

# 21.0 Repositionable Notes (RPNs)

## 21.1 Use

RPNs must meet all of the following standards:

- a. RPNs may be attached to letter- and flat-size commercial First-Class Mail, Standard Mail, and Periodicals mailpieces.
- b. For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in Exhibit 21.1b.

### Exhibit 21.1b Placing RPNs on Letters

- c. For flat-size mailpieces, a single RPN may be attached to either the address side or nonaddress side of the mailpiece and attached in the locations described and shown in Exhibit 21.3g1 and Exhibit 21.3g2.
- d. RPNs are included as an integral part of the mailpiece for weight and postage price computation purposes.
- e. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the Standard Mail and Nonprofit Standard Mail prices.
- f. Attach the RPNs to all pieces in the mailing.

## 21.2 Mailpiece Characteristics

Each mailpiece must:

- a. Not be in a plastic wrapper (e.g., polybag, polywrap, or shrinkwrap).
- b. Be letter-size (including cards) or flat-size.

## 21.3 RPN Characteristics

RPNs must:

- a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.
- b. Not contain phosphorescent or red fluorescent colorants.
- c. Be adhered with a minimum of 3/4 inch (with a tolerance of 1/16 inch) adhesive strip across the top portion on the reverse side of the note.
- d. Not be placed in a manner that interferes with the delivery address, price markings, or postage and must not display a specific address or ZIP Code. References to general landmarks are permissible.
- e. Not be manually affixed.
- f. On letter-size mailpieces:
  - 1. Position the RPN parallel with the length of the mailpiece.
  - 2. Affix RPNs with labeling equipment to ensure adequate adhesion; do not affix RPNs manually.
  - 3. Place the RPN to the left of the delivery address, no closer than 3/8 inch from the left edge of the delivery address.
  - 4. Place the RPN at least 1/2 inch (with a tolerance of 1/8 inch) from the bottom and left edges of the mailpiece.

g. On flat-size mailpieces:

- 1. If the RPN is placed on the address side of the mailpiece, position the RPN according to Exhibit 21.3g1.

### Exhibit 21.3g1 Placing RPNs on Flats—Address Side

- 2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to Exhibit 21.3g2.

### Exhibit 21.3g2 Placing RPNs on Flats—Nonaddress Side

## 21.4 RPNs on Automation-Price Mailpieces

## 21.4.1 Letter-Size Mailpieces

Letter-size mailpieces with RPNs claiming automation prices must meet the standards in 21.1 through 21.3, 201.3.0, and the following additional standards:

- a. Each mailpiece must be rectangular and have a surface smoothness of 195 Sheffield Units or smoother.
- b. Enveloped mailpieces. Each mailpiece prepared in an envelope must be constructed from paperstock having a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:
  1. For height, no less than 4-1/8 inches and no more than 6 inches high.
  2. For length, no less than 8 inches and no more than 9-1/2 inches long.
  3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.
- c. Oversize cards. Each mailpiece prepared as an oversize card is limited to the following dimensions:
  1. For height, no less than 4-1/2 inches and no more than 6 inches high.
  2. For length, no less than 8-1/2 inches and no more than 9 inches long.
  3. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.)

## 21.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation prices must meet the standards in 1.0 through 3.0 and 301.3.0.

## 21.5 Prices

See Notice 123—Price List.

## 21.6 Compliance

Mailers must comply as follows:

- a. RPNs must be obtained from an approved RPN vendor (see [www.usps.com](http://www.usps.com) for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see 608.8.0 for address). Testing must be performed by a certified independent laboratory.
- b. Mailers must present evidence at the time of mailing to show that their RPNs have been supplied by an approved vendor. The vendor name on the reverse side of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the RPNs will constitute such evidence.
- c. As part of each mailing, mailers must include two pieces addressed to the manager, USPS Engineering Letter Technology, Attn: RPN Sample (see 608.8.0 for address).

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## 22.0 Full-Service Automation Option

### 22.1 Description

Access to full-service automation option benefits requires the use of Intelligent Mail barcodes to uniquely identify each mailpiece. In addition to the standards described in 2.0, all pieces entered under the full-service option must individually meet the eligibility requirements for automation prices according to their class and shape. Full-service automation mailings require Intelligent Mail barcodes on mailpieces; Intelligent Mail tray labels on trays and sacks; and Intelligent Mail container placards on pallets or similar containers (when created). Additional requirements include the use of an approved electronic method to transmit postage statements and mailing documentation to the USPS (describing how mailpieces are linked to trays or sacks, and containers, if applicable) and scheduling dropship appointments through the Facility Access and Shipment System (FAST) for destination bulk

mail center, destination area distribution center, and destination sectional center facility dropshipments.

### 22.1.1 Basic Option Pieces Included in Full-Service Automation Mailings

Full-service automation option mailings may include pieces prepared under the basic automation option, but the basic automation option pieces will not be used to meet the eligibility standards for the full-service option and will not receive full-service benefits. Basic automation option pieces bear Intelligent Mail barcodes (under 708.4.0) and meet all eligibility requirements for automation prices.

### 22.1.2 POSTNET Pieces Included in Full-Service Automation Mailings

Full-service automation option mailings may include automation-compatible pieces bearing POSTNET barcodes. These pieces may not be used to meet the eligibility standards for the full-service option and will not receive full-service benefits.

## 22.2 Eligibility Standards

First-Class Mail, Periodicals, and Standard Mail letters and flats and Bound Printed Matter flats meeting eligibility requirements for automation or carrier route prices, except for Standard Mail ECR saturation flats or Standard Mail ECR letters paying ECR flats prices, are eligible for the full-service automation option. All pieces entered under the full-service automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing using unique Intelligent Mail tray labels on all trays and sacks.
- c. Be part of a mailing using unique Intelligent Mail container barcodes on all destination-entry pallets and other containers prepared under 8.0 or as part of a customer/supplier agreement. A customer/supplier agreement is authorized with a service agreement signed by the mailer, the USPS District Manager, Customer Service, and the USPS Processing and Distribution Center manager. The service agreement contains provisions regarding mailer and USPS

responsibilities.

d. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the PostalOne! system.

e. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DBMC, DADC, or DSCF drop-shipment.

## 22.3 Preparation

### 22.3.1 Intelligent Mail Barcodes

Mailers must include an Intelligent Mail barcode on each mailpiece as described in 708.4.0 that accurately encodes the following fields:

a. Barcode ID.

b. Service Type ID.

c. Mailer ID. At the option of the mail owner, the Mailer ID field can be populated with the Mailer ID of the mail owner or mail preparer.

d. Serial number. Except for mail prepared under 22.4.3, each mailpiece must be encoded with a unique serial number. Mailers must ensure that these numbers remain unique for a period of at least 45 days. Serial numbers associated to an individual Mailer ID must not be duplicated within this 45-day period, regardless of the entry location.

e. Delivery point routing code. All Intelligent Mail barcodes must include an accurate delivery point routing code.

### 22.3.2 Intelligent Mail Tray Labels

All trays and sacks must contain accurately encoded Intelligent Mail tray labels as described in 708.6.5. Mailing documentation, when required, must associate each mailpiece to a corresponding tray or sack, if applicable, as described in 22.3.4. Each tray or sack must be encoded with a unique serial

number. Tray or sack serial numbers associated to an individual Mailer ID cannot be duplicated within a 45-day period, regardless of the acceptance location.

### 22.3.3 Intelligent Mail Container Placards

All required pallets and similar containers (such as all-purpose containers, hampers, and gaylords) and all containers prepared under 8.0 in full-service mailings must display container placards that include accurately encoded Intelligent Mail container barcodes as described in 708.6.6. Mailing documentation, when required, must associate each mailpiece (and tray or sack, if applicable) to a corresponding container as described in 22.3.4, unless otherwise authorized by the USPS. Each container must be encoded with a unique serial number. Container barcodes must not be duplicated within a 45-day period, regardless of the acceptance location.

### 22.3.4 Electronic Documentation

Mailers must electronically submit postage statements and mailing documentation (when required) to the PostalOne! system. Unless otherwise authorized, documentation must describe how each mailpiece is linked to a uniquely identified tray or sack, if applicable, and how each mailpiece and tray or sack is linked to a uniquely identified container (if applicable). The documentation must also meet the requirements in *A Guide to Intelligent Mail for Letters and Flats* (available at [ribbs.usps.gov/](http://ribbs.usps.gov/)). Mailers must transmit postage statements and mailing documentation to the PostalOne! system using Mail.dat, Mail.XML, or Postal Wizard (see 22.4.3), except that mailers of full-service Periodicals letters and flats and Bound Printed Matter flats must electronically submit postage statements and mailing documentation in all instances.

### 22.3.5 Scheduling Appointments

Mailers must schedule appointments using the Facility Access and Shipment Tracking (FAST) system for dropship mailings (except for mailings entered at a DDU) or as required in a customer/supplier agreement. Mailers may schedule appointments online using the FAST Web site at [fast.usps.com](http://fast.usps.com) or they may

submit appointment requests through PostalOne! FAST Web Services at [www.uspspostalone.com](http://www.uspspostalone.com), using Mail.XML or Mail.XML with Mail.dat.

### 22.3.6 Preparation of Containers

Mailings under the full-service automation option may be containerized, when volume warrants, in uniquely identified containers by palletizing bundles, sacks, or trays under standards in 8.0. Mailers required to containerize must make all separations when the volume for any presort level meets a required sortation level, as described in 8.5.2 or in the customer/supplier agreement. Full-service mailings containerized under 8.0 or as part of a customer/supplier agreement must have Intelligent Mail container placards (under 708.6.6) on the containers.

## 22.4 Additional Standards

### 22.4.1 Induction Data

Mailers presenting mailings under the full-service automation option will receive mail induction information (start-the-clock data corresponding to the date and time when the USPS receives the mailing) at no additional charge.

### 22.4.2 Address Correction Notices

Mailers presenting mailpieces (except for those noted below) that qualify for the full-service Intelligent Mail option will receive automated address correction notices when the pieces are encoded with Intelligent Mail barcodes with “Address Service Requested” or “Change Service Requested” under standards for OneCode ACS and under the following conditions:

- a. Address correction notices will be provided at no additional charge for letters and flats eligible for the full-service option, except for Standard Mail ECR flats, BPM flats dropshipped to DDUs, or BPM carrier route flats.
- b. Mailpieces must include the appropriate service type ID in the Intelligent Mail barcode to match the ancillary service requested. See 507.1.5 for mail disposition and address correction combinations by class of mail.

c. A complementary ancillary service request option also must be recorded in the mailer's Address Change Service (ACS) mailer profile. See 507.4.2 for more information about ACS. Address correction notices for mailpieces in full-service mailings are available for:

1. First-Class Mail letters and flats, provided at no charge (printed endorsement not required for letters).

2. Periodicals letters and flats, provided at no charge up to 60 days from first notice (printed endorsement not required). See 507.4.1.1 for charges after 60 days.

3. Standard Mail letters and flats and BPM flats, provided at no charge up to 30 days from first notice. See 507.4.1.1 for charges after 30 days. Standard Mail and BPM pieces must include a printed on-piece endorsement in addition to encoding the ancillary service request into the Intelligent Mail barcode. See 507.4.2 for additional standards.

d. Mailers must use the address correction information provided by the USPS to update their address records in order to receive notices without paying additional fees.

### 22.4.3 Special Standards—Small Volume Mailings

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement; except that mailers of full-service Periodicals letters and flats and Bound Printed Matter flats must submit electronic documentation and an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages, except that mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique

mailing serial number.

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