

Zone Analysis Program (ZAP)

Technical Guide

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BMA Certification Department
National Customer Support Center
United States Postal Service
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OVERVIEW

The United States Postal Service developed the Zone Analysis Program to assist publishers and postal personnel in verifying the correct zone assignment of mailed periodicals, utilizing the USPS® Zone Chart Matrix, including the identification of In-County or Out-of-County options. It also identifies which software produces hard copy documentation, USPS qualification reports and Postage Statements for the mailing. Complete zone analysis verification is performed at least once a year for each publication. The office serving the publisher's original entry or additional entry office performs this verification. Zone information is provided as part of the documentation in a standardized format or via Mail.dat® input.

ZAP PROGRAM LEVELS OF APPROVAL

Option 1

The National Customer Support Center (NCSC), BMA Certification Department, located in Memphis, TN, performs processing of this option. The software developer must submit test software electronically to the NCSC for verification of that software uses proper zone assignment and that the USPS® electronic data (zone charts) is the key source for assignments. The software developer must also submit hardcopies of the USPS Qualification Reports. They may optionally submit PS Form 3541(s) for review.

- ◆ Must submit a ZAP Order Form
- ◆ Must use current PAVE™ certified presort software product
- ◆ Must use the current USPS national zone chart matrix, in determining the zone
- ◆ Must generate Postage statement facsimiles from PAVE certified software
 - USPS Qualification Reports must reflect ZAP approved status as stated in the USPS Qualification Report explanation (see page 11)
- ◆ ZAP approved vendors are listed on the RIBBS website at <http://ribbs.usps.gov>
 - If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.

Option 2-A

NCSC performs this process where the software is tested and verified for proper zone assignment and that the USPS® zone chart matrix is the key source utilized. This process also checks hardcopy output of USPS Qualification Reports. Developers may also optionally submit PS Form 3541(s) for review.

- ◆ Must submit a ZAP Order Form
- ◆ The developer's software must either produce a Mail.dat file or process a USPS Universal File Format (UFF) test file, to participate in ZAP testing.
- ◆ The software must use the current USPS national zone chart matrix, in determining the zone.
 - Publisher(s) must use computer generated software and corresponding computer generated postage statements to assign correct zone information.
 - USPS Qualification Reports and optionally PS Form 3541 must reflect ZAP approved status as stated in the USPS Qualification Report explanation (see page 11).
- ◆ ZAP approved vendors are listed on the RIBBS website at <http://ribbs.usps.gov>
 - If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.

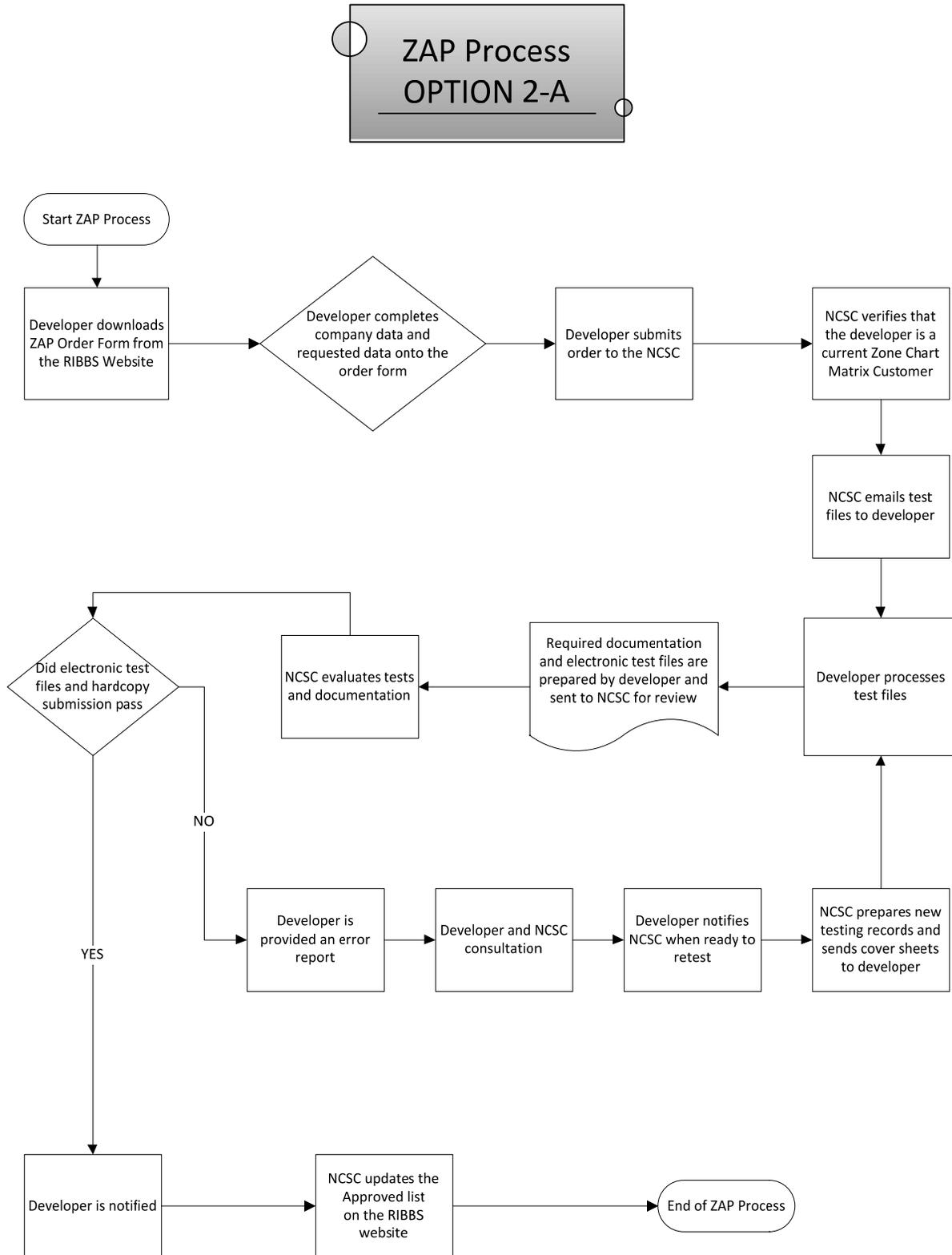
Option 2-B

NCSC performs this process where the software is tested and verified for proper zone assignment and that the USPS® zone chart matrix is the key source utilized. This process has no hardcopy output.

- ◆ Must submit a ZAP Order Form
- ◆ To participate in ZAP testing, the developer's software either must
 - produce a Mail.dat® file or
 - process a USPS UFF test file
- ◆ The software must use the current USPS national zone chart matrix.
- ◆ Publisher(s) must use computer-generated software to assign correct zone information.
- ◆ The publisher must present the mailing information to the USPS in a USPS-readable/-accepted format at the time of mailing.
- ◆ ZAP approved vendors are listed on the RIBBS website at <http://ribbs.usps.gov>
 - If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.

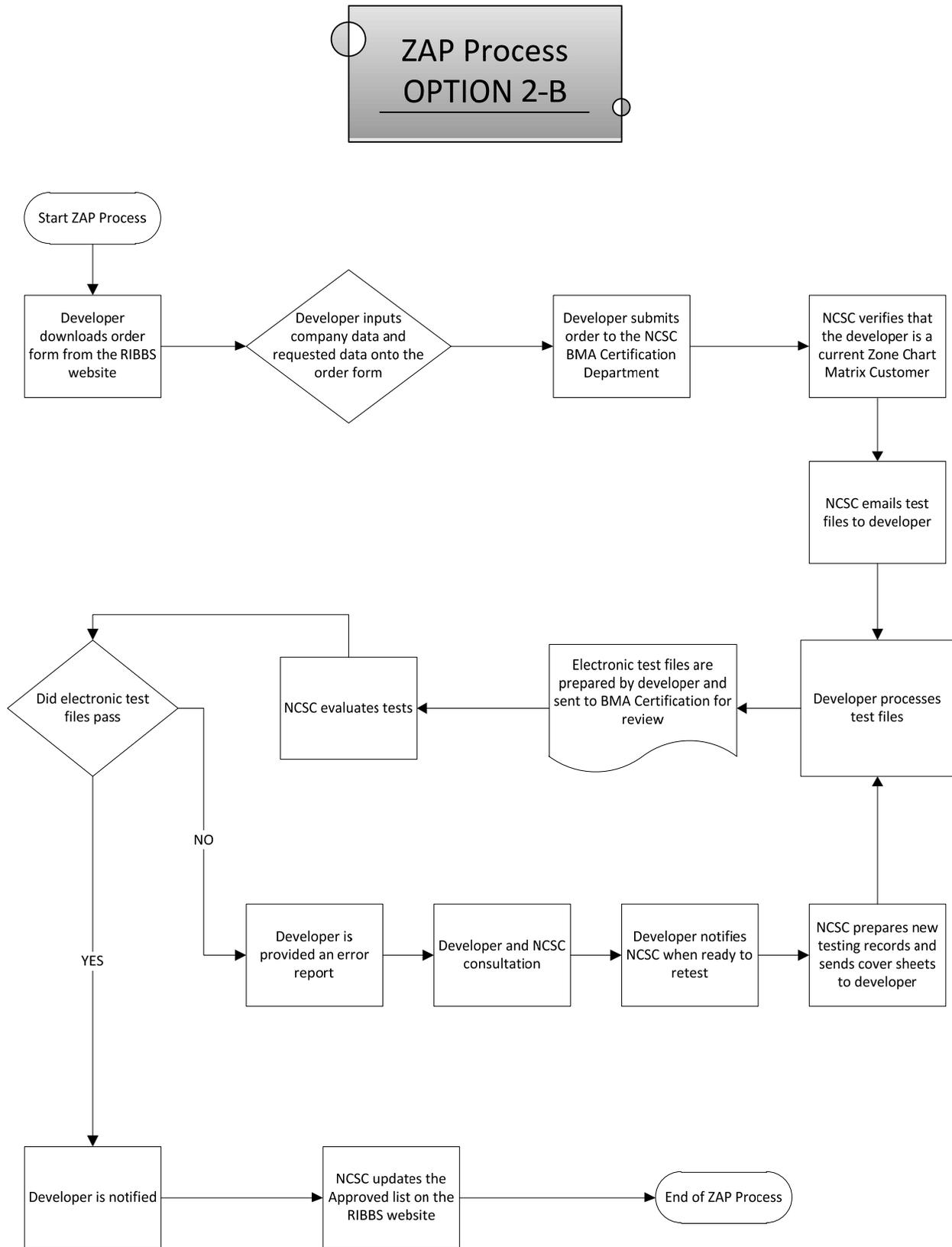
NOTE: This Technical Guide no longer lists **ZAP Options 3, 4-A, and 4-B** as Entry Post Offices perform these options. For information or reference, consult DM 109 for details on those options.

ZAP OPTION 2-A Process Flow



Note: PS Form 3541 is optional.

ZAP OPTION 2-B Process Flow



ZONE CHART DATA

Using Zone Charts

The National Zone Chart Program uses information provided by geological survey files of established latitude and longitude coordinates. The USPS® uses a list of Sectional Center Facility (SCF) coordinates to produce a zone chart. Zone charts identify the appropriate distance code assigned to all originating and designating ZIP Code™ pairings in the nation. Zones are designated as 1 through 8.

Sectional Center Facilities (SCF)

The SCF serves as the processing and distribution center for post offices in a designated geographic area defined by the first three digits of the ZIP Code™ of those offices. A listing of 3-Digit ZIP Code prefixes sorted at the SCF level is available in Module L section L005 of the Domestic Mail Manual (DMM®).

Local Zone

The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and is destined within:

- a) The 5-digit ZIP Code™ area(s) assigned to the same post office.
- b) Any of the 5-digit ZIP Code that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.

Check with your local post office for specific details regarding your area.

Non-local Zones

The Zone 1 rate applies to pieces not eligible for the local zone that are mailed between two post offices with the same 3-digit ZIP Code™ prefix identified in section L005, Column A of the DMM. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.

Below is a listing of each zone and the defined coverage area.

<u>Zone</u>	<u>Distance</u>
1	Non local zones within 50 miles radius
2	50 to 150 mile radius
3	150 to 300 mile radius
4	300 to 600 mile radius
5	600 to 1000 mile radius
6	1000 to 1400 mile radius
7	1400 to 1800 mile radius
8	1800 miles and over

ZONE CHART MATRIX

Zone chart information is made available in the form of a matrix. The matrix is used to generate the originating and destining zone assignments. The information is recorded in ASCII text format on CD-ROM media. The matrix is beneficial to software developers or programmers requiring raw data.

The Zone Chart Technical Guide is available online:

https://ribbs.usps.gov/zone_charts/documents/tech_guides/NationalZoneChartsMatrixTechnicalGuide.pdf

Those desiring the USPS® National Zone Chart Matrix can order them by contacting the National Customer Support Center at 800-238-3150.

Technical support is also available Monday through Friday, 7:00 AM - 4:00 PM CST at 800-238-3150.

ZONE CHART MATRIX EFFECTIVE DATE

Each Zone Chart Matrix has an effective date. The effective date is listed as the mandatory use date.

ZAP APPROVAL PROCEDURES

ZAP approval testing will be conducted at least annually in April during the established PAVE Cycle testing period. Testing will be conducted in October of each year only if there were changes to the Zone Chart Matrix product in the preceding six month period between April and October. If there were no updates to the Zone Chart Matrix product during that time, the ZAP Approval will be automatically extended to the next scheduled review date.

The April approvals expiration date is October 31, with the potential of automatically extending to April 30 of the following year. For testing possibly performed in October, the expiration date is April 30 of the following year with no automatic extensions.

Developers should return all necessary files within 30 days to help with expediting completion of the testing cycle.

Developers with subscriptions for the Zone Chart Matrix product that expire and that do not immediately renew the subscriptions will have their products removed from the ZAP Approved Product Listing.

ZAP VERSION NUMBER POLICY

Developers must inform the BMA Certification Department of the version number for posting to RIBBS. If there is a change to the version number of the software the developer is responsible for informing the BMA Certification Department to ensure posting to the USPS® RIBBS site. When the change to the version number is reported to the BMA Certification Department the developer must provide the reason for the change and what code was change to determine if retesting would be required.

Reporting of Product and Version Number

For the purpose of ZAP approval, the USPS® requires developers to indicate the product name and version number at the bottom of the postage statement facsimiles, if generated, and in the header or footer portion of the USPS Qualification Report. Doing so will facilitate efficient resolution of errors or problems encountered when the mail is presented for acceptance. Please refer to examples of the format and placement of the product and version number on the USPS Qualification Report and Postage Statement Facsimiles found in this guide.

ZAP ADVERTISING POLICY

Only ZAP approved developers may use the phrase “ZAP approved” on marketing materials, packaging, advertisements, websites, and any other user documentation. If you choose to pre-produce mass quantities of promotional materials user’s guides, CD with graphics, etc. using the ZAP approved status. BE PREPARED to suspend use of these items if your approval status is not current.

Violation Consequences

The USPS® Law Department and the U.S. Postal Inspection Service will be notified of all cases of misrepresentation of ZAP approval.

FIELD ERROR DETECTION AND RESOLUTION

It is the BMA Certification Department’s goal, to assist developers in achieving the highest quality software product possible. Both the BMA Certification Department and the developer uses the field error detection and resolution policy to ensure that high product quality. Regardless of cycle schedules, quality assurance remains an ongoing part of the ZAP approval process.

Occasionally, zone errors are detected and reported by USPS® field personnel or mailers after a ZAP approved product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

- 1) The BMA Certification Department starts an incident report file for the product and version number.
- 2) The BMA Certification Department tries to determine if the problem is a zone error or some other problem such as a user setup issue.
- 3) The BMA Certification Department alerts the developer of the existence of a possible problem.
- 4) The BMA Certification Department and the developer work together to determine a reasonable time frame to correct the problem. If problem resolution takes longer than the established time frame, the BMA Certification Department may revoke or suspend ZAP approval.
- 5) The BMA Certification Department will keep all appropriate parties informed of the status and progress.
- 6) The BMA Certification Department reserves the right to request the developer retest any applicable test files before release.
- 7) When the BMA Certification Department determines there is a resolution to the problem, the developer will release a patch to all customers if necessary.

ZAP APPROVAL PROCESS

Due to the complexity of programming software products, the USPS® requests that all files (i.e., a suite) the developer intends to submit for ZAP approval are submitted together.

- ◆ Provide Test data in the form of address files.
- ◆ Process each file as a specific job.
 - Products successfully completing the ZAP process are included on the USPS RIBBS ZAP-approved listing.
- ◆ All developers are required to complete and return their electronic test files within 30 days.
- ◆ Submit compressed (zipped) Electronic files to pave.ncsc@usps.gov.
 - The ZAP preferred method for returning files is via email to the ZAP Coordinator with hardcopy documentation submitted as Portable Document Format (PDF) attachments.

Those not providing hardcopy documentation by e-mail must submit that documentation to the USPS® via Express Mail® or Priority Mail®, addressing the package to:

**BMA CERTIFICATION DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS, TN 38188-1001**

NCSC grades each file individually for its accuracy of proper zone assignment with current DMM® regulations. The evaluation includes inspection of standardized documentation (if generated), computer-generated postage statement facsimiles (if generated), and other documentation. If NCSC grades and deems the electronic file and/or documentation presented is 100 percent accurate and in compliance with current DMM regulations, they approve the product. If NCSC grades and detects any errors preventing approval, they provide an evaluation report summary to the developer. After the developer makes the proper changes and adjustments to the software, they are responsible for ordering a new test file. Reprocessing the original test is prohibited.

Developers whose products have completed all tests and have passed will have their company name, address, and ZAP approved product name and version number included in the list of ZAP approved software. If the ZAP approved product produces standardized documentation and/or postage statements, the ZAP approved software list also identifies that capability on the web site. Weekly updates are available electronically through the USPS Web site.

To access the list go to or type the following on a web browser URL / Address Line:

https://ribbs.usps.gov/zap/documents/tech_guides/ZAP_PRODUCTS_LIST.pdf

Naming of Files

The ZAP program uses a two-character field in the test file name as the Set Identifier, followed by the test cycle letter and test number.

Set Identifier example: EA_K209

- ◆ The Set Identifier begins with E or H representing electronic or hardcopy tests.
- ◆ The second letter identifies the “set” being created. The “A” in ‘EA’ indicates the first set of ZAP test data being created. Subsequent 2nd, 3rd and 4th sets would be identified by ‘EB’, ‘EC’ and ‘ED’.
 - The third letter, preceding the test number represents the current cycle under which testing is being performed.
- ◆ Final 3-digit number identifies the test number.

Files extensions

- ◆ All test files created by USPS BMA Certification for vendor testing end in a .set suffix. Ex: EA_K209.set
- ◆ Test files processed by vendors and returned for grading are to be saved and submitted as .tst files. Ex: EA_K209.tst
- ◆ Graded test files including identification of errors and test results will be in the .htm suffix. Ex: EA_K209.htm

Products Attempting ZAP Approval

After processing the test, the developer returns the appended electronic test file. NCSC processes test file through ZAP’s electronic/computerized grading program, specifically designed to search for violations of zoning rules and USPS® regulations. If discovering any errors, NCSC notifies the developer (via error report information provided) and asked them to take the retest.

STANDARDIZED DOCUMENTATION

Summary Reporting

For Periodicals, a summary of the total number of copies mailed to each zone, including In-County, delivery unit, SCF, and ADC rates is included at the end of the documentation. This summary is not required if the software under test produces a PAVE™ certified and/or ZAP approved postage statement, however, BMA Certification encourages the use of this summary for all periodicals mailings.

A similar report, the Detailed Zone Listing for Periodicals, is required by 707.17.6 to support the mailing and is to be maintained by the mailer, or may be submitted with the mailing. Therefore, the Detailed Zone Listing will be reviewed during the test cycle for ZAP Approval. The Detailed Zone listing reports number of copies mailed to each 3-digit ZIP Code™ destination. Examples of these summary listings are shown below:

Zone Summary Report

	Zone	Copies
	ICD	432
	IC	215
	DDU	435
	DADC	13
	SCF	86
	1&2	120
	3	33
	4	120
	5	56
	6	100
	7	0
	8	0
Total Copies:		1,600

Detailed Zone Listing

3-digit	ICD	IC	DDU	SCF	1&2	3	4	5	6	7	8	Totals
015			215			33						248
120	432			86	70							836
124		215			50							1,101
214			220									1,321
455							120					1,441
690								56				1,497
814									42			1,539
932										35		1,574
950											13	1,587
Zone Totals:	432	215	435	86	120	33	120	56	42	35	13	1,587

Postage Statement Facsimile

The BMA Certification Department reviews all computer-generated postage statement facsimiles for form and content. Developers seeking approval must submit hard copy facsimiles. For the purpose of ZAP Approval, each PS Form 3541 Periodicals Postage Statement facsimile is required to have "Facsimile" on the bottom of each page next to the form number. The facsimile form may also have "ZAP" and the effective date of the USPS® Zone Chart data in the following format: yyymmdd (e.g., "ZC20030310"), somewhere on the Postage Statement. Developers may optionally include the product name and version number on the bottom of each facsimile.

Sample ZAP Approved PS Form 3541 Facsimile

United States Postal Service		Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)	
Postage Statement - Periodicals			
One Issue or One Edition			
Mailor	Publication Title and Owner or News Agent's Name		Mailing Agent's (Printer or Consolidator) Name, Address, Telephone Number, and Street Address if Any
	Customer No.		Printer/Consolidator Import Permit No.
	CAPS Customer Ref. ID		Customer No.
Mailing	Applicable Parts Completed (check all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> F	Statement for bundled magazines only (if Applicable) <input type="checkbox"/>	Price Category <input type="checkbox"/> Regular <input type="checkbox"/> Nonprofit <input type="checkbox"/> Classroom <input type="checkbox"/> Science or Agriculture
	Consolidated Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No	Consolidated Postage Statement <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Publication No.	Editor/Code	Mailing Date
	Issue Date	Issue Frequency	Statement Sequence No.
	Processing Category <input type="checkbox"/> Letter <input type="checkbox"/> Flat <input type="checkbox"/> Parcel	No. of Addressed Pieces Excluding Addressed Supplements	
Weight of a Single Ride-Along piece _____ lbs.	Weight per Copy for Issue (Round off to 4 decimal places if necessary) _____ pounds	Advertising Percentage in This Issue _____ %	Number and Type of Containers (Enter total number of containers) _____ Trays _____ Sacks _____ Pallets
For Advertisement Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Carrier Route Branding	For pieces bearing a simplified address enter date of delivery statistics file or alternative method
Part A - In-County Prices Total Part A (page 2) (Postmaster: Report total Part A postage in A/C 224)			
Part B - Outside County Pound Prices		Total Part B (Page 3)	
Part C - Outside County Piece Prices		Total Part C (Page 4)	
Part D - Outside County Bundle Prices		Total Part D (Page 5)	
Part E - Outside County Sack/Tray/Pallet Prices		Total Part E (Page 6 & 7)	
Outside County Postage		Subtotal Parts B, C, D, and E	
Preferred Price Discount - Nonprofit, Classroom, Limited Circulation, United Graduate Science of Agriculture (Act like B/E, and parts C, D, and E Totals) _____ X .85 (all others enter zero)		=	
Subtract the Preferred Price Discount from the Outside County Postage		=	
Part F - Outside County Ride-Along and Repositionable Notes (Page 8)		+	
Total Outside County Postage (Postmaster: Report total Outside County postage in A/C 135)			
Add Total In County Postage and Total Outside County Postage		Total Postage (A/C 224 + A/C 135)	
Certification			
The signature of the owner of the publication certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the owner of the publication and that the owner of the publication is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The owner of the publication hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com			
Owner or Agent's Name	USPS Use Only To be completed in non-PostalOne! sites	Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary) _____ pounds	USPS Use Only To be completed in non-PostalOne! sites
Owner or Agent's Signature		Time _____ AM _____ PM	
Name and Telephone Number of Contact Person in Publisher's Office		USPS Employee's Signature	
		Print USPS Employee's Name	
		Round Stamp (Required) Date Mail Released	

PS Form 3541-1, March 2010.
Facsimile, Bubba's Presort Software v. 1.1 ZAP™-ZC20100310

The BMA Certification Department reviews all hard copy computer-generated USPS® Qualification Reports to ensure proper form and content as required in the DMM. Developers must submit hard copy Qualification Reports for Option 1 and Option 2A. The Qualification Report has two display formats as shown below:

Format 1: The Qualification Report would show “ZAP” and the effective date of the USPS Zone Chart

Matrix in the following format: yyymmdd, i.e. “ZAP ZC-20060104”.

Format 2: The Qualification Report would show “ZAP”, for the approved ZAP option, and the effective date of the USPS Zone Chart Matrix in the following format “ZAP Option 2A ZC-20060104”.

ZAP Approval and current Zone Chart Matrix information displayed in Format 1 or Format 2 should be displayed in the header information area of the USPS Qualification Report

ZAP Option 2B does not produce a hard copy qualification report but does produce a file format that can be read by the acceptance clerk with a viewer. This viewer will show all the required information of a qualification report in a format designated by PostalOne® and will follow Format 2 for the Qualification Report Record.

ZAP Approved USPS Qualification Report											MAILER'S SOFTWARE v. 10.2.G.03 - ZC20100301					SAMPLE	
Report:		USPS Qualification Report						Publications:		Com puter Universe							
Entry:		Shinnston WV 26431						Publication No.:		520-384							
Sort:		Automaiton Periodicals, DMM 707.25						Edition:		Eas tern							
											Date:		9/17/2007				
																Page 1	
Sack#	Sack Level	Sack Dest	Bundle Destinatio	Bundle ZIPS	Zone	Outside County Containers	Outside County Bundles	Price Codes					Running Total				
								5B	3B	BB	AB	MB					
1	5DGS	13309	S13309	13309	4	1	1	64					64				
				13316	4			64					128				
				13326	4			12					140				
2	5DGS	26301	S26301	26302	IC			64					204				
				26330	1/2			17					221				
3	5DGS	29405	S29405	29405	4	2	2	15					236				
				29410	4			12					248				
4	5DG	34734	34734		5	3	3	60					308				
5	5DG	65204	65204		5	4	4	26					334				
6	5DG	75401	75401		6	5	5	36					370				
7	3DG	263	26323		IC	6		14					384				
				263	1/2				6		12		396				
8	3DG	786	S786	78901	6	7	7	30					426				
9	3DG	897	89701		8	8	8	9					435				
				897	8			9		16		451					
10	SCF	400	400		3	9	10			16			467				
				402	3			11		13		480					
11	SCF	707	70711		5	10	12	12					492				
				S70801	70825			5	13		12		504				
12	SCF	263	26554		1/2	11	14	8					512				
13	ADC	120	12001		4	12	15	6					518				
				12402	4			16		10		528					
				120	4			17		10		538					
14	OMX	556	29701		3	13	18	14					552				
				38210	4			19		16		568					
				242	3			20		18		586					
				271	3			21		14		600					
15	MADC	555	39001		5	14	22	13					613				
				39560	5			23		6		619					
				701	5			24		8		627					
				A820	M			25			14	641					
				M555	M			26			35	676					
Page Total								520	107	0	14	35	676				
Cumulative Total								520	107	0	14	35	676				
Price Summary*			Pieces		Outside County			Outside County									
Automation 5-Digit (5B)			520		Container Summary / Total Nbr:			Bundle Summary					Total Nbr:				
Automation 3-Digit (3B)			107		5-digit\Scheme			5-digit\Scheme					15				
Automation Basic (BB)			0		3-digit\SCF			3-digit\Scheme					9				
Automation AADC (AB)			14		ADC			ADC					1				
Automation MAAD (MB)			35		OMX\MADC			OMX\MADC					1				
TOTAL Automation			676					Total:					26				
NOTE: (1)Sack number is optional.																	
(2) Outside County Container and Bundle columns are optional.																	

Universal File Format (UFF)

The Universal File Format was created to support the testing process for several BMA Certification programs including ZAP. Many of the Universal File Format (UFF) fields are designed to communicate presort and mail preparation characteristics for other testing programs. These fields are not pertinent for the ZAPTM approval process and have been defined as filler.

The information in the shaded fields is supplied by the BMA Certification Department. The un-shaded areas are the locations for information provided or returned by the software developer.

Universal File Format (UFF) Header Record File

BMA Certification Universal Header Record						
Field						
Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
1	Copyright Symbol	7	1	7	(C) USPS	P,M,B
2	Filler	1	8	8		
3	Test File Creation Year/Month/Day	8	9	16	1998	P,M,B
4	Filler	1	17	17		
5	AMS II Epoch (YYMM)	4	18	21	0309	P,M,B
6	Filler	1	22	22		
7	Total Number of Records in Deck	7	23	29	32477	P,M,B
8	Filler	10	30	39		
9	I.D. Key (Standard Testing Set)	3	40	42	AB_	P,M,B
10	I.D. Key (Cycle/Test Number)	4	43	46	F104	P,M,B
11	Filler	1	47	47		
12	Test File Creation Time	11	48	58	11:27:13.13	P,M,B
13	Filler	3	59	61		
14	Entry State and County Number	5	62	66	TN055	P
15	Filler	1	67	67		
16	Piece Weight (99v9999)	6	68	73	006250	P
17	Filler	1	74	74		
18	Piece Length(999v9999)	7	75	81	0103750	P
19	Filler	1	82	82		
20	Piece Height(99v9999)	6	83	88	061875	P
21	Filler	1	89	89		
22	Piece Thickness (99V9999)	6	90	95	000425	P
23	Filler	1	96	96		
24	Default Entry Point Zip Code	5	97	101	44104	P,M,B
25	Filler	35	102	136		
26	Year/Month/Day Developer Processed File	8	137	144	1998039 (yyyymmdd)	P,M,B
27	Filler	1	145	145		
28	Advertising Percentage (99V99)	4	146	149	7125	P
29	Filler	1	150	150		
30	Container Compression Factor (9v999)	4	151	154	1055	P,B
31	Filler	1	155	155		
32	AMSII Epoch Used to Process File (YYMM)	4	156	159	0309	P,M,B
33	Filler	4	160	163		
34	Tray Minimum (9v999)	4	164	167	0855=85.5%; 1000=100%	P,B

BMA Certification Universal Header Record						
Field						
Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
35	Filler	1	168	168		P,M,B
36	Zone Chart Matrix Date	8	169	176	03062004 (mmdyyy)	
37	Filler	315	177	491		
38	Presorted Sequence Number	7	492	498	0000000	
39	Carriage Return/Line Feed	2	499	500		

Header Record Data Element Definitions

Copyright Header Record - The first record in each presort scenario file is a copyright record. The BMA Certification Department supplies fields 1 through 25. If Gold certification for a product is desired, the developer populates fields 26 through 39 before the electronic test file is returned to the NCSC.

This file should be returned in the order in which the software has presorted it.

The Copyright Header Record must be returned as the first record in the file or the electronic grading module will not be able to grade the file successfully. Send only the electronic file(s) and a copy of the test Cover Sheet or the Job Setup Parameter report. The BMA Certification Department will alert the developer if additional hard copy documentation for an electronic file submission is necessary or required.

Note: The appended test files must be named as specified in the "Naming of Files" section of this technical guide.

If the developer is attempting Standard certification for a product, the test file is processed and all applicable hard copy facsimiles, reports, and documentation are sent to the NCSC (see "Required Hard Copy Output").

FIELD 26 - YEAR, MONTH, AND DAY DEVELOPER PROCESSED FILE

This field contains the latest date that you processed the test with your software.

COBOL Picture: 9(08) — Year 9(04), Month 9(02), Day 9(02)

Possible Values: Numeric, right justified

Examples: 19970823 19971225 19980624

Comments: The format of this field will be a 4-digit year, followed by a 2-digit month, followed by a 2-digit day (i.e., YYYYMMDD).

FIELD 28 - ADVERTISING PERCENTAGE

This field contains the percentage of advertising in each piece. (Periodicals only. For all other classes, leave blank.)

COBOL Picture: 99v99

Possible Values: Numeric, right justified

Examples: 0650 1023 0000

Comments: The first two digits of this field represent whole percentage points, and the last two represent decimals of a percent. The field will contain the applicable value for the particular presort test scenario that you are processing. The advertising percentage is shown in the Parameter Box for that specific test file.

FIELD 30 - CONTAINER COMPRESSION FACTOR

The Container Compression Factor field contains a compression factor that may be used to override the computed number of pieces per container. If you use a compression factor of 1.07, then you will be permitted to “overfill” a container’s volume up to 7 percent over the uncompressed volume. The lowest compression factor allowed is 1.00 (no compression) and the highest is 1.10 (10 percent compression).

COBOL Picture: 9v999

Possible Values: Numeric in the range of 1000 to 1100

Examples: 1000 1052 1077 1100

Comments: The first digit in this field is the integer of the compression factor, and the last three are the decimal portion of the value. The rules governing the minimum number of pieces that must be in a container do not apply to this field.

FIELD 32 - AMS II EPOCH USED TO PROCESS FILE

This field is used to show the epoch (or date) of the City State Product, Delivery Statistics Product, and Module L Labeling List files used to process this file, which allows us to grade your results using the same files used to process the test. In this manner, we can prevent false errors that could occur due to differences in files. The BMA Certification Department will provide a “Freeze” file posted with the test file sets at RIBBS with all applicable data to be used for the purpose of testing only. Only the date of the “Freeze” file data provided by BMA Certification will be accepted in this instance.

COBOL Picture: 9(04).

Possible Values: Numeric (0001–9912)

Examples: 9803 9912 0309

Comments: This field must be formatted YYMM, i.e., the first two digits must be the year and the second two must be the release month of the provided “Freeze” file that includes the City/State Product, Delivery Statistics Product, Module L Labeling List Files, and Module M CIN table. In the example above, 0309 represents September, 2003.

FIELD 34 - TRAY MINIMUM

This field reflects the tray volume percentage, expressed in decimals, used to establish the minimum volume of a “full” tray.

COBOL Picture: (9v999)

Possible Values: 0850 thru 1000

Examples: 0920 = 0.92 (92%); 0955 = 0.955 (95.5%); 1000 = 1.000 (100%)

FIELD 36 – ZONE CHART MATRIX DATE

This field is used to reflect the date of the USPS Zone Chart Matrix product when used by the developer to assign zones. Although subscription to the Zone Chart Matrix product is not mandatory, this field must be populated if the developer is seeking Level 1 ZAP approval by submission of files utilizing the Universal File Format (UFF).

COBOL Picture: 9(08)

Possible Values:

Examples: 06152001 04012002

Comments: This field is formatted MMDDYYYY and would reflect the same value found in the first record of the Zone Chart Matrix file, positions 1 thru 8.

FIELD 38 - PRESORTED SEQUENCE NUMBER

This field consists of a simple sequence number that is applied to the field after it has been presorted. The BMA Certification Department will refer to these line numbers when discussing electronic grading results with developers. For the header record, this field should always reflect 0000000.

COBOL Picture: 9(07)

Possible Values: Numeric

Examples: 0027116 0001411

Universal File Format (UFF) Name/Address Record File

BMA Certification Universal Name/Address Record						
Field						
Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
1	Sequence Number	7	1	7	000451	P,M,B
2	Firm or Resident	30	8	37	STAR FLEET ACADEMY	P,M,B
3	Delivery Address	30	38	67	PO BOX 2197	P,M,B
4	City Name	28	68	95	WORCESTER	P,M,B
5	State Code	2	96	97	MA	P,M,B
6	ZIP Code	5	98	102	01601	P,M,B
7	ZIP+4 Add On	4	103	106	1263	P,M,B
8	Delivery Point	2	107	108	97	P,M,B
9	Carrier Route	4	109	112	B001	P,B
10	eLOT Sequence Number	4	113	116	4376	P,B
11	eLOT Ascending/Descending	1	117	117	D	P,B
12	Walk Sequence Number	5	118	122	42885	P,B
13	Business/Residential Flag	1	123	123	B	P,B
14	Piece Entry State/County Number	5	124	128	MA022	P
15	Mail Classification	1	129	129	Class of Mailing	
16	Customer Code	1	130	130	A	M
17	Postage Payment Method	1	131	131	P	M
18	Amount of Affixed Postage (9999v999)	7	132	138	0001230	M
19	Mailpiece Characteristic Code	1	139	139	B	M,B
20	Piece Weight (lbs) (99v9999)	6	140	145	006250	M,B
21	Piece Thickness (99v9999)	6	146	151	007500	M,B
22	Piece Length (999v9999)	7	152	158	0110000	M,B
23	Piece Height (99v9999)	6	159	164	084999	M,B
24	Barcode Verifier	1	165	165	A = On; B = Off	M
25	Filler	43	166	208		M,B
26	Piece Entry Point ZIP Code	5	209	213	01601	P,M,B
27	Pallet ID Answer	6	214	219	000001	P
28	Pallet Line 1 Label Answer	43	220	262	WORCESTER MA 016	P
29	Pallet Sortation Level	4	263	266	3DG	P
30	Pallet Destination Facility ZIP Code	5	267	271	016	P
31	Container/Tray Group ID Answer	6	272	277	000001	P,M,B
32	Container/Tray Line 1 Label Answer	43	278	320	WORCESTER MA 01601	P,M,B
33	Container Type Answer	2	321	322	S	P,B
34	Container/Tray Sortation Level Answer	4	323	326	CR5	P,M,B
35	Container/Tray Destination Facility ZIP Code	5	327	331	01601	P,M,B
36	CIN Code	3	332	334	551	P,M,B
37	Tray Processing Code	2	335	336	07	P,M,B
38	Line 2 Label Answer	23	337	359	STD LTRS 5DG NON OCR	P,M,B
39	Group/Bundle Indicator	1	360	360	G	P,M,B
40	Group/Bundle ID Answer	6	361	366	000001	P,M,B

BMA Certification Universal Name/Address Record						
Field						
Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
	Group/Bundle Sortation Level					
42	Group/Bundle Destination Answer	9	371	379	37743	P,M,B
	ZIP Codes in Schemed					
44	Rate Code Answer	7	385	391	PRESORT	P,M,B
45	Zone Answer	3	392	394	3	P
46	Destination Entry Answer	1	395	395	B	P
47	Mail Stream Split Indicator	2	396	397	AB	P,M,B
48	Optional Endorsement Line	30	398	427	5-DIGIT 01601	P,B
					02334 1 RA/DS	
50	First Manifest Piece ID# of Batch	9	458	466	000345	B
51	Last Manifest Piece ID# of Batch	9	467	475	000380	B
52	Postage Payment Method	1	476	476	P	M
	Qualifying Piece Postage					
54	Parcel Barcoded Discount	1	484	484	Y=Yes; N=No	P,B
55	Manifest Batch Postage (9999v999)	7	485	491	0023019	B
56	Presorted Sequence Number	7	492	498	0000255	P,M,B
57	Carriage Return/Line Feed	2	499	500		

Name/Address Record Data Element Definitions

Test Name/Address Record - The address records in BMA Certification test files contain elements applicable to one of two groups: 1) input elements comprising the actual test address records and 2) product-supplied answer elements (if attempting Gold certification). Each test address record may or may not include all the address elements necessary to qualify for the particular presort category for which the product is being tested. The test file must not be processed through any address-matching process prior to presort processing because doing so will skew the final results. For address records that do not contain all the necessary address elements to qualify for a particular presort category, either fill the answer fields as indicated in the field descriptions shown below or process the pieces for another presort category for which they do qualify.

Fields 1–24 contain input elements. If the developer is attempting Gold certification for a product, the developer-supplied fields are populated before the test file is returned to the NCSC. No hard copy is returned until requested by the BMA Certification Department.

Note: This file should be returned to the NCSC in the order in which the software presorted it, with the header record as the first record.

If the developer is attempting Standard certification for a product, the developer processes the test file and sends all applicable hard copy facsimiles, reports, and documentation to the NCSC (see "Required Hard Copy Output").

FIELD 1 - SEQUENCE NUMBER

Each address record has a 7-digit sequence number assigned by the testing system and used for identifying specific test records.

COBOL Picture: 9(07)

Possible Values: Numeric, right-justified, zero-filled

Example: 0026897 1364787 0000954

FIELD 2 - FIRM OR RESIDENT

The Firm or Resident field contains fictitious names of individuals, companies, shopping centers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe

FIELD 3 - DELIVERY ADDRESS

The Delivery Address field contains fictitious street names, post office numbers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe

FIELD 4 - CITY NAME

The City Name field provides the name of the city, town, place, or other name by which the 5-digit ZIP Code associated with the test address is officially known.

COBOL Picture: X(28)
Possible Values: Alphanumeric, left-justified
Examples: TUSCUMBIA ROSWELL LEAVENWORTH

FIELD 5 - STATE CODE

The State Code field is the standard state or US territory abbreviation found in the following publications: ZIP+4 Technical Guide; Publication 28, Postal Addressing Standards; and the appendix of Publication 65, National ZIP+4 Code and Post Office Directory.

COBOL Picture: X(02)
Possible Values: Alphabetic
Examples: AL NM KS

FIELD 6 - ZIP CODE

Each record has a 5-digit ZIP Code that represents an area within a state, an area that crosses state boundaries (unusual condition), a single building, or a company that has a very high mail volume. The 5-digit ZIP Code is assigned by City State Product. ZIP is an acronym for Zone Improvement Plan.

COBOL Picture: 9(05)
Possible Values: Numeric, right-justified
Examples: 38188 20268 92045

FIELD 7 - ZIP+4 ADD-ON

Most, but not all, test records will be supplied a fictitious 4-digit add-on code assigned to the address.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 38188-0001 20268-9998 92045-6217

Comments: This field is provided by the testing system. However, under certain presort scenarios this field may be left blank for certain address records. This allows various records to have only a 5-digit ZIP Code, while others have a 5-digit ZIP Code with a ZIP+4 add-on. As a result, those address records having complete 5-digit ZIP Codes with an add-on are considered capable of producing delivery point barcodes; however, records containing only numeric 5-digit ZIP Codes cannot produce barcodes.

FIELD 8 - DELIVERY POINT

The Delivery Point field contains the delivery point from the fictitious street address.

COBOL Picture: 9(02)
Possible Values: Numeric
Examples: 66 21 78

FIELD 9 - CARRIER ROUTE

Various records may have an actual 4-digit carrier route identification number associated with the input ZIP Code and assigned by the testing system from Delivery Statistics Product. Do not perform address matching on any test.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces
Examples: B001 H002 C003 R004

FIELD 10 - eLOT SEQUENCE NUMBER

The enhanced line of travel (eLOT) number indicates the order in which each add-on code is delivered within a carrier route.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 0001 0002 0003

Comments: This field is provided by the testing system and under most presort scenarios is left blank. However, in many of the Carrier Route test scenarios, the eLOT sequence number and the eLOT ascending/descending code will be given.

FIELD 11 - eLOT ASCENDING/DESCENDING

The enhanced line of travel (eLOT) ascending/descending code for an add-on code indicates whether delivery is made to each delivery point in ascending or descending order. The eLOT number indicates the order of delivery for each add-on code within a carrier route.

COBOL Picture: X(01)
Possible Values: Alphabetic or spaces
Examples: A D

Comments: This field is provided by the testing system and under most presort scenarios is left blank. However, under Carrier Route test scenarios, the eLOT sequence number along with the eLOT ascending/descending code will be given.

FIELD 12 - WALK SEQUENCE NUMBER

The walk sequence number indicates the sequential order in which each delivery is made within a carrier route.

COBOL Picture: X(05)
Possible Values: Alphanumeric
Examples: 00001 00125 00568

Comments: This field is provided by the testing system and under most presort scenarios is left blank. However, in many of the Carrier Route test scenarios, the walk sequence number will be given. For these tests, sufficient address records will be given to various carrier routes that will qualify for either the ECR Basic, ECR High-Density, or the Walk Saturation rate. It is up to your presort software to determine which addresses qualify for these rates based on the address elements given.

FIELD 13 - BUSINESS/RESIDENTIAL FLAG CODE

This field contains a business or residential flag code for Standard Mail Enhanced Carrier Route mailings. Use of this code will enable you to accrue residential and business piece totals within a carrier route.

COBOL Picture: X(01)
Possible Values: B, R, or spaces

Comments: This information shown in this field is provided by the testing system and under most presort scenarios is left blank. However, under the Standard Mail Enhanced Carrier Route test scenarios, this flag will be set.

FIELD 14 - PIECE ENTRY STATE/COUNTY NUMBER

This field contains the state abbreviation and county number in which the entry post office is located.

COBOL Picture: X(05)

Sample Values: TN015 TX022 FL018

Comments: This field is provided by the testing system and should be populated for each name/address entry in the mailing. For test files requiring the use of multiple entry points, this field will reflect the single state code and county number of the facility where the mailing was initially presented for verification and acceptance.

FIELD 15 - MAIL CLASSIFICATION

Class of Mailing

COBOL Picture: X(01)

Possible Values: F, P, S

Comments: This field reflects class of mail covered by the test.

FIELD 16 - CUSTOMER CODE

For a multi-mailer environment, this field provides an identifying code that is distinct for each individual mailer reflected in the test file parameter box

COBOL Picture: X(01)

Sample Values: A B C (etc)

Comments: This field is populated by the testing system and is provided specifically for use by the MLOCR developers only.

FIELD 17 - POSTAGE PAYMENT METHOD

This field contains the single byte code identifying the postage payment method utilized for the mail piece.

COBOL Picture: X(01)

Possible Values:	<u>Method</u>	<u>Code</u>
	Meter Strips	M
	Permit Imprint	P
	Precanceled Stamps	S

Comments: This field is populated by the testing system and is provided specifically for use by the MLOCR developers only.

FIELD 18 - AMOUNT OF AFFIXED POSTAGE – When applicable, this field will reflect the total amount of postage affixed to each individual mailpiece.

COBOL Picture: (9999v999)

Sample Values: 0008455 0016240

Comments: This field is for use by the MLOCR developers only. This amount is populated by the testing system based on guidelines reflected in DMM 234.3.0 for letters and 334.3.0 for flats. For presorted First-Class Mail, other than single piece mailings the amount affixed may be either the full postage amount for each mail piece or the lowest rate claimed in the mailing.

FIELD 19 - MAILPIECE CHARACTERISTIC CODE

For mailings consisting of various size mail pieces that differ only in piece weight and/or thickness, this code is utilized to identify the various pieces that make up the test file scenario.

COBOL Picture: X(01)
Possible Values: A B C

Comments: This code is not utilized if the test file is for identical-size pieces only. For non-identical pieces, the characteristics of each individual mail piece type are reflected in the table shown:

MAC BATCH – MAILER ID/MAILPIECE CHARACTERISTIC CODES

MAILID	PROCESSING CATEGORY	THICKNESS	WEIGHT	LENGTH	HEIGHT
A	L	0.0750	0.0325	9.5000	4.5000
B	L	0.0810	0.0750	9.5000	4.5000
C	L	0.0952	0.1550	9.5000	4.5000
D	L	0.0440	0.2000	9.5000	4.5000
E	L	0.1200	0.1395	9.5000	4.5000
F	L	0.0130	0.0732	9.5000	4.5000
G	F	0.0780	0.3999	10.6500	7.9500
H	F	0.0750	0.4825	10.6500	8.5000
I	F	0.0650	0.5250	10.6500	5.5000
J	F	0.0810	0.5925	10.6500	5.0000
K	F	0.0810	0.6425	10.6500	5.7500
L	F	0.0930	0.1564	10.6500	6.2500

MLOCR – MAILER'S ID/MAILPIECE CHARACTERISTIC CODES

Mailers ID	MPC	PPM	Pc Length	Pc Height	Pc Thickness	Pc Wt - lb	Pc Wt - oz	Postage	Remarks
A	A	M	8.123	5.609	0.0722	0.1422	2.2752	0.335	5B Metered Letter
A	G	P	6.545	3.595	0.2124	0.1184	1.8944	0	Permit Imp-2 oz Letter
B	B	M	6.245	4.187	0.0846	0.1026	1.6416	0.357	3B Metered Letter
C	C	M	6.867	4.165	0.0448	0.1178	1.8848	0.360	AB Metered Letter
D	D	M	9.289	5.432	0.1371	0.0921	1.4736	0.382	MB Metered Letter
E	E	M	8.301	4.419	0.1033	0.1683	2.6928	0.414	Presort Metered Letter
F	F	P	11.23	4.787	0.1215	0.0615	0.984	0	Permit Imp-1 oz Letter
G	H	P	8.367	4.143	0.1787	0.1827	2.9232	0	Permit Imp-3 oz Letter
H	I	S	7.489	5.219	0.1449	0.0569	0.9104	0.25	Precanceled Letter
I	J	S	5.101	3.687	0.0121	0.0311	0.4976	0.15	Precanceled Card
J	Z	M	14.125	5.166	0.1123	0.1063	1.7008	0.380	5B Metered Flat
K	Y	P	9.755	10.878	0.3725	0.0612	0.9792	0	Permit Imp-1 oz Flat
L	X	P	8.875	11.361	0.0847	0.0647	1.024	0	Permit Imp-2 oz Flat
M	W	P	7.625	10.425	0.0969	0.1749	2.7984	0	Permit Imp-3 oz Flat
N	V	P	6.375	9.875	0.2082	0.2012	3.2192	0	Permit Imp-4 oz Flat

FIELD 20 - PIECE WEIGHT – (MLOCR and MAC Batch Developers Only)

The Piece Weight field contains the weight of each piece in pounds.

COBOL Picture: 99v9999

Possible Values: Numeric, right-justified, with leading zeroes

Examples: 000420 001520

Comments: The first two numbers in this field represent whole pounds; the last four represent decimals of a pound. This field will contain the applicable value for the particular presort test scenario you are processing.

FIELD 21 - PIECE THICKNESS - (MLOCR and MAC Batch Developers Only) The Piece Thickness field contains the thickness of each piece in inches.

COBOL Picture: 99v9999

Possible Values: Numeric, right-justified

Examples: 00062 00012

Comments: The first two numbers represent whole inches, while the last four represent decimals of an inch. This field will contain the applicable value for the particular presort test scenario you are processing.

FIELD 22 - PIECE LENGTH - (MLOCR and MAC Batch Developers Only)

The Piece Length field contains the length of each piece in inches.

COBOL Picture: 999v9999
Value: Numeric, right justified
Examples: 0044062 0105123 0068254

Comments: The first three numbers in this field represent whole inches; the last four represent decimals of an inch. This field will contain the applicable value for the specific presort scenario you are processing.

FIELD 23 - PIECE HEIGHT - (MLOCR and MAC Batch Developers Only)

The Piece Height field contains the height of each piece in inches.

COBOL Picture: (99v9999)
Value: Numeric, right-justified
Examples: 061250 110218

Comments: The first two numbers in this field represent whole inches and the last four represent decimals of an inch. This field will contain the applicable value for the specific presort test scenario being processed.

FIELD 24 – BARCODE VERIFIER STATUS

The code provided will indicate whether the standard barcode verifier was turned on or off for each individual mail piece in accordance with the definitions shown in the table provided:

COBOL Picture: X(01)
Values: A (Standard Verifier is on) or B (Standard Verifier is off)

FIELD 26 – PIECE ENTRY ZIP CODE

The Piece Entry Point ZIP Code field must contain the destination entry ZIP Code for multiple-entry mailings. It will be filled with spaces for single-entry mailings, but must contain the ZIP Code of the destination entry for this piece in multiple mailings.

COBOL Picture: X(05)
Values: Numbers or spaces
Examples: 44104 94116

Comments: If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, then this field should be left blank.

FIELD 27 – PALLET ID ANSWER

The Pallet ID Answer field must contain the ID number of the pallet assigned to the address record.

COBOL Picture: 9(06)
Values: Numeric, right-justified, zero-filled
Examples: 000332 000054

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be filled with zeroes. Otherwise, this field must contain a pallet ID number if the record is part of a palletized mailing. In addition, each pallet number must be unique, e.g., there cannot be more than one pallet number 12 in the mailing.

FIELD 28 – PALLET LINE 1 LABEL ANSWER

The first line of a pallet label must contain several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code from the appropriate DMM Module L Labeling List.

COBOL Picture: X(43)
Possible Values: Alphanumeric, left-justified
Examples: TRENTON NJ 085 SCF PORTLAND OR 970

Comments: This is a test of content rather than form. The spacing between the elements in this field will be ignored and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, or is not part of the palletized portion of a mailing, then this field should be left blank.

FIELD 29 – PALLET SORTATION LEVEL

The Pallet Sortation Level Answer field must contain the designation of the actual sortation level of the container assigned to the address record.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 3DGS MADC SCF

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

FIELD 30 – PALLET DESTINATION FACILITY ZIP CODE

This field must contain the 3- or 5-digit ZIP Code destination for the pallet from the appropriate DMM Module L Labeling List or mailpiece address depending upon the sortation level assigned.

COBOL Picture: X(05)
Possible Values: Alphanumeric, left-justified
Examples: 94117 381 442

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 31 - CONTAINER/TRAY GROUP ID

The Container ID answer must contain the ID number of the container assigned to the address record.

COBOL Picture: 9(06)
Possible Values: Numeric, right-justified w/leading zeroes
Examples: 000333 000001 223154

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, this field must contain a container ID number if the record is part of a palletized mailing. In addition, each container number must be unique, e.g., there cannot be more than one container number 12 in the mailing.

FIELD 32- CONTAINER LINE 1 LABEL ANSWER

The first line of a container label is comprised of several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code, and descender from the appropriate DMM Module L Labeling List.

COBOL Picture: X(43)
Possible Values: Alphanumeric, left-justified
Examples: AADC SACRAMENTO CA 956 TRENTON NJ 085

Comments: This is a test of content rather than form. The spacing between the elements in this field will be ignored, and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 33 - CONTAINER TYPE

The Container Type answer field must contain the designation of the type of container assigned to the address record.

COBOL Picture: X(02)
Possible Values: Alphanumeric or spaces
Examples: 1 2 S T P E R M

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, it must contain the appropriate code from the table below.

Container Type	Code
One Foot MM Tray	1
Two Foot MM Tray	2
EMM Tray	E
Flat Tray	T
MLOCR Tray Group	M
Pallets (Bundles)	P
Pallets (1-ft Trays)	P1
Pallets (2-ft or EMM Trays)	P2
Pallets (Flat Tubs)	PT
Sacks (10 lb minimum)	R
Sacks (15 lb / 125-piece minimum)	S

FIELD 34 - CONTAINER SORTATION LEVEL ANSWER

This field must contain the designation of the actual sortation level of the container assigned to the address record.

COBOL Picture: X(04)

Possible Values: Alphanumeric or spaces, left-justified

Examples: CRD 3DGS MADC SCF

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Sortation Level	Code	Sortation Level	Code
Carrier Route Direct	CRD	ADC	ADC
5-digit Carrier Routes	CR5	PADC (Protected ADC Pallet)	PADC
5-digit scheme Carrier Routes	CR5S	AADC	AADC
5-digit scheme	5DGS	Mixed ADC	MADC
Merged 5-digit	M5D	Origin Mixed ADC	OMX
Merged 5-digit scheme	M5DS	Mixed AADC	MAAD
5-digit	5DG	SCF	SCF
5-digit Metro (pallets only, PER/STD flats)	MET	PSCF (Protected SCF Pallet)	PSCF
3-digit Carrier Routes	CR3	BMC	BMC
3-digit	3DG	ASF	ASF
3-digit schemes (barcoded letters)	3DGS	PBMC (Protected BMC Pallet)	PBMC
Merged 3-digit Sacks	M3D		

FIELD 35 - CONTAINER DESTINATION FACILITY ZIP CODE

This field must contain the 3- or 5-digit ZIP Code destination for this container from the appropriate DMM Module L Labeling List or mailpiece address depending upon the sortation level assigned.

COBOL Picture: X(05)

Possible Values: Alphanumeric, left-justified

Examples: 94117 381 441

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 36 - 3-DIGIT CONTENT IDENTIFIER NUMBER (CIN CODE)

This field must contain the appropriate CIN code derived from Exhibit 6.1.4 in DMM 708.6.1.4.

COBOL Picture: 9(03)

Possible Values: Numeric

Examples: 487 252 489

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 37 - TRAY PROCESSING CODE

This field must contain the tray processing code for all trayed mail including letters in MM or EMM trays and First-Class flats in flat trays. See DMM 708.6.2.3 for information on the processing code.

COBOL Picture: 9(02)
Possible Values: Numeric
Examples: 01 07

Comments: If the address record is excluded from the presort scenario due to incomplete address elements or is not a trayed mailing, then this field should be left blank.

FIELD 38 – LINE 2 LABEL ANSWER

This field must contain the appropriate verbiage from the Content Identifier Numbers Table in DMM 708.6.1.4, Exhibit 6.1.4, plus any required suffixes for the CIN used. Also use this field for the Pallet Label Line 2 answers.

COBOL Picture: X(20)
Possible Values: Alphanumeric
Examples: STD LTRS 3D MACH PER IRREG SCF FCM LTRS AADC BC

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 39 - GROUP/BUNDLE INDICATOR

This field will show a single byte indicator that will reflect the basic unit used in mail preparation.

COBOL Picture: X(01)
Possible Values: G – Group based; B – Bundle based
Example: G B

Comments: MAC-BATCH and PAVE developers should reflect whether the mailing has been prepared as a “(G)rouped” or “(B)undled” mailing. Normally, this determination will be based on whether the mailing was prepared under bundle-based or tray-based sortation rules.

In the case of Carrier Route trays within an Automation Letter sortation, pieces full, direct Carrier Route trays would be identified as “grouped” while pieces in less-than-full 5-digit and all 3-digit Carrier Route trays would be reported as being “bundled”. (DMM 235.6.7) MLOCR developers should use “G” for each reported tray-group.

FIELD 40 – GROUP/BUNDLE ID ANSWER

This field must contain the group or bundle ID number assigned to the address record.

COBOL Picture: 9(06)
Possible Values: Numeric, right justified
Examples: 00006 00033 00953

Comments: An ID should always be included in this field. If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

FIELD 41 – GROUP/BUNDLE SORTATION LEVEL

This field must contain the appropriate sortation level designator assigned to the address record.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces, left-justified
Examples: CRD 5DG FIRM

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Bundle Sortation Level	Code
Firm	FIRM
Carrier Route	CRD
5-digit scheme	5DGS
5-digit	5DG
3-digit	3DG
3-digit scheme	3DGS
ADC	ADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX

For bundles prepared for orientation purposes in less-than-full trays of Automation and Machinable letter- size mailpieces, the Bundle Sortation Level should be the same as that for the Tray Sortation Level.

FIELD 42 – GROUP/BUNDLE DESTINATION ANSWER

This field must contain the 3- or 5-digit ZIP Code or carrier route destination from the appropriate DMM Module L Labeling List or mail piece address, depending upon the sortation level assigned.

COBOL Picture: X(09)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 94116 381 44110C002

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. For carrier route bundles, the destination must reflect 5-digit ZIP Code, followed by the 4-digit carrier route designator (i.e. C001). For all 5DG, 3DG, ADC, AADC, MADC, or MAAD bundles, report numeric only (i.e. ADC246 destination would be reported as 246 not A246).

Bundles prepared for orientation purposes in less-than-full trays of Automation and Machinable letter-size mailpieces, the Bundle Destination should be the same as that shown in Field 35 for the Tray Destination ZIP Code.

FIELD 43 – ZIP CODES IN SCHEMED BUNDLES/TRAYS

This field will reflect the 5-digit or 3-digit ZIP Code destinations for pieces prepared in 5-digit and 3-digit Scheme Letter Trays and in 5-digit Scheme and 3-digit Scheme bundles of Flat-size pieces placed in Schemed Trays or Sacks.

COBOL Picture: 9(05)
Possible Values: Spaces or Numeric, left-justified
Examples: 23142 232

Comments: Report 5-digit destinations for 5-digit Scheme bundles and containers; report 3-digit destinations for pieces in 3-digit Scheme bundles and containers.

FIELD 44 - RATE CODE ANSWER

The Rate Code answer field must contain the postage rate code assigned to the address record.

COBOL Picture: X(07)
Possible Values: Alphanumeric or spaces, left-justified
Examples: 5B 3B 3/5

Comments: Use the following table, which is based on DMM 708.1.3 to assign the correct rate code to the address record.

Rate Level Abbreviations

Rate Association	Code
5-digit (First-Class Letters/Cards and Flats, Periodicals Letters and Flats and Standard Mail Letters and Flats) Automation	5B
3-digit (First-Class Letters/Cards and Flats, Periodicals Letters and Flats and Standard Mail Letters and Flats) Automation	3B
AADC / ADC (Letters and Flats) Automation	AB
Mixed AADC / Mixed ADC Automation	MB
Basic (Periodical Letters and Flats) Automation – In County Only	BB
Presorted (First-Class Letters/Cards, and Flats)	Presort
5-digit Standard Mail and Periodicals (Letters, Flats, and Parcels) Presorted	5D
3-digit Standard Mail and Periodicals (Letters, Flats, and Parcels) Presorted	3D
ADC Presorted	AD
Mixed ADC Presorted	MD
Basic (Periodical Letters and Flats) Presorted – In County Only	BS
Saturation Carrier Route	WS
High Density Carrier Route	HD
Basic Carrier Route	CR
FIRM Bundles (Periodical Outside-County Only)	FB
Single Piece (First-Class Mail Parcels)	SP

FIELD 45 - ZONE ANSWER

The Zone answer field, which is based on DMM 708.1.7.3, must contain the zone assigned to the address records for all periodicals mailings.

COBOL Picture: X(03)

Possible Values: Alphanumeric or space, left justified

Examples: 1 2 DDU 8

Comments: If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. Use the following table to assign the correct rate code to the address record.

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	Zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	Zones 3–8 (as applicable)
M	Mixed Zones

FIELD 46 - DESTINATION ENTRY ANSWER

The Destination Entry answer field must contain the correct designator of the destination entry discount assigned to the address record (Standard Mail and Periodicals only).

COBOL Picture: X(01)

Possible Values: Alpha or space

Examples: D S B A Space

Comments: If the address record qualifies for one of the destination entry discounts, this field should contain one of the designators in the following table. Otherwise, if the address falls outside of the destination entry area or is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

Destination Entry	Code
Destination Entry Unit	D
Destination SCF	S
Destination BMC	B
Destination ADC	A
None	Blank

FIELD 47 - MAIL STREAM SPLIT INDICATOR

This field must contain a designator assigned to the address record that represents the mailstream/presort category in which the mailpiece is placed. If multiple mail streams are used for the mailings, use a different alpha designator for each of the mail streams.

COBOL Picture: X(02)
Possible Values: Alpha
Examples: AA AB AC

Comments: Some of the test scenarios are designed so that various address records will only qualify for a particular presort, while other records within the file may qualify and be sorted to another, "finer" presort. If your presort product has the ability to optimize an address file by splitting it into several presorts to qualify for the overall lowest possible postage, use this field to designate the mailstream/presort category in which the address record is included. Use 'XX' if the record will not be included in the presorted portion of the test file. Do not use "SP" as a mail split indicator.

Mailstream Split Indicator Codes

Code	DMM REF	Class/Category Sortations
AA	235.6.6	First-Class Automation Letters
AB	235.5.3	First-Class Non-machinable Letters
AC	235.5.2	First-Class Machinable Letters
AD		
AE	335.5.5	First-Class Non-automation Flats
AF	435.4.4	First-Class Presorted Parcels
AG	245.7.5	Standard Mail Automation Letters
AH	245.5.4	Standard Mail Non-machinable Letters
AI	245.5.3	Standard Mail Machinable Letters
AJ	345.7.4	Standard Mail Automation Flats
AK	345.5.7	Standard Mail Non-automation Flats
AL	245.6.7	Standard Mail Presorted ECR Letters (> 3oz)
AM	345.6.7	Standard Mail Presorted ECR Flats
AN	445.5.4	Standard Mail Irregular Parcels
AO	705.8.10.3	Standard Mail Flat Bundles on Pallets
AP	707.24.2	Periodicals Automation Letters
AQ	707.22.5	Periodicals Non-automation Letters
AR	707.25.4	Periodicals Automation Flats
AS	707.22.6	Periodicals Non-automation Flats
AT	705.8.10.2	Periodicals Multi-Presort File for Bundles on Pallets
AU	705.8.11	Standard Mail SCF Bundle Reallocation
AV	705.8.11	Periodicals SCF Bundle Reallocation
AW	705.9.1	First-Class Co-trayed Flats
AX	705.10.2	Standard Mail Merged Flats in Sacks
AY	245.6.7	Standard Mail Presorted ECR Letters (3oz or Less)
AZ	705.8.13	Standard Mail Bundle Reallocation ASF/BMC Pallets
BA	705.10.2	Standard Mail Merged Pallets
BB	705.12.2	Standard Mail Merged Pallets - 5% Threshold

Code	DMM REF	Class/Category Sortations
BC	705.10.1	Periodicals Merged Bundles on Pallets
BD	705.12.1	Periodicals Merged Pallets - 5% Threshold
BE	705.9.3	Standard Mail Co-sacked Flats
BF	705.10.1	Periodicals Merged Flats in Sacks
BG	705.9.2	Periodicals Co-sacked Flats
BH	335.6.6	First-Class Automation Flats-Tray Based Option
BI	235.6.0	First-Class Automation Letters-MLOCR
BJ	335.6.6	First-Class Automation Flats Tray Based-MLOCR
BK	707.22.7	Periodicals Non-automation Flats – Optional Tray Preparation
BL	707.25.5	Periodicals Automation – Optional Tray Preparation
BM	705.9.2	Periodicals Co-trayed Flats – Optional Tray Preparation
BN	707.23.3	Periodicals Carrier Route Letters
BO	707.23.4	Periodicals Carrier Route Flats
BP	705.13.2	Standard Mail Merged Pallets – 5% Threshold w/City-State File
BQ	705.13.1	Periodicals Merged Pallets - 5% Threshold w/City-State File
BR	705.8.10.1	First-Class Letter Trays on Pallets
BS	705.8.10.1	First-Class Flat Trays on Pallets
BT	705.8.10.2	Periodicals – Non-Machinable Flat Bundles on Pallets
BU	445.6.0	Standard Mail Not Flat Machinable Pieces < 6 oz
XX		Pieces Not Processed

FIELD 48 – OPTIONAL ENDORSEMENT LINE

This field will reflect the Optional Endorsement Line (OEL), if produced.

COBOL Picture: X(30)
Possible Values: Alphanumeric or spaces, left-justified.
Example: CAR-RT SORT**C-001

Comments: If the address record is excluded from the presort scenario due to incomplete address elements or if you are not producing Optional Endorsement Lines (OELs), this field should be left blank. If you are producing OELs, you must adhere to the appropriate standards contained in DMM 708.7.0. Ignore leading asterisks and left-justify the text for this field.

FIELD 49 – KEYLINE (MAC Batch Developers only).

This field will reflect the mail piece keyline information if a keyline is produced

COBOL Picture: X(30)
Possible Values: Alphanumeric or spaces, left-justified.
Example: 02334 1 RA/DS 0.222

Comments: If the address record is excluded from the presort scenario due to incomplete address elements or if you are not producing keylines, this field should be left blank. If you are producing a batch manifest mailing, keylines are required and you must adhere to the appropriate standards contained in Publication 401, Chapter 6 – 6.2. The four elements of a keyline are:

- ◆ Consecutive ID Number
- ◆ Weight (in ounces)
- ◆ Price Category
- ◆ Postage Paid

Mailpieces that qualify for more than one discount must show each rate category abbreviation separated by a slash in the keyline as shown in the example above.

Manifest Price Category Codes – First-Class Mail

Rate Category	Code
Automation 5-digit	AV
Automation 3-digit	AT
Automation AADC Letters and Automation ADC Flats	AB
Automation Mixed AADC Letters and Automation Mixed ADC Flats	MB
Presorted	FP
Single-Piece Rate	SP

FIELD 50 – FIRST MANIFEST PIECE ID# OF BATCH (MAC Batch Developers only)

COBOL Picture: 9(09)
Format: Numeric, right-justified, zero-filled
Example: 228 1882

Comments: Identifies the first piece number of the batch containing this specific name/address record. This number can be less or equal in value to the number entered in Field 47 but should not be greater than the value in Field 47.

FIELD 51 - LAST MANIFEST PIECE ID# OF BATCH (MAC Batch Developers only)

COBOL Picture: 9(09)
Format: Numeric, right-justified, zero-filled
Example: 654 8912

Comments: Identifies the last piece number of the batch containing this specific name/address record. This number can be equal to or greater than the value reflected in Field 47 but should not be less than the value in Field 47.

FIELD 52 – POSTAGE PAYMENT METHOD

This field contains the single byte code identifying the postage payment method utilized for the mail piece.

COBOL Picture: X(01)
Possible Values:

<u>Method</u>	<u>Code</u>
Meter Strips	M
Permit Imprint	P
Precanceled Stamps	S

FIELD 53 – QUALIFYING PIECE POSTAGE (999v9999) COBOL Picture: 9(07)

Format: Numeric
Example: 0002750 0007100

Comments: This reflects the net postage paid for each individual piece. If a keyline is used, this amount should be equal to the amount reflected in the keyline shown in field 45.

FIELD 54 - PARCEL BARCODED DISCOUNT COBOL Picture: X(01)

Possible Values: Y – Yes; N - No

Comments: This is a single byte field that will state whether or not the barcoded discount was applied to each specific name/address record.

FIELD 55 – MANIFEST BATCH POSTAGE (MAC Batch Developers only)

COBOL Picture: 9999v999
Example: 2318018 0126827

Comments: For batch manifest mailings, this field shows the total postage for all pieces within each separate batch. The first four numbers in this field represent whole dollars and the last three represent decimals of a dollar. The entry should be the same for each record that reflects the same batch number in Field 38.

FIELD 56 - PRESORTED SEQUENCE NUMBER

This field contains a sequential number that must be applied after the file has been presorted.

COBOL Picture: 9(07)
Possible Values: Numeric, right-justified, padded with zeroes.
Example: 0002234 0012378

Comments: This number should begin with 0000000 in the header record and continue increasing by one until the end of the file is reached.

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Files must be written in fixed records and fixed-length fields. The only file extensions that are necessary to transmit for ZAPTM testing are the header record, .hdr and the Container Quantity Record .cqt record.