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POSTAL SERVICE
OFFICE OF THE SECRETARY

**ATTACHMENT B
TO THE
DECISION OF THE GOVERNORS OF THE
UNITED STATES POSTAL SERVICE
ON THE RECOMMENDED DECISION OF THE POSTAL RATE COMMISSION IN
DOCKET NO. R97-1**

(JUNE 29, 1998)

CHANGES TO THE DOMESTIC MAIL CLASSIFICATION SCHEDULE

**AMEND THE DOMESTIC MAIL CLASSIFICATION SCHEDULE BY INSERTING
UNDERLINED TEXT AND DELETING BRACKETED TEXT AS FOLLOWS:**

**EXPEDITED MAIL
CLASSIFICATION SCHEDULE**

110 DEFINITION

Expedited Mail is mail matter entered as Express Mail [in accordance with] under the provisions of this Schedule. Any matter eligible for mailing may, at the option of the mailer, be mailed as Express Mail. Insurance is either included in Express Mail postage or is available for an additional charge, depending on the value and nature of the item sent by Express Mail.

120 DESCRIPTION OF SERVICES

121 Same Day Airport Service

Same Day Airport service is available between designated airport mail facilities.

122 Custom Designed Service

- 122.1 **General.** Custom Designed service is available between designated postal facilities or other designated locations for mailable matter tendered [in accordance with] under a service agreement between the Postal Service and the mailer. Service under a service agreement shall be offered in a manner consistent with 39 U.S.C. 403(c).
- 122.2 **Service Agreement.** A service agreement shall set forth the following:
- a. The scheduled place for each shipment tendered for service to each *specific destination*;
 - b. Scheduled place for claim, or delivery, at destination for each scheduled shipment;
 - c. Scheduled time of day for tender at origin and for claim or delivery at destination.
- 122.3 **Pickup and Delivery.** Pickup at the mailer's premises, and/or delivery at an address other than the destination postal facility is provided under terms and conditions as [prescribed] specified by the Postal Service.
- 122.4 **Commencement of Service Agreement.** Service provided pursuant to a service agreement shall commence not more than 10 days after the signed service agreement is tendered to the Postal Service.
- 122.5 **Termination of Service Agreement**
- 122.51 **Termination by Postal Service.** Express Mail service provided pursuant to a service agreement may be terminated by the Postal Service upon 10 days prior written notice to the mailer if:
- a. Service cannot be provided for reasons beyond the control of the Postal Service or because of changes in Postal Service facilities or operations, or
 - b. The mailer fails to adhere to the terms of the service agreement or this schedule.
- 122.52 **Termination by Mailers.** The mailer may terminate a service agreement, for any reason, by notice to the Postal Service.
- 123 **Next Day Service and Second Day Service**

123.1 **Availability of Services.** Next Day and Second Day Services are available at designated retail postal facilities to designated destination facilities or locations for items tendered by the time or times [prescribed] specified by the Postal Service. Next Day Service is available for overnight delivery. Second Day Service is available for second day delivery.

123.2 **Pickup Service.** Pickup service is available for Next Day and Second Day Services under terms and conditions as [prescribed] specified by the Postal Service. Service shall be offered in a manner consistent with 39 U.S.C. 403(c).

130 **PHYSICAL LIMITATIONS**

Express Mail may not exceed 70 pounds or 108 inches in length and girth combined.

140 **POSTAGE AND PREPARATION**

Except as provided in Rate Schedules 121, 122 and 123, postage on Express Mail is charged on each piece. For shipments tendered in Express Mail pouches under a service agreement, each pouch is a piece.

150 **DEPOSIT AND DELIVERY**

151 **Deposit**

Express Mail must be deposited at places designated by the Postal Service.

152 **Receipt**

A receipt showing the time and date of mailing will be provided to the mailer upon acceptance of Express Mail by the Postal Service. This receipt serves as evidence of mailing.

153 **Service**

Express Mail service provides a high speed, high reliability service. Same Day Airport Express Mail will be dispatched on the next available transportation to the destination airport mail facility. Custom Designed Express Mail will be available for claim or delivery as specified in the service agreement.

154 **Forwarding and Return**

When Express Mail is returned, or forwarded, as [prescribed] specified by the Postal Service, there will be no additional charge.

160 **ANCILLARY SERVICES**

The following services may be obtained in conjunction with mail sent under this classification schedule upon payment of applicable fees:

Service	Schedule
a. Address correction	<u>911</u> [SS1]
b. Return receipts	<u>945</u> [SS16]
c. COD	<u>944</u> [SS6]
d. Express Mail Insurance	<u>943</u> [SS-9]

170 **RATES AND FEES**

The rates for Express Mail are set forth in the following rate schedules:

	Schedule
a. Same Day Airport	121
b. Custom Designed	122
c. Next Day Post Office to Post Office	123
d. Second Day Post Office to Post Office	123
e. Next Day Post Office to Addressee	123
f. Second Day Post Office to Addressee	123

180 **REFUNDS**

181 **Procedure**

Claims for refunds of postage must be filed within the period of time and under terms and conditions [prescribed] specified by the Postal Service.

182 **Availability**

- 182.1 **Same Day Airport.** The Postal Service will refund the postage for Same Day Airport Express Mail not available for claim by the time specified, unless the delay is caused by:
- a. Strikes or work stoppage;
 - b. Delay or cancellation of flights; or
 - c. Governmental action beyond the control of Postal Service or air carriers.
- 182.2 **Custom Designed.** Except where a service agreement provides for claim, or delivery, of Custom Designed Express Mail more than 24 hours after scheduled tender at point of origin, the Postal Service will refund postage for such mail not available for claim, or not delivered, within 24 hours of mailing, unless the item was delayed by strike or work stoppage.
- 182.3 **Next Day.** Unless the item was delayed by strike or work stoppage, the Postal Service will refund postage for Next Day Express Mail not available for claim or not delivered:
- a. By 10:00 a.m., or earlier time(s) [prescribed] specified by the Postal Service, of the next delivery day in the case of Post Office-to-Post Office service;
 - b. By 3:00 p.m., or earlier time(s) [prescribed] specified by the Postal Service, of the next delivery day in the case of Post Office-to-Addressee service.
- 182.4 **Second Day.** Unless the item was delayed by strike or work stoppage, the Postal Service will refund postage for Second Day Express Mail not available for claim or not delivered:
- a. By 10:00 a.m., or earlier time(s) [prescribed] specified by the Postal Service, of the second delivery day in the case of Post Office-to-Post Office service;
 - b. By 3:00 p.m., or earlier time(s) [prescribed] specified by the Postal Service, of the second delivery day in the case of Post Office-to-Addressee service.

FIRST-CLASS MAIL

CLASSIFICATION SCHEDULE

210 DEFINITION

Any matter eligible for mailing may, at the option of the mailer, be mailed as First-Class Mail. The following must be mailed as First-Class Mail, unless mailed as Express Mail or exempt under title 39, United States Code, or except as authorized under sections 344.12, 344.23 and 443:

- a. Mail sealed against postal inspection as set forth in section 5000;
- b. Matter wholly or partially in handwriting or typewriting except as specifically permitted by sections 312, 313, 323, 344.22, and 446;
- c. Matter having the character of actual and personal correspondence except as specifically permitted by sections 312, 313, 323, 344.22, and 446; and
- d. Bills and statements of account.

220 DESCRIPTION OF SUBCLASSES

221 Letters and Sealed Parcels Subclass

221.1 **General.** The Letters and Sealed Parcels subclass consists of First-Class Mail weighing ~~[11]~~13 ounces or less that is not mailed under section 222 or 223.

221.2 **Regular Rate Categories.** The regular rate categories consist of Letters and Sealed Parcels subclass mail not mailed under section 221.3.

221.21 **[Single Piece] Single-Piece Rate Category.** The single-piece rate category applies to regular rate Letters and Sealed Parcels subclass mail not mailed under section 221.22~~[.]~~ or 221.24.

221.22 **Presort Rate Category.** The ~~[P]~~presort rate category applies to Letters and Sealed Parcels subclass mail that:

- a. Is prepared in a mailing of at least 500 pieces;
- b. Is presorted, marked, and presented as ~~[prescribed]~~ specified by the Postal Service; and

- c. Meets the addressing and other preparation requirements [prescribed] specified by the Postal Service.

221.23 [RESERVED]

221.24 Qualified Business Reply Mail Rate Category. The qualified business reply mail rate category applies to Letters and Sealed Parcels subclass mail that:

- a. Is provided to senders by the recipient, an advance deposit account business reply mail permit holder, for return by mail to the recipient;
- b. Bears the recipient's preprinted machine-readable return address, a barcode representing not more than 11 digits (not including "correction" digits), a Facing Identification Mark, and other markings specified and approved by the Postal Service; and
- c. Meets the letter machinability and other preparation requirements specified by the Postal Service.

221.25 [RESERVED]

221.26 Nonstandard Size Surcharge. Regular rate category Letters and Sealed Parcels subclass mail is subject to a surcharge if it is nonstandard size mail, as defined in section 232.

221.27 Presort Discount for Pieces Weighing More Than Two Ounces. Presort rate category Letters and Sealed Parcels subclass mail is eligible for an *additional presort discount on each piece weighing more than two ounces.*

221.3 Automation Rate Categories — Letters and Flats

221.31 General. The automation rate categories consist of Letters and Sealed Parcels subclass mail weighing [11]13 ounces or less that:

- a. Is prepared in a mailing of at least 500 pieces;
- b. Is presorted, marked, and presented as specified by the Postal Service;
- c. Bears a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service; and
- d. Meets the machinability, addressing, barcoding, and other preparation

requirements [prescribed] specified by the Postal Service.

- 221.32 **Basic Rate Category.** The basic rate category applies to letter-size automation rate category mail not mailed under section 221.33, 221.34, or 221.35.
- 221.33 **Three-Digit Rate Category.** The three-digit rate category applies to letter-size automation rate category mail presorted to single or multiple three-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 221.34 **Five-Digit Rate Category.** The five-digit rate category applies to letter-size automation rate category mail presorted to single or multiple five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 221.35 **Carrier Route Rate Category.** The carrier route rate category applies to letter-size automation rate category mail presorted to carrier routes. It is available only for those carrier routes [prescribed] specified by the Postal Service.
- 221.36 **Basic Flats Rate Category.** The basic flats rate category applies to flat-size automation rate category mail not mailed under section 221.37.
- 221.37 **Three- and Five-Digit Flats Rate Category.** The three- and five-digit flats rate category applies to flat-size automation rate category mail presorted to single or multiple three- and five-digit ZIP Code destinations as specified by the Postal Service.
- 221.38 **Nonstandard Size Surcharge.** Flat-size automation rate category pieces are subject to a surcharge if they are nonstandard size mail, as defined in section 232.
- 221.39 **Presort Discount for Pieces Weighing More Than Two Ounces.** Presorted automation rate category mail is eligible for an additional presort discount on each piece weighing more than two ounces.
- 221.4 **Automation Rate Category — Parcels**
- 221.41 **Prebarcoded Parcel Rate Category.** The prebarcoded parcel rate category applies to Letters and Sealed Parcels subclass nonpresorted mail that:
- a. Is prepared in a mailing of at least 50 pieces;
 - b. Bears a barcode as prescribed by the Postal Service;

- c. Is marked and presented as prescribed by the Postal Service; and
- d. Meets the machinability, addressing, barcoding, and other preparation requirements prescribed by the Postal Service.

This provision was applicable only to mailings entered for processing at no more than six facilities designated by the Postal Service. This provision expired April 28, 1998.

222 **[Stamped Cards and Post Cards] Cards Subclass**

222.1 **Definition**

[222.11 **Stamped Card.** A Stamped Card is a card with postage imprinted or impressed on it and supplied by the Postal Service for the transmission of messages.]

222.1[2]1 **[Post Card] Cards.** The Cards subclass consists of Stamped Cards, defined in section 962.11, and postcards. A [post card] postcard is a privately printed mailing card for the transmission of messages. To be eligible to be mailed as a First-Class [post card] postcard, a card must be of uniform thickness and must not exceed any of the following dimensions:

- a. 6 inches in length;
- b. 4¼ inches in width;
- c. 0.016 inch in thickness.

222.1[3]2 **Double Cards.** Double Stamped Cards or [post cards] double postcards may be mailed as Stamped Cards or [post cards] postcards. [A d] Double Stamped Cards are defined in section 962.12. [or post card] A double postcard consists of two attached cards, one of which may be detached by the receiver and returned by mail as a single [Stamped Card or] postcard [post card].

222.2 **Restriction.** A mailpiece with any of the following characteristics is not mailable as a Stamped Card or [post card] postcard unless it is prepared as [prescribed] specified by the Postal Service:

- a. Numbers or letters unrelated to postal purposes appearing in the address portion of the card;

- b. Punched holes;
- c. Vertical tearing guide;
- d. An address portion which is smaller than the remainder of the card.

222.3 Regular Rate Categories

222.31 Single-Piece Rate Category. The single-piece rate category applies to regular rate [Stamped Cards and Post] Cards subclass mail not mailed under section 222.32[.] or 222.34.

222.32 Presort Rate Category. The presort rate category applies to [Stamped Cards and Post] Cards subclass mail that:

- a. Is prepared in a mailing of at least 500 pieces;
- b. Is presorted, marked, and presented as [prescribed] specified by the Postal Service; and
- c. Meets the addressing and other preparation requirements [prescribed] specified by the Postal Service.

222.33 [RESERVED]

222.34 Qualified Business Reply Mail Rate Category. The qualified business reply mail rate category applies to Cards subclass mail that:

- a. Is provided to senders by the recipient, an advance deposit account business reply mail permit holder, for return by mail to the recipient;
- b. Bears the recipient's preprinted machine-readable return address, a barcode representing not more than 11 digits (not including "correction" digits), a Facing Identification Mark, and other markings specified and approved by the Postal Service; and
- c. Meets the card machinability and other preparation requirements specified by the Postal Service.

222.4 Automation Rate Categories

222.41 General. The automation rate categories consist of [Stamped Cards and

Post] Cards subclass mail that:

- a. Is prepared in a mailing of at least 500 pieces;
- b. Is presorted, marked, and presented as specified by the Postal Service;
- c. Bears a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service; and
- d. Meets the machinability, addressing, barcoding, and other preparation requirements [prescribed] specified by the Postal Service.

222.42 **Basic Rate Category.** The basic rate category applies to automation rate category cards not mailed under section 222.43, 222.44, or 222.45.

222.43 **Three-Digit Rate Category.** The three-digit rate category applies to automation rate category cards presorted to single or multiple three-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

222.44 **Five-Digit Rate Category.** The five-digit rate category applies to automation rate category cards presorted to single or multiple five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

222.45 **Carrier Route Rate Category.** The carrier route rate category applies to automation rate category cards presorted to carrier routes. It is available only for those carrier routes [prescribed] specified by the Postal Service.

223 **Priority Mail Subclass**

223.1 **General.** The Priority Mail subclass consists of:

- a. First-Class Mail weighing more than [11]13 ounces; and
- b. Any mailable matter which, at the option of the mailer, is mailed for expeditious mailing and transportation.

223.2 **Single-Piece Priority Mail Rate Category.** The single-piece Priority Mail [priority mail] rate category applies to Priority Mail subclass mail not mailed under section 223.[3]4.

223.3 **[Presorted Priority Mail Rate Category.** The presorted priority mail rate category applies to Priority Mail subclass mail that:

- a. Is prepared in a mailing of at least 300 pieces;
- b. Is presorted, marked, and presented as prescribed by the Postal Service;
and
- c. Meets the machinability, addressing, and other preparation requirements prescribed by the Postal Service.] **[Reserved]**

223.4 **Prebarcoded Priority Mail Parcel Rate Category.** The prebarcoded Priority Mail Parcel rate category applies to Priority Mail subclass nonpresorted mail that:

- a. Is prepared in a mailing of at least 50 pieces;
- b. Bears a barcode as prescribed by the Postal Service;
- c. Is marked and presented as prescribed by the Postal Service; and
- d. Meets the machinability, addressing, barcoding, and other preparation requirements prescribed by the Postal Service.

This provision was applicable only to mailings entered for processing at no more than six facilities designated by the Postal Service. This provision expired April 28, 1998.

223.5 **Flat Rate Envelope.** Priority Mail subclass mail sent in a "flat rate" envelope provided by the Postal Service is charged the two-pound rate.

223.6 **Pickup Service.** Pickup service is available for Priority Mail subclass mail under terms and conditions [prescribed] specified by the Postal Service.

223.7 **Bulky Parcels.** Priority Mail subclass mail weighing less than 15 pounds, and measuring over 84 inches in length and girth combined, is charged a minimum rate equal to that for a 15-pound parcel for the zone to which the piece is addressed.

230 **PHYSICAL LIMITATIONS**

231 **Size and Weight**

First-Class Mail may not exceed 70 pounds or 108 inches in length and girth combined. Additional size and weight limitations apply to individual First-Class Mail subclasses.

232 Nonstandard Size Mail

Letters and Sealed Parcels subclass mail weighing one ounce or less is nonstandard size if:

- a. Its aspect ratio does not fall between 1 to 1.3 and 1 to 2.5 inclusive; or
- b. It exceeds any of the following dimensions:
 - i. 11.5 inches in length;
 - ii. 6.125 inches in width; or
 - iii. 0.25 inch in thickness.

240 POSTAGE AND PREPARATION

Postage on First-Class Mail must be paid as set forth in section 3000. Postage is computed separately on each piece of mail. Pieces not within the same postage rate increment may be mailed at other than a single-piece rate as part of the same mailing only when specific methods approved by the Postal Service for [ascertaining] determining and verifying postage are followed. All mail mailed at other than a single-piece rate must have postage paid in a manner not requiring cancellation.

250 DEPOSIT AND DELIVERY

251 Deposit

First-Class Mail must be deposited at places and times designated by the Postal Service.

252 **Service**

First-Class Mail receives expeditious handling and transportation, except that when First-Class Mail is attached to or enclosed with mail of another class, the service of that class applies.

253 **Forwarding and Return**

First-Class Mail that is undeliverable-as-addressed is forwarded or returned to the sender without additional charge.

260 **ANCILLARY SERVICES**

First-Class Mail, except as otherwise noted, will receive the following additional services upon payment of the fees prescribed in the corresponding schedule:

<u>Service</u>	<u>Schedule</u>
a. <u>Address correction</u>	<u>911</u> [SS1]
b. <u>Business reply mail</u>	<u>931</u> [SS2]
c. <u>Certificates of mailing</u>	<u>947</u> [SS4]
d. <u>Certified mail</u>	<u>941</u> [SS5]
e. <u>COD</u>	<u>944</u> [SS6]
f. <u>[Insured mail] Insurance</u>	<u>943</u> [SS9]
g. <u>Registered mail</u>	<u>942</u> [SS14]
h. <u>Return receipt (limited to merchandise sent by Priority Mail)</u>	<u>945</u> [SS16]
i. <u>Merchandise return</u>	<u>932</u> [SS20]
j. <u>Delivery Confirmation (limited to Priority Mail)</u>	<u>948</u>
k. <u>Prepaid Reply Mail</u>	<u>934</u>

270 **RATES AND FEES**

271 The rates [and fees] for First-Class Mail are set forth in the following schedules:

Schedule

a.	Letters and Sealed Parcels	221
b.	[Stamped Cards and Post] Cards	222
c.	Priority Mail	223
[d.	Fees	SS-19A and 1000]

272 **Keys and Identification Devices.** Keys, identification cards, identification tags, or similar identification devices that:

- a. weigh no more than 2 pounds;
- b. are mailed without cover; and
- c. bear, contain, or have securely attached the name and address information, as specified by the Postal Service, of a person, organization, or concern, with instructions to return to the address and a statement guaranteeing the payment of postage due on delivery; are subject to the following rates and fees:
 - i. the applicable single-piece rates in schedules 221 or 223;
 - ii. the fee set forth in fee schedule 931 for payment of postage due charges if an active business reply mail advance deposit account is not used, and
 - iii. if applicable, the surcharge for nonstandard size mail, as defined in section 232.

280 **AUTHORIZATIONS AND LICENSES**

The fee set forth in [Rate] Schedule 1000 must be paid once each year at each office of mailing by any person who mails other than single-piece First-Class Mail or courtesy envelope mail. Payment of the fee allows the mailer to mail at any First-Class rate.

**STANDARD MAIL
CLASSIFICATION SCHEDULE**

310 DEFINITION

311 General

Any mailable matter may be mailed as Standard Mail except:

- a. Matter required to be mailed as First-Class Mail;
- b. Copies of a publication that is entered as Periodicals class mail, except copies sent by a printer to a publisher, and except copies that would have traveled at the former second-class transient rate. (The transient rate applied to individual copies of second-class mail (currently Periodicals class mail) forwarded and mailed by the public, as well as to certain sample copies mailed by publishers.)

312 Printed Matter

Printed matter, including printed letters which according to internal evidence are being sent in identical terms to several persons, but which do not have the character of actual or personal correspondence, may be mailed as Standard Mail. Printed matter does not lose its character as Standard Mail when the date and name of the addressee and of the sender are written thereon. For the purposes of the Standard Mail Classification Schedule, "printed" does not include reproduction by handwriting or typewriting.

313 Written Additions

Standard Mail may have the following written additions placed on the wrapper, on a tag or label attached to the outside of the parcel, or inside the parcel, either loose or attached to the article:

- a. Marks, numbers, name, or letters descriptive of contents;
- b. "Please Do Not Open Until Christmas," or words of similar import;
- c. Instructions and directions for the use of an article in the package;
- d. Manuscript dedication or inscription not in the nature of personal correspondence;

- e. Marks to call attention to any word or passage in text;
- f. Corrections of typographical errors in printed matter;
- g. Manuscripts accompanying related proof sheets, and corrections in proof sheets to include: corrections of typographical and other errors, alterations of text, insertion of new text, marginal instructions to the printer, and rewrites of parts if necessary for correction;
- h. *Handstamped imprints, except when the added matter is itself personal or converts the original matter to a personal communication;*
- i. An invoice.

320 **DESCRIPTION OF SUBCLASSES**

321 **Subclasses Limited to Mail Weighing Less than 16 Ounces**

321.1 **[Single Piece Subclass] [Reserved]**

[321.11 **Definition.** The Single Piece subclass consists of Standard Mail weighing less than 16 ounces that is not mailed under sections 321.2, 321.3, 321.4, 321.5 or 323.]

[321.12 **Basic Rate Category.** The basic rate category applies to Single Piece subclass mail not mailed under section 321.13.]

[321.13 **Keys and Identification Devices Rate Category.** The keys and identification devices rate category applies to keys, identification cards, identification tags, or similar identification devices mailed without cover, and which bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return to such address and a statement guaranteeing the payment of postage due on delivery.]

[321.14 **Nonstandard Size Surcharge.** Single Piece subclass mail, other than that mailed under section 321.13, is subject to a surcharge if it is nonstandard size mail, as defined in section 333.]

321.2 **Regular Subclass**

321.21 **General.** The Regular subclass consists of Standard Mail weighing less than

16 ounces that is not mailed under sections [321.1,] 321.3, 321.4, 321.5 or 323.

321.22 Presort Rate Categories

321.221 General. The presort rate categories apply to Regular subclass mail that:

- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;
- b. Is presorted, marked, and presented as [prescribed] specified by the Postal Service; and
- c. Meets the machinability, addressing, and other preparation requirements [prescribed] specified by the Postal Service.

321.222 Basic Rate Categories. The basic rate categories apply to presort rate category mail not mailed under section 321.223.

321.223 Three- and Five-Digit Rate Categories. The three- and five-digit rate categories apply to presort rate category mail presorted to single or multiple three- and five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

321.23 Automation Rate Categories

321.231 General. The automation rate categories apply to Regular subclass mail that:

- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;
- b. Is presorted, marked, and presented as [prescribed] specified by the Postal Service;
- c. Bears a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service;
- d. Meets the machinability, addressing, barcoding, and other preparation requirements [prescribed] specified by the Postal Service.

321.232 Basic Barcoded Rate Category. The basic barcoded rate category applies to letter-size automation rate category mail not mailed under section 321.233 or 321.234.

- 321.233 **Three-Digit Barcoded Rate Category.** The three-digit barcoded rate category applies to letter-size automation rate category mail presorted to single or multiple three-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 321.234 **Five-Digit Barcoded Rate Category.** The five-digit barcoded rate category applies to letter-size automation rate category mail presorted to single or multiple five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 321.235 **Basic Barcoded Flats Rate Category.** The basic barcoded flats rate category applies to flat-size automation rate category mail not mailed under section 321.236.
- 321.236 **Three- and Five-Digit Barcoded Flats Rate Category.** The three- and five-digit barcoded flats rate category applies to flat-size automation rate category mail presorted to single or multiple three- and five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 321.24 **Destination Entry Discounts.** The destination entry discounts apply to Regular subclass mail prepared as [prescribed] specified by the Postal Service and addressed for delivery within the service area of the BMC (or auxiliary service facility), or sectional center facility (SCF), at which it is entered, as defined by the Postal Service.
- ~~321.25 **Residual Shape Surcharge.** Regular subclass mail is subject to a surcharge if it is prepared as a parcel or if it is not letter or flat shaped.~~
- 321.3 **Enhanced Carrier Route Subclass**
- 321.31 **Definition.** The Enhanced Carrier Route subclass consists of Standard Mail weighing less than 16 ounces that is not mailed under section [321.1,] 321.2, 321.4, 321.5 or 323, and that:
- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;
 - b. Is prepared, marked, and presented as [prescribed] specified by the Postal Service;
 - c. Is presorted to carrier routes as [prescribed] specified by the Postal Service;

- d. Is sequenced as [prescribed] specified by the Postal Service; and
 - e. Meets the machinability, addressing, and other preparation requirements [prescribed] specified by the Postal Service.
- 321.32 **Basic Rate Category.** The basic rate category applies to Enhanced Carrier Route subclass mail not mailed under section 321.33, 321.34 or 321.35.
- 321.33 **Basic Pre-Barcoded Rate Category.** The basic pre-barcoded rate category applies to letter-size Enhanced Carrier Route subclass mail which bears a barcode representing not more than 11 digits (not including "correction" digits), as specified [prescribed] by the Postal Service, and which meets the machinability, addressing, and barcoding specifications and other preparation requirements [prescribed] specified by the Postal Service.
- 321.34 **High Density Rate Category.** The high density rate category applies to Enhanced Carrier Route subclass mail presented in walk-sequence order and meeting the high density requirements [prescribed] specified by the Postal Service.
- 321.35 **Saturation Rate Category.** The saturation rate category applies to Enhanced Carrier Route subclass mail presented in walk-sequence order and meeting the saturation requirements [prescribed] specified by the Postal Service.
- 321.36 **Destination Entry Discounts.** Destination entry discounts apply to Enhanced Carrier Route subclass mail prepared as [prescribed] specified by the Postal Service and addressed for delivery within the service area of the BMC (or auxiliary service facility), sectional center facility (SCF), or destination delivery unit (DDU) at which it is entered, as defined by the Postal Service.
- ~~321.37 **Residual Shape Surcharge.** Enhanced Carrier Route subclass mail is subject to a surcharge if it is prepared as a parcel or if it is not letter or flat shaped.~~
- 321.4 **Nonprofit Subclass**
- 321.41 **General.** The Nonprofit subclass consists of Standard Mail weighing less than 16 ounces that is not mailed under section [321.1,] 321.2, 321.3, 321.5 or 323, and that is mailed by authorized nonprofit organizations or associations of the following types:

- a. Religious, as defined in section 1009,
- b. Educational, as defined in section 1009,
- c. Scientific, as defined in section 1009,
- d. Philanthropic, as defined in section 1009,
- e. Agricultural, as defined in section 1009,
- f. Labor, as defined in section 1009,
- g. Veterans', as defined in section 1009,
- h. Fraternal, as defined in section 1009,
- i. Qualified political committees,
- j. State or local voting registration officials when making a mailing required or authorized by the National Voter Registration Act of 1993.

321.411 Qualified Political Committees. The term "qualified political committee" means a national or State committee of a political party, the Republican and Democratic Senatorial Campaign Committees, the Democratic National Congressional Committee, and the National Republican Congressional Committee:

- a. The term "national committee" means the organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the national level; and
- b. The term "State committee" means the organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the State level.

321.412 Limitation on Authorization. An organization authorized to mail at the nonprofit Standard rates for qualified nonprofit organizations may mail only its own matter at these rates. An organization may not delegate or lend the use of its permit to mail at [special] nonprofit Standard rates to any other person, organization or association.

321.42 Presort Rate Categories

- 321.421 **General.** The presort rate categories apply to Nonprofit subclass mail that:
- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;
 - b. Is presorted, marked, and presented as [prescribed] specified by the Postal Service; and
 - c. Meets the machinability, addressing, and other preparation requirements [prescribed] specified by the Postal Service.
- 321.422 **Basic Rate Categories.** The basic rate categories apply to presort rate category mail not mailed under section 321.423.
- 321.423 **Three- and Five-Digit Rate Categories.** The three- and five-digit rate categories apply to presort rate category mail presorted to single or multiple three- and five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.
- 321.43 **Automation Rate Categories**
- 321.431 **General.** The automation rate categories apply to Nonprofit subclass mail that:
- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;
 - b. Is presorted, marked, and presented as [prescribed] specified by the Postal Service;
 - c. Bears a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service; and
 - d. Meets the machinability, addressing, barcoding, and other preparation requirements [prescribed] specified by the Postal Service.

321.432 **Basic Barcoded Rate Category.** The basic barcoded rate category applies to letter-size automation rate category mail not mailed under section 321.433 or 321.434.

321.433 **Three-Digit Barcoded Rate Category.** The three-digit barcoded rate category applies to letter-size automation rate category mail presorted to single or multiple three-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

321.434 **Five-Digit Barcoded Rate Category.** The five-digit barcoded rate category applies to letter-size automation rate category mail presorted to single or multiple five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

321.435 **Basic Barcoded Flats Rate Category.** The basic barcoded flats rate category applies to flat-size automation rate category mail not mailed under section 321.436.

321.436 **Three- and Five-Digit Barcoded Flats Rate Category.** The three- and five-digit barcoded flats rate category applies to flat-size automation rate category mail presorted to single or multiple three- and five-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

321.44 **Destination Entry Discounts.** Destination entry discounts apply to Nonprofit subclass mail prepared as [prescribed] specified by the Postal Service and addressed for delivery within the service area of the BMC (or auxiliary service facility) or sectional center facility (SCF) at which it is entered, as defined by the Postal Service.

~~321.45 **Residual Shape Surcharge.** Nonprofit subclass mail is subject to a surcharge if it is prepared as a parcel or if it is not letter or flat shaped.~~

321.5 **Nonprofit Enhanced Carrier Route Subclass**

321.51 **Definition.** The Nonprofit Enhanced Carrier Route subclass consists of Standard Mail weighing less than 16 ounces that is not mailed under section [321.1,] 321.2, 321.3, 321.4 or 323, that is mailed by authorized nonprofit organizations or associations (as defined in section 321.41) under the terms and limitations stated in section 321.412, and that:

- a. Is prepared in a mailing of at least 200 addressed pieces or 50 pounds of addressed pieces;

- b. Is prepared, marked, and presented as [prescribed] specified by the Postal Service;
 - c. Is presorted to carrier routes as [prescribed] specified by the Postal Service;
 - d. Is sequenced as [prescribed] specified by the Postal Service; and
 - e. Meets the machinability, addressing, and other preparation requirements [prescribed] specified by the Postal Service.
- 321.52 **Basic Rate Category.** The basic rate category applies to Nonprofit Enhanced Carrier Route subclass mail not mailed under section 321.53, 321.54 or 321.55.
- 321.53 **Basic Pre-Barcoded Rate Category.** The basic pre-barcoded rate category applies to letter-size Nonprofit Enhanced Carrier Route subclass mail which bears a barcode representing not more than 11 digits (not including "correction" digits), as [prescribed] specified by the Postal Service, and which meets the machinability, addressing, and barcoding specifications and other preparation requirements [prescribed] specified by the Postal Service.
- 321.54 **High Density Rate Category.** The high density rate category applies to Nonprofit Enhanced Carrier Route subclass mail presented in walk-sequence order and meeting the high density requirements [prescribed] specified by the Postal Service.
- 321.55 **Saturation Rate Category.** The saturation rate category applies to Nonprofit Enhanced Carrier Route subclass mail presented in walk-sequence order and meeting the saturation requirements [prescribed] specified by the Postal Service.
- 321.56 **Destination Entry Discounts.** Destination entry discounts apply to Nonprofit Enhanced Carrier Route subclass mail prepared as [prescribed] specified by the Postal Service and addressed for delivery within the service area of the BMC (or auxiliary service facility), sectional center facility (SCF), or destination delivery unit (DDU) at which it is entered, as defined by the Postal Service.
- 321.57 **Residual Shape Surcharge.** Nonprofit Enhanced Carrier Route subclass mail is subject to a surcharge if it is prepared as a parcel or if it is not letter or flat shaped.

322 Subclasses Limited to Mail Weighing 16 Ounces or More

322.1 Parcel Post Subclass

322.11 Definition. The Parcel Post subclass consists of Standard Mail weighing 16 ounces or more that is not mailed under sections 322.3, 323.1, or 323.2.

[322.12 Basic Rate Category. The basic rate category applies to all Parcel Post subclass mail not mailed under sections 322.13 or 322.14.]

322.12 Description of Rate Categories

322.121 Inter-BMC Rate Category. The Inter-BMC rate category applies to all Parcel Post subclass mail not mailed under sections 322.122, 322.123, 322.124, or 322.125.

322.122 Intra-BMC Rate Category. The Intra-BMC rate category applies to Parcel Post subclass mail originating and destinating within a designated BMC or auxiliary service facility service area, Alaska, Hawaii or Puerto Rico.

322.123 Destination Bulk Mail Center (DBMC) Rate Category. The destination bulk mail center rate category applies to Parcel Post subclass mail prepared as specified by the Postal Service in a mailing of at least 50 pieces entered at a designated destination BMC, auxiliary service facility, or other equivalent facility, as specified by the Postal Service.

322.124 Destination Sectional Center Facility (DSCF) Rate Category. The destination sectional center facility rate category applies to Parcel Post subclass mail prepared as specified by the Postal Service in a mailing of at least 50 pieces sorted to five-digit destination ZIP Codes as specified by the Postal Service and entered at a designated destination processing and distribution center or facility, or other equivalent facility, as specified by the Postal Service.

322.125 Destination Delivery Unit (DDU) Rate Category. The destination delivery unit rate category applies to Parcel Post subclass mail prepared as specified by the Postal Service in a mailing of at least 50 pieces, and entered at a designated destination delivery unit, or other equivalent facility, as specified by the Postal Service.

322.13 Bulk Parcel Post. Bulk Parcel Post mail is Parcel Post mail consisting of properly prepared and separated single mailings of at least 300 pieces or 2000 pounds. Pieces weighing less than 15 pounds and measuring over 84

inches in length and girth combined or pieces measuring over 108 inches in length and girth combined are not mailable as Bulk Parcel Post mail.

322.131 **Barcoded Discount.** The barcoded discount applies to Bulk Parcel Post mail that is entered at designated facilities, bears a barcode specified by the Postal Service, is prepared as specified by the Postal Service, and meets all other preparation and machinability requirements of the Postal Service.

[400.0202 **Bulk**

Bulk parcel post mail is fourth-class parcel post mail consisting of properly prepared and separated single mailings of at least 300 pieces or 2000 pounds. Pieces weighing less than 15 pounds and measuring over 84 inches in length and girth combined are not mailable as bulk parcel post. Provision for mailing nonidentical pieces is set forth in section 400.046.

322.14 **Destination BMC Rate Category.** Parcel Post subclass mail is eligible for destination BMC rates if it is included in a mailing of at least 50 pieces deposited at the destination BMC, auxiliary service facility, or other equivalent facility, as prescribed by the Postal Service.]

322.14 **Bulk Mail Center (BMC) Presort Discounts**

322.141 **BMC Presort Discount.** The BMC presort discount applies to Inter-BMC Parcel Post subclass mail that is prepared as specified by the Postal Service in a mailing of 50 or more pieces, entered at a facility authorized by the Postal Service, and sorted to destination BMCs, as specified by the Postal Service.

322.142 **Origin Bulk Mail Center (OBMC) Discount.** The origin bulk mail center discount applies to Inter-BMC Parcel Post subclass mail that is prepared as specified by the Postal Service in a mailing of at least 50 pieces, entered at the origin BMC, and sorted to destination BMCs, as specified by the Postal Service.

[322.15 **Intra-BMC Discount.** Basic rate category Parcel Post subclass mail is eligible for the intra-BMC discount if it originates and destines within the same BMC or auxiliary service facility service area, Alaska, Hawaii or Puerto Rico.]

322.15 Barcoded Discount. The barcoded discount applies to Inter-BMC, Intra-BMC, and DBMC Parcel Post subclass mail that is entered at designated facilities, bears a barcode specified by the Postal Service, is prepared as specified by the Postal Service in a mailing of at least 50 pieces, and meets all other preparation and machinability requirements of the Postal Service.

322.16 Oversize Parcel Post

322.161 Excessive Length and Girth. Parcel Post subclass mail pieces exceeding 108 inches in length and girth combined, but not greater than 130 inches in length and girth combined, are mailable.

322.162 Balloon Rate. Parcel Post subclass mail pieces exceeding 84 inches in length and girth combined and weighing less than 15 pounds are subject to a rate equal to that for a 15 pound parcel for the zone to which the parcel is addressed.

322.1[6]7 Nonmachinable Surcharge. [Basic rate category Parcel Post subclass mail] Inter-BMC Parcel Post subclass mail that does not meet machinability criteria [prescribed] specified by the Postal Service is subject to a nonmachinable surcharge.

322.1[7]8 Pickup Service. Pickup service is available for Parcel Post subclass mail under terms and conditions [prescribed] specified by the Postal Service.

322.2 [Reserved]

322.3 Bound Printed Matter Subclass

322.31 Definition. The Bound Printed Matter subclass consists of Standard Mail weighing at least 16 ounces, but not more than 15 pounds, which:

- a. Consists of advertising, promotional, directory, or editorial material, or any combination thereof;
- b. Is securely bound by permanent fastenings including, but not limited to, staples, spiral bindings, glue, and stitching; loose leaf binders and similar fastenings are not considered permanent;
- c. Consists of sheets of which at least 90 percent are imprinted with letters, characters, figures or images or any combination of these, by any process other than handwriting or typewriting;

- d. Does not have the nature of personal correspondence; and
 - e. Is not stationery, such as pads of blank printed forms.
- 322.32 **Single-Piece Rate Category.** The single-piece rate category applies to Bound Printed Matter subclass mail which is not mailed under section 322.33 or 322.34.
- 322.33 **Bulk Rate Category.** The bulk rate category applies to Bound Printed Matter subclass mail prepared in a mailing of at least 300 pieces, prepared and presorted as [prescribed] specified by the Postal Service.
- 322.34 **Carrier Route Presort Rate Category.** The carrier route presort rate category applies to Bound Printed Matter subclass mail prepared in a mailing of at least 300 pieces of carrier route presorted mail, prepared and presorted as specified [prescribed] by the Postal Service.
- 322.35 **Barcoded Discount.** The barcoded discount applies to single-piece rate and bulk rate Bound Printed Matter subclass mail that is entered at designated facilities, bears a barcode specified by the Postal Service, is prepared as specified by the Postal Service in a mailing of at least 50 pieces, and meets all other preparation and machinability requirements of the Postal Service.
- 323 **Subclasses With No 16-Ounce Limitation**
- 323.1 **Special Subclass**
- 323.11 **Definition.** The Special subclass consists of Standard Mail of the following types:
- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations, and containing no advertising matter other than incidental announcements of books. *Not more than three of the announcements may contain as part of their format a single order form, which may also serve as a postcard [post card.] [The] These order forms [permitted in this subsection] are in addition to and not in lieu of order forms which may be enclosed by virtue of any other provision;*
 - b. 16 millimeter or narrower width films which must be positive prints in final form for viewing, and catalogs of such films, of 24 pages or more, at least 22 of which are printed, except when sent to or from commercial theaters;

- c. Printed music, whether in bound form or in sheet form;
- d. Printed objective test materials and accessories thereto used by or in behalf of educational institutions in the testing of ability, aptitude, achievement, interests and other mental and personal qualities with or without answers, test scores or identifying information recorded thereon in writing or by mark;
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Not more than three of the announcements [permitted in this subsection] may contain as part of their format a single order form, which may also serve as a postcard [post card.] [The] These order forms [permitted in this subsection] are in addition to and not in lieu of order forms which may be enclosed by virtue of any other provision;
- f. *Playscripts and manuscripts for books, periodicals and music;*
- g. Printed educational reference charts, permanently processed for preservation;
- h. Printed educational reference charts, including but not limited to
 - i. Mathematical tables,
 - ii. Botanical tables,
 - iii. Zoological tables, and
 - iv. Maps produced primarily for educational reference purposes;
- i. Looseleaf pages and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students;
- j. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media; and

323.12 **Single-Piece Rate Category.** The single-piece rate category applies to Special subclass mail not mailed under section 323.13 or 323.14.

323.13 **Level A Presort Rate Category.** The Level A presort rate category applies to mailings of at least 500 pieces of Special subclass mail, prepared and presorted to five-digit destination ZIP Codes as [prescribed] specified by the Postal Service.

323.14 **Level B Presort Rate Category.** The Level B presort rate category applies to mailings of at least 500 pieces of Special subclass mail, prepared and presorted to destination Bulk Mail Centers as [prescribed] specified by the Postal Service.

323.15 **Barcoded Discount.** The barcoded discount applies to single-piece rate and Level B presort rate Special subclass mail that is entered at designated facilities, bears a barcode specified by the Postal Service, is prepared as specified by the Postal Service in a mailing of at least 50 pieces, and meets all other preparation and machinability requirements of the Postal Service.

323.2 **Library Subclass**

323.21 **Definition.**

323.211 **General.** The Library subclass consists of Standard Mail of the following types, separated or presorted as [prescribed] specified by the Postal Service:

- a. Matter designated in [sub]section 323.213, loaned or exchanged (including cooperative processing by libraries) between:
 - i. Schools or colleges, or universities;
 - ii. Public libraries, museums and herbaria, nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans' or fraternal organizations or associations, or between such organizations and their members, readers or borrowers.
- b. Matter designated in [sub]section 323.214, mailed to or from schools, colleges, universities, public libraries, museums and herbaria and to or from nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans' or fraternal organizations or associations; or
- c. Matter designated in [sub]section 323.215, mailed from a publisher or a distributor to a school, college, university or public library.

323.212 **Definition of Nonprofit Organizations and Associations.** Nonprofit organizations or associations are defined in section 1009.

323.213 *Library subclass mail under section 323.211.a.* Matter eligible for mailing as Library subclass mail under subsection a of section 323.211[a] consists of:

- a. Books consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations and containing no advertising other than incidental announcements of books;
- b. Printed music, whether in bound form or in sheet form;
- c. Bound volumes of academic theses in typewritten or other duplicated form;
- d. Periodicals, whether bound or unbound;
- e. Sound recordings;
- f. Other library materials in printed, duplicated or photographic form or in the form of unpublished manuscripts; and
- g. Museum materials, specimens, collections, teaching aids, printed matter and interpretative materials intended to inform and to further the educational work and interest of museums and herbaria.

323.214 *Library subclass mail under section 323.211.b.* Matter eligible for mailing as Library subclass mail under subsection b of section 323.211[b] consists of:

- a. 16-millimeter or narrower width films; filmstrips; transparencies; slides; microfilms; all of which must be positive prints in final form for viewing;
- b. Sound recordings;
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretative materials intended to inform and to further the educational work and interests of museums and herbaria;
- d. Scientific or mathematical kits, instruments or other devices; and
- e. Catalogs of the materials in subsections a through d of section 323.214 [a through d] and guides or scripts prepared solely for use with such materials.

323.215 *Library subclass mail under section 323.211.c.* Matter eligible for mailing as Library subclass mail under subsection c of section 323.211[c] consists of books, including books to supplement other books, consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations, and containing no advertising matter other than incidental announcements of books.

323.22 **Basic Rate Category.** The basic rate category applies to all Library subclass mail.

~~323.23 **Barcoded Discount.** The barcoded discount applies to Library subclass mail that is entered at designated facilities, bears a barcode specified by the Postal Service, is prepared as specified by the Postal Service in a mailing of at least 50 pieces, and meets all other preparation and machinability requirements of the Postal Service.~~

330 **PHYSICAL LIMITATIONS**

331 **Size**

Except as provided in section 322.161, Standard Mail may not exceed 108 inches in length and girth combined. Additional size limitations apply to individual Standard Mail subclasses. The maximum size for mail presorted to carrier route in the Enhanced Carrier Route and Nonprofit Enhanced Carrier Route subclasses is 14 inches in length, 11.75 inches in width, and 0.75 inch in thickness. For merchandise samples mailed with detached address cards, the carrier route maximum dimensions apply to the detached address cards and not to the samples.

332 **Weight**

Standard Mail may not weigh more than 70 pounds. Additional weight limitations apply to individual Standard Mail subclasses.

[333 **Nonstandard Size Mail**

Single Piece subclass mail weighing one ounce or less is nonstandard size if:

- a. Its aspect ratio does not fall between 1 to 1.3 and 1 to 2.5 inclusive; or
- b. It exceeds any of the following dimensions:
 - i. 11.5 inches in length;

- ii. 6.125 inches in width; or
- iii. 0.25 inch in thickness.]

340 POSTAGE AND PREPARATION

341 Postage

Postage must be paid as set forth in section 3000. When the postage computed at a [Single Piece,] Regular, Enhanced Carrier Route, Nonprofit or Nonprofit Enhanced Carrier Route Standard rate is higher than the rate prescribed in any of the Standard subclasses listed in 322 or 323 for which the piece also qualifies (or would qualify, except for weight), the piece is eligible for the applicable lower rate. All mail mailed at a bulk or presort rate must have postage paid in a manner not requiring cancellation.

342 Preparation

All pieces in a Standard mailing must be separately addressed. All pieces in a Standard mailing must be identified as [prescribed] specified by the Postal Service, and must contain the ZIP Code of the addressee when [prescribed] specified by the Postal Service. All Standard mailings must be prepared and presented as specified [prescribed] by the Postal Service. Two or more Standard mailings may be commingled and mailed only when specific methods approved by the Postal Service for [ascertaining] determining and verifying postage are followed.

343 Non-Identical Pieces

Pieces not identical in size and weight may be mailed at a bulk or presort rate as part of the same mailing only when specific methods approved by the Postal Service for [ascertaining] determining and verifying postage are followed.

344 Attachments and Enclosures

344.1 [Single Piece,] Regular, Enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route Subclasses (section 321)

- 344.11 **General.** First-Class Mail may be attached to or enclosed in Standard books, catalogs, and merchandise entered under section 321. The piece must be marked as [prescribed] specified by the Postal Service. Except as provided in section 344.12, additional postage must be paid for the attachment or enclosure as if it had been mailed separately. Otherwise, the entire combined piece is subject to the First-Class rate for which it qualifies.
- 344.12 **Incidental First-Class Attachments and Enclosures.** First-Class Mail, as defined in subsections b through d of section 210 [b through d], may be attached to or enclosed with Standard merchandise entered under section 321, including books but excluding merchandise samples, with postage paid on the combined piece at the applicable Standard rate, if the attachment or enclosure is incidental to the piece to which it is attached or with which it is enclosed.
- 344.2 **Parcel Post, Bound Printed Matter, Special, and Library Subclasses (sections 322 and 323)**
- 344.21 **General.** First-Class Mail or Standard Mail from any of the subclasses listed in section 321 ([Single Piece,] Regular, Enhanced Carrier Route, Nonprofit or Nonprofit Enhanced Carrier Route) may be attached to or enclosed in Standard Mail mailed under sections 322 and 323. The piece must be marked as [prescribed] specified by the Postal Service. Except as provided in sections 344.22 and 344.23, additional postage must be paid for the attachment or enclosure as if it had been mailed separately. Otherwise, the entire combined piece is subject to the First-Class or section 321 Standard rate for which it qualifies (unless the rate applicable to the host piece is higher), or, if a combined piece with a section 321 Standard Mail attachment or enclosure weighs 16 ounces or more, the piece is subject to the Parcel Post rate for which it qualifies.
- 344.22 **Specifically Authorized Attachments and Enclosures.** Standard Mail mailed under sections 322 and 323 may contain enclosures and attachments as [prescribed] specified by the Postal Service and as described in subsections a and e of section 323.11 [a and e,] with postage paid on the combined piece at the Standard rate applicable to the host piece.
- 344.23 **Incidental First-Class Attachments and Enclosures.** First-Class Mail that meets one or more of the definitions in subsections b through d of section 210, [b through d,] may be attached to or enclosed with Standard Mail mailed under section 322 or 323, with postage paid on the combined piece at the Standard rate applicable to the host piece, if the attachment or enclosure is incidental to the piece to which it is attached or with which it is enclosed.

350 **DEPOSIT AND DELIVERY**

351 **Deposit**

Standard Mail must be deposited at places and times designated by the Postal Service.

352 **Service**

Standard Mail may receive deferred service.

353 **Forwarding and Return**

353.1 **[Single Piece,] Regular, Enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route Subclasses (section 321)**

Undeliverable-as-addressed Standard Mail mailed under section 321 will be returned on request of the mailer, or forwarded and returned on request of the mailer. Undeliverable-as-addressed combined First-Class and Standard pieces will be returned as [prescribed] specified by the Postal Service. Except as provided in [Schedule SS-21,] section 935, the [Single Piece Standard] applicable First-Class Mail rate is charged for each piece receiving return only service. Except as provided in [Schedule SS-22,] section 936, charges for forwarding-and-return service are assessed only on those pieces which cannot be forwarded and are returned. Except as provided in [Schedules SS-21 and SS-22,] sections 935 and 936, the charge for those returned pieces is the appropriate [Single Piece Standard] First-Class Mail rate for the piece plus that rate multiplied by a factor equal to the number of *section 321 Standard pieces nationwide that are successfully forwarded for every one piece that cannot be forwarded and must be returned.*

353.2 **Parcel Post, Bound Printed Matter, Special, and Library Subclasses (sections 322 and 323)**

Undeliverable-as-addressed Standard Mail mailed under sections 322 and 323 will be forwarded on request of the addressee, returned on request of the mailer, or forwarded and returned on request of the mailer. Pieces which combine Standard Mail from one of the subclasses described in 322 and 323 with First-Class Mail or Standard Mail from one of the subclasses described in 321 will be forwarded if undeliverable-as-addressed, and returned if undeliverable, as specified [prescribed] by the Postal Service. When Standard Mail mailed under sections 322 and 323 is forwarded or returned

from one post office to another, additional charges will be based on the applicable [appropriate] [S]single [P]piece Standard Mail rate under 322 or 323.

360 **ANCILLARY SERVICES**

361 **All Subclasses**

All Standard Mail will receive the following services upon payment of the appropriate fees:

<u>Service</u>	<u>Schedule</u>
a. <u>Address correction</u>	911[SS1]
b. <u>Certificates of mailing indicating that a specified number of pieces have been mailed</u>	947[SS4]

Certificates of mailing are not available for Regular, Enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route subclass mail when postage is paid with [by] permit imprint.

362 **[Single Piece,] Parcel Post, Bound Printed Matter, Special, and Library Subclasses**

[Single Piece,] Parcel Post, Bound Printed Matter, Special, and Library subclass mail will receive the following additional services upon payment of the appropriate fees:

<u>Service</u>	<u>Schedule</u>
a. <u>Certificates of mailing</u>	947 [SS4]
b. <u>COD</u>	944 [SS6]
c. <u>[Insured mail] Insurance</u>	943 [SS9]
d. <u>Special handling</u>	952 [SS18]
e. <u>Return receipt (merchandise only)</u>	945 [SS-16]
f. <u>Merchandise return</u>	932 [SS20]
g. <u>Delivery Confirmation</u>	948

Insurance, special handling, and COD services may not be used selectively for individual pieces in a multi-piece [Parcel Post subclass] Standard Mail mailing unless specific methods approved by the Postal Service for [ascertaining] determining and verifying postage are followed.

363 **Regular and Nonprofit**

Regular and Nonprofit subclass mail will receive the following additional services upon payment of the appropriate fees.

	<u>Service</u>	<u>Schedule</u>
a.	<u>Bulk Parcel Return Service</u>	<u>[SS-21] 935</u>
b.	<u>Shipper-Paid Forwarding</u>	<u>[SS-22] 936</u>

370 **RATES AND FEES**

The rates and fees for Standard Mail are set forth as follows:

	<u>Schedule</u>
[a.] <u>Single Piece subclass</u>	<u>321.1</u>
[b.]a. <u>Regular subclass</u>	<u>321.2</u>
[c.]b. <u>Enhanced Carrier Route subclass</u>	<u>321.3</u>
[d.]c. <u>Nonprofit subclass</u>	<u>321.4</u>
[e.]d. <u>Nonprofit Enhanced Carrier Route subclass</u>	<u>321.5</u>
[f.]e. <u>Parcel Post subclass</u>	
[Basic] <u>Inter-BMC</u>	<u>322.1A</u>
<u>Intra-BMC</u>	<u>322.1B</u>
<u>Destination BMC</u>	<u>322.1[B]C</u>
<u>Destination SCF</u>	<u>322.1D</u>
<u>Destination Delivery Unit</u>	<u>322.1E</u>
[g.]f. <u>Bound Printed Matter subclass</u>	
<u>Single-Piece</u>	<u>322.3A</u>
<u>Bulk and Carrier Route</u>	<u>322.3B</u>
[h.]g. <u>Special subclass</u>	<u>323.1</u>
[i.]h. <u>Library subclass</u>	<u>323.2</u>
[j.]i. <u>Fees</u>	<u>1000</u>

380 **AUTHORIZATIONS AND LICENSES**

381 **Regular, Enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route Subclasses**

A mailing fee as set forth in [Rate] Schedule 1000 must be paid once each year by mailers of Regular, Enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route subclass mail.

382 **Special Subclass**

A presort mailing fee as set forth in [Rate] Schedule 1000 must be paid once each year at each office of mailing by or for any person who mails presorted Special subclass mail. Any person who engages a business concern or other individuals to mail presorted Special subclass mail must pay the fee.

383 **Parcel Post Subclass**

A mailing fee as set forth in [Rate] Schedule 1000 must be paid once each year by mailers of Destination BMC, Destination SCF or Destination Delivery Unit rate category mail in the Parcel Post subclass.

**PERIODICALS
CLASSIFICATION SCHEDULE**

410 DEFINITION

411 General Requirements

411.1 Definition. A publication may qualify for mailing under the Periodicals Classification Schedule if it meets all [of] the requirements in sections 411.2 through 411.5 and the requirements for one of the qualification categories in sections 412 through 415. Eligibility for specific Periodicals rates is prescribed in section 420.

411.2 Periodicals. Periodicals class mail is mailable matter consisting of newspapers and other periodical publications. The term "periodical publications" includes, but is not limited to:

- a. Any catalog or other course listing including mail announcements of legal texts which are part of post-bar admission education issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
- b. Any looseleaf page or report (including any index, instruction for filing, table, or sectional identifier which is an integral part of such report) which is designed as part of a looseleaf reporting service concerning developments in the law or public policy.

411.3 Issuance

411.31 Regular Issuance. Periodicals class mail must be regularly issued at stated intervals at least four times a year, bear a date of issue, and be numbered consecutively.

411.32 Separate Publication. For purposes of determining Periodicals rate eligibility, an "issue" of a newspaper or other periodical shall be deemed to be a separate publication when the following conditions exist:

- a. The issue is published at a regular frequency more often than once a month either on (1) the same day as another regular issue of the same publication; or (2) on a day different from regular issues of the same publication, and
- b. More than 10 percent of the total number of copies of the issue is

distributed on a regular basis to recipients who do not subscribe to it or request it, and

- c. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of copies of any other issue distributed to nonsubscribers or nonrequesters on that same day, or, if no other issue that day, any other issue distributed during the same period. "During the same period" shall be defined as the periods of time ensuing between the distribution of each of the issues whose eligibility is being examined. Such separate publications must independently meet the qualifications for Periodicals eligibility.

411.4 **Office of Publication.** Periodicals class mail must have a known office of publication. A known office of publication is a public office where business of the publication is transacted during the usual business hours. The office must be maintained where the publication is authorized original entry.

411.5 **Printed Sheets.** Periodicals class mail must be formed of printed sheets. It may not be reproduced by stencil, mimeograph, or hectograph processes, or reproduced in imitation of typewriting. Reproduction by any other printing process is permissible. Any style of type may be used.

412 **General Publications**

412.1 **Definition.** To qualify as a General Publication, Periodicals class mail must meet the requirements in section 411 and in sections 412.2 through 412.4.

412.2 **Dissemination of Information.** A General Publication must be originated and published for the purpose of disseminating information of a public character, or devoted to literature, the sciences, art, or some special industry.

412.3 **Paid Circulation**

412.31 **Total Distribution.** A General Publication must be designed primarily for paid circulation. At least 50 percent or more of the copies of the publication must be distributed to persons who have paid above a nominal rate.

412.32 **List of Subscribers.** A General Publication must be distributed to a legitimate list of persons who have subscribed by paying or promising to pay at a rate above nominal for copies to be received during a stated time. Copies mailed to persons who are not on a legitimate list of subscribers are nonsubscriber copies.

412.33 **Nominal Rates.** As used in section 412.31, nominal rate means:

- a. A token subscription price that is so low that it cannot be considered a material consideration;
- b. A reduction to the subscriber, under a premium offer or any other arrangements, of more than 50 percent of the amount charged at the basic annual rate for a subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered to be its actual cost to the publishers, the recognized retail value, or the represented value, whichever is highest.

412.34 **Nonsubscriber Copies**

412.341 *Up to Ten Percent.* Nonsubscriber copies, including sample and complimentary copies, mailed at any time during the calendar year up to and including 10 percent of the total number of copies mailed to subscribers during the calendar year are mailable at the rates that apply to subscriber copies provided that the nonsubscriber copies would have been eligible for those rates if mailed to subscribers.

412.342 *Over Ten Percent.* Nonsubscriber copies, including sample and complimentary copies, mailed at any time during the calendar year, in excess of 10 percent of the total number of copies mailed to subscribers during the calendar year which are presorted and commingled with subscriber copies are charged the applicable rates for Regular Periodicals. The 10 percent limitation for a publication is based on the total number of all copies of that publication mailed to subscribers during the calendar year.

412.35 **Advertiser's Proof Copies.** One complete copy of each issue of a General Publication may be mailed to each advertiser in that issue as an advertiser's proof copy at the rates that apply to subscriber copies, whether the advertiser's proof copy is mailed to the advertiser directly or, instead, to an advertising representative or agent of the publication. These copies count as subscriber copies.

412.36 **Expired Subscriptions.** For six months after a subscription has expired, copies of a General Publication may be mailed to a former subscriber at the rates that apply to copies mailed to subscribers, if the publisher has attempted during that six months to obtain payment, or a promise to pay, for renewal. These copies do not count as subscriber copies.

412.4 **Advertising Purposes**

A General Publication may not be designed primarily for advertising purposes. A publication is "designed primarily for advertising purposes" if it:

- a. Has advertising in excess of 75 percent in more than one-half of its issues during any 12-month period;
- b. Is owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control it;
- c. Consists principally of advertising and editorial write-ups of the advertisers;
- d. Consists principally of advertising and has only a token list of subscribers, the circulation being mainly free;
- e. Has only a token list of subscribers and prints advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers; or
- f. Is published under a license from individuals or institutions and features other businesses of the licensor.

413 **Requester Publications**

413.1 **Definition.** A publication which is circulated free or mainly free may qualify for Periodicals class as a Requester Publication if it meets the requirements in sections 411, and 413.2 through 413.4.

413.2 **Minimum Pages.** It must contain at least 24 pages.

413.3 **Advertising Purposes**

413.31 **Advertising Percentage.** It must devote at least 25 percent of its pages to nonadvertising and not more than 75 percent to advertisements.

413.32 **Ownership and Control.** It must not be owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control it.

413.4 Circulated to Requesters

413.41 List of Requesters. It must have a legitimate list of persons who request the publication, and 50 percent or more of the copies of the publication must be distributed to persons making such requests. Subscription copies paid for or promised to be paid for, including those at or below a nominal rate may be included in the determination of whether the 50 percent request requirement is met. Persons will not be deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration, provided that mere receipt of the publication is not material consideration.

413.42 Nonrequester Copies

413.421 Up to Ten Percent. Nonrequester copies, including sample and complimentary copies, mailed at any time during the calendar year up to and including 10 percent of the total number of copies mailed to requesters during the calendar year are mailable at the rates that apply to requester copies provided that the nonrequester copies would have been eligible for those rates if mailed to requesters.

413.422 Over Ten Percent. Nonrequester copies, including sample and complimentary copies, mailed at any time during the calendar year, in excess of 10 percent of the total number of copies mailed to requesters during the calendar year which are presorted and commingled with requester copies are charged the applicable rates for Regular Periodicals. The 10 percent limitation for a publication is based on the total number of all copies of that publication mailed to requesters during the calendar year.

413.43 Advertiser's Proof Copies. One complete copy of each issue of a Requester Publication may be mailed to each advertiser in that issue as an advertiser's proof copy at the rates that apply to requester copies, whether the advertiser's proof copy is mailed to the advertiser directly or, instead, to an advertising representative or agent of the publication. These copies count as requester copies.

414 Publications of Institutions and Societies

414.1 Publisher's Own Advertising. Except as provided in section 414.2, a publication which meets the requirements of sections 411 and 412.4, and which contains no advertising other than that of the publisher, qualifies for Periodicals class as a publication of an institution or society if it is:

- a. Published by a regularly incorporated institution of learning;

- b. Published by a regularly established state institution of learning supported in whole or in part by public taxation;
- c. A bulletin issued by a state board of health or a state industrial development agency;
- d. A bulletin issued by a state conservation or fish and game agency or department;
- e. A bulletin issued by a state board or department of public charities and corrections;
- f. Published by a public or nonprofit private elementary or secondary institution of learning or its administrative or governing body;
- g. Program announcements or guides published by an educational radio or television agency of a state or political subdivision thereof, or by a nonprofit educational radio or television station;
- h. Published by or under the auspices of a benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of not less than 1,000 persons;
- i. Published by or under the auspices of a trade(s) union;
- j. Published by a strictly professional, literary, historical, or scientific society;
or,
- k. Published by a church or church organization.

414.2 **General Advertising.** A publication published by an institution or society identified in sections 414.1 h through k, may contain advertising of other persons, institutions, or concerns, if the following additional conditions are met:

- a. The publication is originated and published to further the objectives and purposes of the society;

- b. Circulation is limited to:
 - i. Copies mailed to members who pay either as a part of their dues or assessment or otherwise, not less than 50 percent of the regular subscription price;
 - ii. Other actual subscribers; and
 - iii. Exchange copies.
- c. The circulation of nonsubscriber copies, including sample and complimentary copies, does not exceed 10 percent of the total number of copies referred to in 414.2b.

415 Publications of State Departments of Agriculture

A publication which is issued by a state department of agriculture and which meets the requirements of sections 411 qualifies for Periodicals class as a publication of a state department of agriculture if it contains no advertising and is published for the purpose of furthering the objects of the department.

416 Foreign Publications

Foreign newspapers and other periodicals of the same general character as domestic publications entered as Periodicals class mail may be accepted on application of the publishers thereof or their agents, for transmission through the mail at the same rates as if published in the United States. This section does not authorize the transmission through the mail of a publication which violates a copyright granted by the United States.

420 DESCRIPTION OF SUBCLASSES

421 Regular Subclass

421.1 Definition. The Regular subclass consists of Periodicals class mail that is not mailed under section 423 and that:

- a. Is presorted, marked, and presented as specified [prescribed] by the Postal Service; and
- b. Meets machinability, addressing, and other preparation requirements [prescribed] specified by the Postal Service.

421.2 Regular Pound Rates

An unzoned pound rate applies to the nonadvertising portion of Regular subclass mail. A zoned pound rate applies to the advertising portion and may be reduced by applicable destination entry discounts. The pound rate postage is the sum of the nonadvertising portion charge and the advertising portion charge.

421.3 Regular Piece Rates

421.31 Basic Rate Category. The basic rate category applies to all Regular subclass mail not mailed under section 421.32, [or] 421.33, or 421.34.

421.32 Three[-Digit City and Five]-Digit Rate Category. The three-digit rate category applies [rates for this category apply] to Regular subclass mail presorted to [three-digit cities and five-digit] single or multiple three-digit ZIP Code destinations as [prescribed] specified by the Postal Service.

421.33 Five-Digit Rate Category. The five-digit rate category applies to Regular subclass mail presorted to single or multiple five-digit ZIP Code destinations as specified by the Postal Service.

421.34 Carrier Route Rate Category. The carrier route rate category applies to Regular subclass mail presorted to carrier routes as [prescribed] specified by the Postal Service.

421.4 Regular Subclass Discounts

421.41 Barcoded Letter Discounts. Barcoded letter discounts apply to letter size Regular subclass mail mailed under sections 421.31, [and] 421.32, and 421.33 which bears a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service, and which meets the machinability, addressing, and barcoding specifications and other preparation requirements [prescribed] specified by the Postal Service.

- 421.42 **Barcoded Flats Discounts.** Barcoded flats discounts apply to flat size Regular subclass mail mailed under sections 421.31, [and] 421.32, and 421.33 which bear a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service, and meet the flats machinability, addressing, and barcoding specifications and other preparation requirements specified [prescribed] by the Postal Service.
- 421.43 **High Density Discount.** The high density discount applies to Regular subclass mail mailed under section [421.33] 421.34, presented in walk-sequence order, and meeting the high density and preparation requirements specified [prescribed] by the Postal Service.
- 421.44 **Saturation Discount.** The saturation discount applies to Regular subclass mail mailed under section [421.33] 421.34, presented in walk-sequence order, and meeting the saturation and preparation requirements specified [prescribed] by the Postal Service.
- 421.45 **Destination Entry Discounts.** Destination entry discounts apply to Regular subclass mail which is destined for delivery within the service area of the *destination sectional center facility (SCF) or the destination delivery unit (DDU)* in which it is entered, as defined by the Postal Service. The DDU discount only applies to Carrier Route rate category mail.
- 421.46 **Nonadvertising Discount.** The nonadvertising discount applies to all Regular subclass mail and is determined by multiplying the proportion of nonadvertising content by the discount factor set forth in Rate Schedule 421 and subtracting that amount from the applicable piece rate.
- 422 **[Reserved]**
- 423 **Preferred Rate Periodicals**
- 423.1 **Definition.** Periodicals class mail, other than publications qualifying as Requester Publications, may qualify for Preferred Rate Periodicals rates if it meets the applicable requirements for those rates in sections 423.2 through 423.5.
- 423.2 **Within County Subclass**
- 423.21 **Definition.** Within County mail consists of Preferred Rate Periodicals class mail mailed in, and addressed for delivery within, the county where published and originally entered, from either the office of original entry or additional

entry. In addition, a Within County publication must meet one of the following conditions:

- a. The total paid circulation of the issue is less than 10,000 copies; or
- b. The number of paid copies of the issue distributed within the county of publication is at least one more than one-half [of] the total paid circulation of such issue.

423.22 Entry in an Incorporated City. For the purpose of determining eligibility for Within County mail, when a publication has original entry at an independent incorporated city which is situated entirely within a county or which is contiguous to one or more counties in the same state, such incorporated city shall be considered to be within the county with which it is principally contiguous. Where more than one county is involved, the publisher will select the principal county.

423.3 Nonprofit Subclass

Nonprofit mail is Preferred Rate Periodicals class mail entered by authorized nonprofit organizations or associations of the following types:

- a. Religious, as defined in section 1009,
- b. Educational, as defined in section 1009,
- c. Scientific, as defined in section 1009,
- d. Philanthropic, as defined in section 1009,
- e. Agricultural, as defined in section 1009,
- f. Labor, as defined in section 1009,
- g. Veterans', as defined in section 1009,
- h. Fraternal, as defined in section 1009, and
- i. Associations of rural electric cooperatives,
- j. One publication, which contains no advertising (except advertising of the publisher) published by the official highway or development agency of a state,

- k. Program announcements or guides published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.
- l. One conservation publication published by an agency of a state which is responsible for management and conservation of the fish or wildlife resources of such state.

423.4 Classroom Subclass

Classroom mail is Preferred Rate Periodicals class mail which consists of religious, educational, or scientific publications designed specifically for use in school classrooms or religious instruction classes.

423.5 Science of Agriculture

Science of Agriculture mail consists of Preferred Rate Periodicals class mail devoted to the science of agriculture if the total number of copies of the publication furnished during any 12-month period to subscribers residing in rural areas amounts to at least 70 percent of the total number of copies distributed by any means for any purpose.

423.6 Preferred Rate Pound Rates

For Preferred Rate Periodicals entered under sections 423.3, 423.4 and 423.5, an unzoned pound rate applies to the nonadvertising portion. A zoned pound rate applies to the advertising portion and may be reduced by applicable destination entry discounts. The pound rate postage is the sum of the nonadvertising portion charge and the advertising portion charge. For Preferred Rate Periodicals entered under section 423.2, one pound rate applies to the pieces presorted to carrier route to be delivered within the delivery area of the originating post office, and another pound rate applies to all other pieces.

423.7 Preferred Rate Piece Rates

423.71 Basic Rate Category. The basic rate category applies to all Preferred Rate Periodicals not mailed under section 423.72, [or] 423.73, or 423.74.

423.72 Three[-digit City and Five]-Digit Rate Category. The three-digit rate category applies [rates for this category apply] to Preferred Rate Periodicals entered under sections 423.2, 423.3, 423.4, or 423.5 that are presorted to

single or multiple three-digit [cities and five-digit] ZIP [c]Code destinations as [prescribed] specified by the Postal Service.

- 423.73 **Five-Digit Rate Category.** The five-digit rate category applies to Preferred Rate Periodicals entered under sections 423.2, 423.3, 423.4, or 423.5 that are presorted to single or multiple five-digit ZIP Code destinations as specified by the Postal Service.
- 423.74 **Carrier Route Rate Category.** The carrier route rate category applies to Preferred Rate Periodicals presorted to carrier routes as [prescribed] specified by the Postal Service.
- 423.8 **Preferred Rate Discounts**
- 423.81 **Barcoded Letter Discounts.** Barcoded letter discounts apply to letter size Preferred Rate Periodicals mailed under sections 423.71, [and] 423.72, and 423.73 which bear a barcode representing not more than 11 digits (not including "correction" digits) as specified [prescribed] by the Postal Service, and which meet the machinability, addressing, and barcoding specifications and other preparation requirements [prescribed] specified by the Postal Service.
- 423.82 **Barcoded Flats Discounts.** Barcoded flats discounts apply to flat size Preferred Rate Periodicals mailed under sections 423.71, [and] 423.72, and 423.73 which bear a barcode representing not more than 11 digits (not including "correction" digits) as [prescribed] specified by the Postal Service, and meet the flats machinability, addressing, and barcoding specifications and other preparation requirements [prescribed] specified by the Postal Service.
- 423.83 **High Density Discount.** The high density discount applies to Preferred Rate Periodicals mailed under section [423.73] 423.74, presented in walk-sequence order, and meeting the high density and preparation requirements [prescribed] specified by the Postal Service[.], except that mailers of Within County mail may qualify for such discount also by presenting otherwise eligible mailings containing pieces addressed to a minimum of 25 percent of the addresses per carrier route.
- 423.84 **Saturation Discount.** The saturation discount applies to Preferred Rate Periodicals mailed under section [423.73] 423.74, presented in walk-sequence order, and meeting the saturation and preparation requirements [prescribed] specified by the Postal Service.

423.85 **Destination Entry Discounts.** Destination entry discounts apply to Preferred Rate Periodicals which are destined for delivery within the service area of the destination sectional center facility (SCF) or the destination delivery unit (DDU) in which they are entered, as defined by the Postal Service. the DDU discount only applies to Carrier Route rate category mail; the SCF discount is not available for mail entered under section 423.2.

423.86 **Nonadvertising Discount.** The nonadvertising discount applies to Preferred Rate Periodicals entered under sections 423.3, 423.4, 423.5 and is determined by multiplying the proportion of nonadvertising content by the discount factor set forth in Rate Schedules 421, 423.3 or 423.4 and subtracting that amount from the applicable piece rate.

430 **PHYSICAL LIMITATIONS**

There are no maximum size or weight limits for Periodicals class mail.

440 **POSTAGE AND PREPARATION**

441 **Postage.** Postage must be paid on Periodicals class mail as set forth in section 3000.

442 **Presortation.** Periodicals class mail must be presorted [in accordance with regulations prescribed] as specified by the Postal Service.

443 **Attachments and Enclosures**

443.1 **General.** First-Class Mail or Standard Mail from any of the subclasses listed in section 321 ([Single Piece,] Regular, Enhanced Carrier Route, [or] Nonprofit or Nonprofit Enhanced Carrier Route) may be attached to or enclosed with Periodicals class mail. The piece must be marked as [prescribed] specified by the Postal Service. Except as provided in section 443.2, additional postage must be paid for the attachment or enclosure as if it had been mailed separately. Otherwise, the entire combined piece is subject to the appropriate First-Class or section 321 Standard Mail rate for which it qualifies (unless the rate applicable to the host piece is higher), or, if a combined piece with a section 321 Standard Mail attachment or enclosure weighs 16 ounces or more, the piece is subject to the Parcel Post rate for which it qualifies.

443.2 **Incidental First-Class Mail Attachments and Enclosures.** First-Class Mail that meets one or more of the definitions in sections 210 b through d may be attached to or enclosed with Periodicals class mail, with postage paid on the

combined piece at the applicable Periodicals rate, if the attachment or enclosure is incidental to the piece to which it is attached or with which it is enclosed.

444 Identification

Periodicals class mail must be identified as required by the Postal Service. Nonsubscriber and nonrequester copies, including sample and complimentary copies, must be identified as required by the Postal Service.

445 Filing of Information

Information relating to Periodicals class mail must be filed with the Postal Service [in accordance with] under 39 U.S.C. 3685.

446 Enclosures and Supplements

Periodicals class mail may contain enclosures and supplements as [prescribed] specified by the Postal Service. An enclosure or supplement may not contain writing, printing or sign thereof or therein, in addition to the original print, except as authorized by the Postal Service, or as authorized under section 443.2.

450 DEPOSIT AND DELIVERY

451 Deposit

Periodicals class mail must be deposited at places and times designated by the Postal Service.

452 Service

Periodicals class mail is given expeditious handling insofar as is practicable.

453 Forwarding and Return

Undeliverable-as-addressed Periodicals class mail will be forwarded or returned to the mailer, as [prescribed] specified by the Postal Service. Undeliverable-as-addressed combined First-Class and Periodicals class mail pieces will be forwarded or returned, as [prescribed] specified by the Postal Service. Additional charges when Periodicals class mail is returned will be based on the applicable [Standard] First-Class Mail rate.

470 **RATES AND FEES**

The rates and fees for Periodicals class mail are set forth as follows:

	Schedule
a. Regular	421
b. Within County	423.2
c. Nonprofit	423.3
d. Classroom	423.4
e. Science of Agriculture	421
f. Fees	1000

480 **AUTHORIZATIONS AND LICENSES**

481 **Entry Authorizations**

Prior to mailing at Periodicals rates, a publication must be authorized for entry as Periodicals class mail by the Postal Service. Each authorized publication will be granted one original entry authorization at the post office where the office of publication is maintained. An authorization for the establishment of an account to enter a publication at an additional entry office may be granted by the Postal Service upon application by the publisher. An application for re-entry must be made whenever the publisher proposes to change the *publication's title, frequency of issue or office of original entry.*

482 **Preferred Rate Authorization**

Prior to mailing at Nonprofit, Classroom, and Science of Agriculture rates, a publication must obtain an additional Postal Service entry authorization to mail at those rates.

483 **Mailing by Publishers and News Agents**

Periodicals class mail may be mailed only by publishers or registered news agents. A news agent is a person or concern engaged in selling two or more Periodicals publications published by more than one publisher. News agents must register at all post offices at which they mail Periodicals class mail.

484 **Fees**

Fees for original entry, additional entry, re-entry, and registration of a news agent are set forth in [Rate] Schedule 1000.

**RENUMBER AND AMEND SPECIAL SERVICE CLASSIFICATION SCHEDULES
SS—1-6, SS—8-16, AND SS—18-22
AS FOLLOWS:**

SPECIAL SERVICES

910 **ADDRESSING**

911 **ADDRESS CORRECTION SERVICE**

911.1 **Definition**

911.11 Address correction service is a service which provides the mailer with a method of obtaining the correct address, if available to the Postal Service, of the addressee or the reason for nondelivery.

911.2 **Description of Service**

911.21 Address correction service is available to mailers of postage prepaid mail of all classes. *Periodicals class mail will receive address correction service.*

911.22 Address correction service is not available for items addressed for delivery by military personnel at any military installation.

911.23 Address correction provides the following service to the mailer:

- a. If the correct address is known to the Postal Service, the mailer is notified of both the old and the correct address.
- b. If the item mailed cannot be delivered, the mailer will be notified of the reason for nondelivery.

911.3 **Requirements of the Mailer**

911.31 Mail, other than Periodicals class mail, sent under this [classification schedule] section must bear a request for address correction service.

911.4 **Fees**

911.41 There is no charge for address correction service when the correction is provided incidental to the return of the [mail piece] mailpiece to the sender.

911.42 A fee, as set forth in [Rate] Fee Schedule [SS-1] 911, is charged for all other forms of address correction service.

912 **MAILING LIST SERVICES**

912.1 **-Definition**

912.11 Mailing list services include:

- a. Correction of mailing lists;
- b. [Change of address] Change-of-address information for election boards and registration commissions;
- c. ZIP coding of mailing lists; and
- d. Arrangement of address cards in the sequence of delivery.

912.12 Correction of mailing list service provides current information concerning name and address mailing lists or correct information concerning occupant mailing lists.

912.13 ZIP coding of mailing lists service is a service identifying ZIP [c]Code addresses in areas served by multi-ZIP coded postal facilities.

912.2 **Description of Service**

912.21 Correction of mailing list service is available only to the following owners of name and address or occupant mailing lists:

- a. Members of Congress
- b. Federal agencies
- c. State government departments
- d. Municipalities
- e. Religious organizations
- f. Fraternal organizations
- g. Recognized charitable organizations
- h. Concerns or persons who solicit business by mail

912.22 The following corrections will be made to name and address lists:

- a. Names to which mail cannot be delivered or forwarded will be deleted;
- b. Incorrect house, rural, or post office box numbers will be corrected;
- c. When permanent forwarding orders are on file for customers who have moved, new addresses including ZIP [c] Codes will be furnished;
- d. New names will not be added to the list.

912.23 The following corrections will be made to occupant lists:

- a. Numbers representing incorrect or non-existent street addresses will be deleted;
- b. Business or rural route addresses will be distinguished if known;
- c. Corrected cards or sheets will be grouped by route;
- d. Street address numbers will not be added or changed.

912.24 Corrected lists will be returned to customers at no additional charge.

912.25 Residential change-of-address information is available only to election boards or registration commissions for obtaining, if known to the Postal Service, the current address of an addressee.

912.26 ZIP coding or mailing list service provides that addresses will be sorted to the finest possible ZIP [c] Code sortation.

912.27 Gummed labels, wrappers, envelopes, [or] Stamped Cards, or [post cards] postcards indicative of one-time use will not be accepted as mailing lists.

912.28 Sequencing of address cards service provides for the removal of incorrect addresses, notation of missing addresses and addition of missing addresses.

912.3 **Requirements of Customer**

912.31 A customer desiring correction of a mailing list or arrangement of address cards in sequence of carrier delivery must submit the list or cards as [prescribed] specified by [regulation] the Postal Service.

912.4 **Fees**

912.41 The fees for mailing list services are set forth in [Rate] Fee Schedule[s] 912 [SS-11a, SS-11b, SS-11c and SS-11d].

920 **DELIVERY ALTERNATIVES**

921 **POST OFFICE BOX AND CALLER SERVICE**

921.1 **Caller Service**

921.11 **Definition**

921.111 Caller service is a service which permits a customer to obtain mail addressed to the customer's box number through a call window or loading dock.

921.12 Description of Service

921.121 -Caller service uses post office box numbers as the address medium but does not actually use a post office box.

921.122 Caller service is not available at certain postal facilities.

921.123 Caller service is provided to customers on the basis of mail volume received and number of post office boxes used at any one facility.

921.124 A customer may reserve a caller number.

921.125 Caller service cannot be used when the sole purpose is, by subsequently filing [change of address] change-of-address orders, to have mail forwarded or transferred to another address by the Postal Service free of charge.

921.13 Fees

921.131 Fees for caller service are set forth in [Rate] Fee Schedule 921. [SS-10.]

921.2 Post Office Box Service

921.21 Definition

921.211 Post office box service is a service which provides the customer with a private, locked receptacle for the receipt of mail during the hours when the lobby of a postal facility is open.

921.22 Description of Service

921.221 The Postal Service may limit the number of post office boxes occupied by any one customer.

921.222 A post office [box holder] boxholder may ask the Postal Service to deliver to the post office box all mail properly addressed to the holder. If the post office box is located at the post office indicated on the piece, it will be transferred without additional charge, [in accordance with] under existing regulations.

921.223 Post office box service cannot be used when the sole purpose is, by subsequently filing [change of address] change-of-address orders, to have

mail forwarded or transferred to another address by the Postal Service free of charge.

921.23 Fees

921.231 Fees for post office box service are set forth in [Rate] Fee Schedule 921. [SS-10.]

921.232 In postal facilities primarily serving academic institutions or the students of such institutions, fees for post office boxes are:

Period of box use	Fee
95 days or less	½ semiannual fee
96 to 140 days	¾ semiannual fee
141 to 190 days	Full semiannual fee
191 to 230 days	1¼ semiannual fee
231 to 270 days	1½ semiannual fee
271 days to full year	Full annual fee

921.233 No refunds will be made for post office box fees paid under section 921.232. [10.031.] For purposes of this [classification schedule SS-10] section, the full annual fee is twice the amount of the semi-annual fee.

930 PAYMENT ALTERNATIVES

931 BUSINESS REPLY MAIL

931.1 Definitions

931.11 Business reply mail is a service whereby business reply cards, envelopes, cartons and labels may be distributed by or for a business reply distributor for use by mailers for sending First-Class Mail without prepayment of postage to an address chosen by the distributor. A distributor is the holder of a business reply license.

931.12 A business reply mail piece is nonletter-size for purposes of [Classification Schedule SS-2] this section if it meets addressing and other preparation requirements, but does not meet the machinability requirements [prescribed] specified by the Postal Service for mechanized or automated letter sortation.

-This provision expires June 7, 1999.

931.2 **Description of Service**

931.21 The distributor guarantees payment on delivery of postage and fees for all returned business reply mail. Any distributor of business reply cards, envelopes, cartons and labels under any one license for return to several addresses guarantees to pay postage and fees on any returns refused by any such addressee.

931.3 **Requirements of the Mailer**

931.31 Business reply cards, envelopes, cartons and labels must be preaddressed and bear business reply markings.

931.32 Handwriting, typewriting or handstamping are not acceptable methods of preaddressing or marking business reply cards, envelopes, cartons, or labels.

931.4 **Fees**

931.41 The fees for business reply mail are set forth in [Rate] Fee Schedule 931 [SS-2].

931.42 To qualify as an active business reply mail advance deposit trust account, the account must be used solely for business reply mail and contain sufficient postage and fees due for returned business reply mail.

931.43 An accounting fee as set forth in [Rate] Fee Schedule 931 [SS-2] must be paid each year for each advance deposit business reply account at each facility where the mail is to be returned.

931.5 **Experimental Reverse Manifest Fees**

931.51 A set-up/qualification fee as set forth in [Rate] Fee Schedule 931 [SS-2] must be paid by each business reply mail advance deposit trust account holder at each destination postal facility at which it applies to receive nonletter-size business reply mail for which the postage and fees will be accounted for through a reverse manifest method approved by the Postal Service for [ascertaining] determining and verifying postage.

A distributor must pay this fee for each business reply mail advance deposit trust account for which participation in the nonletter-size business reply mail experiment is requested.

This provision expires June 7, 1999.

931.52 A nonletter-size reverse manifest monthly fee as set forth in [Rate] Fee Schedule 931 [SS-2] must be paid each month during which the distributor's reverse manifest account is active.

This fee applies to the (no more than) 10 advance deposit account holders which are selected by the Postal Service to participate in the reverse manifest nonletter-size business reply mail experiment and which utilize reverse manifest accounting methods approved by the Postal Service for [ascertaining] determining and verifying postage and fees.

This provision expires June 7, 1999.

931.6 **Experimental Weight Averaging Fees**

931.61 A set-up/qualification fee as set forth in [Rate] Fee Schedule 931 [SS-2] must be paid by each business reply mail advance deposit trust account holder at each destination postal facility at which it applies to receive nonletter-size business reply mail for which the postage and fees will be accounted for through a weight averaging method approved by the Postal Service for [ascertaining] determining and verifying postage.

A distributor must pay this fee for each business reply mail advance deposit trust account for which participation in the nonletter-size business reply mail experiment is requested.

This provision expires June 7, 1999.

931.62 A nonletter-size weight averaging monthly fee as set forth in [Rate] Fee Schedule 931 [SS-2] must be paid each month during which the distributor's weight averaging account is active.

This fee applies to the (no more than) 10 advance deposit account holders which are selected by the Postal Service to participate in the weight averaging nonletter-size business reply mail experiment.

This provision expires June 7, 1999.

931.7 Authorizations and Licenses

931.71 In order to distribute business reply cards, envelopes, cartons or labels, the distributor must obtain a license or licenses from the Postal Service and pay the appropriate fee as set forth in [Rate] Fee Schedule 931 [SS-2].

931.72 Except as provided in section 931.73 [2.0502], the license to distribute business reply cards, envelopes, cartons, or labels must be obtained at each office from which the mail is offered for delivery.

931.73 If the business reply mail is to be distributed from a central office to be returned to branches or dealers in other cities, one license obtained from the post office where the central office is located may be used to cover all business reply mail.

931.74 The license to mail business reply mail may be canceled for failure to pay business reply postage and fees when due, and for distributing business reply cards or envelopes [which] that do not conform to prescribed form, style or size.

931.75 Authorization to pay experimental nonletter-size business reply mail fees as set forth in [Rate] Fee Schedule 931 [SS-2] may be canceled for failure of a business reply mail advance deposit trust account holder to meet the standards [prescribed] specified by the Postal Service for the applicable reverse manifest or weight averaging accounting method.

This provision expires June 7, 1999.

932 MERCHANDISE RETURN SERVICE

932.1 Definition

932.11 Merchandise return service provides a method whereby a shipper may authorize its customers to return a parcel with the postage paid by the shipper. A shipper is the holder of a merchandise return permit.

932.2 Description of Service

932.21 Merchandise return service is available to all shippers who obtain the necessary permit and who guarantee payment of postage and fees for all returned parcels.

932.22 Merchandise return service is available for the return of any parcel under the following classification schedules:

- a. First-Class Mail
- b. Standard Mail

932.3 Requirements of the Mailer

932.31 Merchandise return labels must be prepared at the shipper's expense to specifications set forth by the Postal Service.

932.32 The shipper must furnish its customer with an appropriate merchandise return label.

932.4 Other Services

932.41 The following services may be purchased in conjunction with Merchandise Return Service:

[Classification Schedule] Service Fee Schedule

- | | |
|-----------------------------|-------------|
| a. Certificate of mailing | 947 [SS-4] |
| b. [Insured mail] Insurance | 943 [SS-9] |
| c. Registered mail | 942 [SS-14] |
| d. Special handling | 952 [SS-18] |

932.42 Only the shipper may purchase insurance service for the merchandise return parcel by indicating the amount of insurance on the merchandise return label before providing it to the customer. The customer who returns a parcel to the shipper under merchandise return service may not purchase insurance.

932.5 Fees

932.51 The fee for the merchandise return service is set forth in [Rate] Fee Schedule

932. [SS-20.] This fee is paid by the shipper.

932.6 **Authorizations and Licenses**

932.61 A permit fee as set forth in [Rate] Schedule 1000 must be paid once each calendar year by shippers utilizing merchandise return service.

932.62 The merchandise return permit may be canceled for failure to maintain sufficient funds in a trust account to cover postage and fees on returned parcels or for distributing merchandise return labels that do not conform to Postal Service specifications.

933 ON-SITE METER SETTING

933.1 **Definition**

933.11 On-site meter setting or examination service is a service whereby the Postal Service will service a postage meter at the mailer's or meter manufacturer's premises.

933.2 **Description of Service**

933.21 On-site meter setting or examination service is available on a scheduled basis, and meter setting may be [done] performed on an emergency basis for those customers enrolled in the scheduled on-site meter setting or examination program.

933.3 **Fees**

933.31 The fees for on-site meter setting or examination service are set forth in [Rate] Fee Schedule 933 [SS-12].

934 **[RESERVED]**

935 **BULK PARCEL RETURN SERVICE**

935.1 **Definition**

935.11 Bulk Parcel Return Service provides a method whereby high-volume parcel mailers may have undeliverable-as-addressed machinable parcels returned to designated postal facilities for pickup by the mailer at a predetermined frequency [prescribed] specified by the Postal Service or delivered by the Postal Service in bulk in a manner and frequency

[prescribed] specified by the Postal Service.

935.2 Description of Service

935.21 Bulk Parcel Return Service is available only for the return of machinable parcels, as defined by the Postal Service, initially mailed under the following Standard Mail subclasses: Regular and Nonprofit.

935.3 Requirements of the Mailer

935.31 Mailers must receive authorization from the Postal Service to use Bulk Parcel Return Service.

935.32 To claim eligibility for Bulk Parcel Return Service at each facility through which the mailer requests Bulk Parcel Return Service, the mailer must demonstrate receipt of 10,000 returned machinable parcels at a given delivery point in the previous postal fiscal year or must demonstrate a high likelihood of receiving 10,000 returned parcels in the postal fiscal year for which the service is requested.

935.33 Payment for Bulk Parcel Return Service is made through advance deposit account, or as otherwise specified by the Postal Service.

935.34 Mail for which Bulk Parcel Return Service is requested must bear endorsements [prescribed] specified by the Postal Service.

935.35 Bulk Parcel Return Service mailers must meet the documentation and audit requirements of the Postal Service.

935.4 Other Services

935.41 The following services may be purchased in conjunction with Bulk Parcel Return Service:

	<u>Service</u>	<u>[Classification] Fee Schedule</u>
a.	<u>Address Correction Service</u>	<u>911 [SS-1]</u>
b.	<u>Certificate of Mailing</u>	<u>947 [SS-4]</u>
c.	<u>Shipper-Paid Forwarding</u>	<u>936 [SS-22]</u>

935.5 **Fee**

935.51 The fee for Bulk Parcel Return Service is set forth in Fee Schedule [SS-21] 935.

935.6 **Authorizations and Licenses**

935.61 A permit fee as set forth in [Fee] Schedule 1000 must be paid once each calendar year by mailers utilizing Bulk Parcel Return Service.

935.62 The Bulk Parcel Return Service permit may be canceled for failure to maintain sufficient funds in an advance deposit account to cover postage and fees on returned parcels or for failure to meet the specifications of the Postal Service.

936 **SHIPPER-PAID FORWARDING**

936.1 **Definition**

936.11 Shipper-Paid Forwarding provides a method whereby mailers may have undeliverable-as-addressed machinable parcels forwarded at [Standard Mail Single Piece] applicable First-Class Mail rates for up to one year from the date that the addressee filed a change-of-address order. If the parcel, for which Shipper-Paid Forwarding is elected, is returned, the mailer will pay the [appropriate Standard Mail Single Piece] applicable First-Class Mail rate, or the Bulk Parcel Return Service fee, if that service was elected.

936.2 **Description of Service**

936.21 Shipper-Paid Forwarding is available only for the forwarding of machinable parcels, as defined by the Postal Service, initially mailed under the following Standard Mail subclasses: Regular and Nonprofit.

936.3 **Requirements of the Mailer**

936.31 Shipper-Paid Forwarding is available only in conjunction with automated Address Correction Service in [Schedule SS-1] section 911.

936.32 Mail for which Shipper-Paid Forwarding is purchased must meet the preparation requirements of the Postal Service.

936.33 Payment for Shipper-Paid Forwarding is made through advance deposit account, or as otherwise specified by the Postal Service.

936.34 Mail for which Shipper-Paid Forwarding is requested must bear endorsements [prescribed] specified by the Postal Service.

936.4 **Other Services**

936.41 The following services may be purchased in conjunction with Shipper-Paid Forwarding:

<u>Service</u>	<u>[Classification] Fee Schedule</u>
a. <u>Certificate of Mailing</u>	<u>947 [SS-4]</u>
b. <u>Bulk Parcel Return Service</u>	<u>935 [SS-21]</u>

936.5 **Applicable Rates**

936.51 Except as provided in [Schedule SS-21, Standard Mail Single Piece Rates, set forth in Rate Schedule 321.1] section 935, single-piece rates under the Letters and Sealed Parcels subclass or the Priority Mail subclass of First-Class Mail, as set forth in Rate Schedules 221 and 223, apply to pieces forwarded or returned [in connection with Shipper-Paid Forwarding] under this section.

940 **ACCOUNTABILITY & RECEIPTS**

941 **CERTIFIED MAIL**

941.1 **Definition**

941.11 Certified mail service is a service that provides a mailing receipt to the sender and a record of delivery at the office of delivery[address].

941.2 **Description of Service**

941.21 Certified mail service is provided for matter mailed as First-Class Mail.

941.22 If requested by the mailer, the time of acceptance[s] by the Postal Service will be indicated on the receipt.

941.23 A record of delivery is retained at the office of delivery for a specified period of time.

941.24 If the initial attempt to [delivery] ~~deliver the~~ mail is not successful, a notice of [arrival] ~~attempted delivery~~ is left at the mailing address.

941.25 A receipt of mailing may be obtained only if the article is mailed at a post office, branch or station, or given to a rural carrier.

941.26 Additional copies of the original mailing receipt may be obtained by the mailer.

941.3 **Deposit of Mail**

941.31 Certified mail must be deposited in a manner specified by the Postal Service.

941.4 **Other Services**

941.41 The following services may be obtained in conjunction with mail sent under this [classification schedule] section upon payment of the applicable fees:

	<u>Service</u>	<u>[Classification] Fee Schedule</u>
a.	<u>Restricted Delivery</u>	<u>946 [SS-15]</u>
b.	<u>Return Receipt</u>	<u>945 [SS-16]</u>

941.5 **Fees**

941.51 The fees for certified mail service are set forth in [Rate] Fee Schedule 941. [SS-5.]

942 **REGISTERED MAIL**

942.1 **Definition**

942.11 Registered mail is a service that [which] provides added protection to mail sent under this [Domestic Mail Classification Schedule] section and [optional] indemnity in case of loss or damage.

942.2 **Description of Service**

942.21 Registered mail service is available to mailers of prepaid mail sent as First-Class Mail except that registered mail must meet the minimum requirements

for length and width regardless of thickness.

942.22 Registered mail service provides insurance up to a maximum of \$25,000, depending upon the actual value at the time of mailing, except that insurance is [optional for articles valued \$100 or less.] not available for articles of no value.

942.23 There is no limit on the value of articles sent under this [classification schedule] section.

942.24 Registered mail service is not available for:

- a. All delivery points because of the high security required for registered mail; in addition, not all delivery points will be available for registry and liability is limited in some geographic areas[.];
- b. Mail of any class sent in combination with First-Class Mail;
- c. Two or more articles tied or fastened together, unless the envelopes are enclosed in the same envelope or container.

942.25 The following services are provided as part of registered mail service at no additional cost to the mailer:

- a. A receipt;
- b. A record of delivery, retained by the Postal Service for a specified period of time;
- c. A notice of [arrival] attempted delivery will be left at the mailing address if the initial delivery attempt is unsuccessful;
- d. When registered mail is undeliverable-as-addressed and cannot be forwarded, a notice of nondelivery is provided.

942.26 A claim for complete loss of insured articles may be filed by the mailer only. A claim for damage or for partial loss of insured articles may be filed by either the mailer or addressee.

942.27 Indemnity claims for registered mail [on which insurance is provided, or for articles valued \$100 or less on which optional insurance has been elected,] must be filed within a [specified] period of time, specified by the Postal Service, from the date the article was mailed.

[942.28 No indemnity is paid on any matter registered free.]

942.3 Deposit of Mail

942.31 Registered mail must be deposited in a manner specified by the Postal Service.

942.4 Service

942.41 Registered mail is provided maximum security.

942.5 Forwarding and Return

942.51 Registered mail is forwarded and returned without additional registry charge.

942.6 Other Services

942.61 The following services may be obtained in conjunction with mail sent under this [classification schedule] section upon payment of applicable fees:

	Service	[Classification] Fee Schedule
a.	Collect on delivery	944 [SS-6]
b.	Restricted delivery	946 [SS-15]
c.	Return receipt	945 [SS-16]
d.	Merchandise return (shippers only)	932 [SS-20]

942.7 Fees

942.71 The fees for registered mail are set forth in [Rate] Fee Schedule 942. [SS-14.]

943 INSURANCE

943.1 Express Mail Insurance

943.11 Definition

943.111 Express Mail Insurance is a service that provides the mailer with indemnity for -loss of, rifling of, or damage to items sent by Express Mail.

943.12 Description of Service

943.121 Express Mail Insurance is available only for Express Mail.

943.122 Insurance coverage is provided, for no additional charge, up to \$500 per piece for document reconstruction, up to \$5,000 per occurrence regardless of the number of claimants. Insurance coverage is also provided, for no additional charge, up to \$500 per piece for merchandise. Insurance coverage for merchandise valued at more than \$500 is available for an additional fee, as set forth in [Rate] Fee Schedule 943 [SS-9]. The maximum liability for merchandise is \$5,000 per piece. For negotiable items, currency, or bullion, the maximum liability is \$15.

943.123 Indemnity claims for Express Mail must be filed within a specified period of time from the date the article was mailed.

943.124 Indemnity will be paid under terms and conditions [prescribed] specified by the Postal Service.

943.125 Among other limitations [prescribed] specified by the Postal Service, indemnity will not be paid by the Postal Service for loss, damage or rifling:

- a. Of nonmailable matter;
- b. Due to improper packaging;
- c. Due to seizure by any agency of government; or[,]
- d. Due to war, insurrection or civil disturbances.

943.13 Fees

943.131 The fees for Express Mail Insurance service are set forth in [Rate] Fee Schedule 943.[SS-9.]

943.2 General Insurance

943.21 Retail Insurance

943.211 [General] Retail Insurance is a service that provides the mailer with indemnity for loss of, rifling of, or damage to mailed items.

943.212 The maximum liability of the Postal Service [under this part] for Retail Insurance is \$5000.

943.213 [General] Retail Insurance is available for mail sent under the following classification schedules:

- a. First-Class Mail, if containing matter [which] that may be mailed as Standard Mail;
- b. [Single Piece,] Parcel Post, Bound Printed Matter, Special, and Library subclasses of Standard Mail.

943.214 [This service] Retail Insurance is not available for matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is received in the mail, payment will not be made for loss, rifling, or damage.

943.215 For Retail Insurance, the [The] mailer is issued a receipt for each item mailed. For items insured for more than \$50, a receipt of delivery is obtained by the Postal Service.

943.216 For items insured for more than \$50, a notice of [arrival] attempted delivery is left at the mailing address when the first attempt at delivery is unsuccessful.

943.217 Retail insurance provides indemnity for the actual value of the article at the time of mailing.

943.22 Bulk Insurance

943.221 Bulk Insurance service is available for mail entered in bulk at designated facilities and in a manner specified by the Postal Service, including the use of electronic manifesting, and sent under the following classification schedules:

- a. First-Class Mail, if containing matter that may be mailed as Standard Mail:
- b. Parcel Post, Bound Printed Matter, Special, and Library subclasses of

Standard Mail.

943.222 Bulk Insurance bears endorsements and identifiers specified by the Postal Service. Bulk Insurance mailers must meet the documentation requirements of the Postal Service.

943.223 Bulk Insurance provides indemnity for the lesser of (1) the actual value of the article at the time of mailing, or (2) the wholesale cost of the contents to the sender.

943.23 **Claims**

943.231 For Retail Insurance, a [A] claim for complete loss may be filed by the mailer only, [.] and a [A] claim for damage or for partial loss may be filed by either the mailer or addressee. For Bulk Insurance, all claims must be filed by the mailer.

943.232 A claim for damage or loss on a parcel sent merchandise return under section 932 [(SS-20)] may [only] be filed only by the purchaser of the insurance.

943.233 Indemnity claims must be filed within a specified period of time from the date the article was mailed.

[943.234 Additional copies of the original mailing receipt may be obtained by the mailer, upon payment of the applicable fee set forth in Rate Schedule SS-9.]

943.24 **Deposit of Mail**

943.241 Mail insured under [this part] section 943.2 must be deposited [in a manner] as specified by the Postal Service.

943.25 **Forwarding and Return**

943.251 By insuring an item, the mailer guarantees forwarding and return postage unless instructions on the piece mailed indicate that it not be forwarded or returned.

943.252 Mail undeliverable as addressed [sent under this part] will be returned to the sender as specified by the sender or by the Postal Service.

943.26 Other Services

943.261 The following services, if applicable to the subclass of mail, may be obtained in conjunction with mail sent under this [part] section upon payment of the applicable fees:

<u>Service</u>	<u>[Classification]</u> <u>Fee Schedule</u>
a. <u>Parcel Airlift</u>	<u>951 [SS-13]</u>
b. <u>Restricted delivery (for items insured for more than \$50)</u>	<u>946 [SS-15]</u>
c. <u>Return receipt (for items insured for more than \$50)</u>	<u>945 [SS-16]</u>
d. <u>Special handling</u>	<u>952 [SS-18]</u>
e. <u>Merchandise return (shippers only)</u>	<u>932 [SS-20]</u>

943.27 Fees

943.271 The fees for [General] Insurance are set forth in [Rate] Fee Schedule 943 [SS-9].

944 COLLECT ON DELIVERY

944.1 Definition

944.11 Collect on Delivery (COD) service is a service [which] that allows a mailer to mail an article for which [he has not been paid] full or partial payment has not yet been received and have the price, the cost of postage and fees, and anticipated or past due charges collected by the Postal Service from the addressee when the article is delivered.

944.2 Description of Service

944.21 COD service is available for collection of \$600 or less upon the delivery of postage prepaid mail sent under the following classification schedules:

- a. Express Mail
- b. First-Class Mail
- c. [Single Piece,] Parcel Post, Bound Printed Matter, Special, and

Library subclasses of Standard Mail

944.22 Service under this [schedule] section is not available for:

- a. Collection agency purposes;
- b. Return of merchandise about which some dissatisfaction has arisen, unless the new addressee has consented in advance to such return;
- c. Sending only bills or statements of indebtedness, even though the sender may establish that the addressee has agreed to collection in this manner; however, when the legitimate COD shipment consisting of merchandise or bill of lading, is being mailed, the balance due on a past or anticipated transaction may be included in the charges on a COD article, provided the addressee has consented in advance to such action;
- d. Parcels containing moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges; or
- e. Goods that [which] have not been ordered by the addressee.

944.23 COD service provides the mailer with insurance against loss, rifling and damage to the article as well as failure to receive the amount collected from the addressee. This provision insures only the receipt of the instrument issued to the mailer after payment of COD charges, and is not to be construed to make the Postal Service liable upon any such instrument other than a Postal Service money order.

944.24 A receipt is issued to the mailer for each piece of COD mail. Additional copies of the original mailing receipt may be obtained by the mailer.

944.25 Delivery of COD mail will be made in a manner specified by the Postal Service. If a delivery to the mailing address is not attempted or if a delivery attempt is unsuccessful, a notice of [arrival] attempted delivery will be left at the mailing address.

944.26 The mailer may receive a notice of nondelivery if the piece mailed is endorsed appropriately.

944.27 The mailer may designate a new addressee or alter the COD charges by submitting the appropriate form and by paying the appropriate fee as set forth in [Rate] Fee Schedule 944. [SS-6.]

944.28 A claim for complete loss may be filed by the mailer only. A claim for damage or for partial loss may be filed by either the mailer or addressee.

944.29 COD indemnity claims must be filed within a specified period of time from the date the article was mailed.

944.3 **Requirements of the Mailer**

944.31 COD mail must be identified as COD mail.

944.4 **Deposit of Mail**

944.41 COD mail must be deposited in a manner specified by the Postal Service.

944.5 **Forwarding and Return**

944.51 A mailer of COD mail guarantees to pay any return postage, unless otherwise specified on the piece mailed.

944.52 For COD mail sent as Standard Mail, postage at the applicable rate will be charged to the addressee:

- a. When an addressee, entitled to delivery to the mailing address under Postal Service regulations, requests delivery of COD mail[which] that was refused when first offered for delivery;
- b. For each delivery attempt, to an addressee entitled to delivery to the mailing address under Postal Service regulations, after the second such attempt.

944.6 **Other Services**

944.61 The following services, if applicable to the subclass of mail, may be obtained in conjunction with mail sent under this [classification schedule] section upon payment of the applicable fee:

<u>Service</u>	<u>[Classification] Fee Schedule</u>
a. <u>Registered mail, if sent as First-Class</u>	<u>942 [SS14]</u>
b. <u>Restricted delivery</u>	<u>946 [SS15]</u>
c. <u>Special handling</u>	<u>952 [SS-18]</u>

944.7 **Fees**

944.71 Fees for COD service are set forth in [Rate] Fee Schedule 944 [SS-6].

945 **RETURN RECEIPT**

945.1 **Definition**

945.11 Return receipt service is a service that [which] provides evidence to the mailer that an article has been received at the delivery address.

945.2 **Description of Service**

945.21 Return receipt service is available for mail sent under the following sections or classification schedules:

	<u>Classification</u> <u>Schedule</u>
a. <u>Certified mail</u>	941 [SS5]
b. <u>COD mail</u>	944 [SS6]
c. <u>Insurance [Insured mail] (if insured for more than \$50)</u>	943 [SS9]
d. <u>Registered mail</u>	942 [SS14]
e. <u>Delivery Confirmation</u>	948
[e.] f. <u>Express Mail</u>	
[f.] g. <u>Priority Mail (merchandise only)</u>	
[g.] h. <u>Standard Mail (limited to merchandise sent by [Single Piece.] Parcel Post, Bound Printed Matter, Special, and Library subclasses)</u>	

945.22 Return receipt service is available at the time of mailing or, when purchased in conjunction with certified mail, COD, [insured] Insurance (if for more than \$50), registered mail, or Express Mail, after mailing.

945.23 Mailers requesting return receipt service at the time of mailing will be provided, as appropriate, the signature of the addressee or addressee's

agent, the date delivered, and the address of delivery, if different from the address on the mailpiece.

945.24 Mailers requesting return receipt service after mailing will be provided the date of delivery and the name of the person who signed for the article.

945.25 If the mailer does not receive a return receipt within a specified period of time from the date of mailing, the mailer may request a duplicate return receipt. No fee is charged for a duplicate return receipt.

945.3 **Fees**

945.31 The fees for return receipt service are set forth in [Rate] Fee Schedule 945 [SS-16].

946 **RESTRICTED DELIVERY**

946.1 **Definition**

946.11 Restricted delivery service is a service that provides a means by which a mailer may direct that delivery will be made only to the addressee or to someone authorized by the addressee to receive such mail.

946.2 **Description of Service**

946.21 This service is available for mail sent under the following [classification schedules] sections:

	<u>[Classification Schedule]</u>
a. <u>Certified Mail</u>	941[SS-5]
b. <u>COD Mail</u>	944[SS-6]
c. <u>[Insured Mail] Insurance (if insured for more than \$50)</u>	943[SS-9]
d. <u>Registered Mail</u>	942[SS-14]

946.22 Restricted delivery is available to the mailer at the time of mailing or after mailing.

946.23 Restricted delivery service is available only to natural persons specified by

name.

946.24 A record of delivery will be retained by the Postal Service for a specified period of time.

946.25 -Failure to provide restricted delivery service when requested after mailing, due to prior delivery, is not grounds for refund of the fee or communications charges.

946.3 **Fees**

946.31 The fees for restricted delivery service are set forth in [Rate] Fee Schedule 946 [SS-15].

947 **CERTIFICATE OF MAILING**

947.1 **Definition**

947.11 Certificate of mailing service is a service [which] that furnishes evidence of mailing.

947.2 **Description of Service**

947.21 Certificate of mailing service is available to mailers of matter sent under the classification schedule to any class of mail.

947.22 A receipt is not obtained upon delivery of the mail to the addressee. No record of mailing is maintained at the post office.

947.23 Additional copies of certificates of mailing may be obtained by the mailer.

947.3 **Other Services**

947.31 The following services, if applicable to the subclass of mail, may be obtained in conjunction with mail sent under this classification schedule upon payment of the applicable fees:

Service

[Classification]
Fee Schedule

a. Parcel airlift 951 [SS13]

b. Special handling 952 [SS18]

947.4 **Fees**

947.41 The fees for certificate of mailing service are set forth in [Rate] Fee Schedule 947 [SS-4].

948 **DELIVERY CONFIRMATION**

948.1 Definition

948.11 Delivery confirmation service provides electronic confirmation to the mailer that an article was delivered or that a delivery attempt was made.

948.2 Description of Service

948.21 Delivery confirmation service is available for Priority Mail and the Parcel Post, Bound Printed Matter, Special and Library subclasses of Standard Mail.

948.22 Delivery confirmation service may be requested only at the time of mailing.

948.23 Mail for which delivery confirmation service is requested must meet preparation requirements established by the Postal Service, and bear a barcode specified by the Postal Service.

948.24 Matter for which delivery confirmation service is requested must be deposited in a manner specified by the Postal Service.

948.3 Fees

948.31 Delivery confirmation service is subject to the fees set forth in Fee Schedule 948.

950 **PARCEL HANDLING**

951 PARCEL AIRLIFT (PAL)

951.1 Definition

951.11 Parcel airlift service is a service that provides for air transportation of parcels on a space available basis to or from military post offices outside the contiguous 48 states.

951.2 Description of Service

951.21 Parcel airlift service is available for mail sent under the [following classification schedule:] Standard Mail Classification Schedule.

[Standard Mail]

951.3 Physical Limitations

951.31 The minimum physical limitations established for the mail sent under the classification schedule for which postage is paid apply to parcel airlift mail. In no instance may the parcel exceed 30 pounds in weight, or 60 inches in length and girth combined.

951.4 Requirements of the Mailer

951.41 Mail sent under this [schedule] section must be endorsed as [prescribed] specified by [regulation] the Postal Service.

951.5 Deposit of Mail

951.51 PAL mail must be deposited in a manner specified by the Postal Service

951.6 Forwarding and Return

951.61 PAL mail sent for delivery outside the contiguous 48 states is forwarded as set forth in section 2030 of the General Definitions, Terms and Conditions. PAL mail sent for delivery within the contiguous 48 states is forwarded or returned as set forth in section 353 as appropriate.

951.7 Other Services

951.71 The following services, if applicable to the subclass of mail, may be obtained in conjunction with mail sent under this [classification schedule] section upon payment of the applicable fees:

-

<u>Service</u>	<u>[Classification] Fee Schedule</u>
a. <u>Certificate of mailing</u>	<u>947 [SS4]</u>
b. <u>[Insured mail] Insurance</u>	<u>943 [SS9]</u>
c. <u>Restricted delivery (if insured for more than \$50)</u>	<u>946 [SS15]</u>
d. <u>Return receipt (if insured for more than \$50)</u>	<u>945 [SS16]</u>
e. <u>Special handling</u>	<u>952[SS18]</u>

951.8 Fees

951.81 The fees for parcel airlift service are set forth in [Rate] Fee Schedule 951 [SS-13].

952 SPECIAL HANDLING

952.1 Definition

952.11 Special handling service is a service that provides preferential handling to the extent practicable during dispatch and transportation.

952.2 Description of Service

952.21 Special handling service is available for mail sent under the following classification schedules:

- a. First-Class Mail
- b. [Single Piece,] Parcel Post, Bound Printed Matter, Special, and Library subclasses of Standard Mail

952.22 Special handling service is mandatory for matter [which] that requires special attention in handling, transportation and delivery.

952.3 Requirements of the Mailer

952.31 Mail sent under this [schedule] section must be identified as [prescribed] specified by the Postal Service[regulation].

952.4 Deposit of Mail

952.41 Mail sent under this [schedule] section must be deposited in a manner [prescribed] specified by the Postal Service.

952.5 Forwarding and Return

952.51 If undeliverable as addressed, special handling mail that is forwarded to the addressee is given special handling without requiring payment of an additional handling fee. However, additional postage at the applicable Standard Mail rate is collected on delivery.

952.6 Other Services

952.61 The following services, if applicable to the subclass of mail, may be obtained in conjunction with mail sent under this [classification schedule] section upon payment of the applicable fees:

	<u>Service</u>	<u>[Classification] Fee Schedule</u>
a.	<u>COD mail</u>	<u>944 [SS-6]</u>
b.	<u>[Insured mail] Insurance</u>	<u>943[SS-9]</u>
c.	<u>Parcel airlift</u>	<u>951 [SS-13]</u>
d.	<u>Merchandise return (shippers only)</u>	<u>932[SS-20]</u>

952.7 Fees

952.71 The fees for special handling service are set forth in [Rate] Fee Schedule 952 [SS-18].

960 STAMPED PAPER

961 STAMPED ENVELOPES

961.1 **Definition**

961.11 Plain stamped envelopes and printed stamped envelopes are envelopes with postage thereon offered for sale by the Postal Service.

961.2 **Description of Service**

961.21 Stamped envelopes are available for:

- a. First-Class Mail within the first rate increment.
- b. Standard Mail mailed at a minimum [per piece] per piece rate as [prescribed] specified by the Postal Service.

961.22 Printed stamped envelopes may be obtained by special request.

961.3 **Fees**

961.31 The fees for stamped envelopes are set forth in [Rate] Fee Schedule 961 [SS-19].

962 **STAMPED CARDS**

962.1 **Definition**

962.11 **Stamped Cards.** Stamped Cards are cards with postage imprinted or impressed on them and supplied by the Postal Service for the transmission of messages.

962.12 **Double Stamped Cards.** Double Stamped Cards consist of two attached cards, one of which may be detached by the receiver and returned by mail as a single Stamped Card.

962.2 **Description of Service.** Stamped Cards are available for First-Class Mail.

962.3 **Fees.** The fees for Stamped Cards are set forth in [Rate] Fee Schedule 962 [SS-19A].

970 **POSTAL MONEY ORDERS**

971 DOMESTIC POSTAL MONEY ORDERS

971.1 Definition

971.11 Money order service is a service that provides the customer with an instrument for payment of a specified sum of money.

971.2 Description of Service

971.21 The maximum value for which a domestic postal money order may be purchased is \$700. Other restrictions on the number or dollar value of postal money order sales, or both, may be imposed [in accordance with] by law or under regulations prescribed by the Postal Service.

971.22 A receipt of purchase is provided at no additional cost.

971.23 The Postal Service will replace money orders that are spoiled or incorrectly prepared, regardless of who caused the error, without charge if replaced on the date originally issued.

971.24 If a replacement money order is issued after the date of original issue because the original was spoiled or incorrectly prepared, the applicable money order fee may be collected from the customer.

971.25 Inquiries [and] or claims may be filed by the purchaser, payee, or endorsee.

971.3 Fees

971.31 The fees for domestic postal money orders are set forth in [Rate] Fee Schedule 971 [SS-8].

AMEND THE DOMESTIC MAIL CLASSIFICATION SCHEDULE AS FOLLOWS:

GENERAL DEFINITIONS, TERMS AND CONDITIONS

1000 **GENERAL DEFINITIONS**

As used in this Domestic Mail Classification Schedule, the following terms have the meanings set forth below.

1001 **Advertising**

Advertising includes all material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something for the purpose of getting people to buy it, sell it, seek it, or support it. If an advertising rate is charged for the publication of reading matter or other material, such material shall be deemed to be advertising. Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding that textual matter is to be inserted for the advertiser or his products in the publication in which a display advertisement appears are deemed to be advertising. If a publisher advertises his own services or publications, or any other business of the publisher, whether in the form of display advertising or editorial or reading matter, this is deemed to be advertising.

1002 **Aspect Ratio**

Aspect ratio is the ratio of width to length.

1003 **Bills and Statements of Account**

1003.1 A bill is a request for payment of a definite sum of money claimed to be owing by the addressee either to the sender or to a third party. The mere assertion of an indebtedness in a definite sum combined with a demand for payment is sufficient to make the message a bill.

1003.2 A statement of account is the assertion of the existence of a debt in a definite amount but which does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or upon demand or billing at a later date.

1003.3 A bill or statement of account must present the particulars of an indebtedness with sufficient definiteness to inform the debtor of the amount [he is] required

[to pay to acquit himself] for acquittal of the debt. However, neither a bill nor a statement of account need state the precise amount if it contains sufficient information to enable the debtor to determine the exact amount of the claim asserted.

1003.4 A bill or statement of account is not the less a bill or statement of account merely because the amount claimed is not in fact owing or may not be legally collectible.

1004 **Girth**

Girth is the measurement around a piece of mail at its thickest part.

1005 **Invoice**

An invoice is a writing showing the nature, quantity, and cost or price of items shipped or sent to a purchaser or consignor.

1006 **Permit Imprints**

Permit imprints are printed indicia indicating postage has been paid by the sender under the permit number shown.

1007 **Preferred Rates**

Preferred rates are the reduced rates established pursuant to 39 U.S.C. 3626.

1008 **ZIP Code**

The ZIP Code is a numeric code that facilitates the sortation, routing, and delivery of mail.

1009 **Nonprofit Organizations and Associations**

Nonprofit organizations or associations are organizations or associations not organized for profit, none of the net income of which benefits any private stockholder or individual, and which meet the qualifications set forth below for each type of organization or association. The standard of primary purpose applies to each type of organization or association, except veterans' and fraternal. The standard of primary purpose requires that each type of organization or association be both organized and operated for the primary purpose. The following are the types of organizations or associations [which] that may qualify as authorized nonprofit organizations or associations.

- a. Religious. A nonprofit organization whose primary purpose is one of the following:
 - i. To conduct religious worship;
 - ii. To support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship;
 - iii. To perform instruction in, to disseminate information about, or otherwise to further the teaching of particular religious faiths or tenets.
- b. Educational. A nonprofit organization whose primary purpose is one of the following:
 - i. The instruction or training of the individual for the purpose of *improving or developing his capabilities*;
 - ii. The instruction of the public on subjects beneficial to the community.

An organization may be educational even though it advocates a particular position or viewpoint so long as it presents a sufficiently full and fair exposition of the pertinent facts to permit an individual or the public to form an independent opinion or conclusion. On the other hand, an organization is not educational if its principal function is the mere presentation of unsupported opinion.

- c. Scientific. A nonprofit organization whose primary purpose is one of the following:
 - i. To conduct research in the applied, pure or natural sciences;
 - ii. To disseminate systematized technical information dealing with applied, pure or natural sciences.
- d. Philanthropic. A nonprofit organization primarily organized and operated for purposes beneficial to the public. Philanthropic organizations include, but are not limited to, organizations that [which] are organized for:
 - i. Relief of the poor and distressed or of the underprivileged;

- ii. Advancement of religion;
- iii. Advancement of education or science;
- iv. Erection or maintenance of public buildings, monuments, or works;
- v. Lessening of the burdens of government;
- vi. Promotion of social welfare by organizations designed to accomplish any of the above purposes or:
 - (A) To lessen neighborhood tensions;
 - (B) To eliminate prejudice and discrimination;
 - (C) To defend human and civil rights secured by law; or
 - (D) To combat community deterioration and juvenile delinquency.
- e. Agricultural. A nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agriculture pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture. The organization may advance agricultural interests through educational activities; the holding of agricultural fairs; the collection and dissemination of information concerning cultivation of the soil and its fruits or the harvesting of marine resources; the rearing, feeding, and management of livestock, poultry, and bees, or other activities relating to agricultural interests. The term agricultural nonprofit organization also includes any nonprofit organization whose primary purpose is the collection and dissemination of information or materials relating to agricultural pursuits.
- f. Labor. A nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workmen participate, whose primary purpose is to deal with employers concerning grievances, labor disputes, wages, hours of employment and working conditions.
- g. Veterans'. A nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.
- h. Fraternal. A nonprofit organization [which] that meets all [of] the following criteria:

- i. Has as its primary purpose the fostering of brotherhood and mutual benefits among its members;
- ii. Is organized under a lodge or chapter system with a representative form of government;
- iii. Follows a ritualistic format; and
- iv. Is comprised of members who are elected to membership by vote of the members.

2000 **DELIVERY OF MAIL**

2010 **Delivery Services**

The Postal Service provides the following modes of delivery:

- a. Caller service. The fees for caller service are set forth in [Rate] Fee Schedule 921 [SS-10.]
- b. Carrier delivery service.
- c. General delivery.
- d. Post office box service. The fees for post office box service are set forth in [Rate] Fee Schedule 921[SS-10.]

2020 **Conditions of Delivery**

2021 **General.** Except as provided in section 2022, mail will be delivered as addressed unless the Postal Service is instructed otherwise by the addressee in writing.

- 2022 **Refusal of Delivery.** The addressee may control delivery of his mail. The addressee may refuse to accept a piece of mail that does not require a delivery receipt at the time it is offered for delivery or after delivery by returning it unopened to the Postal Service. For mail that requires a delivery receipt, the addressee or his representative may read and copy the name of the sender of registered, insured, certified, COD, return receipt, and Express Mail prior to accepting delivery. Upon signing the delivery receipt the piece may not be returned to the Postal Service without the applicable postage and fees affixed.
- 2023 **Receipt.** If a signed receipt is required, mail will be delivered to the addressee (or competent member of his family), to persons who customarily receive his mail or to one authorized in writing to receive the addressee's mail.
- 2024 **Jointly Addressed Mail.** Mail addressed to several persons may be delivered to any one of them. When two or more persons make conflicting orders for delivery for the same mail, the mail shall be delivered as determined by the Postal Service.
- 2025 **Commercial Mail Receiving Agents.** Mail may be delivered to a commercial mail receiving agency on behalf of another person. In consideration of delivery of mail to the commercial agent, the addressee and the agent are considered to agree that:
- a. No [change of address] ~~change-of-address~~ order will be filed with the post office when the agency relationship is terminated;
 - b. When remailed by the commercial agency, the mail is subjecto payment of new postage.
- 2026 **Mail Addressed To Organizations.** Mail addressed to governmental units, private organizations, corporations, unincorporated firms or partnerships, persons at institutions (including but not limited to hospitals and prisons), or persons in the military is delivered as addressed or to an authorized agent.
- 2027 **Held Mail.** Mail will be held for a specified period of time at the office of delivery [address] upon request of the addressee, unless the mail:
- a. Has contrary retention instructions;
 - b. Is perishable; or

- c. Is registered, COD, insured, return receipt, certified, or Express Mail for which the normal retention period expires before the end of the specified holding period.

2030 **Forwarding and Return**

2031 **Forwarding.** Forwarding is the transfer of undeliverable-as-addressed mail to an address other than the one originally placed on the [mail piece]mailpiece. All post offices will honor [change of address] change-of-address orders for a period of time specified by the Postal Service.

2032 **Return.** Return is the delivery of undeliverable-as-addressed mail to the sender.

2033 **Applicable Provisions.** The provisions of sections 150, 250, 350, [and] 450, [and schedules SS-21 and SS-22] 935 and 936 apply to forwarding and return.

2034 **Forwarding for Postal Service Adjustments.** When mail is forwarded due to Postal Service adjustments (such as, but not limited to, the discontinuance of the post office of original address, establishment of rural carrier service, conversion to city delivery service from rural, readjustment of delivery districts, or renumbering of houses and renaming of streets), it is forwarded without charge for a period of time specified by the Postal Service.

3000 **POSTAGE AND PREPARATION**

3010 **Packaging**

Mail must be packaged so that:

- a. The contents will be protected against deterioration or degradation;
- b. The contents will not be likely to damage other mail, Postal Service employees or property, or to become loose in transit;
- c. The package surface must be able to retain postage indicia and address markings;
- d. It is marked by the mailer with a material [which] that is [not] neither readily water soluble nor [which can be] easily rubbed off or smeared, and the marking will be sharp and clear.

3020 Envelopes

Paper used in the preparation of envelopes may not be of a brilliant color. Envelopes must be prepared with paper strong enough to withstand normal handling.

3030 Payment of Postage and Fees

Postage must be fully prepaid on all mail at the time of mailing, except as authorized by law or this Schedule. Except as authorized by law or this Schedule, mail deposited without prepayment of sufficient postage shall be delivered to the addressee subject to payment of deficient postage, returned to the sender, or otherwise disposed of as [prescribed] specified by the Postal Service. Mail deposited without any postage affixed will be returned to the sender without any attempt at delivery.

3040 Methods for Paying Postage and Fees

Postage for all mail may be prepaid [by] with postage meter indicia, adhesive stamps, or permit imprint, unless otherwise limited or [prescribed] specified by the Postal Service. The following methods of paying postage and fees require prior authorization from the Postal Service:

- a. Permit imprint,
- b. Postage meter,
- c. Precanceled stamps, precanceled envelopes, and mailer's precanceled postmarks.

3050 Authorization Fees

Fees for authorization to use a permit imprint are set forth in [Rate] Schedule 1000. No fee is charged for authorization to use a postage meter. Fees for setting postage meters are set forth in [Rate] Fee Schedule 933[SS-12.] No fee is charged for authorization to use precanceled stamps, precanceled envelopes or mailer's precanceled postmark.

3060 Special Service Fees

Fees for special services may be prepaid in any manner appropriate for the class of mail indicated or as otherwise [prescribed] specified by the Postal Service.

3070 Marking of Unpaid Mail

Matter authorized for mailing without prepayment of postage must bear markings identifying the class of mail service. Matter so marked will be billed at the applicable rate of postage set forth in this Schedule. Matter not so marked will be billed at the applicable First-Class rate of postage.

3080 Refund of Postage

When postage and special service fees have been paid on mail for which no service is rendered for the postage or fees paid, or collected in excess of the lawful rate, a refund may be made. There shall be no refund for registered, COD, general insurance, and Express Mail Insurance fees when the article is [later] withdrawn by the mailer after acceptance. In cases involving returned articles improperly accepted because of excess size or weight, a refund may be made.

3090 Calculation of Postage

When a rate schedule contains per piece and per pound rates, the postage shall be the sum of the charges produced by those rates. When a rate schedule contains a minimum[-per-piece] per piece rate and a pound rate, the postage shall be the greater of the two. When the computation of postage yields a fraction of a cent in the charge, the next higher whole cent must be paid.

4000 POSTAL ZONES

4010 Geographic Units of Area

In the determination of postal zones, the earth is considered to be divided into units of area thirty minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. The distance between these units of area is the basis of the postal zones.

4020 Measurement of Zone Distances

The distance upon which zones are based shall be measured from the center of the unit of area containing the dispatching sectional center facility or multi-ZIP coded post office not serviced by a sectional center facility. A post office of mailing and a post office of delivery shall have the same zone relationship as their respective sectional center facilities or multi-ZIP coded

post offices, but this shall not cause two post offices to be regarded as within the same local zone.

4030 **Definition of Zones**

4031 **Local Zone.** The local zone applies to mail mailed at any post office for delivery at that office; at any city letter carrier office or at any point within its delivery limits for delivery by carriers from that office; at any office from which a rural route starts for delivery on the same route; and on a rural route for delivery at the office from which the route starts or on any rural route starting from that office.

4032 **First Zone.** The first zone includes all territory within the quadrangle of entry in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately 50 miles from the center of a given unit of area. The first zone also applies to mail between two post offices in the same sectional center.

4033 **Second Zone.** The second zone includes all units of area outside the first zone lying in whole or in part within a radius of approximately 150 miles from the center of a given unit of area.

4034 **Third Zone.** The third zone includes all units of area outside the second zone lying in whole or in part within a radius of approximately 300 miles from the center of a given unit of area.

4035 **Fourth Zone.** The fourth zone includes all units of area outside the third zone lying in whole or in part within a radius approximately 600 miles from the center of a given unit of area.

4036 **Fifth Zone.** The fifth zone includes all units of area outside the fourth zone lying in whole or in part within a radius of approximately 1,000 miles from the center of a given unit of area.

4037 **Sixth Zone.** The sixth zone includes all units of area outside the fifth zone lying in whole or in part within a radius of approximately 1,400 miles from the center of a given unit of area.

4038 **Seventh Zone.** The seventh zone includes all units of area outside the sixth zone lying in whole or in part within a radius of approximately 1,800 miles from the center of a given unit of area.

4039 **Eighth Zone.** The eighth zone includes all units of area outside the seventh zone.

4040 **Zoned Rates**

-Except as provided in section 4050, rates according to zone apply for zone-rated mail sent between Postal Service facilities including ~~[a]Armed~~ ~~[f]Forces~~ post offices, wherever located.

4050 **APO/FPO Mail**

4051 **General.** Except as provided in section 4052, the rates of postage for zone-rated mail transported between the United States, or the possessions or territories of the United States, on the one hand, and Army, Air Force and Fleet Post Offices on the other, or among the latter, shall be the applicable zone rates for mail between the place of mailing or delivery and the city of the postmaster serving the Army, Air Force or Fleet Post Office concerned.

4052 **Transit Mail.** The rates of postage for zone-rated mail ~~[which]~~ that is mailed at or addressed to an Armed Forces~~[armed forces]~~ post office and ~~[which]~~ is transported directly to or from Armed Forces ~~[armed forces]~~ post offices at the expense of the Department of Defense, without transiting any of the 48 contiguous states (including the District of Columbia), shall be the applicable local zone rate; provided, however, that if the distance from the place of mailing to the embarkation point or the distance from the point of debarkation to the place of delivery is greater than the local zone for such mail, postage shall be assessed on the basis of the distance from the place of mailing to the embarkation point or the distance from the point of debarkation to the place of delivery of such mail, as the case may be. The word "transiting" does not include enroute transfers at coastal gateway cities which are necessary to transport military mail directly between military post offices.

5000 **PRIVACY OF MAIL**

5010 **First-Class and Express Mail**

Matter mailed as First-Class Mail or Express Mail shall be treated as mail which is sealed against postal inspection and shall not be opened except as authorized by law.

5020 All Other Mail

Matter not paid at First-Class Mail or Express Mail rates must be wrapped or secured in the manner [prescribed] specified by the Postal Service so that the contents may be examined. Mailing of sealed items as other than First-Class Mail or Express Mail is considered consent by the sender to the postal inspection of the contents.

6000 MAILABLE MATTER

6010 General

Mailable matter is any matter which:

- a. Is not mailed in contravention of 39 U.S.C. Chapter 30, or of 17 U.S.C. 109;
- b. *While in the custody of the Postal Service is not likely to become damaged itself, to damage other pieces of mail, to cause injury to Postal Service employees or to damage Postal Service property; and*
- c. Is not mailed contrary to any special conditions or limitations placed on transportation or movement of certain articles, when imposed under law by the U.S. Department of the Treasury; U.S. Department of Agriculture; U.S. Department of Commerce; U.S. Department of Health and Human Services, U.S. Department of Transportation; and any other Federal department or agency having legal jurisdiction.

6020 Minimum Size Standards

The following minimum size standards apply to all mailable matter:

- a. All items must be at least 0.007 inches thick, and
- b. *all items, other than keys and identification devices, which are 0.25 inch thick or less must be*
 - i. rectangular in shape,
 - ii. at least 3.5 inches in width, and
 - iii. at least 5 inches in length.

6030 **Maximum Size and Weight Standards**

Where applicable, the maximum size and weight standards for each class or subclass of mail are set forth in sections 130, 230, 322.16, 330 and 430. Additional limitations may be applicable to specific subclasses, and rate and discount categories as provided in the eligibility provisions for each subclass or category.