

**(Updated as of 02/25/13 – following the PRC
final rule which was published on 02/15/13)**

**First-Class Mail Letters
Commercial Residual Pieces
&
Retail Single Pieces
(External Version)**

January 2013 Release

Prepared by:
Mail Entry and Payment Technology

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

Table of Contents

I.	Overview	3
II.	Standard Mail Residual Pieces	3
III.	Definitions	3
IV.	Appeals	4
V.	Price Table	4
VI.	Postage Statement Reporting	5
VII.	Mail.dat Mailing Scenarios	6
VIII.	Addendums	11
	(A) Postage Statement Decision Points	11

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

I. Overview:

On January 27, 2013, a change was made to the reporting of single-piece Commercial Residual First-Class Mail letters on PS Form 3600-FCM, *Postage Statement – First-Class Mail*. The pricing structure for presorted and automation First-Class Mail letters retains the change implemented in 2012 for the minimum postage charge to be that for a 2-ounce letter, and extends the concept to Commercial Residual piece letters that result from the same mailing job.

The reason for this change is to minimize extra sorting for Commercial Residual prices and allow for a uniform price for both one-ounce and two-ounces for Commercial Residual First-Class Mail letters. There is no change to the physical handling of the mailpieces. All commercial Residual First-Class letters weighing 2 ounces or less are charged the uniform price of \$0.48.

Permit Imprint letters claimed as Retail Single-Piece Mail must be presented on a separate postage statement.

II. Standard Mail Residual Pieces:

The information in this document pertains to the residual portion of Presorted or Automation **First-Class** Mail letter mailings. In a Standard Mail mailing, residual pieces will be paid at the Retail Single-Piece First-Class Mail prices and reported on a separate postage statement (PS Form 3600, on Line B6).

III. Definitions:

Commercial Residual Mail - Commercial Residual mail is mail remaining after completion of a presort sequence. Commercial Residual mail lacks the volume set by standard to require or allow tray preparation to a particular destination. Commercial Residual mail usually does not qualify for a presort price. Commercial Residual mail is also referred to as *nonqualifying* or *working* mail. These pieces are recorded on the same postage statement as the presort/automation pieces. (Reference DMM 235)

Retail Single-Piece Mail – Retail Single-piece mail is mail presented as a stand-alone mailing on a separate postage statement (Permit Imprint only). There are no provisions to record Retail Single-Piece mail pieces paid with either a Postage Meter or Precanceled Stamp on a postage statement. **Mail pieces that were originally part of a Presort or Automation mailing cannot claim the Retail Single-Piece mail prices. Retail letters weighing 1 ounce are charged \$0.46, Retail letters weighing 2 ounces are charged \$0.66**

Submitting single piece mailings (mail pieces the mailer indicates are not from their presorted commercial priced mailings):

First Class Single Piece Permit Imprint Mail:

- Mailing must contain a minimum of 200 pieces; mailings under 200 pieces must apply full rate postage to the mail piece.
- Mailings must be presented by identical weight separations on separate postage statements.
- Mail pieces must be endorsed using the SNGLP endorsement
- Pieces are reported on line B5 of the postage statement at the single piece ounce price of \$.46 or \$.66, \$.86, etc...
- Postage will be paid via the mailer's Trust account

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

Job – a single Job ID that may represent multiple segments and postage statements.

Mailing – portion of a Job that is reported on its own postage statement.

Tray Preparation - All residual letters must be prepared in trays separate from the automation/presort portion of the mailing. Mailers claiming the Commercial Residual price may prepare their 1 and 2 ounce pieces in the same tray. All Retail Single-Piece priced letters must be prepared in individual trays by ounce increments.

Mailpiece Marking - All Commercial Residual and Retail Single-Piece letters must have the "Single-Piece" (or "SNGLP") price marking codes.

IV. Appeal Process:

The appeal process for any discrepancies related to residual mail will follow existing process for appeals. A helpdesk ticket must be opened for any mail.dat/mail.XML files that fail submission.

V. Residual Single-Piece Price Table

Single-Piece Residual Machinable Letters	
Maximum Weight (ounces)	Price (\$)
1	0.48
2	0.48
3	0.86
3.5	1.06

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

VI. Postage Statement Reporting

The weight and processing attributes of the mailpiece will determine how the commercial residual mail is reported on PS Form 3600-FCM. A new price cell and line item has been added to PS Form 3600-FCM: B4 – Commercial Residual piece (2 oz or less) Mailers must use this cell for First-Class Mail Commercial Residual letters weighing 2 ounces or less.

All **Commercial Residual** letters are reported on the same Postage Statement as the Presort/Automation pieces.

All Residual mail letters weighing up to 2 oz pay the Commercial Residual price of \$0.48 and reported on line B4 of the postage statement. The following provides a high level overview of how Commercial Residual First-Class Mail letters are reported on PS Form 3600-FCM, Postage Statement First-Class Mail, regardless of how postage statements are submitted (electronic or hardcopy).

Commercial Residual Letters up to 2 ounces:

- **Automation Letters:**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.)
 - Price - \$0.48
 - Separate trays and Single-Piece markings
- **Machinable Letters:**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.)
 - Price - \$0.48
 - Separate trays and Single-Piece markings

Note: Residual Automation and Machinable letters up to 2 ounces must be reported on the same postage statement as the Presort/Automation pieces.

Commercial Residual Letters over 2 ounces:

- **Automation Letters:**
 - Report on line B5 (Letters, Single-Piece)
 - Price – applicable Retail ounce based price
 - Separate trays (for 2 oz up to 3 oz and over 3 oz up to 3.5 oz) and Single-Piece markings
- **Machinable Letters:**
 - Report on line B5 (Letters, Single-Piece)
 - Price – applicable Retail ounce based price
 - Separate trays (for 2 oz up to 3 oz and over 3 oz up to 3.5 oz) and Single-Piece markings

Note: Residual Automation and Machinable letters over 2 ounces up to 3.5 ounces must be reported on the same postage statement as the Presort/Automation pieces.

Residual Letters up to and including 2 oz, *postage paid via Precancelled Stamp or Meter*

- **Automation or Machinable Letters**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.) on the same postage statement as the Auto/Presort pieces
 - Price - \$0.48
 - Separate trays and Single-Piece markings

Note: There are no provisions to report Metered or Precancelled Stamp mail at the Retail Single-Piece prices on a postage statement

▪ **Residual Nonmachinable Letters:**

- Report on line B8 (Nonmachineable Letters, Single-Piece) OR line B11 (Nonmachineable Letters, Nonmachineable Surcharge (for single-piece letters))
- Price – applicable Retail ounce based price and nonmachineable surcharge
- Separate Trays and Single-Piece markings

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

VII. Mail.dat Mailing Scenarios:

The following scenarios illustrate examples of how to prepare the Commercial Residual piece and Retail single-piece First-Class Mail letters using mail.dat.

The following mailing scenarios were tested in the USPS *PostalOne!* CAT environment and are examples only. Other mailing combinations may exist, but there are no circumstances where letters weighing up to 2 ounces, originating from a Presorted or Automation price mailing can receive Retail prices. Residual letters weighing over 2 ounces up to 3.5 ounces pay the equivalent of Retail prices.

CSM Container Levels – Codes shown were used for testing and are examples only. CSM Container codes should represent DMM or CSA preparation.

Note: All Permit Imprint mailings must be identical in weight unless authorized under a Special Postage Payment System (SPPS) authorization.

- ❖ **Scenario 1:** A job including **Commercial Residual letter** mail, identical 1 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical 1oz or less for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and/or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - MLOCR Mailers must present Residual pieces on a separate postage statement
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 1 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces up to and including 1 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and/or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the Commercial Residual piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and/or Presorted Value
 - Mail Preparation – Commercial Residual pieces must be placed in a separate tray from Automation and or Presorted tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

- ❖ **Scenario 2:** A job including **Commercial Residual letter** mail, identical 2 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical greater than 1 oz up to 2 oz for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and/or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 2 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical greater than 1 oz up to 2 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual piece
 - CSM Container Level - Must have "AR" for the Commercial Residual piece and other Automation and or Presorted Value
 - Mail Preparation – Commercial Residual pieces must be placed in a Separate Tray from Automation and or Presort tray,
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial residual pieces
 - Postage Statement Price Line – B4 of \$0.48

- ❖ **Scenario 3:** A job including **Commercial Residual letter** mail, identical 3 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical 2 oz greater - 3 oz or less weight for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B5 of the Postage Statement at the price of \$0.86. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 3 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces greater than 2 oz - 3 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and/or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the Commercial Residual piece
 - CSM Container Level - Must have "AR" for the Commercial Residual piece and other Automation and or Presorted Value

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

- Mail Preparation – Commercial residual Single-pieces must be placed in a Separate Tray from Automation and/or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B5 of \$0.86
- ❖ **Scenario 4:** A job including **Commercial Residual letter** mail, identical 3.5 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical pieces greater than 3 oz - 3.5 oz weight for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B5 of the Postage Statement at the price of \$1.06. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
- A single Job ID
 - HDR - Mail.dat Presentation Category of “P” Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 3.5 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces greater than 3 oz - 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have “S” for Commercial residual single-piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual piece
 - CSM Container Level - Must have “AR” for the Commercial residual piece and other Automation and or Presorted Value
 - Mail Preparation – Commercial residual pieces must be placed in a Separate Tray from Automation and or Presort tray,
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial residual pieces
 - Postage Statement Price Line – B5 of \$1.06
- ❖ **Scenario 5:** A job including **Commercial Residual letter** mail, non-identical weight 2 oz or less for Special Postage Payment System mailing (SPPS), and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual single-piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet
- A single Job ID
 - HDR - Mail.dat Presentation Category of “P” Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Non-identical 2 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have “S” for Commercial residual single-piece and other Automation and or Presorted Value

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

- MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have “AR” for the Commercial residual piece and other Automation and or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial residual pieces must be placed in a Separate Tray from Automation and or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48
- ❖ **Scenario 6:** A job including **Commercial Residual letter** mail, non-identical weight 3.5 oz or less for Special Postage Payment System mailing (SPPS), and Automation Letters and / or Presorted mailpieces, Commercial residual piece weight up to and including 2 oz or less will be placed on line B4 of the Postage Statement at the price of \$0.48 and Single-piece weight greater than 2 oz up - 3.5 oz will be placed on line B5 of the Postage statement at the price of \$0.86 and \$1.06. The physical handling of the mailpieces for 2 oz or less will be in a separate trays, separate trays for greater than 2 oz - 3 oz and another separate tray for greater than 3 oz - 3.5 oz. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet. Single-piece Markings for the Commercial residual piece from the Automation and or Presorted mailpiece.
- A single Job ID
 - HDR - Mail.dat Presentation Category of “P” Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Non-Identical 3.5 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have “S” for Commercial residual piece and other Automation and /or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have “AR” for the Commercial residual piece with Automation and / or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial residual Single-pieces up to including 2 oz must be placed in a Separate Tray, separate trays for greater than 2 oz - 3 oz and another separate tray for greater than 3 oz - 3.5 oz. from Automation and or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48 2 oz or less, B5 of \$0.86 greater than 2 oz - 3 oz and B5 of \$1.06 greater than 3 oz - 3.5 oz

First-Class Mail Residual Single-Piece Letters
January 2013 Changes

- ❖ **Scenario 7:** A job including **Commercial Residual letter** mail, non-identical weight from greater than 2 oz -3.5 oz for Special Postage Payment System mailing (SPPS), and Automation Letters and /or Presorted mailpieces, Commercial residual single-piece weight greater than 2 oz - 3.5 oz will be placed on line B5 of the Postage Statement at the price of \$0.86 and \$1.06. The physical handling of the mailpieces for the greater than 2 oz -3oz will be in a separate trays and separate tray for greater than 3 oz -3.5 oz. Single-piece Markings for the Commercial residual piece from the Automation and or Presorted mailpiece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *MLOCR Mailers must present Residual pieces on a separate postage statement*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Greater than 2 oz - 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial residual single-piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial Residual pieces greater than 2 oz up to including 3 oz must be placed in a separate Tray and separate tray for greater than 3 oz up to including 3.5 oz. from Automation and or Presort tray, and prepare an origin pallet
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial residual single-pieces
 - Postage Statement Price Line –B5 of \$0.86 greater than 2 oz up to including 3 oz and B5 of \$1.06 greater than 3 oz up to including 3.5 oz

First-Class Mail Residual Single-Piece Letters January 2013 Changes

VIII. Addendums

Addendum A – Postage Statement Decision Points:

First-Class Mail Residual Single-Piece
January 2013 Release

Examples

Yes
Auto/Presort w/residual

Letters	Price	No. of Pieces
A5 5-Digit		10,000
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Entire mailing is 1 & 2 oz	No. of Pieces
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and including 2 oz)	1.2 oz \$0.48	123
B5 Single-Piece		
B6 Single-Piece From Standard Mail Mailing		

Yes
Retail Single-Piece

Letters	Price	No. of Pieces
A5 5-Digit		
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Entire mailing is 1 oz	No. of Pieces
B3 Presorted		
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and including 2 oz)		
B5 Single-Piece	1 oz \$0.45	200
B6 Single-Piece From Standard Mail Mailing		

First-Class Mail Residual Single-Piece
January 2013 Release

Examples

Yes
Auto/Presort w/residual

Mailers must claim 1oz as a Commercial Residual Pieces

Letters	Price	No. of Pieces
A5 5-Digit		10,000
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Entire mailing is 1 oz	No. of Pieces
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and including 2 oz)	1 oz \$0.48	123
B5 Single-Piece		
B6 Single-Piece From Standard Mail Mailing		