr. Pcs. *(net copies)* entered at SCF zone rate _____ x $.004 *(NP)* OR $.003 *(CL)* =

32. Total Piece Rate Discount *(Lines 29 + 30 + 31)* → –

Total Piece Rate Postage *(Lines 28 – 32)* → 33.

Total Postage Side 1, Lines 13 + 33 — Carry to Side 2, Line 35 → 34.

In-County and Foreign Rates

Total Postage From Side 1 *(Line 34)*	→	35.

In-County

Pound Rate

		Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$.111	
37.	All Other Entry					.121	

*All commingled nonsubscriber copies over 10% limit are not eligible for in-county rates.

Total In-County Pound Rate Postage → 38.

Piece Rate (In addition to pound rate)

	Level	Description *(DMM E239 and E249 as applicable)*			Number of Copies	No. of Qualified Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080	
40.	J1	"Basic" Presort	ZIP+4 Letters				.080	
41.	J1	"Basic" Presort	Barcoded	Letters			.080	
	J1	"Basic" Presort	Barcoded	Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080	
43.	J3	"3-Digit" Presort	ZIP+4 Letters				.076	
44.	J3	"3-Digit" Presort	Barcoded	Letters			.076	
	J3	"3-Digit" Presort	Barcoded	Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080	
46.	J5	"5-Digit" Presort	ZIP+4 Letters				.076	
47.	J5	"5-Digit" Presort	Barcoded	Letters			.063	
	J5	"5-Digit" Presort	Barcoded	Flats			.065	
48.	K1	Carrier Route					.042	
49.	K2	125-Piece Walk Sequence					.037	
50.	K3	Saturation Walk Sequence					.035	
51.	Subtotal *(Lines 39 through 50)*							+
52.	Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____ x $.003							=

Total In-County Piece Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include All Wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include All Wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include All Wrappings *(Other countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber Copies	Nonsubscriber Copies	Total Copies	Do you have 1,000 or more pieces going to a single country? ☐ No ☐ Yes *(If YES, complete Form 3541-S)*	Rate	Postage
57. Canada						
58. Mexico						
59. Other Countries						

Total Foreign Postage → 60.

61. **For Commingled Nonsubscriber Copies Over 10% Limit:** Compute additional postage for such copies on side 1 of a separate Form 3541-R. Enter from that form the total copies, the number of qualified addressed pieces, the total pounds, and the total postage where indicated below; attach that form to this form. Sequenced statement number of attached form: _____

From Attached Form 3541-R

Copies *(Line 10)*	Qualified Addressed Pieces *(Line 28)*	Pounds *(Line 10)*	Postage *(Line 34)*	
				62.

Total Postage *(Add lines 35, 38, 53, 60, and 62)* → 63.

The submission of a false, fictitious, [illegible] audulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5 [illegible] and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished[illegible] is form is accurate and truthful, that the item does not contain any dangerous articles prohibited by postal regulations, that this mailing meets all appl[illegible] CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer

64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*

United States Postal Service

Postage Statement — Periodicals
Regular and Science-of-Agriculture Rates

Container Quantities *(Fill in all that apply)*
1-Pt. Mail Trays _____ 2-Pt. Mail Trays _____ 2-Pt. EMM Trays _____ Total Letter Trays _____
Flat Trays _____ Number of Sacks _____ Number of Pallets _____ Number of Other _____

Check Rate That Applies
- ☐ Regular Rate
- ☐ Requester
- ☐ Science-of-Agriculture Rate
- ☐ Incidental First-Class Enclosed

Publication Title or News Agent

Publication No.	Edition Code/Key
Issue Date	Issue Frequency
Mailing Date	Statement Sequence No.

Mailer's Name, Address *(Incl. ZIP Code)*, and Tel. No.

Entry Post Office Name, State, and ZIP+4

CTAS Customer Ref. ID _____ Finance Number _____

Processing Category
- ☐ Letters (DMM C050)
- ☐ Flats (DMM C050)
- ☐ Automation Flats (DMM C820)
- ☐ Machinable Parcels (DMM C050)
- ☐ Irregular Parcels (DMM C050)

Complete only ONE of Boxed Sections Below

Complete this section if this statement is for ONE ISSUE or EDITION

Average Weight per Copy for Issue (DMM P013)
_____ . _____ lbs.
(Round off to 4 decimal places if necessary)

Percent of Advertising in This Issue %

[redacted]

Complete this section if this statement is for ALL ISSUES of a calendar month. Enter total pounds on lines 1 through 9 and on line 12. To compute per piece charges, multiply number of addressed pieces per issue by number of issues and put result on lines 16 through 24 as appropriate.

Number of Issues This Month

Percent of Adv. in Total Month's Issue %

Weight of One Sheet (DMM P200)
_____ . _____ lbs.
(Round off to 6 decimal places if necessary)

Combined Weight of One Copy From Each Issue
_____ . _____ lbs.

Pound Rate (Per pound or fraction)

Zone	Subscriber/Requester Copies	Non-Sub./Non-Req. Copies* W/in 10% Limit	Non-Sub./Non-Req. Copies* Over 10% Com.	Total Copies	Total Pounds	Advertising Pounds	Rate Regular	Rate Sci./Ag.	Postage	Totals
1. Del. Unit							$.169	$.127		
2. SCF							.190	.143		
3. 1 & 2							.214	.161		
4. 3							.224			
5. 4							.251			
6. 5							.292			
7. 6							.336			
8. 7							.388			
9. 8							.432			
10. Subtotals										

12. Nonadvertising Pounds *(Total lbs. – Adv. lbs.)* _____ x $.161 =

* Requester publications, and all commingled nonsubscriber copies in excess of the 10% limit, must pay regular rates. Noncommingled nonsubscriber/nonrequester copies in excess of the 10% limit are not mailable at Periodicals rates.

Lines 11, 14, and 15 are reserved. Total Pound Rate Postage *(Lines 10 + 12)* → 13.

Piece Rate (Per addressed piece)

Level	Sorted Under DMM ☐ M210 ☐ M810 ☐ M820 — Description *(DMM E231 and E241 as applicable)*		Number of Copies	Number Qualified Addressed Pieces	Rate	Postage
16. Basic	Nonautomation				$.240	
17. Basic	Automation	Letters			.194	
18. Basic	Automation	Flats			.209	
19. 3/5	Nonautomation				.202	
20. 3/5	Automation	Letters			.173	
21. 3/5	Automation	Flats			.175	
22. Carrier Route	Basic Carrier Route				.119	
23. Carrier Route	High Density				.111	
24. Carrier Route	Saturation				.095	
28. Subtotals						+

29. Nonadvertising Percentage *(100 – Adv. %)* _____ x $.00057 x No. of Qual. Pcs. *(Line 28)* =

30. Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____ x $.021 =

31. Number of Addressed Pieces *(not copies)* entered at SCF zone rate _____ x $.011 =

32. Total Piece Rate Discount *(Lines 29 + 30 + 31)* → –

Total Piece Rate Postage *(Lines 28 – 32)* → 33.

Lines 25 through 27 are reserved. Total Postage Side 1, Lines 13 + 33 — Carry to Side 2, Line 35 → 34.

In-County and Foreign Rates

Total Postage From Side 1 *(Line 34)* → 35.

In-County

Pound Rate

		Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage
36.	Delivery Unit Entry					$.111	
37.	All Other Entry					.121	

* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for in-county rates. Total In-County Pound Rate Postage → 38.

Piece Rate (In addition to pound rate)

	Level	Description (DMM E239 and E249 as applicable)			Number of Copies	No. of Qualified Addressed Pieces	Rate	Postage
39.	J1	"Basic" Presort	Not ZIP+4/Barcoded				$.080	
40.			ZIP+4 Letters				.080	
41.			Barcoded	Letters			.080	
				Flats			.080	
42.	J3	"3-Digit" Presort	Not ZIP+4/Barcoded				.080	
43.			ZIP+4 Letters				.076	
44.			Barcoded	Letters			.076	
				Flats			.065	
45.	J5	"5-Digit" Presort	Not ZIP+4/Barcoded				.080	
46.			ZIP+4 Letters				.076	
47.			Barcoded	Letters			.063	
				Flats			.065	
48.	K1	Carrier Route					.042	
49.	K2	125-Piece Walk Sequence					.037	
50.	K3	Saturation Walk Sequence					.035	
51.	Subtotal *(Lines 39 through 50)*							+
52.	Number of Addressed Pieces *(not copies)* entered at delivery unit zone rate _____					x $.003	=	-

Total In-County Piece Rate Postage → 53.

Foreign *(IMM 242.2)*

54. Weight per Copy: Include All Wrappings *(Canada)* _____ lbs. *(Round off to 4 decimal places if necessary)*

55. Weight per Copy: Include All Wrappings *(Mexico)* _____ lbs. *(Round off to 4 decimal places if necessary)*

56. Weight per Copy: Include All Wrappings *(Other countries)* _____ lbs. *(Round off to 4 decimal places if necessary)*

Rate Category	Subscriber/ Requester Copies	Nonsubscriber/ Nonrequester Copies	Total Copies	Do you have 1,000 or more pieces going to a single country? ☐ No ☐ Yes *(If YES, complete Form 3541-S)*	Rate	Postage
57. Canada						
58. Mexico						
59. Other Countries						

Total Foreign Postage → 60.

61. For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on side 1 of a separate Form 3541-R. Enter on that form the total copies, the number of qualified addressed pieces, the total pounds, and the total postage where indicated below. Attach that form to this form. Sequenced statement number of attached form: _____

From Attached Form 3541-R

Copies *(Line 10)*	Qualified Addressed Pieces *(Line 28)*	Pounds *(Line 10)*	Postage *(Line 34)*	
				62.

Total Postage *(Add lines 35, 38, 53, 60, and 62)* → 63.

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Automation Rate Regular Periodicals Only** *(Effective January 1, 1997): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For Nonautomation Rate Regular Periodicals Only** *(Effective October 1, 1997): I certify that the ZIP Codes appearing on pieces in the mailing described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that the item does not contain any dangerous articles prohibited by postal regulations, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

64a. Printed Name and Signature of Mailer	64b. Printed Name and Telephone Number of Publisher *(If not same as mailer)*

United States Postal Service

Postage Statement — Standard Mail (A) (Nonprofit Only) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Machinable Parcels (DMM C050) ☐ Irregular Parcels (DMM C050)
Permit No.		Statement Sequence No.	
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.	

USPS Authorized Mailing ID Code(s)

Prepared Under DMM *(Check all that apply)*
☐ M690 (Letters, flats, parcels)
☐ M891 (ZIP+4 letters)
☐ M892 (ZIP+4 letters)
☐ M893 (Barcoded letters)
☐ M894 (Barcoded letters)
☐ M895 (Barcoded letters)
☐ M897 (Barcoded flats)
Optional Preparation:
☐ M610 (Letters, flats, parcels)
☐ M610 (Upgradable letters)
☐ M620 (Enhanced Carrier Route)
☐ M810 (Automation letters)
☐ M820 (Automation flats)

Container Quantities *(Fill in all that apply)*
1-Pt. Mail Trays_____ 2-Pt. Mail Trays_____ 2-Pt. Email Trays_____ Total Ltr. Trays_____
Flat Trays N/A Number of Sacks_____ Number of Pallets_____ Number of Other_____

Weight of a Single Piece ___ . ___ ___ ___ ___ pounds

Total Pieces | Total Weight

If Sacking, Based On ☐ 125 pcs. ☐ 15 lbs. ☐ Both

Dun & Bradstreet No. _____

Authorized nonprofit rates? *(DMM E670)* ☐ Yes ☐ No | CTAS Cust. Ref. ID _____

Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)*

Authorized nonprofit rates? *(DMM E670)* ☐ Yes ☐ No | Dun & Bradstreet No. _____

Name and Address of Mailing Agent *(If other than permit holder)*

Dun & Bradstreet No. _____

Postage Computation

- For **automation rate letter-size pieces** *(DMM C810)*, go to **Part A** on the reverse of this form.
- For **nonautomation rate letter-size pieces** *(DMM C050)* **weighing .2149 lb. *(3.4383 oz.)* or less**, go to **Part B** on the reverse of this form.
- For **non-letter-size pieces** *(DMM C050)* **weighing .2149 lb. *(3.4383 oz.)* or less**, go to **Part C** on the reverse of this form.
- For **all pieces weighing more than .2149 lb. *(3.4383 oz.)* but less than 1.0 lb. *(16.0 oz.)***, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*
☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $ _____ = $

Is applicable bulk per piece rate affixed to each piece? *(Form 3602-PN required)* ☐ Yes ☐ No

Total Postage → $

Certification

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

[redacted]

PS Form **3602-N**, July 1996

Financial Document — Forward to Finance Office

Form 3602-N — Standard Mail (A) (Nonprofit Only) — Permit Imprint

Postage Computation

A Automation-Compatible Letter (DMM C810)

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.083 x	_____ pcs.	= $_____
	Carrier Route	.086 x	_____ pcs.	= $_____
	5-Digit Barcoded	.093 x	_____ pcs.	= $_____
	3-Digit Barcoded	.101 x	_____ pcs.	= $_____
	3/5 ZIP+4	.107 x	_____ pcs.	= $_____
	3/5 Presort	.111 x	_____ pcs.	= $_____
	Basic Barcoded	.106 x	_____ pcs.	= $_____
	Basic ZIP+4	.117 x	_____ pcs.	= $_____
	Basic	.124 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.071 x	_____ pcs.	= $_____
	Carrier Route	.074 x	_____ pcs.	= $_____
	5-Digit Barcoded	.081 x	_____ pcs.	= $_____
	3-Digit Barcoded	.089 x	_____ pcs.	= $_____
	3/5 ZIP+4	.095 x	_____ pcs.	= $_____
	3/5 Presort	.099 x	_____ pcs.	= $_____
	Basic Barcoded	.094 x	_____ pcs.	= $_____
	Basic ZIP+4	.105	_____ pcs.	= $_____
	Basic	.112	_____ pcs.	= $_____
DSCF	Saturation W/S	.065 x	_____ pcs.	= $_____
	Carrier Route	.068 x	_____ pcs.	= $_____
	5-Digit Barcoded	.075 x	_____ pcs.	= $_____
	3-Digit Barcoded	.083 x	_____ pcs.	= $_____
	3/5 ZIP+4	.089 x	_____ pcs.	= $_____
	3/5 Presort	.093 x	_____ pcs.	= $_____
	Basic Barcoded	.088 x	_____ pcs.	= $_____
	Basic ZIP+4	.099 x	_____ pcs.	= $_____
	Basic	.106 x	_____ pcs.	= $_____
DDU	Saturation W/S	.060 x	_____ pcs.	= $_____
	Carrier Route	.063 x	_____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Nonautomation-Compatible Letter .2149 Lb. *(3.4383 Oz.)* or Less

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.083 x	_____ pcs.	= $_____
	Carrier Route	.086 x	_____ pcs.	= $_____
	3/5 Presort	.111 x	_____ pcs.	= $_____
	Basic	.124 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.071 x	_____ pcs.	= $_____
	Carrier Route	.074 x	_____ pcs.	= $_____
	3/5 Presort	.099 x	_____ pcs.	= $_____
	Basic	.112 x	_____ pcs.	= $_____
DSCF	Saturation W/S	.065 x	_____ pcs.	= $_____
	Carrier Route	.068 x	_____ pcs.	= $_____
	3/5 Presort	.093 x	_____ pcs.	= $_____
	Basic	.106 x	_____ pcs.	= $_____
DDU	Saturation W/S	.060 x	_____ pcs.	= $_____
	Carrier Route	.063 x	_____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Check One: ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — .2149 Lb. *(3.4383 Oz.)* or Less

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.121 x	_____ pcs.	= $_____
	125-pc. W/S	.126 x	_____ pcs.	= $_____
	Carrier Route	.128 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.143 x	_____ pcs.	= $_____
	3/5 Presort	.161 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.149 x	_____ pcs.	= $_____
	Basic	.175 x	_____ pcs.	= $_____
DBMC	Saturation W/S	.109 x	_____ pcs.	= $_____
	125-pc. W/S	.114 x	_____ pcs.	= $_____
	Carrier Route	.116 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.131 x	_____ pcs.	= $_____
	3/5 Presort	.149 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.137 x	_____ pcs.	= $_____
	Basic	.163 x	_____ pcs.	= $_____
DSCF	Saturation W/S	.103 x	_____ pcs.	= $_____
	125-pc. W/S	.108 x	_____ pcs.	= $_____
	Carrier Route	.110 x	_____ pcs.	= $_____
	3/5 ZIP+4 Barcoded*	.125 x	_____ pcs.	= $_____
	3/5 Presort	.143 x	_____ pcs.	= $_____
	Basic ZIP+4 Barcoded*	.131 x	_____ pcs.	= $_____
	Basic	.157 x	_____ pcs.	= $_____
DDU	Saturation W/S	.096 x	_____ pcs.	= $_____
	125-pc. W/S	.103 x	_____ pcs.	= $_____
	Carrier Route	.106 x	_____ pcs.	= $_____

*Available only for automation-compatible flats (DMM C820)

Total — Part C *(Carry to front of form)* $_____

D Check One: ☐ Letter** ☐ Automation-Compatible Flat (DMM C820) ☐ Other Nonletter — More than .2149 Lb. *(3.4383 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*

Entry Discount (If any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge
None	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.470 x	_____ lbs.	= $_____
DBMC	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.410 x	_____ lbs.	= $_____
DSCF	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	3/5 ZIP+4 Barcoded*	.042 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	3/5 Presort	.060 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Basic ZIP+4 Barcoded*	.048 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
	Basic	.074 x	_____ pcs.	= $_____
	plus	.386 x	_____ lbs.	= $_____
DDU	Saturation W/S	.020 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____
	125-pc. W/S **	.025 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____
	Carrier Route	.027 x	_____ pcs.	= $_____
	plus	.362 x	_____ lbs.	= $_____

* Available only for automation-compatible flats (DMM C820)
** Letter-size pieces may not be claimed at 125-piece W/S rate

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing

Mailing Date

Processing Category
- ☐ Letters (DMM C050)
- ☐ Flats (DMM C050)
- ☐ Automation-Compatible Flats (DMM C820)
- ☐ Machinable Parcels (DMM C050)
- ☐ Irregular Parcels (DMM C050)

USPS Authorized Mailing ID Code(s)

Permit No.

Statement Sequence No.

Permit Holder's Name and Address *(Include ZIP Code)*

Telephone

Receipt No.

Prepared Under DMM *(Check all that apply)*
- ☐ M610 (Letters, flats, parcels)
- ☐ M610 (Upgradable letters)
- ☐ M620 (Enhanced Carrier Route)
- ☐ M810 (Automation letters)
- ☐ M820 (Automation flats)

Container Quantities *(Fill in all that apply)*

1-Pt. MM Trays_____ 2-Pt. MM Trays_____ 2-Pt. EMM Trays_____ Total Ltr. Trays_____

Flat Trays N/A Number of Sacks_____ Number of Pallets_____ Number of Other_____

Weight of a Single Piece ___ . __ __ __ __ pounds

If Sacking, Based On ☐ 125 pcs. ☐ 15 lbs. ☐ Both

Dun & Bradstreet No. _____

CTAS Cust. Ref. ID _____

Total Pieces

Total Weight

Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)*

Dun & Bradstreet No. _____

Name and Address of Mailing Agent *(If other than permit holder)*

Dun & Bradstreet No. _____

Postage Computation

- For **Regular automation rate letter-size** *(DMM C810)* **or flat-size pieces** *(see DMM C820)* **weighing .2068 lb.** *(3.3087 oz.)* **or less**, go to **Part A** on the back of this form.
- For **Regular nonautomation rate pieces** *(DMM C050)* **weighing .2068 lb.** *(3.3087 oz.)* **or less**, go to **Part B** on the reverse of this form.
- For **Enhanced Carrier Route rate pieces** *(DMM C050)* **weighing .2066 lb.** *(3.3062 oz.)* **or less**, go to **Part C** on the reverse of this form.
- For **Enhanced Carrier Route rate pieces weighing more than .2066 lb.** *(3.3062 oz.)*, **or Regular rate pieces weighing more than .2068 lb.** *(3.3087 oz.)* **but all less than 1.0 lb.** *(16.0 oz.)*, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)*

☐ Single-Piece Rate ☐ Nonstandard Surcharge ☐ Special Service *(Specify)*

No. Pieces | Rate/Fee Per Pc. x $_____ = $

Is applicable bulk per piece rate affixed to each piece? *(Form 3602-PR required)*

☐ Yes ☐ No

Total Postage $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

☐ **For Enclosed Reply Pieces** *(Regular and Enhanced Carrier Route automation rates only) (Effective 1/1/97): I certify that any business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode.*

☐ **For ZIP Codes** *(Regular nonautomation rate only) (Effective 10/1/96): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.*

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)*

Telephone

USPS Use Only

Single-Piece Weight ___ . __ __ __ __ pounds

Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No

If "Yes," Reason

Total Pieces

Total Weight

Total Postage

Check One
- ☐ Presort Verification Not Scheduled
- ☐ Presort Verification Performed as Scheduled

Date Mailer Notified | Contact | By (Initials) | Round Stamp *(Required)*

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of postage statement; and (4) payment of required annual fee.

Signature of Weigher

Time AM PM

PS Form **3602-R**, July 1996

Financial Document — Forward to Finance Office

Form 3602-R — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint

Postage Comp. tation

A Regular Automation Rates — Letters (DMM C810) and Flats (DMM C820) Weighing .2068 Lb. *(3.3067 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	5-Digit Letter	.155	x _____ pcs.	= $_____
	3-Digit Letter	.175	x _____ pcs.	= $_____
	Basic Letter	.183	x _____ pcs.	= $_____
	3/5 Flat	.189	x _____ pcs.	= $_____
	Basic Flat	.277	x _____ pcs.	= $_____
DBMC	5-Digit Letter	.142	x _____ pcs.	= $_____
	3-Digit Letter	.162	x _____ pcs.	= $_____
	Basic Letter	.170	x _____ pcs.	= $_____
	3/5 Flat	.176	x _____ pcs.	= $_____
	Basic Flat	.264	x _____ pcs.	= $_____
DSCF	5-Digit Letter	.137	x _____ pcs.	= $_____
	3-Digit Letter	.157	x _____ pcs.	= $_____
	Basic Letter	.165	x _____ pcs.	= $_____
	3/5 Flat	.171	x _____ pcs.	= $_____
	Basic Flat	.259	x _____ pcs.	= $_____

Total — Part A *(Carry to front of form)* $_____

B Regular Nonautomation Rates — Pieces Weighing .2068 Lb. *(3.3067 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	3/5 Letter	.209	x _____ pcs.	= $_____
	3/5 Nonletter	.225	x _____ pcs.	= $_____
	Basic Letter	.256	x _____ pcs.	= $_____
	Basic Nonletter	.306	x _____ pcs.	= $_____
DBMC	3/5 Letter	.196	x _____ pcs.	= $_____
	3/5 Nonletter	.212	x _____ pcs.	= $_____
	Basic Letter	.243	x _____ pcs.	= $_____
	Basic Nonletter	.293	x _____ pcs.	= $_____
DSCF	3/5 Letter	.191	x _____ pcs.	= $_____
	3/5 Nonletter	.207	x _____ pcs.	= $_____
	Basic Letter	.238	x _____ pcs.	= $_____
	Basic Nonletter	.288	x _____ pcs.	= $_____

Total — Part B *(Carry to front of form)* $_____

C Enhanced Carrier Route Rates — Pieces Weighing .2068 Lb. *(3.3062 Oz.)* or Less

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	Saturation Letter	.133	x _____ pcs.	= $_____
	Saturation Nonletter	.137	x _____ pcs.	= $_____
	High Density Letter	.142	x _____ pcs.	= $_____
	Basic Automation Letter	.146	x _____ pcs.	= $_____
	High Density Nonletter	.147	x _____ pcs.	= $_____
	Basic Letter	.150	x _____ pcs.	= $_____
	Basic Nonletter	.155	x _____ pcs.	= $_____
DBMC	Saturation Letter	.120	x _____ pcs.	= $_____
	Saturation Nonletter	.124	x _____ pcs.	= $_____
	High Density Letter	.129	x _____ pcs.	= $_____
	Basic Automation Letter	.133	x _____ pcs.	= $_____
	High Density Nonletter	.134	x _____ pcs.	= $_____
	Basic Letter	.137	x _____ pcs.	= $_____
	Basic Nonletter	.142	x _____ pcs.	= $_____
DSCF	Saturation Letter	.115	x _____ pcs.	= $_____
	Saturation Nonletter	.119	x _____ pcs.	= $_____
	High Density Letter	.124	x _____ pcs.	= $_____
	Basic Automation Letter	.128	x _____ pcs.	= $_____
	High Density Nonletter	.129	x _____ pcs.	= $_____
	Basic Letter	.132	x _____ pcs.	= $_____
	Basic Nonletter	.137	x _____ pcs.	= $_____
DDU	Saturation Letter	.110	x _____ pcs.	= $_____
	Saturation Nonletter	.114	x _____ pcs.	= $_____
	High Density Letter	.119	x _____ pcs.	= $_____
	Basic Automation Letter	.123	x _____ pcs.	= $_____
	High Density Nonletter	.124	x _____ pcs.	= $_____
	Basic Letter	.127	x _____ pcs.	= $_____
	Basic Nonletter	.132	x _____ pcs.	= $_____

Total — Part C *(Carry to front of form)* $_____

D Check One: ☐ Regular Rate Pieces Weighing More Than .2068 Lb. *(3.3067 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*
☐ Enhanced Carrier Route Rate Pieces Weighing More Than .2068 Lb. *(3.3062 Oz.)* but Less Than 1.0 Lb. *(16.0 Oz.)*

Entry Discount *(If any)*	Presort / Automation Discounts	Net Rate	Count *(Pcs. / Lbs.)*	Charge
None	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.663	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.677	x _____ lbs.	= $_____
DBMC	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.599	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.613	x _____ lbs.	= $_____
DSCF	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.578	x _____ lbs.	= $_____
	3/5 Automation*	.049	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	3/5 Nonautomation	.085	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	Basic Automation*	.137	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
	Basic Nonautomation	.186	x _____ pcs.	= $_____
	plus	.592	x _____ lbs.	= $_____
DDU	Saturation ECR	.000	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____
	High Density ECR	.010	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____
	Basic ECR	.018	x _____ pcs.	= $_____
	plus	.552	x _____ lbs.	= $_____

*Available only for automation-compatible flats (DMM C820)

Total — Part D *(Carry to front of form)* $_____

United States Postal Service

Postage Statement — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information

Post Office of Mailing		Mailing Date	Processing Category *(DMM C050)* ☐ Letters ☐ Flats ☐ Machinable Parcels ☐ Irregular Parcels ☐ Outside Parcels	USPS Authorized Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Statement Sequence No.		
Permit Holder's Name and Address *(Include ZIP Code)*	Telephone	Receipt No.		
		Container Quantities *(Fill in all that apply)*: 1-Ft. MM Trays ____ 2-Ft. MM Trays ____ 2-Ft. EMM Trays ____ Total Ltr Trays ____; Flat Trays ____ Number of Sacks ____ Number of Pallets ____ Number of Other ____		
Dun & Bradstreet No. ____ CTAS Cust. Ref. ID ____		Weight of a Single Piece ___ ___ . ___ ___ ___ pounds; Total Pieces; Total Weight		If Bound Printed Matter, Sacking Based On ☐ 10 pcs. ☐ 20 lbs. ☐ 1,000 cu. in.
Name and Address of Individual or Organization for Which Mailing Is Prepared *(If other than permit holder)* Dun & Bradstreet No. ____		Name and Address of Mailing Agent *(If other than permit holder)* Dun & Bradstreet No. ____		

Postage Computation

- For bound printed matter *(DMM E623 and E633)*, go to **Part A** on the reverse of this form. *(Check if catalog bound printed matter)* → ☐
- For parcel post *(DMM E622)*, go to **Part B** on the reverse of this form. *(Check if bulk parcel post)* → ☐
- For destination BMC / ASF mail *(DMM E652)*, go to **Part C** on the reverse of this form.
- For Priority Mail *(DMM E120)*, go to **Part D** on the reverse of this form.

Postage *(From reverse side)*

Part A	$
Part B	$
Part C	$
Part D	$

Additional Postage Payment *(Check reason)*
☐ Nonmachinable Surcharge *(Inter-BMC Parcel Post Only)* ☐ Special Service *(Specify)*

No. Pieces x $ ____ Rate/Fee Per Pc. = $

Total Postage → $

Certification

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone

USPS Use Only

Single-Piece Weight ___ ___ . ___ ___ ___ pounds		Are figures at left adjusted from mailer's entries? ☐ Yes ☐ No; If "Yes," Reason		
Total Pieces	Total Weight			
Total Postage				
Check One ☐ Present Verification Not Scheduled ☐ Present Verification Performed as Scheduled		Date Mailer Notified	Contact	By *(Initials)*	Round Stamp *(Required)*

I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of postage statement; and (4) payment of required annual fee.

Signature of Weigher | Time AM PM

Form 3605-R — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

A. Bound Printed Matter

Post Office Finance Number — — — — — — —

Check as applicable: ☐ Single-piece ☐ Bulk ☐ Catalog

Zone	Single-Piece Rate (1) Number of Pieces	x (2) Rate	= (3) Single-Piece Rate Postage	Basic Bulk Piece Rate (4) Number of Pieces	x (5) Rate	= (6) Basic Piece Rate Charge	Carrier Route Bulk Piece Rate (7) Number of Pieces	x (8) Rate	= (9) Carrier Route Piece Rate Charge	Basic & Carrier Route Bulk Pound Rate (10) Number of Pounds	(11) Pound Rate	(12) BPM Pound Rate Charge	(13) Total Postage Part A
Local					$.53			$.467			$.023		
1 & 2					.70			.637			.043		
3					.70			.637			.063		
4					.70			.637			.099		
5					.70			.637			.152		
6					.70			.637			.209		
7					.70			.637			.277		
8					.70			.637			.335		
Totals													

B. Parcel Post

☐ Check if bulk parcel post

Zone	Inter-BMC Parcel Post Number of Pieces	x Inter-BMC Rate	= Inter-BMC Postage	Intra-BMC Parcel Post Number of Pieces	x Intra-BMC Rate	= Intra-BMC Postage	Total Postage Part B
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

C. Destination BMC / ASF Mail

Zone	Number of Pieces	x Destination BMC / ASF Rate	= Total Postage Part C
1 & 2			
3			
4			
5			
Totals			

D. Priority Mail

Zone	Presorted Pieces Number of Pieces	x Presorted Priority Rate	= Presorted Priority Postage	Single-Piece / Residual Pieces Number of Pieces	x Priority Rate	= Single-Piece Priority Postage	Total Postage Part D
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
Totals							

United States Postal Service

Statement of Mailing With Meter or Precanceled Postage Affixed First-Class Mail

(For Priority Mail Use Form 3605-PC)

Method of Payment
☐ Meter Postage
☐ Precanceled Stamps

MAILER: Complete all items by typewriter, pen, or indelible pencil. Use Form 3606 if you need a receipt.

Mailer's Information

Post Office of Mailing		Date	Processing Category ☐ Letters (DMM C050) ☐ Flats (DMM C050) ☐ Automation-Compatible Flats (DMM C820) ☐ Irregular Parcels (DMM C050)
Permit No.		Mailing Statement Seq. No.	
Permit Holder's Name & Address *(Include ZIP Code)*	Telephone Number	Receipt No.	
		No. Sacks / No. Trays / No. Pallets / No. Other	
		Weight of a Single Piece ___ . ___ ___ ___ ___ pounds	
		Total Pieces in Mailing / Total Weight of Mailing	Barcoded Flats Sacking Based On (DMM M823 ☐ 125 pcs. ☐ 15 lbs.
Name & Address of Individual or Organization for Which Mailing Is Prepared *(If other than the permit holder)*		Name and Address of Mailing Agent *(If other than the permit holder)*	Check All That Apply ☐ Centralized Postage Payment ☐ Plant Loaded to ☐ DMM D072 Drop Shipment to ☐ BMAU Entry at ☐ Orig. ☐ Dest. A / O ZIP ☐ Orig. ☐ Dest. SCF 3D ZIP ☐ Orig. ☐ Dest. ADC

USPS Authorized Mailing ID Code(s)

Postage Computation

- For mailings of automation-compatible letter-size pieces *(see DMM C810)*, other than cards, go to Part A on the reverse of this form.
- For mailings of non-automation-compatible letter-size pieces *(see DMM C050)*, other than cards, weighing .6875 lb. *(11 ounces)* or less, go to Part B on the reverse of this form.
- For mailings of non-letter-size pieces *(see DMM C050)*, other than cards, or of automation-compatible flats *(see DMM C050)*, weighing .6875 lb. *(11 ounces)* or less, go to Part C on the reverse of this form.
- For mailings of postal cards and postcards *(see DMM E100)*, go to Part D on the reverse of this form.

Postage *(From Reverse Side)*

Part A	$
Part B	$
Part C	$
Part D	$

☐ Additional Postage Payment *(State reasons)* ☐ Special Service *(Specify)* — No. Pieces — Rate/Fee Per Pc. $. ___ = $

Total Postage → $

Postage Affixed at *(Check One)* (DMM P100) ☐ Correct Rate ☐ Lowest Rate *(Affix bal. to this form)* ☐ Neither

___ pcs. x $. ___ = **Less Total Affixed →** $ -

Net Postage Due → $

Certification

"The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. *(If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.)*

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to $10,000 (18 USC 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

* Signature of Permit Holder or Agent *(Both principal and agent are liable for any postage deficiency incurred.)* | Telephone Number

USPS Use Only

Single-Piece Weight ___ . ___ ___ ___ ___ pounds	Are the figures at left adjusted from mailer's entries? ☐ Yes ☐ No — If "Yes," Reason		
Check One ☐ Verification Not Scheduled ☐ Presort Verification Performed as Scheduled	Date Mailer Notified	Contact	By *(Initials)*
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation *(and presort where required)*; (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.			Round Stamp *(Required)*
Signature of Weigher		Time AM PM	

PS Form 3600-PC, January 1995 — Financial Document — Forward to Finance Office

Form 3600-PC — First-Class Other Than Priority Mail — Postage Affixed

[1] Show actual amount due for each piece. Show total affixed and balance due on front.

Postage Computation

Presort / Automation Discounts	[1] Net Rate	Count (Pcs)	[1] Charge
A Automation-Compatible Letter (DMM C810)			
Barcoded (5-Digit)		_____ x _____ pcs.	= $ _____
Barcoded (3-Digit)		_____ x _____ pcs.	= $ _____
ZIP+4 Presort		_____ x _____ pcs.	= $ _____
Nonpresorted ZIP+4		_____ x _____ pcs.	= $ _____
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
B Non-Automation-Compatible Letter .6875 lb. (11 oz.) or less			
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) Presort First-Class and Carrier Route	.05	x _____ pcs.	= $ _____
Single-Piece Rate	.11	x _____ pcs.	= $ _____
Total — Part A (Carry to front of form)			$ _____
Total — Part B (Carry to front of form)			$ _____
C Check One: ☐ Automation-Compatible Flat (DMM C050) ☐ Other Nonletter — .6875 lb. (11 oz.) or less			
ZIP+4 Barcoded * (3/5-Digit)		_____ x _____ pcs.	= $ _____
ZIP+4 Barcoded * (Nonpresorted)		_____ x _____ pcs.	= $ _____
Carrier Route		_____ x _____ pcs.	= $ _____
Presorted First-Class		_____ x _____ pcs.	= $ _____
Single-Piece Rate		_____ x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) 3/5-Digit ZIP+4 Barcoded, Presorted First-Class, and Carrier Route	.05	x _____ pcs.	= $ _____
Nonpresorted ZIP+4 Barcoded and Single-Piece Rate	.11	x _____ pcs.	= $ _____
* Available only for Automation-Compatible Flats (DMM C820)			
D Postal Cards and Postcards			
Barcoded * (5-Digit)	.163	x _____ pcs.	= $ _____
Barcoded * (3-Digit)	.170	x _____ pcs.	= $ _____
Barcoded * (Nonpresorted)	.186	x _____ pcs.	= $ _____
ZIP+4 Presort *	.173	x _____ pcs.	= $ _____
Nonpresorted ZIP+4 *	.189	x _____ pcs.	= $ _____
Carrier Route	.160	x _____ pcs.	= $ _____
Presorted First-Class	.179	x _____ pcs.	= $ _____
Single-Piece Rate	.200	x _____ pcs.	= $ _____
Nonstandard Surcharge (If applicable) Presorted First-Class and Carrier Route	.05	x _____ pcs.	= $ _____
Single-Piece Rate	.11	x _____ pcs.	= $ _____
* Available only for Automation-Compatible Cards (DMM C820)			
Total — Part C (Carry to front of form)			$ _____
Total — Part D (Carry to front of form)			$ _____

Exhibit USPS-48C

Statistical Programs Guidelines

STATISTICAL SYSTEMS DOCUMENTATION

INTRODUCTION

Library Reference H-89 contains Statistical Systems Documentation for the Revenue, Pieces and Weight System (RPW), the In-Office Cost System (IOCS), the City Carrier System (CCS) and the Rural Carrier System (RCS). Documentation for RPW contains separate sections for the Domestic Probability Subsystem and the Noncountable Subsystem.

Quality Assurance in Statistical Systems

One important aspect of each statistical system is the set of controls which help ensure the quality of sample survey data. Each of the Postal Service's statistical information systems has quality assurance features unique to that system. However, they all share a common set of administrative controls to ensure the quality and integrity of sample data.

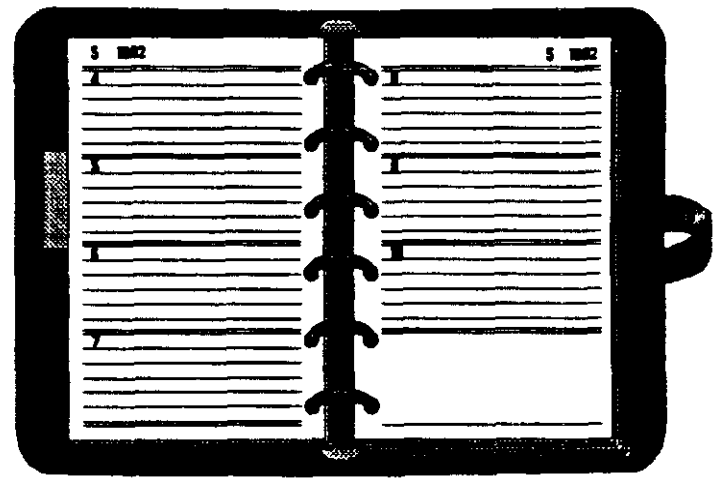
The Statistical Programs function is administered in each Customer Service and Sales District (CS&SD) by managers who are responsible for the proper conduct of the programs. Policy interpretation is provided by the three Statistical Programs Service Centers and managers at Area Operations. Data collectors receive comprehensive training on data collection procedures for each statistical system. In addition, workshops and televised interactive training sessions are conducted at which Statistical Programs managers and data collectors receive training on new systems and changes to existing systems. Included in these training sessions are comprehensive instructions and training materials which enable these managers to train their own data collection staffs.

APPENDIX B

H-89

UNITED STATES POSTAL SERVICE

STATISTICAL PROGRAMS GUIDELINES



DECEMBER 1995

TABLE OF CONTENTS

GUIDELINES FOR SPECIFIC STATISTICAL PROGRAMS

December 13, 1995

1. GENERAL

Every attempt should be made to conduct statistical programs tests as originally scheduled. However, in ***emergency situations*** when resources are not available to complete tests as scheduled, the following rescheduling and canceling guidelines should be used to resolve the conflicts. Avoid using the guidelines as a systematic means of managing resources whereby tests for a specific program are routinely not taken on a particular day or tour. When this occurs, resources (i.e., staffing, work schedules, MEP design, etc.) should be re-evaluated and changes made to the current structure to eliminate the situation.

The testing techniques section under each application provides alternatives for handling unique situations that may be encountered during a test or result in a test not being conducted as scheduled. This section is specific for each application and allows for tests to be conducted in less than optimum conditions with minimal impact.

A. If there is an emergency situation and there is no trained data collector to take a test in a specific program, reschedule the test following the rescheduling guidelines for the specific program. If routinely there are no trained data collectors to take tests in a specific program, then re-evaluate resources to correct the situation.

B. **The order of priority for scheduling resources is:**

- **RPW** - *Priority within RPW:*
  Domestic RPW
  SIRV/O
  SIRV/I (UCAN, CEPT, TDS)

- **COST System** - *Priority within Cost Systems:*
  Carrier
  TRACS
  IOCS

- **ODIS** - *Priority within ODIS:*
  Domestic
  International

C. It is recommended that a list of canceled/delinquent/rescheduled tests and relevant information be retained. This information may be requested at a later time.

D. Though the National Monitoring Program and monitoring *requirements* have been suspended (Sept. 1, 1992 memorandum), the SPC continues to have the responsibility of assessing the performance of DCTs and ad hoc staff in their data collection duties. The use of 'monitoring' as a tool along with other elements (i.e. training programs, SPSC, feedback during data entry and weekly text messages) ensures quality data collection.

2. DOMESTIC RPW

RPW estimates are critical to the rate making process ***and every attempt should be made to conduct RPW tests as originally scheduled.*** The guidelines listed below have been developed to maximize the number of tests conducted.

A. Rescheduling

Analyses of historical RPW data showed that class volumes by day of the week are significantly different. Therefore, rescheduling a test to a different day of the week may either over-estimate or under-estimate some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience.

The rescheduling guidelines remain **unchanged** from the Domestic RPW rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section I. A. However, it is no longer necessary to enter an authorization code or the SPC name. If an RPW test must be rescheduled, use the CODES software to reschedule the test for a date before or after originally scheduled, as long as the following guidelines are observed.

Type 1 - Tests originally scheduled for a Sun., Mon., or Tues.

Type 1 tests must be rescheduled to the **exact same day** of the week as originally scheduled.

Type 2 - Tests originally scheduled for Wed. through Sat.

Rescheduling Type 2 tests to the same day as originally scheduled is preferred but not mandatory. Type 2 tests can be rescheduled to **any** Type 2 test day, but cannot be rescheduled to Sun., Mon. or Tues.

The following situations should be avoided:

1) Rescheduling tests so that it changes Type;

2) Rescheduling tests in Type 1 to a different day of the week;

3) Rescheduling a test which was originally scheduled within five (5) days of a holiday (either before or after); and

4) Rescheduling a test outside the originally scheduled AP.

B. Canceling

These guidelines **replace** the Domestic RPW canceling guidelines contained in the September 1, 1992, memorandum attachment, Section I. C.

Cancellation of tests may be made at local option; however cancellations should be avoided whenever possible. The Base Unit software provides for two types of test cancellations: UNIT NO LONGER EXISTS and ADMINISTRATIVE. It is important to select the correct option because the inflation factors are adjusted differently for each option. Select the correct option as outlined below:

UNIT NO LONGER EXISTS has always been an option to cancel because a MEP unit may no longer exist. Record this type of cancellation as a UNIT NO LONGER EXISTS cancellation. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the RPW test based on how the MEP unit was listed at the time the sample selection was generated.

ADMINISTRATIVE cancellation of RPW tests is used when a test cannot be taken or rescheduled within the above rescheduling guidelines. Record any such cancellation as an ADMINISTRATIVE cancellation.

C. Testing Techniques

1. Location - At local option, RPW tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.

2. Subsampling - The goal of subsampling is to record the **maximum** number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.

3. Tests covering more than one tour - Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or administratively canceled. Consider redesigning the MEP based on tours.

4. Tests normally requiring two (or more) data collectors - Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.

5. DPS Mail - These guidelines are intended to help you conduct an RPW test in the delivery point sequence (DPS) environment and remain **unchanged** from the June 25, 1993, CODES/RPW software release.

   To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail - Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s).

   For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all the mail in the time available to avoid disrupting operations and/or delaying delivery.

3. SIRV/O - (International RPW Outbound)

A. Rescheduling

Tests can be rescheduled to the same day of the week before or after the original scheduled test date.

B. Canceling

A test can be canceled if you do not have personnel to conduct the test and rescheduling is not feasible.

C. Testing Techniques

Subsampling - Make detailed counts on the first selected container as usual and then every other selected container thereafter. Continue to weigh all containers in the sample unit. (Changes in the MIDAS system will eliminate the need of weighing all containers. However, until this change is implemented, continue weighing all containers).

4. SIRV/I (International RPW Inbound)

Because SIRV/I (UCAN / CEPT / TDS) tests are required by international agreement, every effort should be made to complete them as scheduled. These guidelines **replace** the guidelines contained in the September 1, 1992, memorandum attachment, Sections III, IV, and V.

UCAN

A. Rescheduling

1. If mail arrived and test was not done, reschedule test to the same day of the following week.

2. If no mail arrived to test, then record the test as a zero volume.

B. Canceling

Cancel a UCAN test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

CEPT

A. Rescheduling

1. If no mail arrives, reschedule test to the next day the facility would receive mail.

2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.

3. Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a CEPT test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

TDS

A. Rescheduling

1. If no mail arrives, reschedule test to the next day the facility would receive mail.

2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.

3. Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a TDS test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

1. When, if ever, was the sample conducted? *NEVER*

2. Did mail arrive during scheduled test period? *YES*

3. Were any opportunities to subsequently reschedule missed? *YES*

4. Why were attempts to reschedule stopped? *Another Test Was Scheduled or Quarter Ended*

5. On what date were attempts to reschedule stopped? *(date) MM/DD/YY*

6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

5. CITY CARRIER COST

A. Rescheduling

Reschedule City Carrier Cost tests according to current Handbook F-55 guidelines.

B. Canceling

City Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

These guidelines are intended to help you conduct a carrier cost test in delivery point sequence (DPS) environment. If questioned by a carrier whether to case the DPS mail, refer the carrier to the unit supervisor for local policy. We do not want to deviate from normal policies for DPS mail by reworking the mail, rearranging the sequence of the mail, or delaying the carrier any more than absolutely necessary. In order to preserve the sequence of DPS mail as you conduct the count, 'mark' the place of selected mail pieces in the tray.

Conduct the test in the same manner as normal for manually cased mail. In order to test the DPS mail, use one of the following options:

Option 1 Ask the carrier if he/she will assist you by finding sample mail in the DPS tray as you test each stop. This option will help the carrier leave the office sooner and you complete the test sooner.

Option 2 Record any mail found in the manual case first to obtain each address for the sampled stops. Then

1) Escape <Esc> to Test Options Menu.

2) Select Option #3 'Review/Edit Previous Box'.

3) Go to the first sample stop.

4) Escape to the Test Options Menu.

5) Select Option 2 'Collect Mail Piece Data'. At this screen you are able to read the sample address to the carrier and the carrier can riffle through the DPS mail without altering the sequence. Record the mail and return to the carrier.

6) Press the F2 key to advance to the next stop. Repeat for each stop until the test is completed.

Option 3 Complete steps 1 through 4 of Option 2. During step 5, ask the carrier to place the DPS trays in the order that he/she will deliver the mail. You can then riffle through and record the mail without taking it out of sequence if the carrier does not want to look for the sample mail. Repeat for each stop until test is complete.

6. RURAL CARRIER COST

A. Rescheduling

Reschedule Rural Carrier Cost tests according to current Handbook F-56 guidelines.

B. Canceling

Rural Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

1. Rural Carrier Cost tests may be taken by phone, if feasible, rather than missing the test.
2. For DPS mail, the City Carrier Cost guidelines may be used.

7. TRACS

A. Rescheduling

1. AMTRAK - Try not to reschedule. If you must, then the test may be rescheduled for the same train in the next week (or subsequent week in the same quarter). Do not sample another train.

2. HIGHWAY, RAIL, AIR
   a. Reschedule test for the same day later in the quarter.
   b. If test cannot be rescheduled to same day later in the quarter, reschedule to a different day.

B. Canceling

A TRACS test is canceled if it cannot be rescheduled within the same quarter. Do not reschedule across quarters.

C. Testing Techniques

DPS mail may be encountered when conducting TRACS tests. It is imperative that the sequence of the mail is maintained. To preserve the sequence of DPS mail as you conduct a TRACS test, use a 'class of mail' scratch sheet to tally the number of pieces of mail for each class and subclass in the DPS sample tray. Finger through the mail and count each piece of mail by class and subclass, then record the tally of pieces on the scratch sheet. DO NOT weigh the DPS tray. Enter zero for total weight, this will be calculated later. Use the following procedures to compute individual weights for the classes of mail in the DPS tray.

1) Select three pieces of mail for each subclass, mark the place of each selected piece by turning the piece which follows on end. Enter the total number of pieces for this class of mail into the CODES software.

2) Weigh the selected three pieces. Divide the weight by three (3) to calculate an average weight per piece. Calculate the total weight for the class or subclass by multiplying the average weight times the total number of pieces. Return the selected three pieces to the tray.

3) Repeat steps one and two for each class and subclass.

Example: The sampled DPS tray contained 160 First-Class letters and 51 First-Class Presort letters. The three First-Class letters selected weighed 1.5 ounces and the three presorted letters weighed 2.2 ounces.

CALCULATION OF FIRST-CLASS LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece
1.5 / 3 = .5 ounces

Total pieces x Average weight = Weight in ounces
160 x .5 = 80 ounces

Weight in ounces / 16 = Total pounds
80 / 16 = 5 lbs.

CALCULATION OF PRESORT LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece
2.2 / 3 = .73 ounces

Total pieces x Average weight = Weight in ounces
51 x .73 = 37.23 ounces

Weight in ounces / 16 = Total pounds
37.23 / 16 = 2.326875 lbs.

Total pounds = 2
Total ounces = 5.23 or 5 (.326875 x 16)

4. Total Weight is calculated by adding the pounds and ounces for all classes and the tare weight for the item type. Enter Total Weight before proceeding.

TARE WEIGHTS

Cardboard Letter Tray	1 pound
Cardboard Half Letter Tray	8 ounces
Plastic Letter Tray	7 ounces

8. IOCS

A. Rescheduling

1. Reschedule readings one week later than the original test date and on the same day as originally scheduled. Continue rescheduling to the same day until the reading is completed.

2. Missed readings that occur during the last week of the quarter must be rescheduled within that week. Missed readings on Friday at the end of the quarter may not be rescheduled.

B. Canceling

Missed readings on Friday at the end of the quarter remain delinquent.

C. Testing Techniques

1. Telephone Test - In general, on-site IOCS readings are preferable to readings taken by telephone. Use telephone readings as necessary to take as many scheduled readings as possible.

2. Scheduling Readings - For on-site readings, data collectors must contact the sampled employees to be read or their supervisor(s) at the beginning of the data collector's tour and ask about each of the sampled employee's work schedule for that day. If it is determined that the sampled employee is non-scheduled for that day, this information may be immediately entered into the portable computer. The data collector need not check back before the scheduled reading time. If it can be determined from a supervisor or through PSDS the day after a holiday, other than a Sunday, that on the holiday a sampled employee was non-scheduled, or was on annual or sick leave, this information may be entered into the portable computer without rescheduling the reading.

9. DOMESTIC ODIS

A. Rescheduling

Rescheduling a test to a different day of the week increases the risk of either over-estimating or under-estimating some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience. ***Every attempt should be made to take the ODIS test as originally scheduled.***

The rescheduling guidelines remain **unchanged** from the Domestic ODIS rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section II. If it becomes necessary to reschedule an ODIS test, SPCs should try to reschedule ODIS tests to the same day of the week within the same accounting period in which the test was originally scheduled. If a test cannot be rescheduled in the preferred manner, try to reschedule the test so as to avoid a delinquent test. Ensure that the rescheduled test does not result in an "empty cell". An "empty cell" results when no tests are taken in a group or strata of MEPs within a sample area or plant (P&DC).

B. Canceling

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

For ODIS, a test is canceled ***only if*** the MEP unit no longer exists. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the ODIS test based on how the MEP unit was listed at the time the sample selection was generated.

C. Delinquent

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

An ODIS test is to remain delinquent if it cannot be rescheduled within the rescheduling guideline above.

D. Testing Techniques

1. Location - At local option, ODIS tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.

2. Subsampling - The goal of subsampling is to record the **maximum** number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.

3. Multiple Identical Pieces - The MIP procedure should not be used when applying container subsampling. If a container skip interval has been applied and the data collector observes 200 or more identical mail pieces within the selected containers, the following technique using the repeat key may be used to record the identical mail pieces:

Determine the number of identical mail pieces and divide that number by the mail piece skip interval being used within the selected containers (round to the nearest piece). Enter that result using the repeat key procedure. Note: if the result is greater than 199, then multiple repeat entries may be required.

Example: Suppose that on an ODIS test on the incoming letter shape mail processing stream to an office, a container skip of 12 is used with the letter trays and a mail piece skip of 14 is used for sampling mail pieces within the selected containers. One of the selected trays has 300 identical mail pieces. Divide the 300 by 14 and round to nearest piece (result is 21). Enter the mail piece with a repeat value of 21.

3. Tests covering more than one tour - Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or remain delinquent. Consider redesigning the MEP based on tours.

4. Tests normally requiring two (or more) data collectors - Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.

5. DPS Mail - These guidelines are intended to help you conduct an ODIS test in the delivery point sequence (DPS) environment.

   To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail

   Mail Piece Skip Subsampling: Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s). For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all of it in the time available to avoid disrupting operations and or delaying delivery.

   Mail Container Skip Subsampling: Refer to Section 11 of this document on RPW/ODIS Container Subsampling - Adjustments to Basic Procedures.

7. Tests requiring excessive travel - Testing may be conducted over the telephone if resources do not permit on-site testing, provided qualified personnel are available at the tested MEP unit to assist in completing the test. For a telephone test, select a larger skip interval from the tables to keep the maximum recording time to 30 minutes (approximately). Consider redesigning the MEP upstream or by single-shape.

10. INTERNATIONAL ODIS

A. Rescheduling

Do not reschedule an International ODIS test if you do not have adequate resources; the test is to remain delinquent.

B. Canceling

An International ODIS test is canceled **only if** the unit no longer exists.

C. Testing Techniques

1. Tests covering more than one tour - Do not test a delivery unit if multi-tour coverage is required and a required tour cannot be covered. The test remains delinquent.

2. Tests normally requiring two (or more) data collectors - Testing of delivery units normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables to keep the number of sampled pieces manageable for one data collector to complete the test.

11. RPW/ODIS CONTAINER SUBSAMPLING

A. Introduction

Container subsampling is one of several methods of sampling and does not replace the sampling methods as described in Methods Handbook M-60 or Methods Handbook F-35. Our goal in selecting a subsampling procedure is to select and record the maximum number of mail pieces in a given time window. Refer to Chapter IV of the MEP Guidelines for a discussion of subsampling methods, their benefits and concerns. These guidelines may be used for both RPW and ODIS sampling. These guidelines replace the PHS Guidelines and PHS Container Subsampling Table.

The MIP procedure should not be used when applying container subsampling.

B. Definitions

Large Container: Any type of container holding other smaller containers (i.e., **primary containers**).

Primary Container: A container in direct contact with mail pieces. These containers are letter trays, flat tubs, mail sacks, hampers, all purpose containers (APCs), over the road containers, postcons, etc. or any other structure holding loose mail pieces. There should be no smaller containers within the primary container.

Container Type: A unique container shape such as a tray, tub, sack, APC, etc.

C. Basic Procedure

The basic procedure assumes that a container skip procedure is necessary to complete the test in the time available. The procedure also assumes that all mail packaged in containers for the MEP has arrived or the expected number range of containers to arrive through all dispatches is known. In the basic procedure, data collectors select a subset of containers from the total number of containers available when testing the Mail Exit Point (MEP). From the selected containers, a subset of mail pieces are selected and recorded with the RPW and ODIS CODES data entry software. The target for container subsampling is to select and record between 200-300 mail pieces per test. However, the RPW and ODIS Container Subsampling Table for All Mail Shapes is designed to select and record 200-300 mail pieces per container group. Therefore, adjustments to the basic procedure are provided. The basic procedure steps include:

Step 1 **Separate All Containers**: Separate the mail so that all primary containers are removed from large containers. This should result in having only primary containers directly holding loose mail pieces (i.e., letters, parcels, flats, etc.). *Note: If the time window is too small, see Adjustments to the Basic Procedure.*

Step 2 **Separate Priority Mail**: Separate Priority Mail containers and/or Priority Mail pieces for testing as an independent group. Although there may be a sufficient quantity of containers of Priority Mail for container subsampling, mail piece subsampling of Priority Mail is preferred. If time does not permit using mail piece subsampling on the Priority Mail group and there are a sufficient number of containers for container subsampling, then apply container subsampling to the Priority Mail container group. If time does not permit using mail piece subsampling on the Priority Mail group and there are an insufficient number of containers in the Priority Mail container group for container subsampling, then do not separate Priority Mail as a separate container group.

Step 3 **Group Container Types**: Group the same container types together. For example, group letter trays together, flat tubs together, etc.

Step 4 **Determine Whether Container Subsampling will be Used**: After grouping container types together, determine if container subsampling is allowable for each group of containers. For each group of containers, using the RPW and ODIS Container Subsampling Table for All Mail Shapes, determine the appropriate container range down the left side of the table based on total number of containers for each group. If the number of containers within a group does not meet the table's minimum requirements, refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for that group. If the number of containers meets the minimum requirement for one or more groups, go to Step 5.

Step 5 **Determine the Container and Mail Piece Skips**: Using the RPW and ODIS Container Subsampling Table for All Mail Shapes, find the "Container Range" and "Average Mail Pieces per Container" range that best represent the mail to be tested. Next find the respective container and mail piece skip intervals from the intersection of the row and column. *Note: If the test includes multiple container type groups, adjust container and mail piece skip interval as discussed in Adjustments to Basic Procedure.*

Step 6 **Determine the Random Starts**: Enter the container skip and mail piece skip in the CODES data entry software which will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Apply the appropriate container and mail piece skips to the container type group. Enter the data into the CODES data entry software. End session and save when finished sampling the group.

Step 8 **Go to the Next Group**: Move on to the next group and repeat Steps 5 through 7 until all container type groups have been sampled.

D. Adjustments to Basic Procedure

Adjustments to the basic procedure may be needed to maintain the target of 200-300 pieces recorded per test. Reasons such as dealing with more than one container type group, unexpected volume changes, or shortened time windows may require using one or a combination of the following adjustment options to the basic procedure. The first three adjustment options assume that Steps 1 through 3 of the basic procedure can be completed. That is, the primary containers will be grouped by container type. The final adjustment option is used when there is insufficient time to separate primary containers from large containers. **After determining the container skip and mail piece skip interval as described in Step 5 in the basic procedure, the adjustments recommended are in order of preference.**

Option 1 Select the container skip and mail piece skip intervals immediately to the right of the intersection of the container range and average mail pieces per container on the **RPW and ODIS Container Subsampling Table for All Mail Shapes** (i.e., same row, next column to the right). If after using Step 5 of the basic procedure, you are already at the right most column (i.e., highest average mail pieces per container range), select the container skip and mail piece skip intervals immediately below (i.e. same column, next row down). *Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.*

Option 2 Change the mail piece skip interval, keeping the container skip the same. The mail piece skip interval should be adjusted so that the maximum number of mail pieces can be recorded in the given situation. *Note: This adjustment option is not always workable with the CODES RPW data entry software, that is, you may not be able to keep the container skip the same. In this case, you may need to use adjustment option 3.*

Option 3 Change the intersection of the container range and the average mail pieces per container range to a new intersection that provides a container skip and mail piece skip that is appropriate for maximizing the number of mail pieces recorded in the given situation. *Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.*

Option 4 This adjustment applies when both separating primary containers from large containers and grouping container types are not possible in the available time window. In this option, large containers are sampled as a first step, and no container grouping is required. Complete Steps 5 through 7 of the basic procedure.

E. Exception: RPW Testing of Accountable Mail

When testing accountable mail for RPW tests, container subsampling may be used only for non-commingled Business Reply Mail (BRM). Subsampling other accountable mail such as postage due, return receipts and commingled BRM is allowable using the lowest piece skip interval possible only to maintain the target of 200-300 pieces recorded per RPW test.

F. RPW and ODIS Container Subsampling Examples

Example 1: A MEP is defined to be the incoming mail processing stream that is letter shape for an associate office. The mail arrives in large containers holding letter trays. The expected number of large containers is 3 and the average number of letter trays within a large container is 30. The expected number of mail pieces per letter tray is approximately 500.

Step 1 **Separate All Containers**: The primary container is the letter tray. If necessary, the letter trays should be removed from large containers so that a subset of containers can be selected for sampling.

Step 2 **Separate Priority Mail**: Since Priority Mail is rare in this processing stream and will probably be commingled if present, there should be no attempt to find and separate Priority Mail pieces.

Step 3 **Group Container Types**: Since all mail for this MEP arrives in letter tray containers, there is only one container type group.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used since the number of primary containers is greater than 3.

Step 5 **Determine the Container and Mail Piece Skips**: The expected number of letter trays for the test is 90 (3 X 30). *In the event that the number of large containers or the number of letter trays per large container were not easily known, simply choose the container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of primary containers expected.*

The expected number of mail pieces per letter tray is 500. *In the event that the number of mail pieces per primary container is not easily known, simply choose an average mail pieces per container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of mail pieces found per primary container. Adjustments can be made once the subsampling is in progress.*

Using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**, first, find the container range that includes 90 (container range row 76-125). Second, find the average mail pieces per container range that includes 500 (average mail pieces per container range column 301-500). Next, find the intersection of the container range and average mail pieces per container range (row and column) to find the appropriate container skip and mail piece skip intervals. The intersection results in a container skip of 12 and a mail piece skip of 14.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting letter tray container as determined by the container random start, and select every 12th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 14th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Example 2: A MEP is defined which receives letter mail in letter trays and flats in flat tubs. The expected number of letter trays is between 40-50 and the number of mail pieces within any tray is generally over 500 pieces but less than 600 pieces. The expected number of flat tubs is between 7-10 and the number of mail pieces within any tub is generally over 100 pieces but less than 125 pieces. *Since the MEP will involve multiple container type groups (i.e., letter trays and flat tubs), an adjustment to the basic procedure is warranted to keep the target of sampled mail pieces to 200-300 for the entire test.*

Step 1 **Separate All Containers**: The primary containers are the letter trays and the flat tubs. If necessary, the letter trays and flat tubs should be removed from large containers so that a subset of each type of container can be selected for sampling.

Step 2 **Separate Priority Mail**: Priority Mail is rare in among letter tray mail and will probably be commingled if present, therefore make no attempt to find and separate Priority Mail pieces from the letter trays. Separate Priority Mail flats if there is time and are easy to identify in the flat tubs.

Step 3 **Group Container Types**: Separate the primary containers into two container type groups. One group would be composed of letter trays and the other group would be composed of flat tubs.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used for both container type groups since the number of primary containers in each container type group is greater than 3. Any Priority Mail that was identified and separated for container subsampling does not meet the minimum requirements for container subsampling. Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.

Step 5 **Determine the Container and Mail Piece Skips**: *Starting with the letter tray container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 36-75 (for expected letter trays of 40-50) and average mail pieces per container range is 501-800 (for expected average pieces per container of 501-600). The intersection (row and column) results in a container skip of 10 and a mail piece skip of 18.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

From the intersection (row and column) that results in a container skip and mail piece skip of 10 and 18 respectively for the letter tray container group, select the container skip and mail piece skip immediately to the right (i.e., same row next column to the right). The resulting skip intervals are 10 for the containers and 27 for the mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting letter tray container as determined by the container random start, and select every 10th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 27th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Repeat Steps 5 - 7 for the flat tub container group.

Step 5 **Determine the Container and Mail Piece Skips**: *For the flat tub container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 6-10 (for expected flat tubs of 7-10) and average mail pieces per container range is 101-150 (for expected average pieces per container of 101-125). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 3 for the flat tubs and a mail piece skip of 2 for the mail pieces contained in the flat tubs.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting flat tub container as determined by the container random start, and select every 3rd flat tub container thereafter as determined by the container skip interval. From the selected flat tub containers, select the starting mail piece as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

Example 3: A MEP is defined as a PHS unit for an associate office. Seven containers are available for testing. There are three OTRs and four APCs. The OTRs contain only loose parcel and IPP shaped mail pieces. The OTRs each are expected to contain about 200 mail pieces. The APCs contain mail sacks. There are 28 mail sacks total, of which 2 are Priority Mail sacks. Each sack contains between 5 to 8 mail pieces.

Step 1 **Separate All Containers**: Separate the sacks from the APCs. The primary containers are the OTRs and the mail sacks.

Step 2 **Separate Priority Mail**: Separate the two Priority Mail sacks to form their own group for testing.

Step 3 **Group Container Types**: Separate the non-Priority Mail primary containers into two container type groups. One group would be composed of OTRs and the other group would be composed of sacks.

Step 4 **Determine Whether Container Subsampling Will Be Used**: Container subsampling may be used for both container type groups, the OTRs and the non-Priority Mail sacks, since the number of primary containers is greater than or equal to 3 for each container type group. The Priority Mail sacks do not meet the minimum requirements for container subsampling, so refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.

Step 5 **Determine the Container and Mail Piece Skips**: *Starting with the OTR container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 3-5 (for expected OTRs of 3) and average mail pieces per container range is 151-300 (for expected average pieces per container of about 200). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

Adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the OTRs and a mail piece skip of 4 for the parcel and IPP shaped mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting OTR container as determined by the container random start, and select the 2nd OTR container thereafter as determined by the container skip interval. From the selected OTR containers, select the starting mail piece as determined by the random start, and select every 4th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Repeat Steps 5-7 for the sack container group.

Step 5 **Determine the Container and Mail Piece Skips**: *For the sack container group*, find the appropriate container range and average mail pieces per container range using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**. The appropriate container range is 26-35 (for expected non-Priority Mail sacks of 26) and average mail pieces per container range is 5-10 (for expected average pieces per container of 5-8). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 1.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the sacks and a mail piece skip of 2 for the parcel and IPP shaped mail pieces.

Step 6 **Determine the Random Starts**: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

Step 7 **Apply the Container and Mail Piece Skips**: Select the starting mail sack container as determined by the container random start, and select the 2nd mail sack container thereafter as determined by the container skip interval. From the selected mail sack containers, select the starting mail pieces as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

Step 8 Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

RPW and ODIS Container Subsampling Table for All Mail Shapes

AVERAGE MAIL PIECES PER CONTAINER

Container Range	Skip Intervals	5-10	11-25	26-50	51-100	101-150	151-300	301-500	501-500	800+
3-5	Container	N/R	N/R	N/R	2	2	2	2	2	2
	Mail Piece	N/R	N/R	N/R	1	2	3	4	6	10
6-10	Container	N/R	N/R	2	2	2	3	3	3	3
	Mail Piece	N/R	N/R	1	2	3	2	4	7	11
11-15	Container	N/R	N/R	2	2	3	3	4	4	4
	Mail Piece	N/R	N/R	2	3	3	4	6	9	14
16-25	Container	N/R	2	2	4	4	5	5	5	8
	Mail Piece	N/R	1	2	2	3	4	7	12	10
26-35	Container	2	2	3	4	5	7	7	7	10
	Mail Piece	1	2	2	3	4	4	7	12	12
36-75	Container	3	3	4	6	8	10	10	10	10
	Mail Piece	1	2	3	4	4	6	11	18	27
76-125	Container	5	5	6	7	10	12	12	12	12
	Mail Piece	1	2	3	5	6	8	14	25	40
126-200	Container	8	8	10	12	12	16	18	22	25
	Mail Piece	1	2	3	5	8	11	16	21	30
201-500	Container	10	12	15	20	25	30	30	30	30
	Mail Piece	2	3	5	8	10	15	25	40	60
500+	Container	12	12	20	25	30	40	45	50	50
	Mail Piece	3	5	8	12	15	20	32	45	75

- N/R represents where container subsampling is Not Recommended

Exhibit USPS-48D

Mail Exit Point Guidelines

N-89

Appendix C

MAIL EXIT POINT

(MEP)

GUIDELINES

TABLE OF CONTENTS

I - INTRODUCTION

This document provides guidelines for establishing Mail Exit Points (MEPs), which are the sampling units for the Postal Service's probability-based sampling systems: the Origin-Destination Information System (ODIS) and the Revenue, Pieces and Weight System (RPW). To allow these programs to better adapt to both technological developments and to changes in mail processing and delivery procedures, flexibility has been built into the way specific MEPs may be defined. A MEP is defined generally as a physical place in the mail processing stream between the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and recorded.

When defining a MEP, therefore, statistical programs staff need to insure that:

(a) the "golden rules" are followed;
(b) the MEP is located at or near the final delivery unit, but no farther "upstream" than the destination mail processing facility;
(c) the MEP is sized appropriately (i.e., a targeted MINIMUM average daily volume of approximately 500 pieces); and,
(d) appropriate stratification information can be provided - e.g. on-site test time, and approximate volumes by shape and category of mail.

The benefits of MEP flexibility include the potential to improve precision in the estimates, better control over errors or biases, and better management of data collection costs. Costs can be better managed by allowing more local control over the definition of sampling units (MEPs). Also, knowledge of the cost factors associated with each MEP (i.e. approximate travel and test times) allows Headquarters to take these costs into account during the sample selection process. Since MEPs can be defined in terms of shapes and mail processing streams, and because mail categories are highly correlated with shape and mail stream, sampling may more easily be targeted at specific categories of mail. This can lead to both (a) improved precision of the estimates of mail volumes, revenues, weights, transit times and other mail characteristics; and, (b) improvements in the overall efficiency of our sampling. Finally, because of the flexibility to change MEP definitions to coincide with changes in the way mail is processed, the MEP design helps ensure that the MEPs collectively cover the entire universe of mail in the Postal Service system.

This document includes five chapters. Chapter II provides an overview of the MEP frame structure, along with definitions and criteria for MEP units. Also included is a discussion of the volume and size requirements for various types of MEP units. Chapter on designing MEPs includes the Golden Rules and other "criteria" to be considered when establishing MEPs. Chapter IV provides an overview of subsampling methods, and the benefits and concerns related to subsampling. The various subsampling methods should be considered when designing MEPs. Chapter V is a Glossary of definitions related to MEPs. It includes entries which will be familiar to statistical programs staff, as well as some statistical terms.

To get the maximum benefit from defining and establishing MEPs, the Statistical Programs Coordinator should carefully review these guidelines in addition to the MEP Transition Aid and other documentation.

II - MAIL EXIT POINT (MEP) FRAME STRUCTURE

A. INTRODUCTION

This section defines a sampling frame and a Mail Exit Point (MEP), and describes various essential characteristics of effective MEPs. Types of MEPs and their benefits to the Postal Service's probability-based sampling systems for providing volumes, revenues, weights, transit times and other mail characteristics are also presented.

B. DEFINITION OF A SAMPLING FRAME

A sampling frame is a list of sampling units that represent a partitioning of the population of interest. The population of interest for the system(s) providing management information about mail volumes, revenues, weights, transit times and other mail characteristics is all the mail that the Postal Service takes in and delivers in a given time period (e.g., a given postal quarter). The population of interest can be partitioned (or divided up) in many different ways to allow for sampling to obtain statistical estimates. One method of partitioning the population employs the use of Mail Exit Points (MEPs) that are defined and established in the field by statistical programs personnel. The number of sampling units in the frame is the number of MEPs in the MEP database multiplied by the number of delivery days in a given time period. Therefore, the sampling unit is a MEP-day (e.g., city carrier route #9508 - January 4th).

C. DEFINITION OF MEP

The term Mail Exit Point (MEP) is defined as a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

D. BENEFITS OF MEP-BASED FRAME STRUCTURE

1. Improve Precision in Estimates

The systems providing management information about mail volumes, revenues, weights, transit times and other mail characteristics must be able to meet the requirements of the customer. These requirements include producing the information with the precision the customer needs. Since this information is needed by category of mail, testing mail in a mail processing stream that is composed of predominantly one shape of mail can improve sampling efficiency by allowing samples to be targeted at specific shapes which are correlated with specific mail categories.

Having composite stratification information or descriptive characteristics (e.g. letter, flat, IPP, parcel, Priority volumes) for each MEP also makes it possible to improve sampling efficiency.

2. Controlling Bias

The flexibility in defining MEPs promotes a higher likelihood that the system's frame represents the population of interest. The designs of specific MEPs can be changed to reflect changes in the way mail is processed.

3. Managing Costs

MEPs should be designed to increase the value of the information obtained from a test while decreasing the costs associated with a test. The value of the information obtained can be increased by capturing as much mail as possible from units defined around single mail categories or shapes to enhance the precision of the estimates.

MEPs should be designed so that, generally, only one person per data collection tour is needed to conduct a test. Different subsampling techniques can be employed to accomplish this.

The inclusion of facility travel times and on-site test time for each MEP allows the SPC to identify MEPs which are expensive to test, such as MEPs which are far from offices where data collection personnel are located. If these expensive units are so identified, they can be sampled less frequently. However, expensive units must still be included in the MEP Data Base Management System (DBMS) and tested occasionally.

E. CHARACTERISTICS OF MEPS

There are three essential characteristics MEPs must have to function effectively as sampling units. First, MEPs must adhere to four critical rules called "Golden Rules"; second, mail associated with any MEP must be at or near its final destination, where "near" means no further upstream from the final delivery unit than the destination mail processing facility; and, third, a MEP should have an expected average daily volume of 500 pieces or greater, except for some special purpose MEPs.

1. The Golden Rules

To operate effectively, each MEP must have essential properties called Golden Rules. These rules are:

a. *Every piece of mail must be associated with one and only one MEP.*

Estimates will be biased if mail pieces have any way of bypassing all MEPs. For example, when defining MEPs along shape for the box section, if the MEP for the box section flat-shaped mail is not associated with any MEP and therefore is not in the MEP database, this flat-shaped mail has no chance of being tested, and a downward bias in the volume estimates would be created.

Estimates will also be biased if any pieces of mail have the opportunity to be counted in more than one MEP. For example, if a MEP is defined as all parcels in the parcel mail stream to a station, other MEPs defined for this station, such as carrier routes, firms and the box section, must not include this parcel mail.

b. *The mail for each MEP should be able to be isolated for testing.*

Mail must be capable of being readily located for a MEP, and in sufficient time to ensure that the mail can be sampled without unduly delaying its delivery. For example, a MEP that combines all mail for several carrier routes may be a problem, because it could be difficult to sweep for mail in all the physical locations in the facility (i.e., find the letters, flats, parcels, IPPs, postage due and accountable mail) in the time window available for testing.

c. *A MEP should be relatively stable through time.*

i) Births and Deaths - Whenever possible, the "births" and "deaths" of MEPs should occur less frequently than sample selection occurs. For this reason, it would not be a good idea to define MEPs in terms of bins on machines.

ii) Stratification Information - the stratification information collected for each MEP (volume by shape, priority and accountable volume, and on-site test time) should remain relatively stable through time to help ensure effective stratification. Units which will frequently contain zero volume are not good MEP candidates. Larger units, particularly those over the targeted minimum of 500 pieces per day, usually have less day-to-day volume fluctuation.

d. *The cost-effectiveness of testing should be maximized for each MEP.*

i) To the extent possible, MEPs should be defined in such a way that only one data collector is required to conduct a test per tour.

ii) There must be an adequate time window to conduct a test with the available resources.

iii) The size of the MEP should be appropriate to ensure effective utilization of data collectors, and large enough to ensure reasonably stable mail volumes.

iv) MEPs should be defined in ways which reduce travel costs associated with conducting tests.

2. MEPs at or Near the Final Destination

In the MEP-based frame design, test mail must be captured at or near the destination point rather than the origination point (mail entry point) of the mail processing stream. Testing at or near the destination point supports the corporate requirement for estimating mail piece transit times between plants. MEPs may be defined so that mail is tested at the final delivery unit, or upstream as far as the destination mail processing plant (e.g., General Mail Facility -- GMF), as long as it is highly likely that the mail will be available for delivery on the date of the test.

Testing upstream creates an obvious limitation for transit time analysis. However, research has indicated that the major use of transit time information is to diagnose plant-to-plant problems. Therefore, although transit times will not always reflect the time for mail pieces to arrive at the final postal facility before delivery to the customer, they will meet the requirements of field managers for diagnosing plant-to-plant transportation and mail processing problems.

Another concern with defining a MEP upstream is the potential for violating the first of the four Golden Rules -- that every piece of mail be associated with one and only one MEP. For example, defining a MEP upstream for mail that is further processed into many potential MEPs downstream would introduce a risk of double counting. However, certain types of mail (e.g., automated/DPS letter-shaped mail, and parcel-shaped mail) sometimes have unique mail streams. If there is a suitable time window, these types of mail could be effectively tested upstream from a delivery unit at a processing facility without a significant risk of double counting.

By providing the flexibility for upstream testing, data collection travel costs may be reduced. Flexibility also implies that MEPs can be defined differently from one Customer Service and Sales District (CSSD) to another, and even between facilities within the same CSSD.

3. Recommended MEP Minimum Volume

MEPs should be defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. For example, if a possible MEP satisfies all of the golden rules, but has an average daily volume of slightly less than 500, including it as a MEP is preferable to redefining the MEP to increase volume, but in such a way that a golden rule is violated in the process.

A minimum average daily volume of 500 pieces is designed to preclude a proliferation of small MEPs. Too many small MEPs reduces the efficiency of stratification, increases MEP unit maintenance, and creates a lot of zero volume tests. MEPs with average volumes of fewer than 500 pieces per day should be created only when the mail cannot be tested any other way. For example, this could occur when the majority of mail for an associate office could be encompassed within large volume MEPs, which are defined along mail processing streams, and which could be tested upstream at the plant. To do this, however, could require the creation of a small volume MEP consisting of the mail for the associate office which bypasses the plant (e.g. bypass and turnaround mail).

F. TYPES OF MEPS

1. Delivery Unit(s) as MEP(s)

The definition of a MEP is flexible enough that any of the following could be defined as a MEP:

- a delivery unit (e.g. a city carrier route)
- more than one delivery unit (e.g. five city carrier routes)
- a combination of parts of more than one delivery unit (e.g. all letter mail for five city carrier routes)
- a part of a delivery unit (e.g. a partition of a box section)

2. One or More Shape-Based Mail Processing Streams

Mail processing streams are generally based on mail shapes and the extent of automation and/or mechanization. Some categories of mail are found in large quantities in certain incoming mail processing streams. For example, Priority Mail and parcel post are generally sorted to postal facilities (i.e., stations, branches, associate offices) typically in the same mail processing stream, which is composed predominantly of parcel and flat shaped mail.

Because of the correlation between mail category and shape, the precision of statistical estimates from the ODIS and RPW systems can be improved if MEPs are defined along one or more shape-based mail processing streams. In addition, data collection may be easier and more efficient if a test requires locating and counting mail within only one stream, compared with the typical delivery unit that requires that the letter, flat, parcel and accountable mail streams all be "swept" for a single test.

3. MEPs Defined for Less Than 24 Hours

A MEP can be defined to represent a portion of a 24-hour day, such as a tour. Such MEPs must be designed so that parts of the 24-hour day at the particular physical location in the mail processing stream are listed in the MEP DBMS. As long as each tour or part of a day has a chance to be sampled, and the Golden Rules have not been violated, there will be no bias. To create such MEPs, mail volume and other stratification information must be obtainable separately for each tour or part of the day which is defined as a MEP. Also, it is important that mail volume be stable over time for the particular tour or part of the 24-hour day for which the MEP is defined. Otherwise, the creation of such MEPs will not promote sampling efficiency.

Some delivery units, such as large volume firms and box sections, for which mail can exit the Postal Service around the clock, can be defined for a tour or an increment of time less than 24 hours. For example, if mail is distributed to a Firm around the clock, the SPC might determine that isolating and testing all the mail can occur during three time windows: 1:00 a.m. to 9:00 a.m.; 9:00 a.m. to 5:00 p.m.; and 5:00 p.m. to 1:00 a.m. Three MEPs could be defined, one for each of these time windows. It should be emphasized that these time windows need not necessarily coincide with tours. Mail volumes and other characteristics recorded on the frame would have to be determined separately for each time window to ensure that each unit can be properly stratified. Mail volumes should not vary drastically within tour (or time window as in this case) depending on the schedule of mail processing. When a MEP is selected for testing, its descriptor should define the time window for which mail is tested. Although this approach may eliminate the need for multiple DCTs or coverage of multiple tours on a single test, a test may still occur during any one of the time windows defined for the MEPS, and DCT scheduling must accommodate this possibility.

4. Accountable Mail MEPs

Accountable mail MEPs are defined as mail passing through the Postage Due Unit or accountable section. This includes postage due mail, business reply mail, or other special service mail such as merchandise returns, certified mail and registered mail. Accountable mail MEPs may include all such mail for the office, or some subset depending on local conditions. Large business reply firms are ideal candidates for accountable mail MEPs which represent subsets of total office accountables. Where possible, it is recommended that a single accountable mail MEP be defined for the entire office, when the accountable and/or business reply mail is estimated to be 100 pieces or more a day, as long as the golden rules are not violated. The benefits of defining accountable mail MEPs include: (1) creating large concentrations of the accountable mail categories which occur relatively infrequently in the mail stream, thus allowing them to be targeted for more efficient sampling; (2) removing this mail from testing in other units where time windows for testing are a problem; and, (3) improving the accuracy of RPW accountable mail estimates by removing this mail from RPW testing in other units located outside the postage due or accountable section where identification of the proper rate categories is difficult.

5. Mandatory MEP Types (Originating RPW, APO/FPO, and Special Delivery)

Combined originating RPW MEPs must be established for all facilities with window retail units. These MEPs are defined to include all insured, registered and COD mail pieces originating from the window retail unit.

APO/FPO and special delivery MEPs are required for several reasons, one of which is the need to select these units for testing on a 7 day per week basis, instead of the normal 6 days per week for other MEPs. Whenever possible, APO/FPO units should

be combined to meet the minimum 500 pieces per day target for a MEP, and thus help ensure stable day-to-day MEP mail volumes.

Whenever possible, larger special delivery MEPs are preferred. However, the way that special delivery is processed and delivered varies across offices. Therefore, to follow the golden rules may require that MEPs be defined below the plant level, and such MEPs may not meet the target 500 piece per day minimum.

III - DESIGNING MAIL EXIT POINTS (MEPs)

A. INTRODUCTION

This section provides specific instructions for designing MEPs to be listed in the MEP Database Management System.

B. CONSIDERATIONS WHEN DESIGNING MEPS

A MEP is defined as a physical place in the mail stream where mail can be isolated, counted and recorded that meets the Golden Rule requirements and where there is an adequate time window for conducting the test. A MEP should be defined by simultaneously considering each of the following:

1. Golden Rules

   Consider the four Golden Rules when defining a MEP (see Chapter II.E for a more detailed explanation):

   - *Every piece of mail must be associated with one and only one MEP.*
   - *The mail for each MEP should be able to be isolated for testing.*
   - *A MEP should be relatively stable through time.*
   - *The cost-effectiveness of testing should be maximized for each MEP.*

2. MEPs at or Near the Final Destination

   MEPs can be defined upstream as far as the destination mail processing plant (e.g., GMF), or as far downstream as the traditionally established postal delivery unit, as long as it is highly likely that the mail will be available for delivery on the date of the test.

3. Mail Processing Stream/Shape-Based

   Mail processing streams are generally based on mail shapes and the extent of automation. The mail processing stream can include mail to or from a postal facility, or it can include mail within the facility either before or after the primary, secondary or other sortation has occurred.

   a. *Define MEPs upstream at the Plant or downstream* - MEPs defined along mail processing streams can be established either upstream at the mail processing plant, or downstream at the station, branch or associate office. When establishing MEPs upstream, special care should be taken to avoid violating a golden rule. For example, if mail for a potential "upstream" MEP is merged at the destination office with other mail, a risk of double counting may be introduced. If so, the potential upsream MEP is not a good MEP candidate. Also, when defining an upstream MEP, mail that bypasses the plant (such as local or turnaround mail) must be covered in some way.

Care should also be exercised when defining a MEP around a mail processing stream that includes accountable mail. For example, when conducting an RPW test on a PHS-MEP that includes accountable mail, it may be difficult in the available time window to establish the proper categories for these pieces without assistance from the postage due or accountable mail clerk. Establishing an accountable mail MEP at the Postage Due Unit and or Accountable Mail Section for this mail and other office accountables, may facilitate the proper recording of this mail.

b. *Define MEPs along incoming mail processing streams to a postal facility (entire station or associate office) when necessary* - A MEP can be defined to cover each incoming mail stream to the entire postal facility; i.e. one MEP for all the incoming letter mail to the facility, and additional MEPs to cover the flats and parcels. MEPs defined in this way will typically include primarily one shape of mail but none of this mail must be eligible for testing in other units. Ask your[illegible] "If there were other tests on other MEPs in this facility on the same day [illegible]uld any of the mail for [illegible] MEP possibly be counted in any of those othe[illegible]sts?"

c. *Defi[illegible] MEPs along mail proces[illegible] streams within a postal facility* - A MEP defined along a single mail pro[illegible]sing stream could be set up at any one of several alternative processing s[illegible]s within a facility, such as immediately after the incoming primary or secondary sortations. Defined in this way, the MEP would be composed primarily of one shape. For example, a MEP can be defined as all mail in the parcel hampers for the station (thrown to the incoming parcel mail stream containers). As defined, this MEP would include all third-class bundles, letter trays, etc., that are thrown along with the parcel-shaped mail to the incoming parcel mail stream containers to that office.

d. *Whenever possible, define MEPs along mail processing streams composed of predominantly one shape of mail to a delivery unit* - MEPs can be defined to include all mail in the incoming mail processing stream to a delivery unit; either the letter, flat or parcel streams, or by degree of automation or mechanization within the mail processing stream.

For example:

i) Automated letter sortation is a mail processing stream consisting of letter-shaped mail. All mail in the automated letter mail stream to a station is a good candidate for a MEP.

ii) Parcel processing streams, depending on where a MEP is defined and the degree of mechanization, can include one or many mail shapes. If additional manipulation is required to remove mail pieces that could be double counted in another MEP, then this may not be a good candidate for a MEP.

iii) All mail in the flat mail stream to a box section is composed primarily of flat-shaped mail and is a good candidate for a MEP. Conversely, a MEP defined as all mail (letter, flat, parcels and accountables) for a box section, is neither defined along mail processing stream nor composed of predominantly one shape and would not be a good MEP candidate.

4. Stratification Information

To define a specific MEP, stratification information must be obtainable for that MEP. The following stratification information is required.

a. *Estimated average daily volumes by mail shape*

i) Letter/Cards - To the nearest hundred pieces, total letter and card volume, regardless of mail category.

ii) Flats - To the nearest hundred pieces, total flat volume, regardless of mail category.

iii) IPPs - To the nearest ten pieces, total IPP volume, regardless of mail category.

iv) Parcels - To the nearest ten piece, total parcel volume, regardless of mail category.

b. *Estimated average daily volume of Priority mail* - To the nearest ten pieces, total Priority mail volume regardless of shape. [Note: Priority mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]

c. *Estimated average daily volume of accountable mail* - To the nearest ten pieces, total accountable mail volume, including postage due unit or accountable section mail. [Note: Accountable mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]

d. *On-site test time* - The estimated time to conduct a test on a MEP begins with the arrival of the data collector to the MEP, and ends when the data collector is ready to leave the MEP test location. On-site test time includes equipment set-up, isolating and recording mail pieces, down time (such as waiting for another mail dispatch) and time to repack equipment. If more than one data collector is needed to conduct the test, the sum of all data collectors' time should be used. For example, two data collectors start the test, one leaves permanently after one hour, the other logs four hours. The total on-site test time equals 5 hours.

For telephone tests, record only the caller's time spent conducting the test.

Record times in hours, to the nearest tenth of an hour. For example, an on-site test time of one hour and 20 minutes would be recorded as 1.3 hours.

e. *MEP type indicator* - an indicator must be coded if the MEP is an originating RPW unit, an APO/FPO unit, or a special delivery unit. Other codes may be maintained by the statistical programs unit for local use.

5. Volume Guidelines

a. MEPs should defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. (See Chapter II, Section E.3.) Where possible, accountable

mail MEPs should be defined when the accountable and/or business reply mail volume is estimated to be 100 pieces or more a day.

b. The method of subsampling (i.e., counted piece skip, container skip, and weighted skip for RPW) should be considered in deciding how to size the MEP units. Large units which would require subsampling to test effectively are PREFERRED over small units that do not require subsampling (see Chapter IV for subsampling issues for defining MEPs).

c. Estimating Volume - EXACT PIECE COUNTS ARE NOT NEEDED since volume is used only for grouping together (i.e. stratifying) MEPs with similar characteristics. When approximate volumes are obtained in linear feet or weight, the piece volume should be obtained by the most applicable conversion rate. Offices without local conversion rates may use the Methods Handbook 32, Management Operations Data Systems (MOD I Offices), section 522.

6. Subsampling Options

The subsampling options below are discussed in further detail in the next chapter.

- Census
- Counted - mail piece skip
- Counted - weight skip (ODIS)
- Weighted (RPW)
- Container - census of pieces within
- Container - mail piece skip within
- Container - weight skip within (ODIS)

IV - SUBSAMPLING CONSIDERATIONS FOR DESIGNING MEPs

A. INTRODUCTION

Subsampling is the process that systematically selects a subset of mail within a sampling unit (MEP-day or MEP-part-of-the-day). This chapter discusses the importance of having more than one subsampling option, the different methods of subsampling, how to determine which method is best for a sampling unit, and what the benefits and concerns associated with each method.

B. IMPORTANCE OF SUBSAMPLING OPTIONS

Understanding the various and appropriate options for using subsampling in conducting tests on MEP units is important. When deciding where to create MEPs, especially new MEPs, expected volume, available time window for testing, and appropriate subsampling option(s) should be considered simultaneously. The objective is to create MEPs with a minimum average daily mail volume of at least 500 mail pieces. It is preferable to have large volume MEPs rather than small volume MEPs. In order to implement this objective, subsampling methods have been developed so that the larger sampling units can be tested in the available time window, and without using excessive staff resources.

Another objective is to record as many mail pieces as possible in the available time window. The availability of different subsampling options allows the data collector to choose the best procedure to optimize the number of mail pieces recorded when conducting a test. This helps ensure that data collection is cost-effective.

C. DIFFERENT METHODS OF SUBSAMPLING

Meeting the objective of large volume MEPs will require that most tests involve some form of subsampling. There are two basic methods of subsampling that can be used. They are:

1. Counted Subsampling

   Counted subsampling can be broken down into three methods. They are:

   a. Mail Piece Skip Subsampling -- Mail piece skip subsampling entails systematically selecting and recording a subset of the mail pieces in a sampling unit by employing a skip interval number. For example, using a mail piece skip interval number of 5, we would randomly select a starting mail piece and thereafter select and record every fifth piece of mail through the full base of mail volume in the sampling unit.

   b. Mail Container Skip Subsampling -- Container skip subsampling means systematically selecting a subsample of containers in the sampling unit by employing a container skip interval number. Within the selected containers, either (i) all of the mail is recorded, or (ii) a mail piece subsampling approach is used as described in (a) above.

   c. Mail Piece Skip Using Weight Subsampling -- This procedure is used in ODIS only. It involves using a mail piece skip, where the skip interval is defined by weight as opposed to piece count. For example, if the mail piece skip is 100

and the associated weight of 100 pieces is 5 lbs., we systematically collect mail pieces together until we have 5 lbs. We set aside for recording the last piece of mail which resulted in attaining 5 lbs. We continue this process until there is no more mail to select and record in the sampling unit. This procedure should only be used with letter-shaped mail.

2. Weighted Subsampling (RPW only)

This weighted subsampling procedure only applies to RPW tests. Depending on the amount of mail volume in a sampling unit, a cluster of mail equivalent to a designated weight is the skip interval. For each cluster of mail totaling the skip interval weight, the last 20 mail pieces are selected and recorded.

D. DETERMINING THE BEST METHOD OF SUBSAMPLING

The following lists the seven methods of subsampling in descending order of preference. For a particular test, choose the highest listed subsampling alternative which can be employed, given the available window of time to test the mail. All of these seven options yield unbiased estimates when proper procedures are followed. Note that the first option is a complete count, or census. It is important to understand that while taking a complete count on a sampling unit has value, this fact should NOT drive SPCs in the direction of defining small volume MEPs.

1. Conduct a census (i.e., select and record all mail pieces)

2. Counted Subsampling using a mail piece skip interval

3. Counted Subsampling using weight (ODIS, letter-shaped mail only)

4. Weighted Subsampling (RPW only)

5. Counted Subsampling using a container skip and, within the selected containers, conduct a census

6. Counted Subsampling using a container skip and, within the selected containers, using a mail piece skip interval

7. Counted Subsampling using a container skip and within the selected containers using weight to represent a mail piece skip interval (ODIS only)

It is extremely important that you understand the seven subsampling options when designing and "sizing" your MEPs. This understanding is critical to judge how "big" a prospective MEP might be and still be effectively sampled within the available time window by a single data collector. If "fear of subsampling" causes you to either (a) create small MEPs which require no subsampling, or (b) create large MEPs, but then employ multiple data collectors to test such MEPs without subsampling, then many of the efficiencies obtainable under the MEP concept will not be realized.

Within each of these subsampling options, a variety of skip intervals can be employed. The different choices of skip intervals includes an override mechanism which allows the data collector to set the container skip intervals and/or mail piece skip intervals to appropriate levels to maximize the mail pieces recorded in the available time window.

E. BENEFITS AND CONCERNS OF SUBSAMPLING

It is important to realize that the different options of subsampling are not designed to encourage a smaller number of mail pieces to be recorded on a given test. As described above, they are designed to provide the flexibility needed to design MEPs with very large volumes. Having done this, for a given test on a given day, the subsampling option should be selected which allows the data collector to record the maximum number of mail pieces possible within the available time window for the test.

Sampling error, a general concern whenever a sample is used to estimate "true" population (i.e., all the mail delivered by the Postal Service) characteristics, is likewise a factor in subsampling. Sampling error is commonly converted mathematically to the familiar plus or minus range about an estimate. The larger the sampling error, the larger the plus or minus range about the estimate. There will be some element of sampling error associated with the use of subsampling in MEPs. However, the contribution of error stemming from subsampling alone is relatively small compared with overall sampling error.

The benefits/concerns of each subsampling method are discussed below:

1. Conduct a census -- Because we are sampling all the mail available during a MEP-day, there is no adverse affect in the precision of the estimates. In other words, because we did not sample a portion of the mail within a test, we know the exact or "true" volume of the MEP. The concern is the available time window for testing when using a census. Mail could be delayed in order to complete a test, or an incomplete test could result.

2. Counted subsampling using a mail skip interval -- Because the skip interval is applied through the full base of mail available for the test, we can achieve estimates of the different characteristics of the mail within the sampling unit that are fairly close to those obtained by a census. The smaller the skip interval the less fluctuation around the "true" value. The use of very large skip intervals can result in selected mail pieces which are not representative of the full base of the mail. This could adversely affect the precision of the estimates (higher plus or minus values about the estimates).

3. Counted Skip using weight (ODIS only) -- This procedure is sometimes helpful with large volumes of letter-sized mail if the data collector has access to a scale. This eliminates the need for counting each mail piece to determine the piece to be recorded. However, when the mail pieces are not identical in weight, this method of a counted skip could have an adverse affect on the precision of the estimates (higher plus and minus values about the estimates).

4. Weighted subsampling (RPW only) -- This procedure has the same benefits as (3.) above in that there is no need to count each mail piece to select the particular mail pieces to record. An additional benefit is that the blow-up factors are based on the ratio of the total weight of the mail in the test to the sample weight, which tends to be more accurate than that based on skip intervals. The concerns are the same as (3.) above.

5. Counted subsampling using a container skip and, within the selected containers, a census -- The benefits of using container subsampling are that it is not necessary to handle or count each piece of mail in the sampling unit, and, that it enhances the ability to create larger volume MEPs. However, skipping containers raises other concerns, such as whether it is feasible to group containers with similar (i.e., "like") volumes, as described in the PHS container subsampling guidelines. Not grouping like containers can have an adverse affect on the precision of the estimates.

6. Counted subsampling using a container skip and, within the selected containers, a mail piece skip -- the benefits are that the entire base of volume at the sampling unit does not have to be handled and that it promotes the development of larger volume MEPs. The concerns are the same as (5.).

7. Counted subsampling using a container skip and, within the selected containers, a weight skip that corresponds to the skip interval number -- The benefits are the same as (6.) and the concerns are the same as (5.).

V - GLOSSARY

This glossary contains definitions of a number of statistical terms as well as delivery unit terms. The inclusion of delivery unit terms here does not imply that MEPs need to be a delivery unit. A thorough understanding of all the terms in this glossary will be very useful for all DCTs and SPCs.

Auxiliary Route - a city delivery route for which no regular carrier position has been authorized. A rural route where the carrier works six days a week and are normally evaluated at less than 39 hours per week.

Bias - a type of error which, when committed repeatedly, does not tend to cancel out, and has the effect of increasing (positive bias) or decreasing (negative bias) the estimates regardless of the size of the sample. One possible source of bias is when the sampling frame differs from the population of interest, which will arise if some parts of the population are not included on the frame, or if some parts are included on the frame twice. Another possible source of bias is when the subsampling skip interval which is recorded is different than the skip interval used. Another possible source of bias is when mail is incorrectly recorded in the same manner repeatedly.

Blow-up Factor - This number is either the piece skip interval for simple mail piece skip subsampling; the product of the container skip interval and piece skip interval for container subsampling; or, in RPW only for weighted subsampling, the ratio of total weight of the mail in the test to the sample weight. Once this multiplication is done, the sampled mail is "expanded" to represent the full base of the mail for the test.

Boxholder Firm - a customer who has an assigned box/caller or phantom box number. The customer's incoming mail must be regularly distributed by name on the primary or secondary distribution operation(s) or the box section primary. If the mail is distributed to a number series separation on the box primary case, it is not a "direct" and, therefore, the customer is not a firm.

Box Section - the part of a postal facility having caller service or lock boxes.

Branch - a unit of a main post office located outside the corporate limits of a city or town.

Business Route - a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are to business establishments.

CAG K and L Offices - these used to be called third- and fourth-class offices. Data are obtained by treating such offices as hold outs of the sectional center. The sampling unit is a CAG K office-day or a CAG L office-day.

Card - government postal card, private post card, oversize cards, etc., recognized by physical appearance.

Census - a method of sampling in which each mail piece in the sampling unit is recorded, i.e., a mail piece skip of 1 is used.

Classified Station or Branch - a station or branch staffed by career postal employees.

City Delivery Route - a route which delivers mail to business, residential, local and federal government postal customers within a local city post office area.

Coefficient of Variation (c.v.) - a standardized measure of the precision of an estimate. The c.v. is usually stated as a percentage of the estimate. The c.v is computed by dividing the standard deviation of an estimate by the estimate itself. For example, an estimate of 250 million people in the United States with a c.v. of 2%, implies the standard deviation is plus/minus 5 million.

Community Post Office - a contract unit which provides the following retail services: a) caller service, b) lock box, and c) window service. Community post offices generally serve a small community.

Container Subsampling - counted subsampling with containers. Mail piece subsampling is generally feasible within selected containers.

Contract Station or Branch - a station or branch operated under contract by non-postal employees. Contract units are usually located in stores or other places of business.

Counted Subsampling - either mail piece skip subsampling, mail container skip subsampling, or mail piece skip weighted subsampling. It is the process of selecting mail pieces/containers by starting with a randomly selected mail piece/container, and selecting every k_ mail piece/container thereafter. The selection is done by physically counting through mail pieces/containers for these kth units. A variation of this in ODIS sampling is to weigh portions of mail that are approximately equivalent to the weight of the number of mail pieces in the skip. Counting out these weighed portions is helpful for large volume tests.

Estimate - a numerical value obtained from a statistical sample and assigned to a population parameter. Population parameters estimated from a sample of the MEPs frame include total volume, average daily volume, revenue, and weight for a particular class or subclass of mail.

Evaluated Route - Salary for rural carrier routes classified as evaluated is based on weekly workload evaluation as determined by office and route time standards after subtracting any relief time. These routes were formerly known as 'heavy duty' rural routes and are any 'H', 'J' or 'K' route.

Finance Unit - a classified branch or station which does not have carrier delivery, is operated by postal employees, and offers caller services, lock box and window services.

Firm - a business, school, church, library, apartment building, government agency, or postmaster.

Flat - piece of mail (any class) not having three definite dimensions, and too large to be distributed to a letter case; often in Kraft or manila envelopes. Size should not exceed 15 in. x 12 in. x 3/4 in.

Frame - a listing of sampling units which includes the population of interest.

Frequency Distribution - the number of observations or samples that are contained in each of the class intervals. For example, if we toss a coin 100 times and we get 45 heads and 55 tails, then the frequency distribution with two classes, heads and tails, would be 45 and 55. As another example, suppose we conducted 10 tests, or took 10 samples, and the number of Priority Mail pieces in those 10 tests were 5, 8, 15, 20, 22, 25, 30, 43, 87, and 94. Then for the intervals 0-19, 20-39, 40-59, 60-79, and 80-99, the frequency distribution would be 3, 4, 1, 0 and 2 respectively.

General Delivery Section - the unit within a postal facility where the general delivery mail is held

Golden Rules - the set of rules which must be met in order to create a MEP. Included are: (1) mail must be associated with one and only one MEP; (2) the mail for each MEP should be able to be isolated for testing; (3) MEPs should be relatively stable through time; and, (4) the cost-effectiveness of testing should be maximized for each MEP.

H-Route - a rural route where the regular carrier works six days a week.

Heavy Duty Route - any type "H", "J" or "K" rural route that delivers to rural mailboxes, now known as evaluated routes.

Highway Contract Route - a route under contract for carrying mail over the highway between designated points that delivers mail which is addressed for delivery through the office to route boxes. A highway contract route was formerly referred to as a star route.

IPPs - Irregular parcels and pieces, formerly known as SPRs. Irregular parcels are parcels not meeting the machinable parcel criteria and other parcels which cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed; unwrapped, paper-wrapped or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

J-Route - a rural route on which the regular carrier has a day off every other week (works six days the first week and five days the second week).

K-Route - a rural route on which the regular carrier has a day off every week (works five days each week).

Letter - mail in envelopes distributed to a letter case.

L-Route - a rural route having a box density of 12 or more boxes per mile. This box density does not affect the route classification as an auxiliary & mileage route or an evaluated route.

Mail Shape - either letter, flat, parcel or irregular parcel piece (IPP). This term is frequently used in a loose and imprecise way when discussing shape-based mail processing streams. In that context, it is used to refer to the predominant shape of the mail in that processing stream, even though there may be pieces of mail that are not of the predominant shape. For example, in the mail processing stream for flats, there may be some flat-shaped parcels (mail pieces too large to be classified a flat, but similar in appearance to a flat) commingled.

MEP - The term Mail Exit Point (MEP) is defined to be a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

MEP DBMS - the Mail Exit Point Database Management System. This is the data entry system for recording and maintaining MEPs.

Mileage Route - Salary for rural carrier positions on routes classified as mileage (M) is determined under the Rural Carrier Schedule, which provides a combined rate based on fixed annual compensation and specified rates per mile of route. The carrier's salary is based on the length of the route as determined by official measurement. Formerly known as regular rural route.

Military (APO/FPO) Mail - Consists of all mail distributed for APO/FPO destinations at postal facilities.

Mixed Route (Business and Residential) - a city delivery route, foot or motorized, on which 31 to 69 percent of possible deliveries are business establishments. This may include a route on which business and residential deliveries are made on the first trip and the business area only is served on subsequent trips.

Mutually Exclusive - two or more events that cannot occur together.

Non-Boxholder Firm - a customer whose mail is held out, and is regularly distributed by name on the primary or secondary distribution operation (s). The customer does not pay for this service. Mail so distributed is only considered firm mail when the mail is called for as in firm holdout service, or delivered on a relay route, or a collection route, or on a parcel post route.

Non-Parcel Post Combination Route - a city delivery regular or auxiliary combination route with no parcel post service. This may be any combination of relay, collection, or firm direct, where relay is not the primary service.

Optimum Allocation - the sample allocation which results in the smallest variance for a preset total survey cost. Alternatively, the sample allocation which results in the smallest total survey cost for a preset level of variance, or precision.

Parcel - any piece with three definite dimensions weighing more than 11 ounces if Priority Mail, or 16 ounces or more if fourth-class mail.

Parcel Post Combination Route - a city delivery regular or auxiliary route providing parcel post delivery and at least one other service such as relay, collection, firm direct, etc.

Parcel Post Customer - a customer (either boxholder or non-boxholder) whose incoming parcels are sorted to an individual separation in the initial stages of the incoming parcel distribution process. Parcel post customers are usually mail order companies, department stores and other units that receive five or more sacks or parcels and have individual separations provided for their mail to facilitate the parcel distribution process.

Parcel Post Regular Route - a city delivery regular route devoted entirely to parcel post delivery.

Partitioning - In set theory, to partition a set is to divide the elements of that set into two or more subsets such that every element of the set belongs to one and only one subset. If we consider the set of all mail pieces delivered by the Postal Service during a quarter, then the delivery unit/days constitute one partitioning of that set. The creation of MEPs defines a different partitioning of the same mail piece set, or population.

PHS - stands for Predominantly Heavy Sample. A PHS-MEP is one that contains predominantly heavy sample mail, or mail that is mostly priority or parcel post.

Precision - the degree to which a set of measurements agree with their mean. The variance or sampling error is a commonly used measure of the precision or reliability of an estimate.

Population - a collection of all of the items of interest for a particular survey or study. For most of our surveys, the population of interest is a portion of, or all of, the mail being collected, processed, or delivered by the Postal Service.

Probability - the relative possibility that an event will occur, as expressed by the ratio of the number of actual occurrences of a given event to the total number of possible occurrences.

Random Sampling - a type of sampling in which every item in the population of interest has a known chance of being included in the sample.

Registered or Certified Sections - a unit found in all postal facilities having incoming registered or certified delivery functions.

Regular Route (City) - a city delivery route for which a regular carrier position has been authorized.

Regular Route (Rural) - now known as mileage route.

Relay Route - a city delivery route identified as primarily performing relay service on an as needed basis. Since relay service is performed in conjunction with other services, there are no regular relay routes.

Reliability - the degree to which estimates from repeated samples are consistent.

Residential Route - a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are residential.

Rural Route - a route primarily for the delivery and collection of mail from boxes owned and maintained by persons residing in communities that do not have other convenient postal facilities.

Sample - a subset of the population for which measurements are taken.

Sample Allocation - the number of tests to be conducted in each stratum. The term is also used to refer to the process of determining the number of tests to be conducted in each stratum.

Sampling Efficiency - the degree to which a sample design is able to produce estimates with the required precision for a pre-set cost. Two frequently used ways of improving sampling efficiency are to improve the stratification and to optimize the sample allocation.

Sampling Frame - a list of the population of interest, divided into units which will be sampled in part or in whole.

Special Delivery Section - a unit found in a postal facility having incoming special delivery functions for any class of mail; usually in a facility having a box section or a general delivery section.

Special Routes - rural routes which the method of compensation has been changed from a mileage method of compensation to an evaluated method of compensation. These routes are considered as evaluated routes.

Standard Deviation - the square root of the variance. A measure of the degree to which a number of measurements agree with their mean. This measure is in the units which are measured, unlike the variance which is in squared units.

SPRs - Small parcels and rolls. See IPPs.

Station - a unit of a post office located within the corporate limits of a city or town.

Strata - two or more sets of sampling units which were grouped on the basis of one or more known characteristics. The plural form of stratum. Also see stratification.

Stratification - the process of subdividing the population into two or more mutually exclusive sets of sampling units called strata. The singular form of strata is stratum. If we can subdivide the population in such a way that the units within a stratum are more similar to each other, with regard to the item we are trying to estimate, than they are to units in other strata, then stratified sampling will be more efficient than a simple random sample.