



USPS Forum

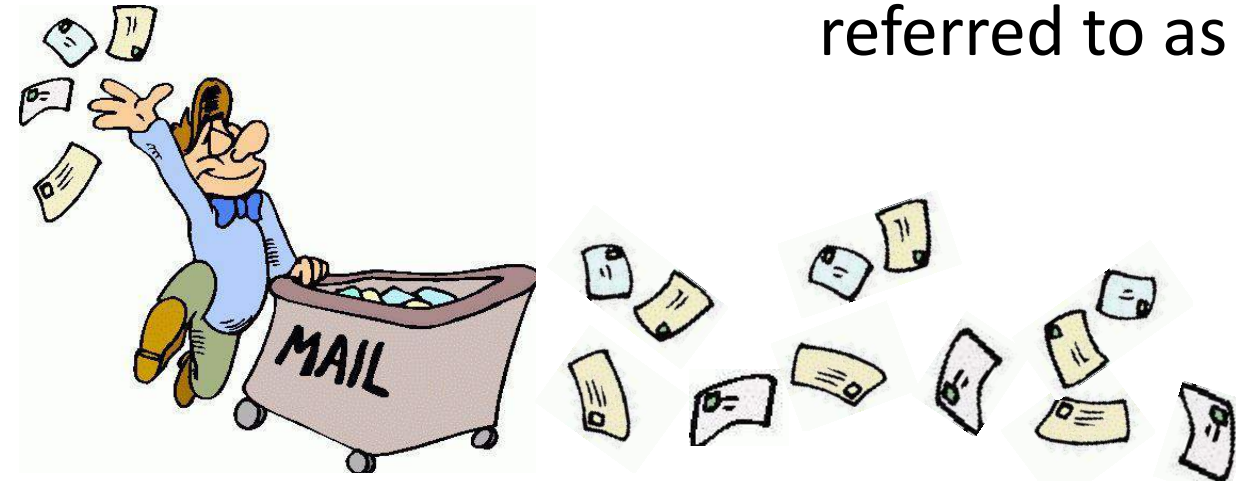
Jim Kennedy – Marketing Media Chair

Reference: USPS Domestic Mail Manual

Overnight Drop Policy

Small Post Offices *Handbook DM-109*, **Business Mail Acceptance**
DM 5-5.1 Overnight Drop of Time-Sensitive Periodicals at Small Post Office Locations

The Postal Service allows an exception to timely entry requirements for time-sensitive Periodicals mailings deposited at origin post offices after business hours (late night or early morning), commonly referred to as overnight drops.



Overnight Drop Policy – General

- The postage statement and marked copy of the publication (if applicable) must be provided no later than 11:00 a.m. on the following business day that the drop occurs.
- The postage statement must be entered into *PostalOne!* immediately upon receipt to ensure that postage is properly collected and reported.

Overnight Drop Policy – General cont.

- Publishers may make an overnight drop as long as the origin post office approves it and the publisher guarantees that sufficient funds are deposited in their advance deposit account to ensure that a negative balance does not exist.
- The “next day” is defined as the first possible processing day after the mail is deposited.

Overnight Drop Policy – Verification

- Acceptance employees are required to adhere to specific mail acceptance policies for low circulation and mail volume Periodicals that meet the criteria explained in following slides.
- All requests for authorizations for Overnight Drop for Time-Sensitive Periodicals, must be approved by the District Manager Business Mail Entry.
- All future authorizations to mail as Overnight Drop for Time-Sensitive Periodicals will require the publications to use the electronic features offered in the *PostalOne!* system.

Overnight Drop Policy – Verification Criteria

- Mail less than 300,000 copies annually.
- Mail less than 5,000 copies per postage statement.
- Mail at a frequency of weekly or more.
- Are authorized to deposit mailings after mail acceptance hours or in time to meet scheduled transportation.
- Are primarily (50% or more of the mailed distribution) for In-County distribution within the local area of the Known Office of Publication (KOP).

Overnight Drop Policy – Verification Criteria

- Funding for mailings must always be on account prior to deposit of the mailing.
- Can be used with or may be more effectively accepted under an Exceptional Dispatch procedure.

Overnight Drop Policy – Verification Criteria Exception

- In some cases a Publication can meet all of the criteria identified above except for the total pieces in the mailing may exceed 5,000 copies.
- Publishers may request an exception to the mailing volume criteria in writing to the District Manager Business Mail Entry.
- These requests will be handled and approved on a case by case basis.
- There will not be any exceptions for mailings that exceed 10,000 copies per mailing.



Overnight Drop Policy – Verification *PostalOne!*

Modifications to the *PostalOne!* system also provide a checkbox on the Account Management Edit Permit/Periodical page to designate the publication “Overnight Periodicals”. When this box is checked, no verification will be requested by the system and the statements for those publications will be excluded from the verification performance reports.

DDU Exceptional Dispatch

DM 207-28.3 Enter and Deposit

The Postmaster of an entry Post Office may authorize a publisher to deliver copies of a Periodicals publication, at the publisher's own expense and risk, by exceptional dispatch to other Post Offices.



DDU Exceptional Dispatch – Intended and Prohibited Uses

The provision for exceptional dispatch is intended for local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis.

DDU Exceptional Dispatch cont.

- Destination Prices - Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility or destination delivery unit prices.
- Applying for Exceptional Dispatch - The publisher must file an application for exceptional dispatch at the office of origin or additional entry where postage is paid.
- The Postmaster who received the application approves it if the exceptional dispatch improves service and does not add to USPS costs.

Mailing to Nonsubscribers or Nonrequesters - Sampling

DM 207-11.3.3 In-County Prices

Sample copies are nonsubscriber or nonrequester copies and may be mailed at prices according to standards in [7.0](#) and [10.0](#).



Sampling cont.

- Simplified Address - Copies addressed with simplified addresses under [602.3.2](#) may be mailed only to nonsubscribers or nonrequesters.
- Advertising Copies - Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies.
- Gift Subscriptions - Copies sent to persons whose subscriptions were paid by other individuals as gifts are considered subscriber copies.

Sampling cont.

- Exchange Copies - A small part of the distribution list may contain publishers to whom one copy each is sent in exchange for a copy of the recipients' publications. These exchange copies are considered subscriber or requester copies.
- Expired Subscription - Copies may be mailed at the prices that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period.
- Complimentary Copies - All complimentary copies are considered nonsubscriber or nonrequester copies.

Sampling - Nonsubscriber and Nonrequester Copies

Nonsubscriber Copies - **11.3.3 Nonsubscriber or Nonrequester Copies**

During a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10% of the number of subscriber or requester copies mailed at In-County prices. Mailers must include the number of nonsubscriber or nonrequester copies mailed at In-County prices when determining the overall 10% allowance under [7.0](#). Effectively, the allowance for nonsubscriber or nonrequester copies mailable at the In-County prices is the 10% allowed under this standard or the overall 10% limit under [7.0](#), whichever occurs first.

Nonsubscriber Percentage Calculator

<http://pe.usps.gov/Periodicals/NonsubscriberPercentageCalculator>

Firm Bundles

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement or the firm bundle may be claimed as one piece. The USPS considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for price eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under [19.0](#), or optional endorsement lines under [708.7.0](#).



Bundles/Trays/Pallets over Sacks

Flats in carrier route bundles may be placed in flat trays instead of sacks for mail sorted under [23.4.1](#). Sacking or traying is not required for carrier route bundles entered at a DDU when the mailer unloads bundles under [29.6.5](#). Mail presented under this exception is not subject to the container charge (but is subject to the bundle charge).



Bundles/Trays/Pallets over Sacks cont.

Mailers must prepare unsacked, untrayed bundles as follows: [203.3.10](#)

- The maximum weight for one bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
- Mailers must label carrier route bundles using optional endorsement lines under [708.7.0](#) or facing slips under [203.3.15](#).

Advertising Content

Advertising is restricted or prohibited by [6.1.3](#) and [6.2.3](#) for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

- All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
- Reading matter or other material for the publication of which an advertising price is charged.

Advertising Content – cont.

- Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in the publication in which a display advertisement appears.
- A newspaper's or periodical's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

Advertising Content – Standards

General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

- Contain more than 75% advertising in more than half of the issues published during any 12-month period.
- Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.

Advertising Content – Standards cont.

- Consist principally of advertising and articles about advertisers in the publication.
- Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.
- Are published under a license from individuals or organizations and that feature other businesses of the licensor

Full-Service Automation Option

The full-service automation option is a program that uses Intelligent Mail barcodes on mail pieces (IMb), trays and sacks (IMtb), and pallets or other authorized containers (IMcb) to provide end-to-end visibility into the mail stream. Additional information on the full-service automation option is available on RIBBS at <http://ribbs.usps.gov>.



Full-Service Automation Option – General Eligibility

First-Class Mail, Periodicals, and Standard Mail, cards (FCM only), letters, and flats meeting eligibility requirements for automation or carrier route prices (except for Standard Mail ECR saturation flats), and Bound Printed Matter presorted or carrier route barcoded flats, are potentially eligible for full-service incentives. Additionally, all pieces entered under full-service pricing must:

- Include an Intelligent Mail barcode on each mail piece, that accurately encodes each field and as follows:
 - Except for mail prepared under item [23.2a..2.](#), each mail piece must be encoded with a unique serial number. Mailers must ensure that these numbers remain unique for a period of at least 45 days.

Full-Service Automation – General Eligibility cont.

- For mailings of fewer than 10,000 pieces, when postage is affixed to each piece at the correct price, or each piece is of identical weight and the mail pieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing, but common to all pieces in the mailing.
- Be part of a mailing using accurately encoded Intelligent Mail barcoded tray labels on all trays and sacks. Mailing documentation, when required, must associate each mail piece to a corresponding tray or sack, or to a logical tray or sack. Each tray or sack must be encoded with a unique serial number.

Full-Service Automation – General Eligibility cont.

- Except for mail prepared under item [23.2a..2.](#), each mail piece must be encoded with a unique serial number.
- Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system. Documentation must describe how each mail piece is linked to a uniquely identified tray or sack, and how each mail piece and tray or sack is linked to a uniquely identified container. Linking to logical trays, sacks, and containers via sibling records is an option when linking to a specific tray, sack, or container is not feasible.

Full-Service Automation – General Eligibility cont.

- Mailers must transmit postage statements and documentation to the *PostalOne!* system using Mail.dat, Mail.XML, or Postal Wizard. The documentation must contain the following elements:
 - Valid MID on containers, trays and sacks, and mailpieces;
 - Appropriate Service Type ID (STID) based on mail class and service level of the mailpiece;
 - Proper By/For Identification (The Mail Owner does not need to be identified in electronic documentation when the Mail Owner is mailing less than 5,000 pieces in a Full-Service IMb mailing. This exception is not applicable to non-profit mailpieces.);

Full-Service Automation – General Eligibility cont.

- Unique barcodes for 45 days on containers, trays and sacks, and mailpieces;
- Entry Facility Identification; and
- Original Container Information Linkage
- Be scheduled for an appointment using the Facility Access and Shipment Tracking (FAST) system for dropship mailings (except for mailings entered at a DDU) or as required in a customer/supplier agreement.

Fees

Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions

Mailers who present only full-service automation mailings (of First-Class Mail cards, letters, and flats, Standard Mail letters and flats, or Bound Printed Matter flats) that contain 90 percent or more pieces eligible for full-service automation prices are eligible for exceptions to standards.



Fee Waiver Eligibility cont.

- The annual presort mailing or destination entry fees, as applicable, will be waived for qualified full-service mailings.
- Mailers may present qualified full-service mailings with mail pieces bearing a current valid permit imprint for acceptance at any USPS acceptance office that has *PostalOne!* acceptance functions without payment of any additional permit imprint application or annual mailing fees.

USPS Mailer Scorecard

<https://gateway.usps.com/eAdmin/view/signin>

