

- A city name must be spelled correctly enough not to create a duplicate within the state.
- Missing elements (e.g., directional or suffix) are not required if their omission does not create an ambiguous match.
- Street names must be spelled correctly enough not to create an ambiguous match.
- Abbreviations of words in street names may be used. (For recommended abbreviations, see USPS Publication 28, Postal Addressing Standards.)

#### 4. Retail Discounts and Surcharges

##### a. Postal Card and Postcard Discount

- Matter must be a postal card or postcard (221.4) (232).
- Postal card or postcard must be of uniform thickness and must not exceed any of these dimensions: 6 inches long; 4.250 inches wide; 0.016 inch thick (232.1).

##### b. Nonstandard-Size Surcharge (221.5)

- If the mailpiece weighs 1 ounce or less and its aspect ratio (length of the mailpiece divided by its height) is less than 1.3 or more than 2.5; or if the mailpiece exceeds any of these dimensions: 11.500 inches long; 6.125 inches wide; or 0.250 inch thick (233).

##### c. Additional Presort Discount

- Applies to each piece weighing more than 2 ounces (221.6).

#### C. AUTOMATION SUBCLASS (222)

##### 1. General

- Must be prepared in a mailing of at least 500 pieces (222.1).
- Each piece must weigh 11 ounces or less (222.1).
- Must be presorted, marked, and presented as specified by the Postal Service (222.1).
- All mailings must be presorted and presented in trays as described under the appropriate rate categories.
- Presort Accuracy Verification and Evaluation (PAVE) software must be used or standardized documentation provided.
- Mailings must be entered at an acceptance point designated by the Postal Service.
- For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches the bottom of the hand-holds, but no more than can be contained in the tray with the cover secured in place. Trays of flats must be secured with two straps.
- Must bear a barcode representing no more than 11 digits (not including

correction digits) as prescribed by the Postal Service (222.1).

- For letters, the mailing must be 100 percent delivery point barcoded. Production of 100 percent delivery point barcode (DPBC) mailstream requires resolving such issues as preprinted envelopes with less than a DPBC and the coding of destinations assigned a unique 5-digit ZIP Code or ZIP+4. A pure DPBC mailstream is needed to eliminate costly backflow of uncoded or non-DPBC pieces.
- For flats, the mailing must be 100 percent ZIP+4 or delivery point barcoded. For flats, the delivery point barcode will be optional; the ZIP+4 barcode, required. 100 percent barcoding for flats requires that each piece in a mailing (or segment or other subunit of a job) bear a ZIP+4 or DPBC.
- Must meet the machinability, addressing, barcoding, and other preparation requirements prescribed by the Postal Service (222.1).
- The current machinability requirements in DMM C810 must be met for letters, and those in DMM C820 must be met for flats.
- Coding Accuracy Support System (CASS) certified software must be used within 6 months of the mailing date or Multiline Accuracy Support System (MASS) certified equipment must be used to apply the barcode. This simply changes the current requirement for use of such software from within 1 year of mailing to within 6 months of mailing.
- Certified software used must match addresses to current CRIS file within 90 days of mailing date for letter-size carrier route rate mail. The “within 90 days of mailing” standard may require some mailers to update the carrier route codes in their address lists more frequently than every 90 days. This condition is influenced by the mailers’ production schedule and when, during that cycle, they would normally update carrier route codes.
- Customer moves must be updated at least every 6 months (permissible methods are expected to include National Change of Address (NCOA) verification, Address Correction Service, and Address Change Service. The vendor community has developed several other ideas that could meet this requirement. The Postal Service anticipates that formal proposals will be offered soon for evaluation.
- Barcoded tray or sack labels must be used. It is proposed that all sack and tray labels be barcoded (as specified in DMM M032), but it is not resolved

whether this requirement will be phased in.

- Barcoding must meet the current requirements in DMM C840.
- Courtesy or business reply envelope or card included in an Automation subclass mailing must be automation-compatible and bear a facing identification mark and a correct barcode for the return address. This will be phased in, in the future.

#### 2. Basic Rate Category (Letters) (222.2)

- Must be letter-size mail (222.2).
- Must be presorted to AADC and mixed AADC in trays. A definition will be developed for the sequence of pieces in mixed AADC trays (for example, in 3-digit or AADC groups).

#### 3. Three-Digit Rate Category (Letters) (222.3)

- Must be letter-size mail (222.3).
- Must be presorted to single or multiple 3-digit ZIP Code destinations as prescribed by the Postal Service (222.3).
- The Postal Service will allow 3-digit scheme sortation (that is, preparation of combinations of two or more 3-digit areas processed together in Postal Service schemes). Development of a national matrix is to be completed in the near future.
- Minimum of 150 pieces is required per 3-digit destination.
- Overflow trays are allowed when a full tray for the same destination is already prepared.
- A 3-digit make-up is required if sufficient volume.

#### 4. Five-Digit Rate Category (Letters) (222.4)

- Must be letter-size mail (222.4).
- Must be presorted to single or multiple 5-digit ZIP Code destinations as prescribed by the Postal Service (222.4).
- Minimum of 150 pieces is required per 5-digit destination.
- Overflow trays are allowed when a full tray for the same destination is already prepared.
- A 5-digit scheme sort might be developed at a later date.
- A 5-digit make-up is optional.

#### 5. Carrier Route Rate Category (Letters) (222.5)

- Must be letter-size mail (222.5).
- Must be presorted to carrier routes prescribed by the Postal Service (222.5).
- At least 10 pieces are required per route within 5-digit ZIP Code areas that are manually sorted to walk sequence by letter carrier or are processed on CSBCS equipment to delivery point sequence.