

**POSTAL SERVICE****39 CFR Part 111****Miscellaneous Revisions to Standards for Mail Preparation****AGENCY:** Postal Service.**ACTION:** Final rule.

**SUMMARY:** This final rule sets forth revised Domestic Mail Manual (DMM) standards regarding several aspects of mail preparation. Each of these revisions is a relaxation of current standards and allows mailers immediate access to a simplified preparation method not currently permitted.

**EFFECTIVE DATE:** August 23, 1996, for 3-digit carrier routes trays; October 15, 1996, for 5-digit scheme sortation; October 1, 1996, for all other revisions.

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**SUPPLEMENTARY INFORMATION:** On March 12, 1996, the Postal Service published a final rule in the Federal Register setting forth the Domestic Mail Manual (DMM) standards implementing phase one of Classification Reform as of July 1, 1996 (61 FR 10068-10217). Comparable standards for phase two were published on August 15, 1996, to be effective October 6, 1996 (61 FR 42464-42489).

Included in each of these rules (which affected primarily commercial or nonprofit mailers, respectively) were extensive revised standards for mail preparation. Experience with those standards in the weeks since July 1 has enabled the Postal Service to identify aspects that can be simplified further, in part based on observations and suggestions presented by customers.

All the DMM revisions described below amend both final rules noted earlier (i.e., for commercial mail as of July 1 and for nonprofit mail effective October 6) as of the dates shown. Nonprofit mailers using the option of preparing mail under the reformed rules (as announced in the March 12 final rule) may adopt these new options accordingly. Where noted, these amendments are implemented as options so that mailers can best determine how to balance production cost, rate eligibility, and service.

Because the revisions described below often separately amend or redesignate the same sections of the DMM, this final rule has aggregated them for simultaneous announcement in order to avoid the confusion that would occur where the individual amendments conflicted.

The Postal Service has determined not to issue a proposed rule for comment because the major DMM revisions implemented by this final rule represent added options for mailers that are relaxations of current standards and are neither new mail preparation burdens on mailers nor impediments to access to any rate of postage.

Accordingly, the Postal Service is adopting the DMM revisions described below to allow the following simplified preparation options to customers.

1. DMM E140.2.1a, E230.2.2a, E630.2.8a, E640.2.5, M020.2.1c, M032.1.3, M200.2.2, M200.4.1c, M200.4.2e, M620.2.2b, M620.3.1c, M620.3.2e, M810.1.4, M810.1.5, M810.2.1, M810.2.2c, M810.2.3c, P012.2.2c(2), P012.2.2c(3), and P012.2.4 are amended effective August 23, 1996, to allow an option for the preparation of letter-size mail in 3-digit carrier routes trays at the applicable carrier route presort rates. For letter-size mail, the standards implemented for Classification Reform specified the exclusive use of trays, ending the previously prescribed use of sacks for certain letter-size mailings. In general, Classification Reform also sought to apply identical standards to similar mail regardless of class; this objective was largely achieved for carrier route rate mail. As a result, all carrier route rate letter-size mail was subject to two-step preparation: first, the preparation of full trays for individual carrier routes, then preparation of remaining qualifying volume (subject to a six-piece minimum for Periodicals or a 10-piece minimum for First-Class Mail and Standard Mail) in carrier route packages that are placed in 5-digit trays. Under this standard, a 5-digit tray is required on each occasion that carrier route presort mail remains for any route in the corresponding 5-digit area, regardless of the physical volume that mail represents.

In practice, the net effect of these standards has often been a significant increase in tray usage to transport relatively small amounts of mail because individual trays were prepared to carry one or two packages of carrier route sorted mail for a 5-digit area. In turn, this has impacted mailer production line speed and capacity, equipment supplies, and vehicle utilization.

Although the Postal Service had implemented this rule to optimize the movement of carrier route mail deep into its network, thus minimizing the impact of package and tray handling costs on carrier route rates, and although it anticipated some increase in low-volume trays and an equivalent loss of vehicle cube utilization, actual

experience has been less favorable than expected.

In response, the Postal Service collaborated with mailers to formulate a solution to this condition to balance mailer production costs and postal processing efficiencies as much as possible. As a result of this collaboration, the Postal Service has decided to establish, through this final rule, a 3-digit level for tray preparation as an optional step available to all mailers preparing letter-size mail eligible for and claimed at any post-Classification Reform carrier route rate. This final rule also amends the preparation standards for 5-digit mixed carrier routes trays to optimize their preparation while retaining service-related choices for mailers.

As shown in the DMM standards below, mailers will still be required to prepare a direct carrier route tray when sufficient pieces are available to physically fill such a tray. However, preparation of a 5-digit mixed carrier routes tray will now be required only if there are sufficient pieces in carrier route packages to physically fill a 1-foot or 2-foot tray to the corresponding 5-digit ZIP Code destination. A 5-digit mixed carrier routes tray with less volume, but at least one carrier route package, will be allowed at the mailer's option, such as for service reasons. Under the option effective with this final rule, mailers may prepare a 3-digit mixed carrier routes tray when it will contain at least one carrier route package for each of two or more 5-digit ZIP Code areas. Because the objective of these revised standards is the reduction in the number of less-than-full trays, a 3-digit tray will be permissible only when it represents the consolidation of the content of two or more 5-digit trays that would be otherwise required. Therefore, a 3-digit mixed carrier routes tray that contains mail only for a single 5-digit area is not allowed.

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

2. DMM E140.2.1b, E240.2.1a, E240.2.1b, E240.3.2a, E640.1.3a, M011.1.2d, M011.1.3g, M032.1.3, M810.2.2d, M810.2.3d, M810.3.1a, M810.3.2a, and P012.2.4 are amended effective October 15, 1996, to make a 5-digit scheme sort option available for automation rate letter-size mail. Separate 5-digit ZIP Codes that are processed by the Postal Service on the same incoming secondary barcode sorter scheme, and that meet other Postal Service criteria will be identified as 5-

digit schemes on the Postal Service's City State File that is provided with Address Information System products. If the mailer has 150 or more pieces in total for any or all of the 5-digit ZIP Codes that comprise a single 5-digit scheme group, those pieces may qualify for the 5-digit automation letter rate applicable to the class of the mailing if all pieces for the individual 5-digit ZIP Code areas that form the scheme group are sorted together in the same tray(s) labeled to the 5-digit scheme destination.

The 5-digit ZIP Code to use on Line 1 of 5-digit scheme tray labels is also contained in the City State File; the city name used on Line 1 must be the preferred last line for the 5-digit ZIP

Code in the City State File. Line 2 of the label must contain the class of mail abbreviation "LTRS BC" and "5D SCHEME." The applicable content identifier number (CIN) for the 5-digit scheme trays for each class must be used as shown in the revised DMM information below.

The 5-digit scheme combinations will be updated with each bimonthly release of the City State File. Although monthly updates of the City State File will continue to be released, the 5-digit scheme information contained in the City State File will be revised only with the bimonthly updates.

Mailings prepared according to the 5-digit schemes in the City State File must be entered into the mail no later than 90

days after the release date of the bimonthly City State File used to obtain the scheme information. For example, mail matched to the October release of the City State File (or the November 15 monthly file update) may be entered into the mail from October 15 through January 15. Beginning with mail entered on January 16, the 5-digit scheme sort information must be based on the December 15 release of the City State File, and so forth. The following table shows the dates of City State File releases and the periods during which mailings may be entered that were prepared using 5-digit scheme information contained in the corresponding releases.

Product release (bimonthly)	Product release (monthly)	Mailing dates
February 15 .....	March 15 .....	February 15–May 15.
April 15 .....	May 15 .....	April 15–July 15.
June 15 .....	July 15 .....	June 15–September 15.
August 15 .....	September 15 .....	August 15–November 15.
October 15 .....	November 15 .....	October 15–January 15.
December 15 .....	January 15 .....	December 15–March 15.

As detailed by the DMM standards prescribed below, use of the 5-digit scheme sortation is optional. The mailer may choose to prepare all possible 5-digit scheme sorts or any lesser number of scheme groups. Whenever the mailer can prepare 150 or more pieces to one or more of the 5-digit ZIP Codes that are part of a single 5-digit scheme group, those pieces are eligible for the 5-digit automation rate applicable to the class of mail. Documentation must correctly reflect 5-digit scheme trays by using the abbreviation "5DGS" and individually listing each 5-digit ZIP Code and corresponding piece count under the group destination column.

3. DMM E630.2.2 is amended effective October 1, 1996, to clarify the standard for the maximum size of nonautomation rate Enhanced Carrier Route Standard Mail. The language appearing in DMM Issue 50 (the product of rulemaking related to Classification Reform but based on standards predating Reform) states that "flats may not be more than 11–3/4 inches wide, 14 inches long, or 3/4 inch thick." Although this is true, the limitation actually applies generally to all nonautomation rate Enhanced Carrier Route Standard Mail other than merchandise samples mailed with detached address labels. Because of the current wording, some mailers have incorrectly concluded that pieces that are not flats are no longer subject to the cited size limits. The revised DMM section shown below does not represent

a new or stricter standard, rather a more accurate restatement of the standard that has been in effect for many years.

4. DMM M033.2.1f is amended effective October 1, 1996, to allow mailers the option of using a 1-foot or 2-foot MM tray when it is adequate to contain the mail that otherwise would be placed in a 2-foot EMM tray. The larger EMM tray is specified by standard as the correct tray to use for pieces whose height or width exceeds the corresponding dimensions of the smaller MM tray. However, unlike MM trays, EMM trays are available in only a 2-foot length, and some mailers have found them too large for the quantity of mail prepared to some destinations, such as overflow or less-than-full tray volumes prepared in packages. Although some mailers may find it undesirable to work with multiple tray sizes, whether for production or pallet preparation reasons, others have expressed a preference for the option to use a smaller tray when it would suffice to carry the available mail. Accordingly, the Postal Service is amending its standards to allow this option when useful from the customer's perspective, when it does not create processing inefficiencies for the Postal Service, and when use of the smaller tray does not require the mail to be bent or deformed to fit.

5. DMM M120.2.8 is amended effective October 1, 1996, to correct the Line 2 label information for Priority

Mail. This information is used by mailers to indicate the class, processing category, and preparation of the mail in the container to which the label is affixed. Although the standards in DMM M120 have long specified the use of "PRIORITY MAIL" on the second line, the correct wording in that instance should be shown as "PRIORITY." The correct marking on pieces claimed at that rate has been and remains either "Priority" or "Priority Mail" as shown in DMM M120.2.2. Mailers whose label stock includes "PRIORITY MAIL" on the second line may exhaust that supply.

6. DMM M200.1.4, M200.2.4, M200.3.1, M820.1.6, and M820.3.0 are amended effective October 1, 1996, to allow the optional preparation of Periodicals in packages and sacks containing fewer than six pieces each when such preparation is beneficial to service in the opinion of the publisher/ mailer. The standards previously specified in the aforementioned final rules regarding Periodicals had consistently prescribed six pieces as the fewest that could be prepared as a package to any required or optional level of presort. Similarly, sacks in package-based mailings (i.e., all flat-size mailings) were generally required to contain at least one six-piece package.

Under the revisions to M200 detailed below, publishers of sacked, package-based Periodicals have the option of preparing packages containing fewer

than six addressed pieces when those packages are sorted to the carrier route, 5-digit, or 3-digit level and correctly placed in carrier route, 5-digit carrier routes, 5-digit, or 3-digit sacks. These pieces are subject to Basic rates, but may claim the destination delivery unit or destination SCF discount under the corresponding standards.

This option is limited to sacked package-based (flat-size) publications because those criteria describe those publications typically prepared in sacks of fewer than six pieces each. It is not offered to publications prepared in trays because the use of a tray for five or fewer pieces would result in excessive transportation and handling costs. Further, automation letter-size mail is not allowed this option because the standards applicable to such mail do not include package preparation and specify a 150-piece minimum per tray. It is anticipated that automation letter-size Periodicals can experience satisfactory delivery performance without requiring the level of preparation being allowed to publications not as amenable to automated handling.

This option is limited to the sortation levels cited above because finer levels of presort are consistent with the reduction of handling (and related delays and costs) that otherwise would inhibit attainment of the desired service. It is not being extended to other levels of packages or sacks because their preparation does not comport with the reduced handling that is fundamental to quicker service. This option was introduced at the customers' request to allow them to evaluate and balance their production costs and service requirements.

7. DMM M630.4.2 is amended effective October 1, 1996, to establish an abbreviated rate marking for Special Standard Mail. Current standards prescribe using the full name of the subclass on each piece claimed at the corresponding rate, but customer systems commonly need to abbreviate rate markings based on equipment or space limitations. Therefore, to accommodate these circumstances while preserving a consistent and recognizable marking for the mail, the Postal Service is allowing the optional use of "SPEC STD" in lieu of the full "Special Standard Mail" marking. The optional abbreviation may be preceded by "Presorted" on pieces claimed at the corresponding rate.

8. Miscellaneous insubstantive revisions for conformance or clarity are also made in E140.2.1c, E240.2.1c, E240.2.1d, E240.3.2b, M011.1.3h, M011.1.3i, M200.4.1b, M620.1.5,

M620.3.1b, M810.2.2b, M810.2.3e, and M810.3.2b.

All the foregoing revisions will appear in DMM Issue 51.

#### List of Subjects in 39 CFR Part 111

Postal Service.

For the reasons discussed above, the Postal Service hereby adopts the following amendments to the Domestic Mail Manual, which is incorporated by reference in the Code of Federal Regulations (see 39 CFR part 111).

#### PART 111—[AMENDED]

1. The authority citation for 39 CFR part 111 continues to read as follows:

Authority: 5 U.S.C. 552(a); 39 U.S.C. 101, 401, 403, 404, 3001–3011, 3201–3219, 3403–3406, 3621, 3626, 5001.

2. Revise the following sections of the Domestic Mail Manual as set forth below:

#### E ELIGIBILITY

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#### E100 First-Class Mail

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#### E140 Automation Rates

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#### 2.0 RATE APPLICATION

##### 2.1 Letters or Cards

[Revise 2.1a through 2.1c to read as follows:]

First-Class automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Pieces in full carrier route trays, in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route packages of 10 or more pieces each placed in 3-digit carrier routes trays, qualify for the Carrier Route automation rate. (Preparation to qualify for that rate is optional and need not be done for all carrier routes in a 5-digit area.)

b. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the 5-Digit automation rate. (Preparation to qualify for that rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.)

c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the 3-Digit automation rate.

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#### E200 Periodicals

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#### E230 Nonautomation Rates

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#### 2.0 CARRIER ROUTE RATES

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##### 2.2 Eligibility

[Revise 2.2a to read as follows:]

Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M200. Carrier route sort need not be done for all carrier routes in a 5-digit area. Specific rate eligibility is subject to these standards:

a. The basic carrier route rate applies to copies in carrier route packages of six or more letter-size pieces each that are sorted to carrier route, 5-digit carrier routes, or 3-digit carrier routes trays; and six or more flat-size pieces each that are sorted to carrier route or 5-digit carrier routes sacks.

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#### E240 Automation Rates

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#### 2.0 RATE APPLICATION—EXCEPT CLASSROOM PERIODICALS

##### 2.1 Letters

[Revise 2.1a through 2.1d to read as follows:]

Automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the 5-Digit automation in-county rate.

b. Groups of 150 or more pieces in 5-digit, 5-digit scheme, or unique 3-digit trays (and all pieces in one less-than-full overflow tray) qualify for the 3/5 automation Regular or Nonprofit rate, as applicable.

c. Groups of 150 or more pieces in unique 3-digit trays (and all pieces in one less-than-full overflow tray) qualify for the 3-Digit automation in-county rate.

d. Pieces for a unique 3-digit destination that is part of a 3-digit scheme group in L003 qualify for the 3-Digit automation in-county rate or the 3/5 automation Regular or Nonprofit rate, as applicable, when placed in a 3-digit scheme tray if grouped separately from pieces for other 3-digit areas.

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[Revise the heading of 3.0 to read as follows:]

#### 3.0 RATE APPLICATION—CLASSROOM PERIODICALS ONLY

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##### 3.2 Barcoded Rates

[Revise 3.2a and 3.2b to read as follows:]

Barcoded Classroom Periodicals must meet the basic standards in 1.0. Barcoded rates apply to each letter-size piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the 5-Digit Barcoded rate.

b. Groups of 150 or more pieces in unique 3-digit trays (and all pieces in one less-than-full overflow tray) qualify for the 3-Digit Barcoded rate.

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#### E600 Standard Mail

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#### E630 Nonautomation Presort Rates

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### 2.0 ENHANCED CARRIER ROUTE RATES

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#### 2.2 Flats and Merchandise Samples

[Revise 2.2 to read as follows:]

Enhanced Carrier Route rate mail may not be more than 11¾ inches wide, 14 inches long, or ¾ inch thick.

Merchandise samples with detached address labels may exceed these dimensions if the labels meet the standards in A060.

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#### 2.8 Basic Rates

[Revise 2.8a to read as follows:]

Basic (nonautomation) Carrier Route rates apply to each piece that is sorted under M620 into the corresponding qualifying groups:

a. Letter-size pieces in a full carrier route tray, or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.

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#### E640 Automation Rates

### 1.0 REGULAR AND NONPROFIT RATES

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#### 1.3 Rate Application—Letters and Cards

[Revise 1.3a to read as follows:]

Automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays (and all pieces in one less-than-full overflow tray) qualify for the 5-Digit automation rate. (Preparation to qualify for that rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.)

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### 2.0 ENHANCED CARRIER ROUTE RATES

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#### 2.5 Rate Application

[Revise 2.5 to read as follows:]

Automation Basic Carrier Route rates apply to each piece that is sorted under M810 into full carrier route trays, in carrier route groups (or packages, where appropriate) of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route packages of 10 or more pieces each placed in 3-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be done for all carrier routes in a 5-digit area.)

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### M MAIL PREPARATION AND SORTATION

#### M000 General Preparation Standards

##### M010 Mailpieces

##### M011 Basic Standards

#### 1.0 TERMS AND CONDITIONS

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#### 1.2 Presort Levels

[Redesignate current 1.2d through 1.2l as 1.2e through 1.2m, respectively; change the reference in 1.2f from "1.3g" to "1.3h"; and add new 1.2d to read as follows:]

Terms used for presort levels are defined as follows:

\* \* \* \* \*

d. 5-digit scheme: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State File (see 1.3g).

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#### 1.3 Preparation Instructions

[Redesignate current 1.3g through 1.3o as 1.3h through 1.3p, respectively; add new 1.3g; and revise redesignated 1.3h and 1.3i to read as follows:]

For purposes of preparing mail:

\* \* \* \* \*

g. A 5-digit/scheme sort yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State File and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State File used to obtain the scheme information (see A950). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only

one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is *always optional*, including when 5-digit sortation is required for rate eligibility; need not be used for all 5-digit ZIP Codes that are part of a scheme; is available only for automation rate letter-size First-Class Mail, Periodicals, and Standard Mail; and may not be used by mail at other rates. Scheme sortation is not available for ZIP+4 Classroom Periodicals.

h. A 3-digit/scheme sort yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit/scheme sort is required for automation rate letter-size First-Class Mail, Periodicals, and Standard Mail and may not be used by mail at other rates. Scheme sortation is not available for ZIP+4 Classroom Periodicals.

i. An origin 3-digit (or origin 3-digit/scheme) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit/scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit/scheme) area is served, as indicated in L005, a separate tray must be prepared for each.

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#### M020 Packages and Bundles

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### 2.0 ADDITIONAL STANDARDS—FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)

#### 2.1 Cards and Letter-Size Pieces

[Revise 2.1c to read as follows:]

Cards and letter-size pieces are subject to these specific packaging standards:

\* \* \* \* \*

c. Packages must be prepared for mail in all less-than-full and 3-digit carrier routes trays; for nonupgradable Presorted First-Class Mail and nonupgradable Standard Mail (A); and for nonautomation Periodicals.

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#### M030 Containers

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**M032 Barcoded Labels****1.0 BARCODED TRAY LABELS**

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**1.3 Printed Text Lines**

[Amend Exhibit 1.3c by adding the following content identifier numbers (CINs) and corresponding codes for mail type:]

CIN	Mail type
023 .....	FCM LTRS 3D CR-RTS BC.
079 .....	FCM LTRS BC 5D SCHEME.
112 .....	NEWS LTRS 3D CR-RTS.
119 .....	NEWS LTR BC 5D SCHEME.
219 .....	PER LTRS BC 5D SCHEME.
229 .....	PER LTRS 3D CR-RTS.
406 .....	STD LTRS 3D CR-RTS.
408 .....	STD LTRS 3D CR-RTS BC.
503 .....	STD LTRS BC 5D SCHEME.

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**M033 Sacks and Trays**

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**2.0 FIRST-CLASS MAIL, PERIODICALS, AND BULK RATE STANDARD MAIL (A)****2.1 Letter Tray Preparation**

[Revise 2.1f to read as follows:]

Pieces must be prepared to result in the fewest practical number of packages (where required) and trays to contain the mail sorted to a destination. Letter tray preparation uses terms defined in M011 and is subject to these further standards:

\* \* \* \* \*

f. Subject to availability, standard MM trays must be used for all letter-size mail, *except that* extended MM (EMM) trays must be used when available for letter-size mail that exceeds the height or width (inside dimensions) of MM trays defined in 1.3. When EMM trays are not available, such pieces must be placed in MM trays, angled back and/or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation. At the mailer's option, a 1-foot or 2-foot MM tray (as appropriate) may be used when adequate to contain mail that otherwise would be placed in a less-than-full 2-foot EMM tray if that mail fits without being bent or deformed.

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**M120 Priority Mail**

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**2.0 PRESORTED RATE**

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**2.8 Line 2**

[Revise 2.8 to read as follows:]

Line 2: "PRIORITY" followed by "LTRS," "FLTS," or "PARCELS," as applicable.

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**M200 Periodicals (Nonautomation)****1.0 BASIC STANDARDS**

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[Add new 1.4 to read as follows:]

**1.4 Low-Volume Packages and Sacks**

As a general exception to 2.4b through 2.4d and 3.1a through 3.1d, Periodicals may be prepared in packages containing fewer than six pieces, and in sacks containing as few as one such package, when the publisher determines that such preparation improves service.

**2.0 PACKAGE PREPARATION**

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**2.2 Carrier Route Packages**

[Revise 2.2 to read as follows:]

Carrier route packages may be placed only in carrier route or 5-digit carrier routes sacks or trays or 3-digit carrier routes trays. A mailer may choose to prepare carrier route packages at a higher level of route saturation (e.g., only if there are at least 15 pieces per route). Under this option, smaller packages of six or more pieces per carrier route not prepared for carrier route rates must be prepared for and paid at another applicable rate.

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**2.4 Package Preparation**

[In 2.4b, 2.4c, and 2.4d, add "except under 1.4" after "fewer not permitted."]

**3.0 SACK PREPARATION (FLAT-SIZE PIECES ONLY)****3.1 Sack Preparation**

[In 3.1a through 3.1d, add "except under 1.4" after "one six-piece package minimum."]

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**4.0 TRAY PREPARATION (LETTER-SIZE PIECES ONLY)****4.1 Tray Preparation**

[Revise 4.1b; redesignate 4.1c through 4.1f as 4.1d through 4.1g, respectively; and add new 4.1c to read as follows:]

Tray size, preparation sequence, and labeling:

\* \* \* \* \*

b. 5-digit carrier routes (carrier route packages only): required for rate eligibility if full tray, optional with

minimum one six-piece package; for Line 1, use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

c. 3-digit carrier routes (carrier route packages only): optional with minimum one six-piece package for each of two or more 5-digit areas; for Line 1, use the city/state/ZIP shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of packages.

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**4.2 Line 2**

[Redesignate 4.2e and 4.2f as 4.2f and 4.2g, respectively; and add new 4.2e to read as follows:]

Line 2: PER or NEWS (as applicable), LTRS, and:

\* \* \* \* \*

e. 3-digit carrier routes trays: 3D CR-RTS.

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail****1.0 BASIC STANDARDS**

\* \* \* \* \*

[Add new 1.5 to read as follows:]

**1.5 Low-Volume Destinations**

As a general exception to 2.0 through 4.0, a package with fewer than 10 pieces and either a less-than-full tray or a sack with fewer than 125 pieces *and* less than 15 pounds of pieces may be prepared to a carrier route when the Saturation rate is claimed for the contents and the applicable density standard is met.

**2.0 PACKAGE PREPARATION**

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**2.2 Package Preparation**

[Revise 2.2b to read as follows:]

Package size: carrier route; required (10-piece minimum, fewer not permitted). Carrier route package labels are based on the sack or tray level in which placed:

\* \* \* \* \*

b. Packages in 5-digit carrier routes trays and sacks and in 3-digit carrier routes trays must have a facing slip unless the pieces in the package show a carrier route information line or an optional endorsement line.

**3.0 TRAY PREPARATION—LETTER-SIZE PIECES****3.1 Tray Preparation**

[Revise 3.1b and add new 3.1c to read as follows:]

Tray size, preparation sequence, and labeling:

\* \* \* \* \*

b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece package; for Line 1, use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

c. 3-digit carrier routes: optional with minimum one 10-piece package for each of two or more 5-digit areas; for Line 1, use the city/state/ZIP shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of packages.

### 3.2 Line 2

[Add new 3.2e to read as follows:]

Line 2: STD LTRS and:

\* \* \* \* \*

e. 3-digit carrier routes trays: 3D CR-RTS.

\* \* \* \* \*

*M630 Standard Mail (B)*

\* \* \* \* \*

### 4.0 SPECIAL STANDARD MAIL

\* \* \* \* \*

### 4.2 Marking

[Revise 4.2 to read as follows:]

Each piece claimed at Special Standard Mail single-piece rates must be marked "Special Standard Mail" or "SPEC STD." Each piece claimed at Presorted Special Standard Mail rates must be marked "Presorted Special Standard Mail" or "Presorted SPEC STD." Pieces not marked as required are treated as single-piece parcel post, subject to additional postage as necessary.

\* \* \* \* \*

*M800 All Automation Mail*

*M810 Letter-Size Mail*

### 1.0 BASIC STANDARDS

[Remove 1.6 and redesignate current 1.7 as 1.6; revise 1.4 and 1.5 to read as follows:]

\* \* \* \* \*

### 1.4 General Preparation

Grouping, packaging, and labeling are not generally required or permitted, except packaging is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays; pieces must be grouped (or packaged, if applicable) as specified in 2.0 and 3.0; package labels are required only for Periodicals.

### 1.5 Carrier Route

Carrier route groups (or packages, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. Preparation of mail to qualify for automation carrier

route rates is optional for First-Class Mail under E140 and Standard Mail (A) under E640.

\* \* \* \* \*

### 2.0 PREPARATION—FIRST-CLASS MAIL AND STANDARD MAIL (A)

#### 2.1 Carrier Route Pieces

[Revise 2.1 to read as follows:]

Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum; fewer not permitted); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards under M020, not packaging. Package pieces by carrier route in less-than-full 5-digit carrier routes trays and in all 3-digit carrier routes trays.

#### 2.2 Tray Preparation

[Revise 2.2b; redesignate 2.2c through 2.2f as 2.2d through 2.2g, respectively; add new 2.2c; and revise redesignated 2.2d to read as follows:]

Tray size, preparation sequence, and labeling:

\* \* \* \* \*

b. 5-digit carrier routes (carrier route pieces/packages only): required for rate eligibility if full tray, optional with minimum one 10-piece package; for Line 1, use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

c. 3-digit carrier routes (carrier route packages only): optional with minimum one 10-piece package for each of two or more 5-digit areas; for Line 1, use the city/state/ZIP shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of packages.

d. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for 5-digit trays, use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the prefixes under M031; for optional 5-digit scheme trays, use destination shown in the current City State File for Line 1.

\* \* \* \* \*

### 2.3 Line 2

[Redesignate 2.3c and 2.3d as 2.3e and 2.3f, respectively; add new 2.3c and 2.3d; and revise redesignated 2.3e to read as follows:]

Line 2: FCM or STD (as appropriate), LTRS BC, and:

a. For carrier route trays: route type and number.

b. For 5-digit carrier routes trays: CR-RTS.

c. For 3-digit carrier routes trays: 3D CR-RTS.

d. For 5-digit scheme trays: 5D SCHEME.

e. For 3-digit scheme trays: SCHEME (or as shown in L002, Column B).

f. For mixed AADC trays: WKG.

### 3.0 PREPARATION—PERIODICALS

#### 3.1 Tray Preparation

[Revise 3.1a to read as follows:]

Tray size, preparation sequence, and labeling:

a. 5-digit/scheme: 5-digit trays required (150-piece minimum), 5-digit scheme trays optional (150-piece minimum) except for ZIP+4 Classroom Periodicals; overflow allowed; for required 5-digit trays and ZIP+4 Classroom Periodicals, use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the prefixes under M031; for optional 5-digit scheme trays, use destination shown in the current City State File for Line 1.

\* \* \* \* \*

### 3.2 Line 2

[Redesignate 3.2a and 3.2b as 3.2b and 3.2c, respectively; add new 3.2a; and revise redesignated 3.2b to read as follows:]

Line 2: PER or NEWS (as appropriate), LTRS BC (except LTRS UPGR for ZIP+4 Classroom Periodicals), and:

a. For 5-digit scheme trays: 5D SCHEME.

b. For 3-digit scheme trays: SCHEME (or as shown in L002, Column B).

c. For mixed AADC trays: WKG.

\* \* \* \* \*

*M820 Flat-Size Mail*

### 1.0 BASIC STANDARDS

\* \* \* \* \*

[Add new 1.6 to read as follows:]

### 1.6 Exception—Periodicals

As a general exception to 3.1a, 3.1b, 3.2a, and 3.2b, Periodicals may be prepared in packages containing fewer than six pieces, and in sacks containing as few as one such package, when the publisher determines that such preparation improves service.

\* \* \* \* \*

### 3.0 PREPARATION—PERIODICALS

[In 3.1a and 3.1b, add "except under 1.6" after "fewer not permitted"; in 3.2a and 3.2b, add "except under 1.6" after "one six-piece package minimum."]

\* \* \* \* \*

### P POSTAGE AND PAYMENT METHODS

*P000 Basic Information*

*P010 General Standards*

\* \* \* \* \*

P012 Documentation

\* \* \* \* \*

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

\* \* \* \* \*

2.2 Format and Content

[Revise 2.2c(2) and 2.2c(3) to read as follows:]

For First-Class Mail, Periodicals, and Standard Mail (A), standardized documentation includes:

\* \* \* \* \*

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

\* \* \* \* \*

(2) Tray/sack destination ZIP Code (use destination on top line of tray/sack label except that, for 3-digit carrier

routes trays, list the individual 5-digit ZIP Codes contained in each tray).

(3) Group destination for automation letter mail (number of pieces for each carrier route in carrier routes trays, for each 5-digit ZIP Code in 5-digit scheme trays, for each 3-digit ZIP Code prefix in 3-digit scheme and AADC trays, and for each AADC in mixed AADC trays), or package level and package destination for automation flats and regular nonautomation presort mail (use the presort destination as described in M011).

\* \* \* \* \*

2.4 Sortation Level

[Revise 2.4 to read as follows:]

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

Sortation level	Abbreviation
Carrier Route .....	CRD
5-Digit Carrier Routes .....	CR5
5-Digit .....	5DG
5-Digit Scheme [barcoded letters] .....	5DGS
3-Digit Carrier Routes .....	CR3
3-Digit .....	3DG
3-Digit Scheme [barcoded letters] .....	3DGS
AADC .....	N/A
Mixed AADC .....	MAAD
SCF [pallets] .....	N/A
BMC or ASF .....	N/A
Mixed BMC [working] .....	MBMC

\* \* \* \* \*

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