

POSTAL SERVICE**39 CFR Part 111****Domestic Mail Manual Changes to Implement the Delivery Confirmation Program Changes in Docket No. R97-1**

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: This final rule sets forth the Domestic Mail Manual (DMM) standards adopted by the Postal Service to implement the Decision of the Governors of the Postal Service in Postal Rate Commission Docket No. R97-1, as it pertains to delivery confirmation service.

EFFECTIVE DATE: This final rule is effective at 12:01 a.m. on March 14, 1999.

FOR FURTHER INFORMATION CONTACT: John Gullo, 202-268-7322.

SUPPLEMENTARY INFORMATION: On July 10, 1997, the Postal Service, acting under sections 3622 and 3623 of the Postal Reorganization Act (39 U.S.C. 3622, 3623), filed a request for a recommended decision by the Postal Rate Commission (PRC) on proposed rate, fee, and classification changes, including the addition of delivery confirmation service. The PRC designated this filing as Docket No. R97-1. A notice of filing, with a description of the Postal Service's proposals, was published by the PRC on July 23, 1997, in the **Federal Register** (62 FR 39660).

On March 16, 1998, the Postal Service published for public comment in the **Federal Register** a proposed rule (63 FR 12864) that provided information on the implementation rules for the rate, fee, and classification changes that the Postal Service proposed to adopt if its requested changes in Docket No. R97-1, including delivery confirmation service, were recommended by the PRC and approved by the Governors of the Postal Service.

Pursuant to 39 U.S.C. 3624, on May 11, 1998, the PRC issued its Recommended Decision on the Postal Service's request to the Governors of the Postal Service. Among other recommendations, the PRC recommended the classification and fees for delivery confirmation service as proposed. Pursuant to 39 U.S.C. 3625, the Governors on June 29, 1998, approved the classification and fees for delivery confirmation service as part of its decision approving most of the PRC recommendations. A notice announcing the Governors' decision and the issuance of final Domestic Mail

Classification Schedule and Rate Schedule changes was published in the **Federal Register** on July 21, 1998 (63 FR 39124).

In order to provide time for deployment of the technology used to provide delivery confirmation service, the Board of Governors, on June 29, 1998, deferred the setting of its implementation date.

In light of the successful deployment of the needed technology, the Board of Governors, at its February 3, 1999, meeting, set March 14, 1999, as the implementation date for delivery confirmation service.

This final rule contains the DMM standards adopted by the Postal Service to implement delivery confirmation service, effective March 14, 1999. Part A of this notice summarizes major changes that have been made to or added to the proposed implementation standards since the proposed rule. This includes changes made by the Postal Service in response to mailer comments or for other reasons. Part B provides a summary of all of the changes in Domestic Mail Manual standards made as a result of the implementation of delivery confirmation service. Part C contains an analysis of comments received on the proposed rule and the Postal Service's response. Part D summarizes the changes to the DMM by DMM module, followed by the text of the revised DMM standards.

A. Major Changes and Additions Other Than Rate and Fee Levels Since the March 16, 1998, Proposed Rule

1. Special Services

Additions

The following information was added to the language in new DMM S918:

a. Firm Mailing Books

DMM S918 was amended to provide for use of PS Form 3877 (firm mailing book) when mailers desire a receipt for large volume mailings.

b. Acceptance

Provisions are added to DMM S918 to require presorted or permit imprint mailings containing pieces for which fees are paid for delivery confirmation service to be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing, and at which the permit or license is held and any applicable mailing fee is paid. Mailers who use the electronic option or print their own

labels must submit a completed Form 3152, Delivery Confirmation Certification, with each mailing. Each Form 3152 must contain the delivery confirmation electronic file number or barcode equivalent, date of mailing and, if available, the total number of delivery confirmation pieces by class of mail. The barcode format must comply with standards in DMM S918 and in Publication 91, Delivery Confirmation Technical Guide.

c. Peelable Labels

Peelable labels will not be required in any instances because of the completion of the service-wide deployment of scanning equipment. The proposed standards that indicated that the Postal Service would require peelable labels for certain 3-digit ZIP Code areas will not apply.

2. Updated Language

The following language was updated from the Proposed Rule language to provide for better understanding.

a. Electronic Manifest was changed to Electronic File to avoid confusion with manifests used for postage payment.

b. Confirmation Information was changed to Delivery Status to allow for possible scans throughout the delivery process.

c. When reference is made to delivery confirmation providing the date of delivery, this has been changed to date and time of delivery.

B. Summary of All DMM Revisions for delivery confirmation

1. Priority Mail

Classification and Fee Structure

A new delivery confirmation service is offered with Priority Mail. This service may be obtained in two forms:

a. An electronic option at no additional fee for mailers who apply the identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.

b. A retail option for a \$0.35 per piece fee, with delivery status information provided through the Postal Service Internet address or a toll-free telephone number. See DMM S918 for details on preparing delivery confirmation mail.

2. Standard Mail (B)

Classification and Fee Structure

A new delivery confirmation service will be available for Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail). This service may be obtained in one of two forms:

a. An electronic option for a \$0.25 per piece fee for mailers who apply the identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.

b. A retail option for a \$0.60 per piece fee, with delivery information provided through a USPS Internet address or a toll-free telephone number. See DMM S918 for details on preparing delivery confirmation mail.

3. Special Services

a. Delivery Confirmation

A new delivery confirmation service will be available for Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard mail, and Library Mail). This service will provide the mailer with information about the date and time an article was delivered, and if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery confirmation may be combined with insured mail, registered mail, PAL, COD, or special handling. Delivery confirmation may be combined with restricted delivery if purchased along with insurance for over \$50.00, COD, or registry service. See DMM S918 for further details on preparing delivery confirmation mail and DMM R900.7.0 for fees. Delivery confirmation service will be available only at the time of mailing. This service will be available in two forms:

(1) An electronic option. An electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.

(2) A retail option. A retail option for which delivery information will be provided through a Postal Service Internet address or a toll-free telephone number.

b. Return Receipt

Revisions are made to DMM S915 to allow use of traditional return receipt service with delivery confirmation service only if purchased in connection with insurance for items valued over \$50.00, COD, or registry service. At a future date, signature confirmation service (electronic return receipt) will be offered with delivery confirmation service, without a requirement to purchase another special service. DMM rules for signature service will be published once the implementation date is determined by the Board of Governors.

C. Summary of Comments from the March 16, 1998 Proposed Rule

Five of the thirty-two comments submitted to the Postal Service regarding the **Federal Register** notice were related to delivery confirmation. Of the five, two were from individuals and three were from businesses. Their comments concentrated on the following subject areas: clarification to DMM language; including delivery confirmation service for Standard Mail (A); use of precanceled stamps; and notifications to mailers about deployment.

As a result of the comments and ongoing exchanges of viewpoints with business representatives, revisions to the proposed DMM language have been made. A review of past successful practices also has led the Postal Service to remain firm on some of the issues expressed by the commenters. The Postal Service believes the changes in some of the language and standards provide clarity and ease of use.

The language in the proposed DMM requirements published in the March 16, 1998, **Federal Register** stated, "Delivery confirmation service provides a mailer with the date that an article was delivered or that a delivery attempt was made." Four commenters stated that after an attempt is made, confirmation should be provided once the piece is delivered and this should be indicated in the description. For clarification, the Postal Service changed the language to, "Delivery confirmation service provides a mailer with the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt."

The proposed standards specified that the service is available only for Priority Mail and Standard Mail (B). One commenter expressed the need for the description to indicate the availability of the service for all subclasses of Standard Mail (B). In concurring that the language should leave no doubts as to what services are included, the language was changed to, "Only Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail) may be sent using delivery confirmation."

In addition, two comments raised the question about delivery confirmation being made available to Standard Mail (A) parcel shippers. Use of delivery confirmation with Standard Mail (A) was not proposed by the Postal Service in Docket No. R97-1, based on the belief that there would not be a large demand for this service with Standard Mail (A), given the average postage cost and price

sensitivity of Standard Mail (A). A new proposal would need to be made to the PRC in order to extend delivery confirmation service to Standard Mail (A). The Postal Service will take these comments into account in determining whether to make such a proposal in the future.

The Postal Service stated in the proposed standards that the fee and postage may be paid with ordinary postage stamps, meter stamps or permit imprints. Two commenters indicated that precanceled stamps should be included as an authorized method of postage payment. The Postal Service disagrees. Routinely, large parcel mailers pay for postage with metered postage or use permit imprints with manifesting. Generally, postage stamps are not affixed for this type of mail. Precanceled stamps are traditionally used with advertising matter requiring the same postage on all pieces. These pieces are smaller denominations of postage than are used for parcels. Furthermore, precanceled stamps are not authorized for use with Priority Mail. Precanceled stamps are not accepted as postage payment for other similar special service options (Registered, S911.2.2, Certified, S912.1.3, or Return Receipt for Merchandise, S917.1.6). Accordingly, the Postal Service is not allowing precanceled stamps as a payment method for delivery confirmation service.

The proposed standards specified that the barcoded label section of Label 152 must be placed either above the delivery address and to the right of the return address, or to the left of the delivery address. One of the commenters questioned the position of the barcode shown in Exhibit S918.3.2 stating that the relative position of the barcode shown in that exhibit did not match the requirement of proposed DMM S918.2.2. This is because DMM S918.2.2 refers to placement of the delivery confirmation Retail Labels, PS Form 152. Exhibit S918.3.1 contained a placeholder for a picture of Label 314 that is preprinted and provided to customers by the Postal Service. Exhibit S918.3.2 displayed a customer-produced electronic (non-retail) label containing both the address information and delivery confirmation barcode.

D. Summary of Domestic Mail Manual (DMM) Changes for Delivery Confirmation

The following are changes organized by DMM module. They are intended as an overview only and should not be viewed by readers as defining every revision.

C Characteristics and Content

C850 is revised to include information about barcode formatting requirements when routing barcodes are combined with delivery confirmation barcodes. These concatenated barcodes require human-readable elements, product identifier codes, and check digits that routing barcodes do not. This was added to reduce confusion when a mailer is using both types of service offerings on Standard Mail (B) articles.

P Postage and Payment Methods

P014 is revised to indicate that a full refund may be given for delivery confirmation if no service is provided.

R Rates and Fees

R900 is revised to include a table of fees for delivery confirmation services.

S Special Services

S911 is revised to include delivery confirmation as an authorized additional service for registered mail. S913 is revised to include delivery confirmation as an authorized additional service for insured mail. S915 is amended to reflect limited availability of return receipt with delivery confirmation service. S916 is amended to reflect limited availability of restricted delivery together with delivery confirmation service. S918 is added to provide rules for the proposed new delivery confirmation service. S921 is amended to reflect limited availability of COD with delivery confirmation service. S930 is amended to reflect availability of delivery confirmation service with special handling. PAL section of S930 is revised to reflect the availability of delivery confirmation service.

List of Subjects in 39 CFR Part 111*Postal Service*

For the reasons discussed above, the Postal Service hereby adopts the following amendments to the Domestic Mail Manual, which is incorporated by reference in the Code of Federal Regulations (see 39 CFR Part 111).

PART 111—[AMENDED]

1. The authority citation for 39 CFR part 111 continues to read as follows:

Authority: 5 U.S.C. 552(a); 39 U.S.C. 101, 401, 403, 404, 3001–3011, 3201–3219, 3403–3406, 3621, 5001.

2. Revise the following sections of the Domestic Mail Manual as follows:

C Characteristics and Content

* * * * *

[Revise the title of C840 to read as follows:]

C840 Barcoding Standards for Letters and Flats

* * * * *

[Revise the titles of C850 and C850.1.0 to read as follows:]

C850 Barcoding Standards for Standard Mail (B) Machinable Parcels

1.0 General

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1.1 Basic Requirement

[Amend C850.1.1 to add following sentence at the end:]

* * * * *

Postal routing barcodes that are used in conjunction with a delivery confirmation barcode in a single concatenated barcode must comply with the standards set forth in S918 and in Publication 91, Delivery Confirmation Technical Guide.

* * * * *

[Redesignate C850.1.4 through C850.1.5 as C850.1.5 through C850.1.6, respectively. Add new C850.1.4 to read as follows:]

1.4 Use With Delivery Confirmation Service

A mailer of machinable parcels may obtain delivery confirmation service as well as the Standard Mail (B) barcoded discount provided the requirements in E630 are met and the barcode(s) is prepared in one of the following two ways:

a. Separate Barcodes. Mailers may place both a postal routing code prepared under 1.0 through 4.0 and a separate delivery confirmation barcode prepared under S918 and Publication 91, Delivery Confirmation Technical Guide, on the same mailpiece.

b. Single Concatenated Barcode. Mailers may print on mailpieces a single concatenated barcode that combines the delivery confirmation information and the postal routing code as follows:

(1) Only the UCC/EAN Code 128 barcode symbology may be used.
(2) The barcode must be prepared according to the barcode specifications for the UCC/EAN Code 128 in S918 and Publication 91, Delivery Confirmation Technical Guide.

(3) The barcode must be prepared according to the data format requirements for concatenated barcodes in Publication 91, Appendix G, Table 25. This format contains the start code, function one code, the “420” application identifier, the 5-digit code of the delivery address on the mailpiece, the function one code, the “91” application identifier, the service type code, the customer ID, the sequential package ID, the MOD 10 check digit, the

MOD 103 check-digit, and the stop code. The MOD 10 check digit must be calculated using only the delivery confirmation barcode elements. The function one codes, the “420” application identifier, and the 5-digit code of the delivery address are not included in the MOD 10 check-digit calculation.

(4) All format, placement, and human-readable information requirements for delivery confirmation service must be met as described in S918 and Publication 91, Delivery Confirmation Technical Guide, rather than the requirements in C850.3.0 and C850.4.0. The human-readable numeric representation of the concatenated barcode must show the “420” application identifier, the 5-digit code of the delivery address, the “91” application identifier, the service type code, customer ID, sequential package ID, and MOD 10 check digit. The human-readable information must also include the “USPS Delivery Confirmation” text and identification bars.

(5) In addition to the human-readable requirements in S918 and Publication 91, Delivery Confirmation Technical Guide, the word “ZIP” must be printed to the left of the barcode in 12 point or larger sans serif type. A clear zone between the end of the word “ZIP” and the beginning of the barcode must be maintained. The clear zone must be no less than 10 times the average narrow bar or space element width and no more than 1/2-inch to the left of the barcode. A clear zone of 1/4-inch is recommended.

(6) If a mailpiece bears the concatenated delivery confirmation service barcode that includes the postal routing code, no other barcodes that appear on the mailpiece may contain the postal routing code structure (see 1.5).

(7) All barcode symbols must be printed on substrate material that preserves the optical specification as described in the AIM–USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like (specular) reflection) nor prone to smearing or smudging.

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P Postage and Payment Methods

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P014 Refunds and Exchanges

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2.0 Postage and Fee Refunds

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2.4 Full Refund

[Amend P014.2.4f to add delivery confirmation service as follows:]

A full refund (100%) may be made when:

* * * * *

f. Fees are paid for special handling, certified mail, or delivery confirmation and the article fails to receive the special service for which the fee is paid.

R Rates and Fees**R900 Services**

* * * * *

[Add new R900.7.0 to read as follows:]

7.0 Delivery Confirmation

Fee, in addition to postage and other fees, per mailpiece:

Type	Fee
Priority Mail:	
Electronic	\$.00
Retail35
Standard Mail (B):	
Electronic25
Retail60

* * * * *

S Special Services

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S911 Registered Mail**1.0 Basic Information**

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1.5 Additional Services

[Redesignate S911.1.5 b-d as S911.1.5 c-e and add new S911.1.5b as follows:]

The following services may be combined with registered mail if the applicable standards for the services are met and the additional service fees are paid:

* * * * *

b. Delivery confirmation service.

* * * * *

S913 Insured Mail**1.0 Basic Information**

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1.5 Additional Services

[Amend S913.1.5 to add delivery confirmation service as follows:]

Subject to applicable standards and fees, special handling, parcel airlift, merchandise return, and delivery confirmation service may be used with insured mail. Restricted delivery and return receipt service (Form 3811) may be obtained for articles insured for more than \$50.

* * * * *

S915 Return Receipt**1.0 Basic Information**

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1.2 Availability

[Amend S915.1.2 to provide for use with delivery confirmation as follows:]

The service is available only for Express Mail and mail that is sent certified, collect on delivery (COD), insured for more than \$50, or registered. Return receipt service may be used with delivery confirmation only if purchased in connection with insurance for more than \$50, COD, or registry service. After delivery, the return receipt is mailed back to the sender.

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S916 Restricted Delivery**1.0 Basic Information**

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1.2 Availability

[Amend S916.1.2 to provide for availability with delivery confirmation:]

Restricted delivery may be obtained only for COD mail, mail insured for more than \$50, registered mail or certified mail. Restricted delivery may be used in connection with delivery confirmation service only if purchased along with insurance for more than \$50, COD, or registry service.

* * * * *

[Add new S918 as follows:]

S918 Delivery Confirmation**1.0 Basic Information****1.1 Description**

Delivery confirmation service provides the mailer with information about the date and time an article was delivered and if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery confirmation service is available only at the time of mailing. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file and retrieve delivery status information electronically; and (2) a retail option for mailers who do not use an electronic file or who wish to retrieve delivery information through the Postal Service Internet address or a toll-free telephone number. No record is kept at the office of mailing. Delivery confirmation service does not include insurance, but insurance may be purchased as an additional service (see 1.5).

1.2 Eligible Matter

Only Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter,

Special Standard Mail, and Library Mail) may be sent using delivery confirmation.

1.3 Service Options

The two delivery confirmation service options are:

a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.

b. Electronic option: Available to mailers who establish an electronic link with the Postal Service to exchange acceptance and delivery data. No mailing receipt is provided.

1.4 Fees and Postage

The applicable delivery confirmation fee must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment.

1.5 Additional Services

Delivery confirmation service may be combined with insured mail, registered mail, PAL, COD, or special handling. Return receipt service under S915 may be used with delivery confirmation if purchased with insurance (for more than \$50), COD, or registry service. Restricted delivery service under S916, may be used with delivery confirmation if purchased with insurance (for more than \$50), COD, or registry service.

1.6 Where To Mail

A mailer may mail articles with delivery confirmation at a post office, branch, or station, or give articles to a rural carrier.

1.7 Firm Mailing Books

If three or more articles are presented for mailing at one time, the mailer may use Form 3877, *Firm Mailing Book for Accountable Mail*, provided by the Postal Service at no charge, or privately printed firm mailing bills. Privately printed or computer-generated firm mailing bills that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to delivery confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm mailing bills receipted by the Postal Service, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books

are the mailer's receipts. All entries made in firm mailing books must be made by typewriter, ink, or ballpoint pen. Alterations must be initiated by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

2.0 Labels

2.1 Types of Labels

Mailers may use one of the three delivery confirmation label options shown in 2.1. Additional information may be found in Publication 91, Delivery Confirmation Technical Guide.

a. PS Form 152 obtained from the post office at no charge. This form may only

be used with the retail mailing option (see Exhibit 2.1a).

b. USPS Label 314, available at no charge to electronic option mailers (see Exhibit 2.1b).

c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c).

BILLING CODE 7710-12-P

Exhibit 2.1a PS Form 152, USPS Printed Delivery Confirmation Retail Label

**United States Postal Service
DELIVERY CONFIRMATION**

U.S. Postal Service Delivery Confirmation Receipt

Postage and Delivery Confirmation fees must be paid before mailing.

Article Sent To: (to be completed by mailer)

Please Print Clearly

Postmark Here

POSTAL CUSTOMER:
Keep this receipt. For inquiries: Access internet web site at www.usps.com or call 1-800-222-1811

CHECK ONE (POSTAL USE ONLY)

☐ Priority Mail

☐ Standard Mail (B)

(See Reverse)

PS Form 152, March 1999

Exhibit 2.1b Label 314, USPS Printed Delivery Confirmation Electronic Label

**UNITED STATES POSTAL SERVICE
DELIVERY CONFIRMATION**

01026837331000000116

Label 314, March 1999

Exhibit 2.1c Privately Printed Delivery Confirmation Barcoded Label

<p>TEST CUSTOMER, INC 555 TEST WAY ANYCITY CA 94063-0955</p>	<p>PRIORITY MAIL US POSTAGE PAID ANYCITY CA PERMIT NO 97</p>
<p>JOE SAMPLE EXAMPLE CUSTOMER 123 EVERY ST STE 777 HOUSTON TX 77058-2377</p>	
<hr style="border: 1px solid black;"/> <p>USPS DELIVERY CONFIRM</p>  <p>9101 0268 3733 1000 0010 16</p> <hr style="border: 1px solid black;"/>	

2.2 Label Placement

The barcoded label section of Label 314 or PS Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. The entire label must be placed on the address side and not overlap any adjacent side of an item.

3.0 Barcodes**3.1 Symbology**

Labels printed by mailers must meet the following symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (1.3a)

must print their barcodes using Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5.

- b. Mailers printing their own barcodes and using the electronic service option (1.3b) must use one of the following barcode symbologies: UCC/EAN 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. The barcodes must meet the specifications in Publication 91, Delivery Confirmation Technical Guide.

3.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC.

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters.

Additional information and specifications can be found in Publication 91, Delivery Confirmation Technical Guide. The five required data fields are:

- (1) Application Identifier (AI): two characters; identifies the article as a delivery confirmation piece.

(2) Service Type Code (STC): two characters; identifies the type of product or service used for each item.

(3) Customer ID: nine characters; DUNS• number that uniquely identifies the customer.

(4) Package Sequence Number (PSN): eight characters; fixed sequential number.

(5) Modulus 10 Check digit: one character.

b. For USS Code Interleaved 2 of 5, USS Code 39 and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91, Delivery Confirmation Technical Guide. These symbologies do not use an Application Identifier (AI).

3.3 Printing

Labels printed by mailers must meet the following specifications:

a. Each barcoded label must bear a unique delivery confirmation PIC barcode as specified in 3.2 and have "USPS DELIVERY CONFIRMATION" printed between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch above the barcode in minimum 12-point bold sans-serif type. Human-readable characters that represent the barcode ID must be printed between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch under the barcode in minimum 10-point bold sans-serif type. These characters must be parsed in accordance with Publication 91. There must be a minimum of $\frac{1}{8}$ inch clearance between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least $\frac{3}{4}$ inches high. Bold ($\frac{1}{16}$ -inch minimum) bars must appear between $\frac{1}{8}$ inch and $\frac{1}{2}$ inch above and below the human-readable endorsements to segregate the delivery confirmation barcode from other areas of the shipping label. The line length must be equal to the length of the barcode (see Exhibit 2.1b).

b. Each barcode must meet the requirements in 3.1 for the type of service requested.

c. Mailers must obtain Postal Service certification for each printer used to print barcoded delivery confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Service

Center (NCSC), ATTENTION BARCODE CERTIFICATION (see G043 for address). The Postal Service will issue the mailer a PS Form 3152, Delivery Confirmation Certification, for each printer certified. All barcodes must be in accordance with 2.0 and 3.0. Further certification instructions are included in Publication 91, Delivery Confirmation Technical Guide.

d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

4.0 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

a. Publication 91, Delivery Confirmation Technical Guide, contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue to the mailer a PS Form 3152, Delivery Confirmation Certification, for electronic file format.

b. Mailers using the electronic option will be required to transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail delivery confirmation fee.

5.0 Acceptance

Customers must meet the following requirements when presenting mail for acceptance:

a. Presorted or permit imprint mailings containing pieces for which fees are paid for delivery confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service center business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits and license and paid any applicable mailing fee. Each piece of Priority Mail and Standard Mail (B) must meet the applicable eligibility and preparation standards for the rate claimed.

b. Mailers who use the electronic option or print their own labels must submit a completed PS Form 3152, Delivery Confirmation Certification, with each mailing. Each PS Form 3152 must contain the delivery confirmation electronic file number or barcode equivalent, date of mailing, and, if available the total number of delivery confirmation pieces by class of mail. The barcode format must comply with standards in Publication 91, Delivery Confirmation Technical Guide.

* * * * *

S921 Collect on Delivery (COD) Mail

1.0 Basic Information

* * * * *

1.4 Other Services

[Revise S921.1.4 to read as follows:]

Subject to applicable standards and fees, return receipt, restricted delivery, and delivery confirmation services are available for COD. Restricted delivery and delivery confirmation are not available with Express Mail COD.

* * * * *

S930 Handling

1.0 Special Handling

* * * * *

1.3 Additional Services

[Revise S930.1.3 to read as follows:]

Special handling can be combined with COD, insured, return receipt for merchandise, and delivery confirmation if the applicable standards for the service are met and the additional service fees paid.

* * * * *

2.3 Additional Services

[Redesignate S930.2.3 b–e as S930.2.3 c–f and add new S930.2.3b to read as follows:]

The following services are available if the applicable standards for the services are met and the additional service fees paid:

* * * * *

b. Delivery confirmation.

* * * * *

An appropriate amendment to 39 CFR 111.3 will be published to reflect these changes.

Stanley F. Mires,

Chief Counsel, Legislative.

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