

Summary of Changes

Overview

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM) by effective date and by module.

1.0 Summary of Changes by Effective Date

1.1 April 6, 2009

Labeling Lists

We revised labeling lists [L002](#), [L003](#), [L005](#), [L006](#), [L007](#), [L009](#), [L011](#), [L601](#), [L603](#), [L604](#), [L605](#), [L606](#), and [L607](#) to reflect changes in mail processing operations. We published this revision in the April 9, 2009, *Postal Bulletin*.

New Open and Distribute Tray Boxes

We revised [705.16.0](#) to introduce new Open and Distribute tray boxes. We published this revision in the April 9, 2009, *Postal Bulletin*.

Optional Documentation for Nonpresorted Bound Printed Matter Mailings with Nonidentical-Weight Mailpieces

We revised [364.1.0](#), [364.2.0](#), [464.1.0](#), and [464.2.0](#) to provide a new option for mailers to document postage payment for nonpresorted Bound Printed Matter (BPM) mailings. We published this revision in the March 26, 2009, *Postal Bulletin*.

New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail

We revised [302.1.0](#), [302.2.0](#), [333.3.0](#), [343.3.0](#), [363.2.0](#), [373.3.0](#), [383.3.0](#), [604.5.0](#), and [707.3.0](#) to adopt new address standards for Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices. Some of these revisions also apply to automation and presorted First-Class Mail flats. We published this revision in the February 12, 2009, *Postal Bulletin*.

1.2 March 2, 2009

Accountable Mailpieces Allowed in Express Mail Reshipment Service and Priority Mail Reshipment Service

We revised [507.6.6.1](#), [507.11.7.2](#), and [705.17.1.1](#) to allow Delivery Confirmation and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Express Mail) in Express Mail reshipment service and Priority Mail reshipment service. We published this revision in the February 26, 2009, *Postal Bulletin*.

New Option for Pallet Placards Bearing Intelligent Mail Container Barcodes

We revised [708.6.6.2](#) and [708.6.6.5](#) to provide a new option to mailers preparing pallets, or other approved containers, with pallet placards bearing Intelligent Mail container barcodes. We will publish this revision in the March 12, 2009, *Postal Bulletin*.

Summary of Changes

Labeling Lists

We revised labeling list [L801](#) to reflect changes in mail processing operations. We published this revision in the February 26, 2009, *Postal Bulletin*.

New Automation Requirements for Detached Addressed Labels

We revised [602.1.0](#) and [602.4.0](#) to require Detached Address Labels (DALs) to be automation-compatible and have a correct delivery point POSTNET barcode or Intelligent Mail barcode with an 11-digit routing code when used with saturation mailings of Periodicals or Standard Mail flats. We published this revision in the February 26, 2009, *Postal Bulletin*.

1.3 February 2, 2009

Labeling Lists

We revised labeling lists [L001](#), [L002](#), [L003](#), [L007](#), [L201](#), [L603](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the January 29, 2009, *Postal Bulletin*.

Use of Two-Way Indicia on Reusable Envelopes

We revised [507.9.8.3](#) and [601.6.5](#) to allow the use of two-way indicia on reusable envelopes. We published this revision in the January 29, 2009, *Postal Bulletin*.

Loose Supplements to a Bound Publication - Periodicals

We revised [707.2.2.5](#) and [707.3.3.5](#) to allow a loose supplement to be included with a bound Periodicals publication, without a wrapper. Previously, any supplement to bound Periodicals was required to be included with the host publication in an envelope, polybag, or other complete wrapper. We published this revision in the January 29, 2009, *Postal Bulletin*.

1.4 January 18, 2009

Pricing and Mailing Standards Changes for Shipping Services

We revised prices throughout the DMM to reflect changes to the prices and standards for Shipping Services, which include Express Mail, Priority Mail, Parcel Select, and Parcel Return Service. The new pricing is effective January 18, 2009. We published this revision in the December 18, 2008, *Postal Bulletin*.

Adding Diplomatic Post Office (DPO) as a Valid Overseas Address

We revised [113.4.0](#), [123.1.0](#), [413.4.0](#), [423.1.0](#), [503.6.0](#), [503.9.0](#), [503.10.0](#), [507.2.0](#), [601.10.0](#), [703.3.0](#), [705.2.0](#), and [707.3.0](#) to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. We published this revision in the January 18, 2009, *Postal Bulletin*.

Products Mailable at Nonprofit Standard Mail Prices

We revised [703.1.6.11](#) to reflect that products mailed at the Nonprofit Standard Mail price must meet at least one of three exceptions. A low-cost item is one of the exceptions referenced in the Internal Revenue Code. The value of a low-cost item - the actual cost to the authorized nonprofit organization - is determined each year by the Internal Revenue Service, adjusted for the cost of living. For 2009, the value of a low-cost item is \$9.50 or less. We published this revision in the December 4, 2008, *Postal Bulletin*.

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1.5 December 4, 2008

Amended Move Update Standards

We revised [233.3.5](#), [243.3.9](#), [333.3.5](#), [343.3.9](#), [433.3.5](#), and [443.3.9](#) to reflect the changes to the Move Update standard to include revisions that signify mailing addresses must be updated within 95 days prior to the mailing date. This revision includes Standard Mail in addition to First-Class Mail. We published this revision in the December 4, 2008, *Postal Bulletin*.

New Option for Mailers Using a Mailer's Postmark

We revised [202.4.2](#), [302.4.2](#), [402.3.2](#), [602.1.5.3](#), and [604.3.1.8](#) to provide mailers that precancel stamps on some Standard Mail pieces (weighing 13 ounces or less), through the use of a mailer's precancel postmark, the option to omit a return address from their mailpieces. Additionally, we provide clarification that, for the purposes of requiring a return address on mailpieces, ancillary service requests embedded into Intelligent Mail barcodes are treated similarly to their corresponding physical endorsements. We published this revision in the December 4, 2008, *Postal Bulletin*.

1.6 November 6, 2008

Optional Container Preparation for First-Class Mail

We added [235.1.5](#), [345.1.5](#), [705.8.10.1](#) and revised [705.8.6.5](#) to add optional standards for mailers preparing First-Class Mail letter-size and flat-size mailings on pallets, or in other USPS-approved containers. These standards will be effective in May 2009, concurrent with the implementation of the new prices for mailing services. The May 2009 effective date provides ample time for USPS and mailer systems to prepare and support these changes. We published this revision in the November 6, 2008, *Postal Bulletin*.

Guaranteed by End of Day Endorsement for Express Mail

We revised [413.4.2.1](#) and [413.4.3.1](#) to include the option for Express Mail Corporate Account (EMCA) customers to endorse their domestic Express Mail items with "Guaranteed by End of Day" when they have an approved customer agreement that allows them to do so. We published this revision in the November 6, 2008, *Postal Bulletin*.

Clarification of First-Class Mail Parcel Definition

We revised [101.6.0](#) and [401.2.0](#) to clarify the classification of First-Class Mail parcels. Mailpieces are classified as parcels, and pay parcel prices, when they exceed any one of the maximum dimensions for a flat; or, when they are within the dimensions of a flat but are rigid, nonrectangular in shape, or not uniformly thick. In addition, any First-Class Mail item that is rigid and over 1/4-inch thick is classified as a parcel. We published this revision in the November 6, 2008, *Postal Bulletin*.

Express Mail Manifesting for Express Mail Military Service and Express Mail Custom Designed Service

We revised [705.2.6.2](#) to permit the use of the Express Mail Manifesting (EMM) System for Express Mail Military Service (EMMS) to qualifying APO/FPO addresses, and for Express Mail Custom Designed service. We published this revision in the November 6, 2008, *Postal Bulletin*.

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Postage and Fees Refunds for Unused Value in Postage Meters and PC Postage Accounts

We revised [604.9.2](#) and [604.9.3](#) to establish a minimum dollar amount for the issuance of checks by the USPS for the refund of unused postage value in postage meters and PC Postage accounts. We published this revision in the November 6, 2008, *Postal Bulletin*.

1.7 October 9, 2008

Labeling Lists

We revised labeling lists [L003](#), [L007](#), [L009](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the October 9, 2008, *Postal Bulletin*.

New Intelligent Mail Barcoded Tray Label and Container Placard Standards

We revised [235.4.0](#), [245.4.0](#), [335.4.0](#), [345.4.0](#), [365.4.0](#), [705.8.0](#), and [708.6.0](#) to provide optional standards for the use of Intelligent Mail tray labels and Intelligent Mail container placards. These new standards are available to mailers who wish to transition, in advance of the May 2009 effective date, towards the full-service option of the Postal Service's Intelligent Mail technology. This technology allows unique identification of letters and flats at their acceptance point and within USPS processing. We published this revision in the October 9, 2008, *Postal Bulletin*.

Automated Clearing House (ACH) Debit Added as New Method of Payment for Express Mail Corporate Account Customers

We revised [414.2.4](#) and [414.2.6](#) to permit an Automated Clearing House (ACH) debit as a new method of payment for Express Mail Corporate Account (EMCA) customers and eliminating the option to open new local trust accounts. We published this revision in the October 9, 2008, *Postal Bulletin*.

Marking Requirements for Parcel Select

We revised [402.2.0](#) and [455.1.8](#) to reflect changes to the marking requirements of our Shipping Services product, Parcel Select. We published this revision in the October 9, 2008, *Postal Bulletin*.

Changes to the Commercial Base Pricing Requirements for Priority Mail

We revised [423.1.0](#), [424.1.0](#), [424.2.0](#), and [425.3.0](#) to update the requirements for commercial base prices by removing the electronic Confirmation Services requirement for Priority Mail customers using permit imprint. We published this revision in the September 25, 2008, *Postal Bulletin*.

1.8 September 11, 2008

Postage Payment for Bound Printed Matter Limited to Permit Imprint

We revised [363](#), [364](#), [365](#), [366](#), [463](#), [464](#), [465](#), [466](#), and [604](#) for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. We published this revision in the September 11, 2008, *Postal Bulletin*.

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Express Mail or Priority Mail Open and Distribute Shipments to a DDU

We revised [705.5.0](#) to provide an option for customers to use an Express Mail flat-rate envelope or Priority Mail flat-rate envelope and box for Open and Distribute shipments destined only to a Destination Delivery Unit (DDU). We published this revision in the September 11, 2008, *Postal Bulletin*.

Changes in Application Procedures for Nonprofit Standard Mail Prices

We revised [703.1.0](#) to reflect changes in the process to apply and receive approval for mailings at Nonprofit Standard Mail prices. We published this revision in the August 14, 2008, *Postal Bulletin*.

Address Facing Standards for Presort Bundles on Pallets

We revised [705.8.5.6](#) to require mailers to place presort bundles on pallets with the addresses facing up. We published this revision in the August 28, 2008, *Postal Bulletin*.

Waiver of Signature Delivery Process

We revised [113.4.1](#), [115.2.2](#), [413.4.1](#), [415.2.2](#), and [503.8.3.2](#) to update the standards regarding delivery of Express Mail items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. We published this revision in the August 28, 2008, *Postal Bulletin*.

1.9 August 14, 2008

Search and Pay for Post Office Boxes Online

We revised [508.4.0](#) to include the ability to apply and pay for Post Office boxes online. The online option also allows existing customers to make onetime renewal payments and to establish recurring payments. The online capabilities are not available for free (Group E) Post Office box service or for caller service boxes. We published this revision in the August 14, 2008, *Postal Bulletin*.

Mailability of Day-old Emu Chicks

We revised [601.9.3.2](#) to permit the mailing of day-old emu chicks. We published this revision in the August 14, 2008, *Postal Bulletin*.

Automation Prices for Letter-Size Mailpieces with Enclosed Discs

We revised [201.3.1](#) and added [201.3.3](#) to include new optional mailing standards describing mailpiece characteristics for automation letters with compact discs (CDs) and digital video discs (DVDs). We published this revision in the August 14, 2008, *Postal Bulletin*.

Clarification of Bundling Standards

We revised [235.1.4](#), [235.2.3](#), [245.1.4](#), [245.2.3](#), [335.1.4](#), [365.1.5](#), [465.1.5](#), [707.19.4](#), and [707.24.1.5](#) to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. We published this revision in the August 14, 2008, *Postal Bulletin*.

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Labeling Lists

We revised labeling lists [L001](#), [L007](#), [L201](#), and [L606](#), to reflect changes in mail processing operations. We published this revision in the August 14, 2008, *Postal Bulletin*.

New Price Marking Options

We revised [202.3.0](#), [245.5.0](#), [245.6.0](#), [302.3.0](#), [345.5.0](#), [345.6.0](#), [402.2.0](#), [445.5.0](#), [445.7.0](#), and [604.5.0](#) to provide a new price-marking option for mailings at Standard Mail prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. We published this revision in the August 14, 2008, *Postal Bulletin*.

Clarification—COD Prohibited to APO/FPO Addresses

We revised [609.1.4](#) to clarify standards that apply to the sending of Collect on Delivery (COD) items in the domestic mailstream. This clarification is consistent with [503.11.2.6](#) and with Military Mail Operations prohibiting the use of COD to APO/FPO destination addresses. We published this revision in the August 14, 2008, *Postal Bulletin*.

Periodicals Preparation—Flats—Multi-Box Section Bundles

We revised [707.23.7](#) to allow publishers of Periodicals flats to combine copies addressed for box section distribution into multi-box section bundles when there are fewer than 6 copies to each Post Office Box section. We published this revision in the August 14, 2008, *Postal Bulletin*.

1.10 July 3, 2008

Express Mail Custom Designed Ineligible for Flat-Rate Prices

We revised [113.1.4](#), [413.1.5](#), and [413.4.4.1](#) to clarify that flat-rate pricing is not available with Express Mail Custom Designed agreements. We published this revision in the July 3, 2008, *Postal Bulletin*.

Service Barcode Required for Priority Mail Open and Distribute Container Address Labels

We revised [705.16.0](#) to require the use of an electronic Service barcode on all Priority Mail Open and Distribute container address labels effective July 1, 2008. The new standard will require mailers to use a concatenated GS1-128 symbology Service barcode with a unique Service Type Code (STC) "55" and the human-readable text, "USPS SCAN ON ARRIVAL," above the barcode on each Priority Mail Open and Distribute container address label. We published this revision in the July 3, 2008, *Postal Bulletin*.

Commercial Base Pricing for Priority Mail Open and Distribute

We revised [423.1.2](#) to include the availability of commercial base prices for Priority Mail Open and Distribute customers using permit imprint with the Service barcode. We published this revision in the June 19, 2008, *Postal Bulletin*.

New Pressure-Sensitive Barcoded Bundle Labels

We revised [335](#), [345](#), [365](#), [375](#), [385](#), [705](#), [707](#), [708](#), [L007](#), and [L008](#) to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or

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3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed to the top piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters "SCH." We published this revision in the June 19, 2008, *Postal Bulletin*

1.11 June 5, 2008

Labeling Lists

We revised labeling lists [L002](#), [L005](#), [L006](#), [L007](#), [L008](#), [L009](#), [L010](#), [L011](#), [L201](#), [L601](#), [L603](#), [L604](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the June 5, 2008, *Postal Bulletin*.

Clarification of Caller Service and Reserve Caller Number Issuance and Fees

We revised [508.5.0](#) to clarify standards that apply to the application for and payment of fees for Caller Service and for Reserve Caller Numbers. We published this revision in the June 5, 2008, *Postal Bulletin*

Clarification of New Standards for Confirm Service

We revised [503.13.2.3](#) and [503.13.3.1](#) to clarify the standards pertaining to Confirm Service. Currently, mailers have the option to use an Intelligent Mail barcode when requesting Origin Confirm service. In this case a POSTNET barcode is not a required element. Until May, 2010, we will continue to allow the use of a PLANET Code barcode in conjunction with a POSTNET barcode but we will not require a POSTNET barcode for mailpieces bearing an Intelligent Mail barcode. We also revised [503.13.4](#) to make reference to the use of a preshipment notification with Destination Confirm service. We published this revision in the June 5, 2008, *Postal Bulletin*.

New Tray Preparation Option for Automation Letters

We revised [235.6.6](#) and [245.7.5](#) to allow mailers preparing automation First-Class Mail or Standard Mail letters to place overflow pieces in the front or back of trays when mailers merge overflow pieces into trays made at the next sortation level, instead of making separate overflow trays. We published this revision in the June 5, 2008, *Postal Bulletin*.

2.0 Summary of Changes by DMM Module

2.1 100—Retail Mail

[101.6.0](#) is revised to clarify the classification of First-Class Mail parcels. Mailpieces are classified as parcels, and pay parcel prices, when they exceed any one of the maximum dimensions for a flat; or, when they are within the dimensions of a flat but are rigid, nonrectangular in shape, or not uniformly thick. In addition, any First-Class Mail item that is rigid and over 1/4-inch thick is classified as a parcel. Effective November 6, 2008.

[113.1.4](#) is revised to clarify that flat-rate pricing is not available with Express Mail Custom Designed agreements. Effective July 3, 2008.

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113.4.0 and 123.1.0 are revised to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. Effective January 18, 2009.

113.4.1 and 115.2.2 are revised to update the standards regarding delivery of Express Mail items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

2.2 200—Commercial Letters and Cards

202.3.0, 245.5.0, and 245.6.0 are revised to provide a new price-marking option for mailings at Standard Mail prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

202.4.2 was revised to provide mailers that precancel stamps on some Standard Mail pieces (weighing 13 ounces or less), through the use of a mailer's precancel postmark, the option to omit a return address from their mailpieces. Additionally, we provide clarification that, for the purposes of requiring a return address on mailpieces, ancillary service requests embedded into Intelligent Mail barcodes are treated similarly to their corresponding physical endorsements. Effective December 4, 2008.

233.3.5 and 243.3.9 are to reflect the changes to the Move Update standard to include revisions that signify mailing addresses must be updated within 95 days prior to the mailing date. This revision includes Standard Mail in addition to First-Class Mail. Effective December 4, 2008.

235.1.4, 235.2.3, 245.1.4, and 245.2.3 are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

235.1.5 was added to add optional standards for mailers preparing First-Class Mail letter-size and flat-size mailings on pallets, or in other USPS-approved containers. These standards will be effective in May 2009, concurrent with the implementation of the new prices for mailing services. The May 2009 effective date provides ample time for USPS and mailer systems to prepare and support these changes. Effective November 6, 2008.

235.4.0 and 245.4.0 were revised to provide optional standards for the use of Intelligent Mail tray labels and Intelligent Mail container placards. These new standards are available to mailers who wish to transition, in advance of the May 2009 effective date, towards the full-service option of the Postal Service's Intelligent Mail technology. This technology allows unique identification of letters and flats at their acceptance point and within USPS processing. Effective October 9, 2008.

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[235.6.6](#) and [245.7.5](#) are revised to allow mailers preparing automation First-Class Mail or Standard Mail letters to place overflow pieces in the front or back of trays when mailers merge overflow pieces into trays made at the next sortation level, instead of making separate overflow trays. Effective June 5, 2008.

2.3 300—Commercial Flats

[302.1.0](#), [302.2.0](#), [333.3.0](#), [343.3.0](#), [363.2.0](#), [373.3.0](#), and [383.3.0](#) are revised to reflect new address standards for Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices. Effective March 29, 2009.

[302.3.0](#), [345.5.0](#), and [345.6.0](#) are revised to provide a new price-marking option for mailings at Standard Mail prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

[302.4.2](#) was revised to provide mailers that precancel stamps on some Standard Mail pieces (weighing 13 ounces or less), through the use of a mailer's precancel postmark, the option to omit a return address from their mailpieces. Additionally, we provide clarification that, for the purposes of requiring a return address on mailpieces, ancillary service requests embedded into Intelligent Mail barcodes are treated similarly to their corresponding physical endorsements. Effective December 4, 2008.

[333.3.5](#) and [343.3.9](#) are revised to reflect the changes to the Move Update standard to include revisions that signify mailing addresses must be updated within 95 days prior to the mailing date. This revision includes Standard Mail in addition to First-Class Mail. Effective December 4, 2008.

[335](#), [345](#), [365](#), [375](#), and [385](#) were revised to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or 3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed to the top piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters "SCH." Effective July 3, 2008.

[335.1.4](#) and [365.1.5](#) are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

[335.4.0](#), [345.4.0](#), and [365.4.0](#) were revised to provide optional standards for the use of Intelligent Mail tray labels and Intelligent Mail container placards. These new standards are available to mailers who wish to transition, in advance of the May

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2009 effective date, towards the full-service option of the Postal Service's Intelligent Mail technology. This technology allows unique identification of letters and flats at their acceptance point and within USPS processing. Effective October 9, 2008.

[345.1.5](#) was added to add optional standards for mailers preparing First-Class Mail letter-size and flat-size mailings on pallets, or in other USPS-approved containers. These standards will be effective in May 2009, concurrent with the implementation of the new prices for mailing services. The May 2009 effective date provides ample time for USPS and mailer systems to prepare and support these changes. Effective November 6, 2008.

[363](#), [364](#), [365](#), and [366](#) have been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

[364.1.0](#) and [364.2.0](#) are revised to provide a new option for mailers to document postage payment for nonpresorted Bound Printed Matter (BPM) mailings. Effective April 6, 2009.

2.4 400—Commercial Parcels

[401.2.0](#) is revised to clarify the classification of First-Class Mail parcels. Mailpieces are classified as parcels, and pay parcel prices, when they exceed any one of the maximum dimensions for a flat; or, when they are within the dimensions of a flat but are rigid, nonrectangular in shape, or not uniformly thick. In addition, any First-Class Mail item that is rigid and over 1/4-inch thick is classified as a parcel. Effective November 6, 2008.

[402.2.0](#), [445.5.0](#), and [445.7.0](#) are revised to provide a new price-marking option for mailings at Standard Mail prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

[402.2.0](#) and [455.1.8](#) have been revised to reflect changes to the marking requirements of our Shipping Services product, Parcel Select. Effective October 9, 2008.

[402.3.2](#) was revised to provide mailers that precancel stamps on some Standard Mail pieces (weighing 13 ounces or less), through the use of a mailer's precancel postmark, the option to omit a return address from their mailpieces. Additionally, we provide clarification that, for the purposes of requiring a return address on mailpieces, ancillary service requests embedded into Intelligent Mail barcodes are treated similarly to their corresponding physical endorsements. Effective December 4, 2008.

[413.1.5](#) and [413.4.4.1](#) are revised to clarify that flat-rate pricing is not available with Express Mail Custom Designed agreements. Effective July 3, 2008.

[413.4.0](#) and [423.1.0](#) are revised to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. Effective January 18, 2009.

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413.4.2.1 and 413.4.3.1 are revised to include the option for Express Mail Corporate Account (EMCA) customers to endorse their domestic Express Mail items with “Guaranteed by End of Day” when they have an approved customer agreement that allows them to do so. Effective November 6, 2008.

413.4.1 and 415.2.2, are revised to update the standards regarding delivery of Express Mail items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

414.2.4 and 414.2.6 have been revised to permit an Automated Clearing House (ACH) debit as a new method of payment for Express Mail Corporate Account (EMCA) customers and eliminating the option to open new local trust accounts. Effective October 9, 2008.

423.1.0, 424.1.0, 424.2.0, and 425.3.0 are revised to update the requirements for commercial base prices by removing the electronic Confirmation Services requirement for Priority Mail customers using permit imprint. Effective October 1, 2008.

423.1.2 is revised to include the availability of commercial base prices for Priority Mail Open and Distribute customers using permit imprint with the Service barcode. Effective July 3, 2008.

443.3.5 and 443.3.9 are revised to reflect the changes to the Move Update standard to include revisions that signify mailing addresses must be updated within 95 days prior to the mailing date. This revision includes Standard Mail in addition to First-Class Mail. Effective December 4, 2008.

463, 464, 465, and 466 have been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

464.1.0 and 464.2.0 are revised to provide a new option for mailers to document postage payment for nonpresorted Bound Printed Matter (BPM) mailings. Effective April 6, 2009.

465.1.5 is revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

2.5 500—Additional Services

503.6.0, 503.9.0, 503.10.0, and 507.2.0 are revised to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. Effective January 18, 2009.

Summary of Changes

[503.8.3.2](#) is revised to update the standards regarding delivery of Express Mail items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

[503.13.2.3](#) and [503.13.3.1](#) are revised to clarify the standards pertaining to Confirm Service. Currently, mailers have the option to use an Intelligent Mail barcode when requesting Origin Confirm service. In this case a POSTNET barcode is not a required element. Until May, 2010, we will continue to allow the use of a PLANET Code barcode in conjunction with a POSTNET barcode but we will not require a POSTNET barcode for mailpieces bearing an Intelligent Mail barcode. We also revised [503.13.4](#) to make reference to the use of a preshipment notification with Destination Confirm service. Effective June 5, 2008.

[507.6.6.1](#) and [507.11.7.2](#), are revised to allow Delivery Confirmation and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Express Mail) in Express Mail reshipment service and Priority Mail reshipment service. Effective March 2, 2009.

[507.9.8.3](#) was revised to allow the use of two-way indicia on reusable envelopes. Effective February 2, 2009.

[508.4.0](#) is revised to include the ability to apply and pay for Post Office boxes online. The online option also allows existing customers to make onetime renewal payments and to establish recurring payments. The online capabilities are not available for free (Group E) Post Office box service or for caller service boxes. Effective August 14, 2008.

[508.5.0](#) is revised to clarify standards that apply to the application for and payment of fees for Caller Service and for Reserve Caller Numbers. Effective June 5, 2008.

2.6 600—Basic Standards

[601.6.5](#) was revised to allow the use of two-way indicia on reusable envelopes. Effective February 2, 2009.

[601.9.3.2](#) is revised to permit the mailing of day-old emu chicks. Effective August 14, 2008.

[601.10.0](#) is revised to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. Effective January 18, 2009.

[602.1.0](#) and [602.4.0](#) were revised to require Detached Address Labels (DALs) to be automation-compatible and have a correct delivery point POSTNET barcode or Intelligent Mail barcode with an 11-digit routing code when used with saturation mailings of Periodicals or Standard Mail flats. Effective March 2, 2009.

[602.1.5.3](#) and [604.3.1.8](#) are revised to provide mailers that precancel stamps on some Standard Mail pieces (weighing 13 ounces or less), through the use of a mailer's precancel postmark, the option to omit a return address from their mailpieces. Additionally, we provide clarification that, for the purposes of requiring a

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return address on mailpieces, ancillary service requests embedded into Intelligent Mail barcodes are treated similarly to their corresponding physical endorsements. Effective December 4, 2008

604 has been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

604.5.0 is revised to reflect new address standards for Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices. Effective March 29, 2009.

604.5.0 is revised to provide a new price-marking option for mailings at Standard Mail prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

604.9.2 and 604.9.3 were revised to establish a minimum dollar amount for the issuance of checks by the USPS for the refund of unused postage value in postage meters and PC Postage accounts. Effective November 6, 2008.

609.1.4 is revised to clarify standards that apply to the sending of Collect on Delivery (COD) items in the domestic mailstream. This clarification is consistent with 503.11.2.6 and with Military Mail Operations prohibiting the use of COD to APO/FPO destination addresses. Effective August 14, 2008.

2.7 700—Special Standards

703.1.0 is revised to reflect changes in the application and authorization processes for Nonprofit Standard Mail prices. Effective September 11, 2008.

703.1.6.11 is revised to reflect that products mailed at the Nonprofit Standard Mail price must meet at least one of three exceptions. A low-cost item is one of the exceptions referenced in the Internal Revenue Code. The value of a low-cost item - the actual cost to the authorized nonprofit organization - is determined each year by the Internal Revenue Service, adjusted for the cost of living. For 2009, the value of a low-cost item is \$9.50 or less. Effective January 1, 2009.

703.3.0, 703.4.0, 705.2.0, and 707.3.0 are revised to reflect a request from the Department of State to distinguish diplomatic overseas mail from military mail. Effective January 18, 2009.

705, 707, and 708 were revised to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or 3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed to the top

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piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters "SCH." Effective July 3, 2008.

[705.2.6.2](#) is revised to permit the use of the Express Mail Manifesting (EMM) System for Express Mail Military Service (EMMS) to qualifying APO/FPO addresses, and for Express Mail Custom Designed service. Effective November 6, 2008.

[705.5.0](#) is revised to provide an option for customers to use an Express Mail flat-rate envelope or Priority Mail flat-rate envelope and box for Open and Distribute shipments destined only to a Destination Delivery Unit (DDU). Effective September 11, 2008.

[705.8.0](#) and [708.6.0](#) were revised to provide optional standards for the use of Intelligent Mail tray labels and Intelligent Mail container placards. These new standards are available to mailers who wish to transition, in advance of the May 2009 effective date, towards the full-service option of the Postal Service's Intelligent Mail technology. This technology allows unique identification of letters and flats at their acceptance point and within USPS processing. Effective October 9, 2008.

[705.8.5.6](#) is revised to require mailers to place presort bundles on pallets with the addresses facing up. Effective September 11, 2008.

[705.8.10.1](#) was revised and [705.8.6.5](#) was added to add optional standards for mailers preparing First-Class Mail letter-size and flat-size mailings on pallets, or in other USPS-approved containers. These standards will be effective in May 2009, concurrent with the implementation of the new prices for mailing services. The May 2009 effective date provides ample time for USPS and mailer systems to prepare and support these changes.

[705.16.0](#) is revised to introduce new Open and Distribute tray boxes. Effective April 6, 2009.

[705.16.0](#) is revised to require the use of an electronic Service barcode on all Priority Mail Open and Distribute container address labels effective July 1, 2008. The new standard will require mailers to use a concatenated GS1-128 symbology Service barcode with a unique Service Type Code (STC) "55" and the human-readable text, "USPS SCAN ON ARRIVAL," above the barcode on each Priority Mail Open and Distribute container address label. Effective July 1, 2008.

[705.17.1.1](#) is revised to allow Delivery Confirmation and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Express Mail) in Express Mail reshipment service and Priority Mail reshipment service. Effective March 2, 2009.

[707.2.2.5](#) and [707.3.3.5](#) were revised to allow a loose supplement to be included with a bound Periodicals publication, without a wrapper. Previously, any supplement to bound Periodicals was required to be included with the host publication in an envelope, polybag, or other complete wrapper. Effective February 2, 2008.

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[707.18.4](#) and [707.24.1.5](#) are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

[707.3.0](#) is revised to reflect new address standards for Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices. Effective March 29, 2009.

[707.23.7](#) is revised to allow publishers of Periodicals flats to combine copies addressed for box section distribution into multi-box section bundles when there are fewer than 6 copies to each Post Office Box section. Effective August 14, 2008.

[708.6.6.2](#) and [708.6.6.5](#) are revised to provide a new option to mailers preparing pallets, or other approved containers, with pallet placards bearing Intelligent Mail container barcodes. Effective March 2, 2009.

2.8 Appendix 1—Labeling Lists

Labeling lists are updated frequently to reflect changes in mail processing operations. Please see individual lists.

