



DMM Revision: Labeling List L012 for Automation Letter 5-Digit ZIP Code Scheme Combinations

Effective March 3, 2014, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 235, 245, and 707 to refer to the use of Labeling List L012 as the source for 5-digit ZIP Code™ scheme combinations when preparing automation letters.

Labeling List 012 was created in June 2012 as a parallel source of information formerly found in the City State Product. Letters were sent to City State Product subscribers in June 2012 and again in January 2013 to notify and remind them of the pending change. This change standardizes the use of Labeling Lists as the general source for customers obtaining Labeling List information. This use of L012 is effective immediately.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

200 Commercial Letters and Cards

230 First-Class Mail

235 Mail Preparation

1.0 General Definition of Terms

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

[Revise item 1.3b to read as follows:]

b. *5-digit scheme (trays) for automation letters:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in Labeling List L012.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

[Revise item 1.4e to read as follows:]

e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in Labeling List L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

6.0 Preparing Automation Letters

6.6 Tray Preparation

***Preparation sequence, tray size, and Line 1 labeling:

a. 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see 1.4e.

[Revise item 6.6.a1 to read as follows:]

1. For 5-digit scheme trays, use destination shown in Labeling List L012.

240 Standard Mail

245 Mail Preparation

1.0 General Information for Mail Preparation

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

[Revise item 1.3c to read as follows:]

c. *5-digit scheme (trays) for automation letters:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in Labeling List L012.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

[Revise item 1.4e to read as follows:]

e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for 5-digit ZIP Codes identified in Labeling List L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

7.0 Preparing Automation Letters

7.5 Tray Preparation

***Preparation sequence, tray size, and Line 1 labeling:

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a 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see 1.4e. For Line 1, label as follows:
[Revise item 7.5a1 to read as follows:]
1. For 5-digit scheme trays, use destination shown in Labeling List L012.

700 Special Standards

707 Periodicals

18.0 General Mail Preparation

18.3 Presort Terms
Terms used for presort levels are defined as follows:

[Revise item 18.3d to read as follows:]
d. 5-digit scheme (trays) for barcoded letters: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in Labeling List L012.

18.4 Mail Preparation Terms
For purposes of preparing mail:

[Revise item 18.4h to read as follows:]
h. A 5-digit scheme sort for barcoded letters yields 5-digit scheme trays for 5-digit ZIP Codes identified in Labeling List L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted.

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

24.2 Additional Standards
24.2.1 Preparing Barcoded Price Letters
Tray size, preparation sequence, and Line 1 labeling:
[Revise item 24.2.1a to read as follows:]
a. 5-digit/scheme: optional, but 5-digit trays required for price eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under 21.1.2; for Line 1, for 5-digit scheme trays, use destination shown in Labeling List L012.

We will incorporate these revisions into the next monthly update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

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