

stamps, or meter postage or paid with permit imprint. Documentation of postage is required for mailings paid with precanceled stamps, meter postage, or permit imprint if all pieces in the mailing are not of identical weight. A mailing statement is required only if postage is paid with a permit imprint.

1.6 Place of Mailing

Pieces paid with adhesive stamps may be deposited into collection boxes or other places where mail is accepted. Pieces paid with meter postage, precanceled stamps, or permit imprint must be taken to the post office where the license or permit is held, unless the USPS authorizes otherwise.

E622 Parcel Post

1.0 BASIC STANDARDS

1.1 Description

Any Standard Mail (B) matter may be mailed at parcel post rates. Parcel post rates are based on zones, on whether a parcel is mailed and delivered within a BMC or ASF service area (as shown below), and on the weight of the piece.

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1.3 Enclosures

Parcel post may contain any printed matter mailable as Standard Mail (A), in addition to the enclosures and additions listed in E611.

[Delete current E412.1.4; insert text of current E412.2.0 through 4.0 as E622.2.0 through 4.0, respectively; in 3.1, replace "fourth-class" with "Standard Mail (B)"; no other change in text.]

E623 Bound Printed Matter

1.0 BASIC STANDARDS

1.1 Description

Bound printed matter is Standard Mail weighing at least 1 pound but not more than 10 pounds and meeting the standards in E611 and E613. Bound printed matter rates are based on zones and the weight of the piece.

1.2 Characteristics

Bound printed matter must:

a. Consist of advertising, promotional, directory, or editorial material or any combination of these.

b. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Looseleaf binders and similar fastenings are not considered permanent.

c. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with letters, characters, figures, or images, or any combination of these.

d. Not have the nature of personal correspondence.

e. Not be stationery, such as pads of blank printed forms.

1.3 Combining Pieces

A mailpiece containing two or more bound printed matter pieces, each weighing less than 1 pound but having a total weight of at least 1 pound, is mailable at the bound printed matter rates.

1.4 Enclosures

In addition to the additions and enclosures listed in E611 and E612, bound printed matter may contain:

a. Any printed matter mailable as Standard Mail (A).

b. A merchandise sample attached to a bound page or to a permissible loose enclosure, if the sample represents only an incidental portion of the bound printed matter piece and if the sample is not provided exclusively or primarily as a premium or an inducement promoting the sale of the bound printed matter piece. The sample may be identified as a "free gift" where it is clear that the sample is offered to the addressee to market the gift product or promote the sale of the bound printed matter.

[Delete current 1.5.]

E624 Special Standard Mail

1.0 BASIC STANDARDS

1.1 Qualification

Special Standard Mail is Standard Mail matter meeting the standards in E611, E613, and those below. Special Standard Mail rates are based on the weight of each piece without regard to zone.

1.2 Qualified Items

Only these articles may be mailed at the Special Standard Mail rates:

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. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.

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). Films and film catalogs sent to or from commercial theaters do not qualify for the Special Standard Mail rate.

c. Printed music, whether in bound or sheet form.

d. Printed objective test materials and their accessories used by or in behalf of educational institutions to test 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 and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.

f. Playscripts and manuscripts for books, periodicals, and music.

g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Special Standard Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

h. Looseleaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

1.3 Loose Enclosures

In addition to the enclosures and additions listed in E611, any printed matter that is mailable as Standard Mail (A) may be included loose with any qualifying material mailed at the Special Standard Mail rates.

1.4 Enclosures in Books

Enclosures in books mailed at Special Standard Mail rates are subject to these additional standards:

a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an