

United States Postal Service®

# INDUSTRY ALERT

April 7, 2020

## New Mail Preparation Recommendations for Priority Mail Open and Distribute (PMOD) Carrying Political Mail and Election Mail

The United States Postal Service is committed to providing a streamlined experience for voters, candidates, and elections officials in the 2020 elections season. In response to the industry feedback received during Mailers' Technical Advisory Committee (MTAC) meetings, the USPS has introduced two new Extra Services Codes (ESC) to be used with Priority Mail Open and Distribute (PMOD) and Priority Mail Express Open and Distribute (PMEOD) when the payload contains only Election Mail or Political Mail. The new ESCs are designed to improve the reporting and performance analysis of such shipments. They can also aid in troubleshooting processing issues.

The USPS would like to remind shippers about other data and physical elements of proper mail preparation of PMOD and PMEOD shipments.

### **Digital Manifest / Shipping Services File (SSF) requirements:**

For the complete technical details about the Shipping Services File, please refer to section 8.11.1 (PMOD) and 8.11.2 (PMEOD) of USPS Publication 199.

- Service Type Code:
  - 123 for PMOD
  - 723 for PMEOD shipments
- Extra Service Code 1:
  - 492 for Political Mail
  - 493 for Election Mail
- Open and Distribute Contents Indicator: (Pub 199, Appendix J, Table 3)
  - EF for Flats/Electronic Payment
  - EL for Letters/Electronic Payment
  - PF for Flats/Non-Electronic Payment
  - PL for Letters/Non-Electronic Payment
- Container Type Indicator: (Pub 199, Appendix J, Table 9)
  - OE for Open & Distribute EMM Tray Box
  - OF for Open & Distribute Full Tray Box
  - OH for Open & Distribute Half Tray Box
  - OP for Open & Distribute Pallet (PMOD NSA customers only)
  - OT for Open & Distribute Flat Tub Tray Box
  - SK for Sack

## Shipping Label Requirements:

- Tags and Labels:
  - Shipments sent for Open & Distribute operation at a Destinating Delivery Unit (DDU):
    - Tag 190 (pink) for PMOD sacks
    - Label 190 (pink) for PMOD boxes
    - Tag 257 (blue) for PMEOD sacks
    - Label 257 (blue) for PMEOD boxes
  - Shipments sent for Open & Distribute operation at a mail processing facility:
    - Tag 161 (green) for PMOD sacks
    - Label 161 (green) for PMOD boxes and pallets
    - Tag 267 (yellow)for PMEOD sacks
    - Label 267 (yellow) for PMEOD boxes
- Address of the destination facility in the format specified in the USPS Domestic Mail Manual sections 705.18.5.8-12
- Designation of mail class enclosed (Political Mail or Election Mail) below the addressing segment as described in USPS Parcel Labeling Guide section 4.4.1

The USPS would like to request mailers to avoid using Tag 57 Political Mail (red and white) and Tag 191 Election Mail (green and white) on PMOD and PMEOD shipments because they are visually similar to PMOD tags.

Customers needing assistance with their manifesting software should contact their vendor or USPS Account Manager.

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