United States Department of Agriculture

NRCS
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 28, 2010

IOWA INTRAOFFICE INSTRUCTION 120-188 - MAIL MANAGEMENT-USPS MAILING REQUIREMENTS

IA188.0 PURPOSE

This Iowa Intraoffice Instruction provides detailed instructions and procedures to ensure all outgoing mail pieces, from the State Office, have the proper postage applied.

IA188.1 SCOPE

These instructions will be followed by all State Office Employees.

IA188.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at http://www.ia.nrcs.usda.gov/intranet/ under the Iowa NRCS eDirectives System section.

IA188.3 EXHIBITS

See the attachment.

Richard Sims
State Conservationist

Attachment

SOE

Helping People Help the Land

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IOWA INTRAOFFICE INSTRUCTION 120-188 – MAIL MANAGEMENT-USPS MAILING REQUIREMENTS

1. PURPOSE:

This Iowa Intraoffice Instruction provides detailed instructions and procedures to ensure all outgoing mail pieces, from the State Office, have the proper postage applied.

2. BACKGROUND:

The United States Postal Service (USPS) changed to Shape-Based Pricing and developed a First-Class Mail Shape-Based Pricing Template to assist customers. See attachment 1 the pricing template. Each State Office Secretary will receive a template and one template will be in the mailroom. The weight, size and shape (length, height, and thickness) of a mail piece impacts the price paid for First-Class Mail.

On January 4, 2010, Priority Mail changed to Zone-Based Pricing; therefore it is now necessary to enter a zip code for every mail piece classified as Priority Mail (weighs more than 13 ounces) to ensure the correct postage is paid.

The USPS has started to enforce these two rate changes. Any mail piece stamped "postage due" needs the overdue postage paid before receiving the mail piece or the mail piece will be returned to the sender to pay the postage due. To pay the "postage due" a meter strip can be printed with the amount due. With these changes the opportunity to apply the improper postage has greatly increased.

3. PROCESS:

Shape-Based Pricing

Shape-based mail refers to four (4) types of shapes: Postcard, Letter, Large Envelope (flat) and Package (parcel). Each shape has a specific requirement for maximum weight, length, height, and thickness. When a piece of mail exceeds one of these requirements, it is classified and priced as the next larger shape which requires more postage. See attachment 2 Domestic Quick Reference.

Knowing the shape of your mail piece determines the price of postage.

Postcards
Maximum thickness 0.016 inch

Letters
Maximum thickness 1/4 inch

Large Envelopes
Maximum thickness 3/4 inch

Packages
Maximum length plus girth 108 inches (130 inches for Parcel Post)

Mail Piece Dimensions

SHAPE		LENGTH	HEIGHT
Postcards	minimum maximum	5 inch min. 6 inch max.	3-1/2 inch min. 4-1/4 inch max.
Letters	minimum maximum	5 inch min. 11-1/2 inch max.	3-1/2 inch min. 6-1/8 inch max.
Large Envelopes	minimum maximum	11-1/2 inch min. 15 inches	6-1/8 inch min. 12 inches
Packages	Maximum length plus girth 108 inches (130 inches for Parcel Post)		

Postcards – rectangular cardstock mail piece not contained in an envelope.

Letters – small rectangular mail piece no thicker than ¼ inch weighing 3.5 ounces or less.

NOTE: A white 9 ½" x 4 1/8" USDA franked Letter shape envelope plus four (4) sheets of paper tri-folded meets the maximum thickness of ¼ inch but only weighs .9 ounces. .

NOTE: A Kraft colored 11 ½" x 5" Letter shape envelope plus six (6) sheets of paper folded in half meet the maximum thickness of ¼ inch but only weighs 1.4 ounces.

Large Envelopes (Flat) – flat rectangular mail piece no thicker than ¾ inch weighing 13 ounces or less.

NOTE: A white 15" x 10" USDA franked large envelope (flat) plus 73 sheets of paper meets the maximum weight of 13 ounces.

Packages (Parcel) – a thick envelope, box, or tube weighing up to 13 ounces.

Zone-Based Pricing

Zone-based pricing means postage rates for certain classes of mail are based on mail piece weight as well as the distance a mail piece travels (zone). The cost is less for destinations within Iowa and more for out of state.

Priority Mail – is a large or thick envelope, tube, and package that weigh 13 ounces or more. The mail piece will be priced according to the Priority Mail schedule with delivery is in 2-3 days to most locations.

When using the meter scale in the mailroom and the envelope or package you are mailing weighs more than 13 ounces it is classified as Priority Mail and the system will prompt you to enter a zip code.

Important Operational Changes When Running Mail

Three Things to consider before adding postage to a mail piece:

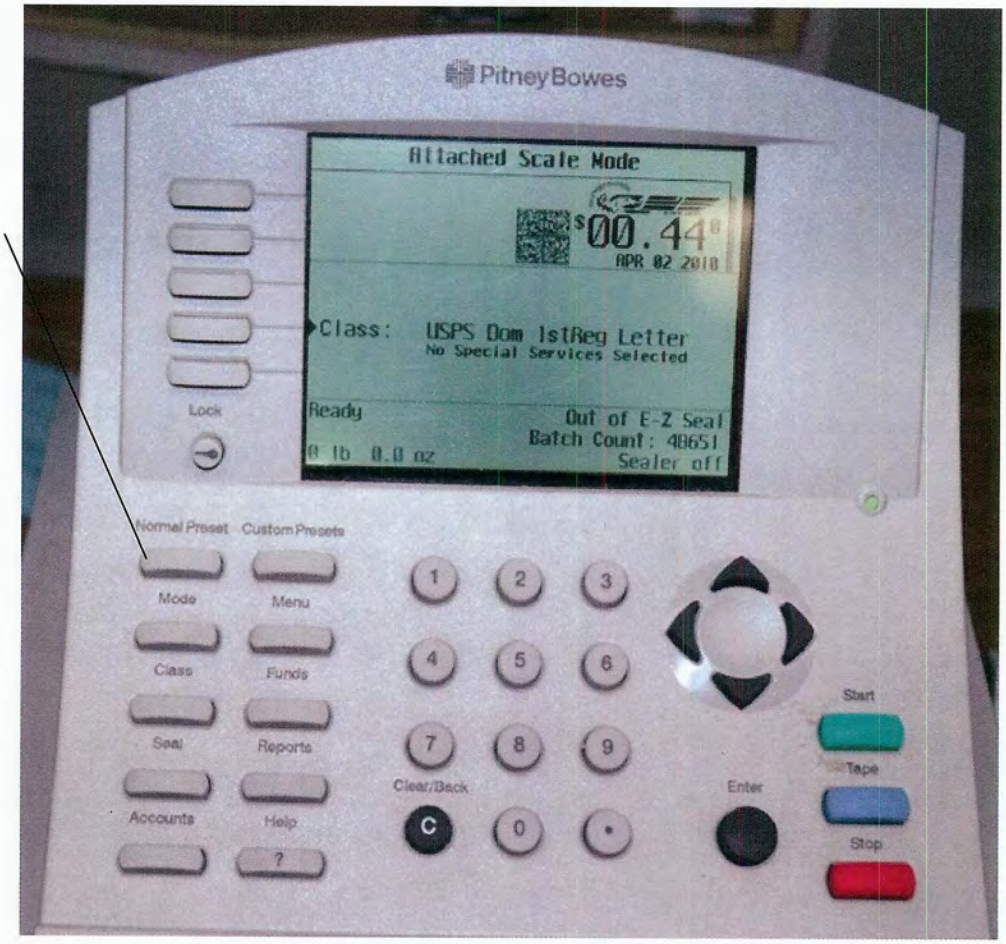
1. Shape & Size – (Use First-Class Mail Shape-Based Pricing Template)
2. Thickness – (Use First-Class Mail Shape-Based Pricing Template)
3. Weight - (Use Meter Scale)

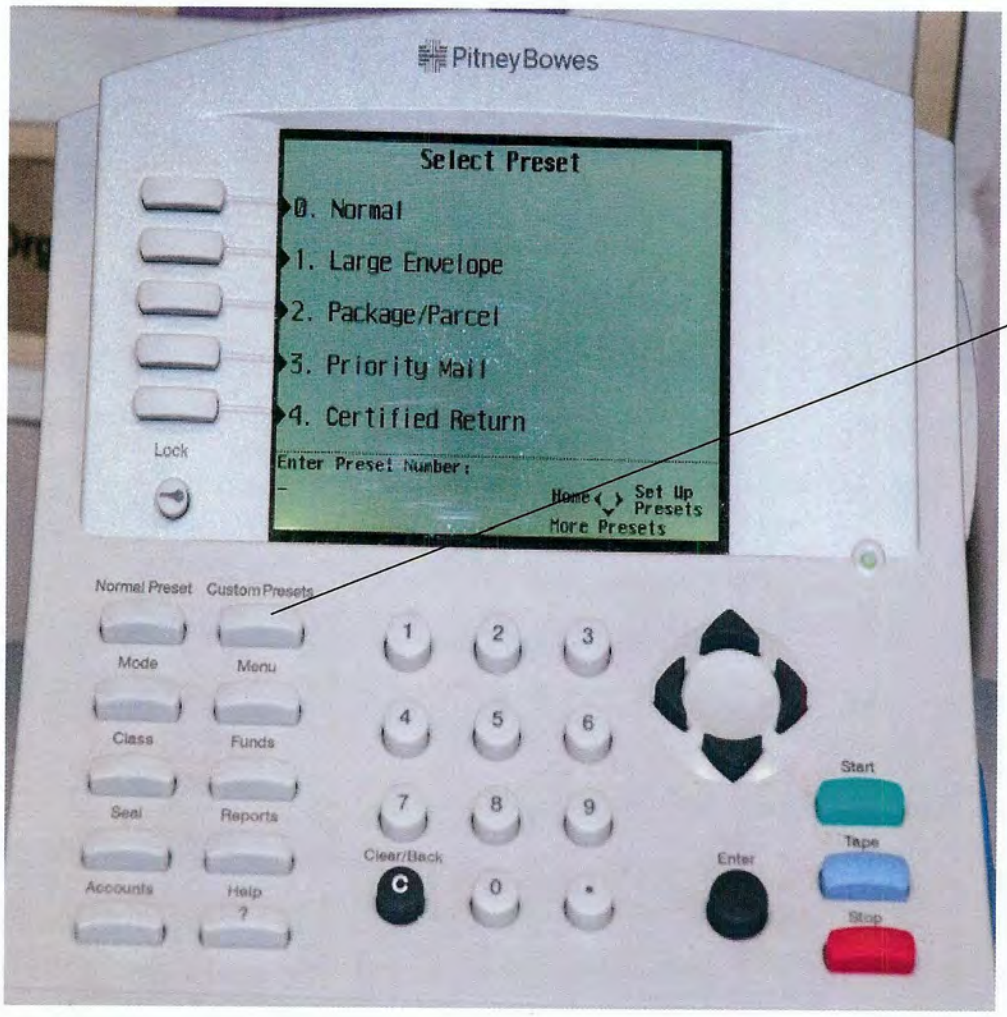
PITNEY BOWES METER SCREEN

Normal Preset

Normal Preset is always preset as First Class Letter.

Press this key – To return to First Class Letter after using a Custom Preset value.





Custom Presets

Press this key – To access preset mailing system values,

0 Normal (Letter)
1 Large Envelope
2 Package/Parcel
3 Priority Mail
4 Certified Return

To use these values select the screen key corresponding to the preset name.

1. Weigh mail – place mail piece on the scale.
2. Select a Class - press the Custom Preset key then select the store value for the shape of mail piece you are sending.
3. Place the mail piece on the feed deck.
4. Press the Green Start key to meter the postage on the mail piece OR
5. To Print a MeterTape - Press the Blue Tape key.
6. Placed metered mail piece in white tote.

If you have any questions or need assistance, contact Lisa Hobbs, Secretary, at (515) 323-2611.

Approved By: Richard Sims Date: 06/28/2010

Richard Sims
State Conservationist
Natural Resources Conservation Service
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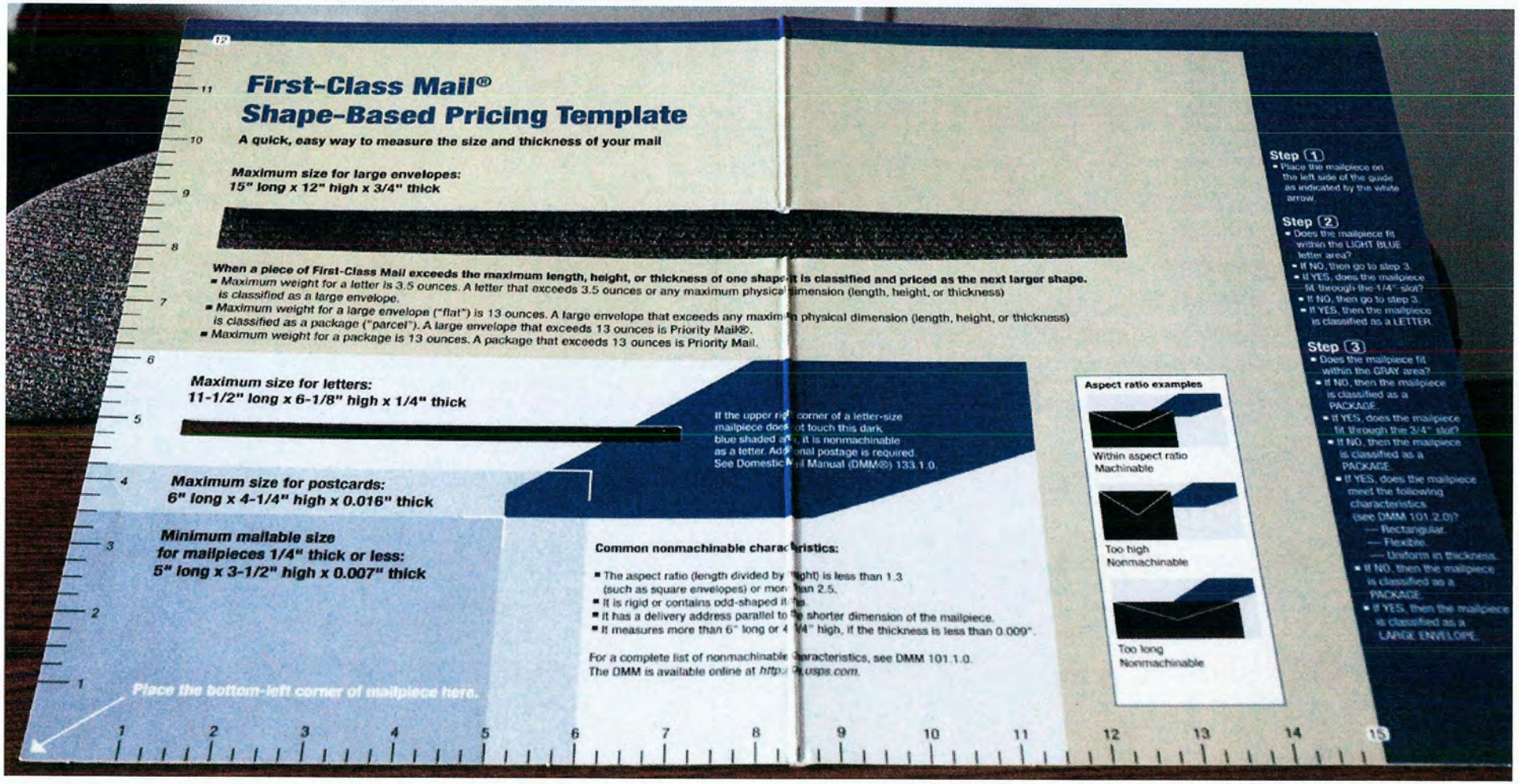

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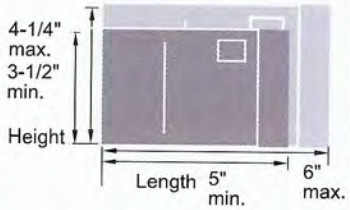
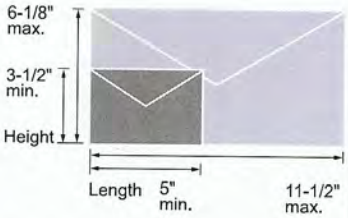
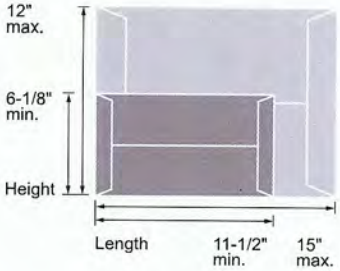
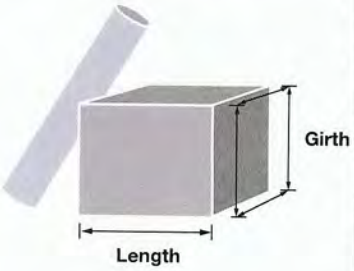
ATTACHMENT 2

First-Class Mail Domestic—Retail

SHAPE	SIZE			PRICE	
Postcards		**minimum**	**maximum**		**Price**
		**length**	5 inches	6 inches	$0.28
		height	3-1/2 inches	4-1/4 inches	
		thickness	0.007 inch	0.016 inch	
Letters		**minimum**	**maximum**	**Weight Not Over (oz.)**	**Price**
		**length**	5 inches	11-1/2 inches	1 $0.44
		height	3-1/2 inches	6-1/8 inches	2 0.61
		thickness	0.007 inch	1/4 inch	3 0.78
					3.5 0.95
		Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the $0.20 nonmachinable surcharge.			
Large Envelopes (Flats)		**minimum***	**maximum**	**Weight Not Over (oz.)**	**Price**
		**length**	11-1/2 inches	15 inches	1 $0.88
		height	6-1/8 inches	12 inches	2 1.05
		thickness	1/4 inch	3/4 inch	3 1.22
					4 1.39
		* Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.			5 1.56
					6 1.73
					7 1.90
					8 2.07
					9 2.24
					10 2.41
					11 2.58
					12 2.75
					13 2.92
Packages (Parcels)				**Weight Not Over (oz.)**	**Price**
		**length + girth**		1	$1.22
		length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)		2	1.39
				3	1.56
				4	1.73
		length		5	1.90
		the longest side of the package		6	2.07
				7	2.24
		girth		8	2.41
		measurement around the thickest part (perpendicular to the length)		9	2.58
				10	2.75
				11	2.92
				12	3.09
				13	3.26

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