

Celebrate, deliver, buy,  
live, and order ***GREEN!***

**Earth Day**  
**April 22, 2012**

See page 3



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**USPS National Emergency Hotline**  
 Is your facility operating? Call 888-363-7462



# Cover Story

## Go Green — Celebrate Earth Day

Earth Day 2012 marks our recommitment to the reduction of waste and a concerted effort to increase the recycling of the wide range of recyclable materials we generate in our normal operations. This issue of the *Postal Bulletin* features a number of articles with tips on how you can Deliver Green, Buy Green, and Live Green to make the Postal Service™ a more sustainable organization. Our challenge is to become a leaner, greener, faster, and smarter organization, and we can do this by adopting the recycling, waste reduction, and energy and water conservation tips featured in this issue. This edition also highlights Lean Green Teams and how this innovative strategy is playing an important role in creating a culture of sustainability within the Postal Service.

In Fiscal Year (FY) 2012, the Postal Service adopted the U.S. Environmental Protection Agency's Federal Green Challenge with the objective of recycling 50 percent of all solid waste by the year 2015. We know this goal is achievable because we recycled approximately 45 percent of our solid waste in FY 2011. We can meet this goal if each of us makes a special effort to increase the amount of waste we recycle. We are encouraged by the remarkable recycling accomplishments of the nine vehicle maintenance facilities and nine processing and distribution center pilot sites in all seven areas that have collectively demonstrated that nearly all Postal Service wastes are recyclable. In FY 2010, these 18 facilities were early adopters of the Federal Green Challenge and proved that nearly 90 percent of their waste stream could be recycled. This issue of the *Postal Bulletin* features articles on ordering recycling supplies for your facility, including recycling posters, dumpster notices, zero waste challenge posters, and labels for recycling containers designed to raise employee awareness and nurture a culture of sustainability within our organization.

Earth Day is about celebrating our sustainability initiatives, and there is no better way than to host a special Earth Day event with customers and employees. This issue offers you several choices for hosting an employee-focused or a customer-focused Earth Day event. Earth Day officially falls on Sunday, April 22, but you are encouraged to host any special events you initiate during the days before or immediately after April 22. The date chosen for your Earth Day event can be based on a variety of factors including local Earth Day activities within your community and the ease of coordinating an employee- or customer-oriented event with the least disruption to Postal Service operations.

Please consider adopting one of the low- or no-cost Earth Day events featured in this issue of the *Postal Bulletin*. We also urge you to become familiar with the initiatives each of you can adopt to integrate sustainable practices into the everyday activities of our organization. Earth Day may happen once a year, but our sustainability practices should become part of the fabric of our working lives. Go Green — Celebrate Earth Day. And consider observing Earth Day every day.

Thomas G. Day  
Chief Sustainability Officer  
April 5, 2012

## Host a Shred Your Document Day for Customers: Earth Day 2012

This Shred Your Documents Day sheet highlights some ideas that you should be thinking about to plan a successful event for Postal Service customers. The ideas listed below are not requirements for a Shred Your Documents Day, they are merely suggestions based on the previous year's events. Make Shred Your Documents Day a customer outreach event connected to Earth Day. This special day should follow right after the end of tax season (i.e., April 17) and ideally be held within 1 to 3 weeks of Earth Day. Because it takes time to publicize this event, it does not need to occur on a specific day or week. The more flexible you are in the date selected, the more likely you will be able to identify a vendor capable of providing onsite or pick shredding services. It takes a group of people to carry out a successful Shred Your Documents Day event. Consider who should be involved in the event, and find a person willing to help with the planning, including someone from Corporate Communications. While offering shredding services to USPS® customers will require funding, these costs can be controlled by limiting this event to a 4-hour event offered on a first-come first-served basis. If funding permits, an 8-hour "free shredding services" day will garner considerable public interest. Be sure to notify Postal Service customers well in advance so everyone can plan sufficient time to purge their documents from their home tax- and other privacy-related files. Arranging this event is as simple as following the seven-step instructions set forth below. Before initiating such an event, there are two prerequisites for success:

**Step 1:** Obtain facility management commitment.

**Step 2:** Identify a shredding vendor for this event. If your office already has shredding services, this is an easy step and requires nothing more than requesting an appropriately sized container to collect the documents to be shredded. Alternatively, shredding vendors can also offer mobile shredding services, and in 12 metropolitan areas you can access an existing shredding contract with Recall (See Where Can You Get More Information?). In all cases, be sure of the following:

- Vendor agrees to provide a secure container to pick up the shredded paper.
- Vendor provides guidance on privacy-protected documents that customers should shred.
- The event is organized so as not to impact USPS mail operations.
- The vendor agrees to share data on the amount of shredded paper recycled.

Once the first two steps are done, there are only five more tasks to complete a successful event:

**Step 3:** Set a date and time for the Shred Your Documents event. Remember you can hold this event after Earth Day if it is more convenient for you and your customers.

**Step 4:** Issue a news release to newspapers and radios and post it in the Post Office™ lobby.

**Step 5:** Identify a location inside or outside the Post Office where documents can be collected in a secure container. Alternatively, if you choose a mobile shredding service, locate the event in an area of the parking lot or other location not interfering with operations.

**Step 6:** Hold the Shred Your Documents Day as either a half-day or full-day event. There should be at least one person available to provide guidance on shredding procedures, coordinating customer participation, and managing the event logistics.

**Step 7:** Once the event is over, be sure the vendor is requested to pick up the secure container. If mobile shredding services are not offered, be sure to store the container in a secure location until the vendor picks it up. Request the vendor to provide a report on the tonnage of shredded paper collected and where it was recycled. Share the results with the USPS Office of Sustainability by emailing [sustainability@usps.gov](mailto:sustainability@usps.gov).

### Where Can You Get More Information?

Posters, notices, signs, placards, and questions and answers on hosting a successful Shred Your Documents Day are available for download at the Office of Sustainability website at <http://blue.usps.gov/sustainability/earthday.htm>. This website also provides information on how to access Recall as a shredding service provider.

## Host an Employee e-Waste Recycling Event

Hosting an electronic waste recycling day for Postal Service employees is as simple as following the seven-step instructions set forth below. Before initiating such an event, there are two prerequisites for success:

**Step 1:** Obtain facility management commitment.

**Step 2:** Identify a reputable e-recycler for the free e-cycle collection event. The local recycler must agree in writing to do the following:

- Provide service at no cost to USPS.
- Provide guidance to employees as to permissible and impermissible e-waste that is eligible to recycle.
- Not to impact USPS mail processing operations.
- Share data on amount recycled.
- Comply with R2 or e-Steward certifications programs:
  - i. A list of R2 certified recyclers can be found at the R2 Solutions website: <http://www.r2solutions.org/>
  - ii. A list of e-Steward certified recyclers can be found at the e-Stewards website: <http://e-stewards.org/>

Once you have accomplished the first two steps, there are only five more tasks to complete for a successful hosting of an e-waste recycling event:

**Step 3:** Set a date and time for the e-cycling event. Remember you can hold this event after Earth Day if it is more convenient for your employees and USPS operations.

**Step 4:** Post a notice of the e-cycling event that is mutually acceptable to the facility manager and the e-waste recycler. Sample notices are available on the Office of Sustainability Earth Day website.

**Step 5:** Hold the e-cycling event. Be sure a sufficient number of staff is available to provide guidance on electronic equipment recycling procedures, keeping order among those waiting in line, coordinating storage of the recyclables, and ensuring adequate parking.

**Step 6:** Ensure the e-cycler has taken everything recyclable from your site.

**Step 7:** Request e-cycler to provide a list of the type (e.g., computers, monitors, TVs, etc.) and amount of e-waste collected. Share the results with the USPS Office of Sustainability by emailing [sustainability@usps.gov](mailto:sustainability@usps.gov).

### Where Can You Get More Information?

Posters, notices, and questions and answers on hosting an e-waste recycling event are available at the Office of Sustainability website at <http://blue.usps.gov/sustainability/earthday.htm>.

## Host Home Paper Recycling Day for Postal Service Employees

Each of us generates hundreds of pounds of mixed paper at home. Many USPS employees do not have the opportunity to recycle their mixed paper (i.e., newspapers, magazines, catalogs, advertising mail, etc.) because they live in a community where mixed paper recycling either does not exist or is not easily accessible. Since nearly all Post Offices have recycling programs for mixed paper and most are generating revenue, postmasters can increase employee awareness of the importance of recycling by encouraging them to bring in their mixed paper for a 1-day Earth Day event. Challenge them to see how much difference a coordinated approach to recycling can make by hosting a recycling day. For this special event, allow them to bring in their mixed paper and cardboard from home. Arranging this event is as simple as following the seven-step instructions set forth below. Before initiating such an event there are two prerequisites for success:

**Step 1:** Obtain facility management commitment.

**Step 2:** Identify a recycler for this collection event. If your office is already recycling, this is an easy step and requires nothing more than collecting the mixed paper

grades currently accepted by your recycler. In all cases, be sure of the following:

- The vendor picks up the paper at no cost to USPS.
- The vendor provides guidance as to permissible and impermissible mixed paper and cardboard to bring from home for recycling.
- The event is organized so as not to impact USPS mail operations.
- The vendor agrees to share data on the amount recycled.

Once you have accomplished the first two steps, there are only five more tasks to complete a successful hosting of a mixed paper recycling event:

**Step 3:** Use specially designated containers to collect these mixed papers for recycling.

**Step 4:** Set a date and time for the mixed paper recycling event. Remember you can hold this event after Earth Day if it is more convenient for your employees and USPS operations.

**Step 5:** Post workroom and breakroom notices about the recycling event. Sample notices are available on the Office of Sustainability Earth Day website.

**Step 6:** Hold the recycling event as either a 1-day or 1-week collection effort with containers placed either in the workroom, breakroom, or other specially designated area. There should be at least one staff person available to provide guidance on recycling procedures, coordinating storage of the recyclables, and proper signage attached to or near the recycling containers.

**Step 7:** Once the event is over, be sure the recyclable paper and/or cardboard is deposited into the recycling vendor's dumpsters or other collection equipment. Request the recycler to provide a report on the tonnage of paper collected. Share the results with the USPS Office of Sustainability by emailing [sustainability@usps.gov](mailto:sustainability@usps.gov).

### Where Can You Get More Information?

Posters, notices, signs, placards, and questions and answers on hosting a successful mixed paper collection event are available for download at the Office of Sustainability website at <http://blue.usps.gov/sustainability/earthday.htm>.

## Host a Clean Your Files Day for USPS Employees

This Clean Your Files Day (CYFD) section highlights some ideas that you should be thinking about to plan a successful event. The ideas listed here are not requirements for a CYFD, they are merely suggestions based on the previous year's events held throughout the United States. Make CYFD a USPS Earth Day event. CYFD coincides with the week of Earth Day, but it does not need to occur on a specific day; it can be any day during the week of Earth Day. It takes a group of people to carry out a CYFD

event. Consider who should be involved in the event, and find a person from each function at your facility willing to help with the planning. You should include the facility manager, members of the safety and health committee, and union representatives. This effort can increase recycling revenue for the Postal Service and reduce the space required to store records. In addition, facilities that are closing can use the CYFD event to eliminate the need to relocate obsolete records. For this special event, notify employees well in advance so everyone can plan sufficient time to purge their files. Arranging this event is as simple as following the seven-step instructions set forth below. Before initiating such an event, there are two prerequisites for success:

**Step 1:** Obtain facility management commitment.

**Step 2:** Identify a recycler for this collection event. If your office is already recycling, this is an easy step and requires nothing more than collecting the mixed paper grades currently accepted by your recycler. In all cases, be sure of the following:

- The vendor agrees to pick up the CYFD paper. Preferably, paper that is purged from your files should generate revenue for USPS.
- The vendor provides guidance as to permissible and impermissible items to be recycled from the CYFD event.
- The event is organized so as not to impact USPS mail operations.
- The vendor agrees to share data on the amount recycled.
- The vendor can shred papers that are subject to privacy standards.

Once you have accomplished the first two steps, there are only five more tasks to complete a successful hosting of a CYFD recycling event:

**Step 3:** Make containers available for collecting the paper purged for recycling.

**Step 4:** Set a date and time for the CYFD event. Remember you can hold this event after Earth Day if it is more convenient for your employees and USPS operations.

**Step 5:** Post workroom and breakroom notices about the CYFD event. Sample notices are available on the Office of Sustainability Earth Day website.

**Step 6:** Hold the CYFD as either a half-day or full-day file purging effort with containers placed in designated areas. There should be at least one person available to provide guidance on recycling procedures and coordinating collection of the recyclables.

**Step 7:** Once the event is over, be sure the recyclable paper is deposited into the recycling vendor's container or other collection equipment. Request the recycler to provide a report on the tonnage of CYFD paper collected. Share the

results with USPS Office of Sustainability by emailing [sustainability@usps.gov](mailto:sustainability@usps.gov).

### Where Can You Get More Information?

Posters, notices, signs, placards, and questions and answers on hosting a successful CYFD event are available for download at the Office of Sustainability website at <http://blue.usps.gov/sustainability/earthday.htm>. You can also find record-retention guidance and links to the electronic Record Information System (eRIMS) at <https://erims.usps.gov/erims/erims>.

### Start a Recycling Program for Discarded Lobby Mail

Would you like to save money, meet your customers' environmental expectations, and make your Post Office more sustainable? If you haven't already done so, why not consider offering recycling in the Post Office Box section.

Before a Discarded Lobby Mail (DLM) recycling program can begin, you should have a basic recycling plan. A Discarded Lobby Mail Recycle Guide is available on the Office of Sustainability website. Use the ordering instructions for the lobby recycling containers, lobby recycling poster, and customer notice featured on pages [22–26](#) of this issue of the *Postal Bulletin*. Before you place your order for these "no cost" items, review the program requirements. Here are the 10 steps you can take to make this happen:

1. **Determine the number of recycling containers required.** On average, one 23-gallon recycling container will be needed for every active 500 Post Office Boxes. The containers are to be placed in the Post Office Box section of your lobby near writing tables or other appropriate locations. Order the containers through the Material Distribution Center (MDC) (see page [22](#)).
2. **Placard DLM removed from recycling containers.** Collect DLM in clear plastic bags used as container liners. See Step 5 for guidance on ordering bags. Use proper placards. (You can download them from the Office of Sustainability Earth Day website.)
3. **Brief custodians on DLM recycling.** Without properly informed custodians, the recycling program will not be effective. Provide custodians with a key to the recycling containers and instructions on keeping units locked. Give service talks to affected custodians. (You can download service talks from the Sustainability Earth Day website.)
4. **Install recycling containers and reduce trash containers.** Place recycling containers near the free-standing or built-in counters in the Post Office Box section of the lobby. Once recycling is operational, most, if not all, of the trash containers are to be removed or the frequency of disposal adjusted. **Note:**

USPS does not sell any products or deliver any mail that when discarded as a waste cannot be included in the Lobby Recycling Program. Minor quantities of contamination are okay. As a rule of thumb, contaminants should not exceed 5 percent of the quantity offered to the recycler. Any given lobby recycling container may have more or less than that quantity without adversely affecting the recyclability of the mixed paper.

5. **Notify Post Office Box customers of the DLM program.** Make sure your postmaster informs your customers via postcard (i.e., Notice 180, *Lobby Recycling Postcard*) that your Post Office has started a recycling program for Discarded Lobby Mail. Notice 180 provides a standard customer notification procedure about the lobby recycling program. Order Notice 180 and a specially designed poster (Poster 615, *Read, Respond, Recycle Your Mail*) through the MDC. Place the recycling poster in the Post Office Box section.
6. **If you recycle via a USPS hub, consult the hub site for container placards.** If your office participates in a backhaul program, transporting DLM to a hub site requires the prior approval of the hub site. The hub site determines the containers, placards, and the designated transportation schedule to minimize impact on postal operations. Use clear plastic bags to containerize DLM to distinguish it from other live mail. Label DLM before containerization and transport to the hub. (You can download an SOP for a DLM backhaul program from the Office of Sustainability website.)
7. **If you recycle locally, use clear plastic bags.** Containerize DLM in clear plastic bags to distinguish it from other live mail. Label it *before* it is picked up by a local recycler.
8. **Re-evaluate solid waste services after starting DLM recycling.** Initiating a DLM recycling program reduces solid waste. To capture these savings, re-negotiate your solid waste disposal contract after the benefits of recycling are calculated. If you are under a formal contract, contact the Facilities Services CMC in Windsor, Connecticut (see page 14 for contact information).
9. **Periodically inspect the Post Office Box section.** To ensure consistency with mystery shopper program guidelines, the Post Office Box lobby section should be kept clean and neat. Recycling containers are authorized in Post Office Box lobbies as long as they are properly maintained and use the USPS-approved blue lobby recycling container.

10. **Periodically remind customers to recycle.** Our lobby recycling program generates increased revenue from mixed paper and reduces solid waste disposal costs. To support this goal, give periodic reminders to Post Office Box section customers that “Mail is Recyclable.” Provide these reminders by issuing Notice 180 to Post Office Box customers, and placing Poster 615 in the Post Office Box lobby.

### What Can You Do?

If you are a postmaster, station manager, or branch manager, determine the number of recycling containers needed for your lobby box section. Order supplies of the secure blue “slim jim” containers, Poster 615, and Notice 180 through the MDC. These items are available at no cost to your office as long as they are deployed in accordance with the above instructions. These containers are available on a first-come first-served basis while supplies last.

### Take on the Zero Waste Challenge

Waste is like beauty — it is in the eyes of the beholder. The Office of Sustainability is looking for 500 facilities interested in reducing their solid waste disposal costs by adopting the “zero waste” challenge. The “zero waste” challenge can help your office increase recycling revenue, reduce solid waste disposal costs, and play a key role in reducing greenhouse gases.

**REDUCE IT!**  
**THIS IS A ZERO WASTE SITE**

We are committed to recycling 95% of our  
**PAPER  
PLASTIC  
CARDBOARDS  
METALS**

**Reduce it! Reuse it! Recycle it!**

**PITCH IN** to help divert waste from landfills, reduce greenhouse gases, and generate revenue.

Join other Postal Service sites in achieving ZERO Waste.

**UNITED STATES POSTAL SERVICE.**

Read, Respond, Recycle™

Poster 615, August 2011  
PSN 7000 13 000 000

Zero waste is defined as the elimination of all solid wastes from landfill or incineration processes. For practical purposes, USPS has established a goal of a 95 percent recycling rate for paper, plastic, cardboard, and metal as the standard for achieving zero waste. Zero waste includes recycling, but goes beyond recycling by taking a “whole system” approach to the vast flow of resources and waste through the United States Postal Service®. Zero waste maximizes recycling, minimizes waste, reduces consumption, and ensures that products are made to be reused, repaired, or recycled back into nature or the workplace. Numerous studies have shown that the incineration or land disposal of solid wastes generates significant greenhouse gas emissions. Using the U.S. Environmental Protection Agency’s Warm Model to calculate greenhouse gas emissions, the Postal Service has determined that for every ton of mixed paper recycled, the Postal Service reduces an equivalent metric ton of carbon. The recycling of 1 ton of mixed paper, cardboard, or mixed metal reduces greenhouse gases by 1 metric ton of carbon equivalent (MTCE). Even greater emission reductions can be achieved if each of us can reduce the use of mixed paper, cardboard, and aluminum.

One of the benefits of adopting the zero waste challenge is it helps us reduce air pollution and its attendant adverse impacts on human health and energy consumption. It also plays a significant role in resource conservation, fiscally prudent materials management, and environmentally sustainable business practices. Zero waste can be achieved by incorporating recycling into our daily work practices. Poster 890-B, *Reduce it! This is a Zero Waste Site*, can be used to communicate the importance of recycling paper, plastic, cardboard, and metals — all of which are 100 percent recyclable. It should be used in the workroom to emphasize the USPS commitment to resource conservation. We have never had a greater need to be fiscally prudent, and adopting the “zero waste” challenge demonstrates your facility’s commitment to this corporate challenge.

### What Can You Do?

There are a variety of additional actions that you should take to ensure all employees understand the types of containers used for recycling. With staff and transportation changes being made daily, employees who are new to the program need to be informed of our recycling goals. Use Label 890-A, *Plastic Wrap*, Label 890-B, *Mixed Paper*, and Notice 890-A, *Do Not Place in Dumpster/Compactor*, to increase employee awareness of the critical importance of recycling. You are encouraged to order these supplies by reviewing the ordering procedures on pages [26](#) and [47–48](#). If you wish to adopt the zero waste initiative, share your commitment with the Office of Sustainability by emailing [sustainability@usps.gov](mailto:sustainability@usps.gov).

## Recycle Scanner Batteries

Within the last few years, the only option available to the Postal Service was paying for the disposal of IMD scanner batteries (lithium-ion batteries). Currently, the Postal Service recycles these batteries under a contract with Global Investment Recovery that generates revenue at the same time without paying disposal costs. Recycling lithium-ion batteries through this contract will not only avoid approximately \$525,000 previously charged in recycling costs, but will generate approximately \$23,000 in revenue per year. The Postal Service has more than 350,000 scanning devices being used within the Intelligent Mail Data Acquisition System (IMDAS) with about 492,000 lithium-ion batteries in use or ready to be recycled.

If the battery contains any of the following words, it can be recycled under this contract:

- Lithium-ion.
- Lith-ion.
- Li-ion.

Lithium-ion batteries are *rechargeable* and they can be found in the following items: cell phones, laptops, cordless drills, digital cameras, video cameras, two-way radios, and scanners. (Caution: These items *can* use other types of batteries, so make certain it is a lithium-ion battery).

Follow these simple steps to recycle any lithium-ion battery:

**Step 1:** Ensure the batteries are “Lithium-ion” (rechargeable batteries). Batteries must state or show “Lithium-Ion” or the lithium-ion symbol.

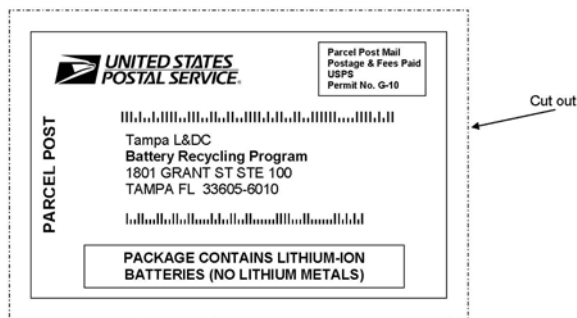




**Step 2:** Place tape over the battery terminals.

**Step 3:** Put up to three batteries in the box and use paper for packing. Reuse a box if possible.

**Step 4:** Copy mailing label information (see below) and highlight (in yellow) the rectangle “PACKAGE CONTAINS.....”



This label MUST & SHALL be used to ship spent Lithium Ion batteries.

**Step 5:** Place a USPS Label 127, *Surface Transportation Only*, on the box.

**Step 6:** Mark all surfaces “PP” to indicate the package is Parcel Post. (Do not use Priority Mail® tape or boxes.)



**What Can You Do?**

Make sure your office is recycling lithium-ion batteries to ensure these items are not placed in the trash and are generating revenue. For more information on this program, contact the Office of Sustainability via email at [Sustainability@usps.gov](mailto:Sustainability@usps.gov).

**Reduce Your Hazardous Waste — Tried and True Approaches**

If your facility generates hazardous waste, you should consider strategies to reduce or eliminate its generation. By reducing hazardous waste, you can save time, money, and headaches. How, you ask? Three simple steps: inventory, segregate, and save.

**Inventory**

The first step is to inventory your waste steam. The easiest way is to create a spreadsheet and identify the wastes from your operations and insert them into a table format shown here. Some examples of typical wastes generated

at postal facilities include regular trash, used oil, spent anti-freeze, spent inkjet ink cartridges, cancellation inks, used batteries, used lamps, old Advanced Facer Cancellor System (AFCS) lamps, outdated electronics, aerosol cans, spent solvents, filters, shrink wrap, ballasts, and sharps containers, to name a few.

**Segregate**

Once you have created an inventory spreadsheet of your own waste streams, it’s time to segregate them into categories. Create four columns across the top of the table and label them Solid Waste (Trash or Recycle), Universal Waste (recycled), and Hazardous Waste (managed). Put an “x” in the column that corresponds to the waste designation of the waste stream (see example spreadsheet below).

Waste Categories	Solid Waste (Trash or Recycle)	Universal Waste (Recycle)	Hazardous Waste (Off-site Disposal)	Other
Office Paper	X (R)			
Used Batteries		X		
Used Lamps		X		
Aerosol Solvent			X	
E-Wastes				X
Cardboard	X (R)			
Solvent Parts Washer			X	
Shrink Wrap	X (R)			
Spray Gun Cleaner			X	

**Save**

Now that you have the information, the next step is to save money by making sure these wastes are not comingled. For example, shrink wrap can be recycled instead of trashed. Electronic wastes (e-wastes) must be recycled instead of trashed. In the case of vehicle maintenance facilities, one way to reduce waste is to substitute solvent parts washers with a higher flash point to make your parts washer solvent nonhazardous. If you go through this tried and true process, you’ll be surprised at how much waste can be avoided!

**What Else Can You Do?**

Contact the Facilities Services Category Management Center staff for assistance with recycling and waste contracts. See also “Begin Recycling Now” on pages [13-14](#).

**Use the Correct Account Codes for Recycling Costs**

As a result of Sarbanes-Oxley, the costs associated with recycling, primarily transportation and the purchase of supplies used to collect recyclables, are no longer allowed to

be offset by the revenues received. In order to process the invoices for recycling costs, general ledger account (GLA) number 56607.696 was established.

Management Instruction EL-890-2009-9 *Recycling Undeliverable Standard Mail, Discarded Lobby Mail, and Other Recyclable Materials*, establishes the use of GLA# 56607.696, Waste Disposal Costs — Recyclable Materials, Dead Mail, etc., also known as Account Identifier Code (AIC) 696.

To account for revenue received from recycling activities, use AIC 149 for proceeds from the sale of plastic, paper, and paperboard, including undeliverable Standard Mail (USM) and old corrugated cardboard (OCC); AIC 156 for proceeds from scrap metal; and AIC 696 for recording associated costs.

A recent nationwide review of these accounts revealed that AIC 696 is not being used by most district accounting offices for this purpose. A majority of the districts use GLA# 54153, Garbage and Sewage Disposal. GLA# 54153 is intended for costs associated with solid waste disposal — not recycling. Recycling costs should be placed in GLA# 56607.696 so that the Postal Service can accurately determine the impacts of expanding its recycling programs and the necessary changes to recycling contracts.

District personnel offices are requested to change their procedures and begin entering the costs associated with recycling into GLA# 56607.696.

## Reduce Water Pollution

### Do You Know What Happens to All the Rain From a Storm?

Storm water runoff is water from rain that flows over the ground. Paved surfaces such as driveways, parking lots, and streets prevent storm water from naturally soaking back into the ground. Water flowing over paved surfaces becomes contaminated with debris, chemicals, dirt, and other pollutants. Also, storm water flowing across unpaved and un-vegetated ground can result in soil erosion and increased siltation in our streams. Eventually, this untreated water discharges to storm sewers that in turn discharge to nearby surface water bodies, which are used for swimming, fishing, and providing drinking water. We've all seen a stream or lake that looks muddy after a heavy rain.

The pollutants, which can include things like oil, gasoline, fertilizers, and pesticides, in addition to sediment and trash, can cause significant negative impacts in our wetlands, rivers, streams, lakes, and estuaries. It is important to prevent contaminants from entering the storm sewer system because pollutants are not removed before this water flows into our waterways.

### What is Soil Erosion?

Soil erodes when wind and rain carries away soil particles. Water runoff can carry fertilizers and other pollutants along with the soil. Nitrogen and phosphorous from fertilizers are associated with many environmental problems, such as nutrient pollution, when in excess. For example, streams, ponds, rivers, and other water bodies suffer from increased algae growth, which depletes the water's oxygen supply and leads to suffocation of aquatic organisms. Signs of soil erosion include bare spots, exposed tree roots, rills and gullies on slopes, soil splashes on the windows and walls of a building, and sediment collected on paved areas.

### What Can You Do?

Prevent soil erosion! If excess water is moving across the property, divert the water using logs or berms (high areas). For small diversions, plant or mulch the area once the water has been redirected. Consider planting sod or plants as an alternative to grass seed. A concrete splash block at the downspout outlet can also help control erosion. Direct roof and gutter runoff toward a grassy area or other planted area, a stream, or a street gutter. Runoff from roofs may be directed into a barrel and stored for later use. Groundcover, the layer of vegetation below the shrub such as grasses, vines, low shrubs, and mosses, is the most common solution to preventing erosion of steep slopes.

### What is USPS Doing to Help?

Some of the steps USPS has taken to prevent storm water pollution include the following:

- Developing plans that are designed to prevent storm water pollution and eliminate or reduce water pollution from petroleum products (oil, grease, lubricants, etc.)
- Whenever possible, moving stored chemicals indoors to eliminate exposure to storm water.
- Covering materials or operations to minimize exposure to storm water.
- Labeling drains at large facilities — "Don't dump, leads to waterway."

### What Can You Do?

We all potentially contribute to storm water pollution with many of our everyday activities. Below are some examples of things you can do to reduce water pollution:

- Wash your car at car washes, which are required to treat their discharge. If you cannot do that, invest in a high pressure nozzle for your hose, which will minimize the total water volume.
- Pick up your pet waste from the yard and don't drop it in storm sewers when taking the dog for a walk.

- Read the directions for fertilizers and apply them in appropriate amounts and at the appropriate times to minimize the chance they will get into storm water.
- Find alternatives to pesticide use. For example, eliminating food sources that attract pests can reduce pest populations that in turn reduce the water quality impacts of pesticides.

## Conserve Gasoline: Some Driving Tips

### Drive More Efficiently

**Drive Sensibly.** Aggressive driving (speeding, rapid acceleration, and braking) wastes gas. It can lower your gas mileage by 33 percent at highway speeds and by 5 percent around town. Sensible driving is also safer for you and others, so you may save more than gas money.

- Fuel Economy Benefit: 5–33 percent
- Equivalent Gasoline Savings: \$0.19–\$1.23/gallon

**Observe the Speed Limit.** While each vehicle reaches its optimal fuel economy at a different speed (or range of speeds), gas mileage usually decreases rapidly at speeds above 60 mph. You can assume that each 5 mph you drive over 60 mph is like paying an additional \$0.30 per gallon for gas. Observing the speed limit is also safer.

- Fuel Economy Benefit: 7–33 percent
- Equivalent Gasoline Savings: \$0.26–\$0.86/gallon

**Remove Excess Weight.** Avoid unnecessary items in your vehicle, especially heavy ones. An extra 100 pounds could reduce your MPG by up to 2 percent. The reduction is based on the percentage of extra weight relative to the vehicle's weight and affects smaller vehicles more than larger ones.

- Fuel Economy Benefit: 1–2 percent/100 lbs.
- Equivalent Gasoline Savings: \$0.04–\$0.07/gallon

**Use Cruise Control and Overdrive Gears.** Using cruise control on the highway helps you maintain a constant speed and, in most cases, will save gas. Also when you use overdrive gearing, your car's engine speed goes down. This saves gas and reduces engine wear.

### Keep Your Car in Shape

**Keep Your Engine Properly Tuned.** Fixing an out-of-tune car or one that has failed an emissions test can improve its gas mileage by an average of 4 percent, though results vary based on the repair and how well it is done. Fixing a serious maintenance problem, such as a faulty oxygen sensor, can improve your mileage by as much as 40 percent.

- Fuel Economy Benefit: 4 percent
- Equivalent Gasoline Savings: \$0.15/gallon

**Keep Tires Properly Inflated.** You can improve your gas mileage by up to 3.3 percent by keeping your tires inflated to the proper pressure. Underinflated tires can

lower gas mileage by 0.3 percent for every 1 pound per square inch (psi) drop in pressure of all four tires. Properly inflated tires are safer and last longer. The proper tire pressure for your vehicle is usually found on a sticker in the driver's side door jamb or in the glove box and in your owner's manual. Do not use the maximum pressure printed on the tire's sidewall.

- Fuel Economy Benefit: up to 3 percent
- Equivalent Gasoline Savings: \$0.11/gallon

**Use the Recommended Grade of Motor Oil.** You can improve your gas mileage by 1–2 percent by using the manufacturer's recommended motor oil. For example, using 10W-30 motor oil in an engine designed to use 5W-30 can lower your gas mileage by 1–2 percent. Using 5W-30 in an engine designed for 5W-20 can lower your gas mileage by 1–1.5 percent. Look for motor oil that says "Energy Conserving" on the API performance symbol to be sure it contains friction-reducing additives.

- Fuel Economy Benefit: 1–2 percent
- Equivalent Gasoline Savings: \$0.04–\$0.07/gallon



### What Can You Do?

Check out Department of Energy's websites for more ideas:

- <http://www.fueleconomy.gov/feg/driveHabits.shtml>
- <http://www.fueleconomy.gov/feg/maintain.shtml>

**Note:** Cost savings are based on an assumed fuel price of \$3.72/gallon.

**Data Sources:** Estimates for fuel savings from sensible driving are based on Energy and Environmental Analysis, Inc., *Owner Related Fuel Economy Improvements* at <http://www.fueleconomy.gov/feg/pdfs/OwnerRelatedFuelEconomyImprovements.pdf>, Arlington, Virginia, 2001. Estimates for the effect of speed on MPG

are based on a study by West, B.H., R.N. McGill, J.W. Hodgson, S.S. Sluder, and D.E. Smith, *Development and Verification of Light-Duty Modal Emissions and Fuel Consumption Values for Traffic Models*, Oak Ridge National Laboratory, Oak Ridge, Tennessee, March 1999.

## Start a Green Team

By now you have probably heard something about the USPS Lean Green Teams, whether through the USPS News Link, in one of our press releases, or simply by word of mouth from a co-worker. Lean Green Teams are doing a lot to help USPS reduce waste, save money, and increase revenue through recycling. The Postal Service saved more than \$40 million dollars in 2011 by taking action to reduce wasted energy, water, solid waste to landfills, and petroleum fuel use. The USPS Lean Green Teams were a key component toward the success of these efforts. They also helped the Postal Service recycle over 215,000 tons of material — a modest decline over the prior year. Despite this modest decline, the Postal Service generated \$24 million from waste paper and cardboard and saved nearly \$14 million in landfill fees.

“How can I participate?” you may be asking yourself. The answer is simple. Go to <http://blue.usps.gov/wps/portal>; click *Sustainability*. Then click *Lean Green Teams*. You will find everything you need to get involved right there. You will need to get the approval of your facility manager, and then you can establish a cross-functional Lean Green Team at your facility. Or maybe you work at one of our smallest facilities where you might be the only one on your team. It doesn't matter — everyone can participate, and every effort, however small, counts! That's why the Lean Green Team initiative is designed to allow teams to manage their participation within the allowances of their own resources.

First, click *Green Team Orientation course* on the Lean Green Team page. This is a PowerPoint presentation, which is an overview of the Lean Green Team initiative, in case you want to present it to fellow workers to let them know what it is all about. Next, click the *Green Initiative Tracking Tool*. The Green Initiative Tracking Tool, or “GITT”, is the place where facility teams can register their participation online and select from approximately 45 low-cost projects designed specifically to reduce waste in five targeted categories: facility energy, vehicle petroleum fuel, water, solid waste, and consumables. The GITT also provides step-by-step instructions for implementation of the projects (see the links on the Green Team page to the short tutorials for getting access to the GITT via e-access, and navigating through the GITT). You will also find several other helpful links and tools on the Lean Green Teams page, including the *Lean Green Team Guide* and *Green Project List*.

Once your facility is registered on the GITT, you will be able to select projects that you want to work on at your facility. If a project is listed that doesn't apply, you can check “Not Applicable.” If a project is listed that you've already implemented at your facility, you can check “complete.” You can also access dashboards that show the completion status of the selected projects, as well as the facility's monthly cost and usage information compiled automatically from USPS data systems for each targeted category in the “Reports” section. Teams and management can easily access the information to evaluate the effectiveness of the sustainable activities that are being implemented at their facilities.

## What Can You Do?

Start a Lean Green Team. If you have questions on how to proceed, contact Dianne Shoaf at the Office of Sustainability at [Dianne.L.Shoaf@usps.gov](mailto:Dianne.L.Shoaf@usps.gov). Help make the United States Postal Service a more sustainable place to work. You can truly make a difference!

## How to Buy Green



Over the past several years, the U.S. Postal Service® has been continuously improving its national green purchasing program. Efforts have been focused on the products and services we buy, together with the products and services we provide to our customers. Today and everyday, employees can help USPS become more sustainable by buying green products and services at work and at home. So how can you “buy green”?

The Environmental Protection Agency (EPA) defines “green purchasing” (more properly known as environmentally preferable purchasing), as the purchase of “products or services that have a lesser or reduced effect on the envi-

ronment and human health when compared with competing products or services that serve the same purpose.” The Environmental Protection Agency has developed five guiding principles (<http://www.epa.gov/epp/pubs/guidance/index.htm>), which provide a framework for making green contracts. They are as follows:

- Environment + Price + Performance = Environmentally Preferable Purchasing (EPP) <http://www.epa.gov/epp/pubs/guidance/finalguidance.htm#GuidingPrinciple1>
  - Always ensure environmental considerations are part of the normal purchasing process.
- Pollution Prevention <http://www.epa.gov/epp/pubs/guidance/finalguidance.htm#GuidingPrinciple2>
  - Emphasize pollution prevention (i.e., source reduction) as part of the purchasing process.
- Life Cycle Perspective/Multiple Attributes <http://www.epa.gov/epp/pubs/guidance/finalguidance.htm#GuidingPrinciple3>
  - Examine multiple environmental attributes throughout the product/service’s life cycle.
- Comparison of Environmental Impacts <http://www.epa.gov/epp/pubs/guidance/finalguidance.htm#GuidingPrinciple4>
  - Compare environmental impacts when selecting products and services.
- Environmental Performance Information <http://www.epa.gov/epp/pubs/guidance/finalguidance.htm#GuidingPrinciple5>
  - Collect accurate and meaningful environmental information about environmental performance of products and services.

As an internal customer, you should order and specify products that align with the guiding principles noted above. Through your purchasing decision you not only can get the product you want, you can also make the Postal Service a more sustainable organization.

When ordering supplies in eBuy2 ([http://blue.usps.gov/purchase/eBuy2\\_home.htm](http://blue.usps.gov/purchase/eBuy2_home.htm)), look for products that:

1. Are Free of the 13 Targeted Chemicals. You can increase your knowledge of these chemicals by reviewing Material Safety Data Sheets (MSDSs) prior to purchase. For a list of these targeted chemicals, see page 14. Here are some key tips:
  - Remember most on-catalog Postal Service custodial products have already been reviewed to avoid the use of the 13 targeted chemicals.
  - Some custodial products *do* contain these chemicals. Before you purchase any product, you are responsible for reviewing its MSDS for these chemicals.

- If the product you need is critical for your custodial work, you are responsible for making sure there are no “green cleaning” product alternatives. Document your decision to use one of the 13 targeted chemicals based on the lack of feasible alternatives.

2. Contain High Levels of Post Consumer Content Recycled Materials. Post consumer recycled materials are obtained from discarded consumer products. Here are some key tips:

- If you buy copy paper, choose 30 percent post-consumer recycled content paper.
- Buying paper with only pre-consumer recycled content doesn’t support the recycling market.
- Recycled content copy papers generally meet the same performance standards as virgin copy paper. It is an urban myth that recycled content papers do not perform to the same standards as virgin paper.

### What Can You Do?

Buy products made with recycled content materials that are free of the 13 targeted chemicals. There are numerous products meeting these standards available on-catalog in eBuy2 ([http://blue.usps.gov/purchase/eBuy2\\_home.htm](http://blue.usps.gov/purchase/eBuy2_home.htm)).

### Begin Recycling Now

The Postal Service generates thousands of tons of solid waste every month. A huge price tag is associated with this massive amount of waste being generated by our facilities. Contractors are paid to pickup and haul the waste to landfills where additional charges are imposed by the facility operators. Recycling is aimed at diverting a substantial portion of the solid waste stream from the landfills to third-party recyclers who are willing to pay the Postal Service for our discarded mixed paper, corrugated cardboard, plastics, metals, and other materials. Recycling is a win-win proposition; not only does it make good business sense, it also helps protect the environment.

The good news is that the Postal Service is actively engaged in maximizing recycling revenues. In FY 2011, the Postal Service generated more than \$24 million in recycling revenue and nearly \$14 million in landfill cost avoidance. However, as an organization, we have room to grow in the area of recycling. We receive the highest possible rebates when the materials are kept free of debris or contamination. Backhauling through hub and spoke programs, baling, banding, and compacting are proven methods for maximizing recycling revenues. Unfortunately, less than 50 percent of our Post Offices and mail processing plants are currently involved in a backhaul/recycling program.

Many existing hub and spoke backhauling programs at our facilities will soon be impacted by the Network Optimization Plan. That is why we are working diligently with our

partners in the Office of Sustainability to support changes in these programs or to create new ones for maximizing recycling revenues in the new optimized facilities network.

Another important component of the Postal Service's Recycling Program is the recycling of unusable/damaged mail transport equipment (MTE). All unserviceable MTE must be routed to a Mail Transport Equipment Service Center (MTEESC) where recycling contracts are in place to ensure that best value is received for these discarded items.

The Postal Service is a national leader in recycling. We have experienced tremendous success in recycling materials that once went directly to landfills.

#### Trash and Recycling Team: Traditional Solid Waste and Recyclable Materials

Scott Theriault	860-285-7163
Shirley Leong	860-285-7296
Lisa Madison	860-285-7193

#### Hazardous Waste Team: Chemicals, Oils, Tires, Batteries, Light Bulbs, etc.

Joseph Han	202-268-6987
Axel Rivera	202-268-6233

#### What Can You Do?

We now ask for your support for building on that success so that we can all continue to reap the financial and environmental benefits of recycling. Go Green!

### Save The Planet: Chemicals You Should Avoid Buying

It is important for Postal Service employees to select and use nonhazardous and environmentally friendly chemicals or products in their respective facilities or installations. Targeted chemicals are those that the EPA has determined are harmful to the environment and recommends not purchasing.

#### What Can You Do at Your Facility?

Practice environmentally preferable purchasing when possible. Consult the *USPS Targeted Chemicals* list (shown here) when making purchasing decisions. If the product you need is a "targeted chemical," look for an alternative. Reduce or eliminate use of the 13 targeted chemicals wherever possible to lower the potential long-term effects of releasing these chemicals into the workplace or environment. If they cannot be eliminated, consult with local safety and environmental specialists to be sure you are complying with applicable federal, state, and local

regulations and are aware of the current alternatives to products containing these targeted chemicals.

USPS Targeted Chemicals	Commonly Found in:
1. 1,1,1-Trichloroethane (Methyl chloroform, methyltrichloromethane, and trichloromethylmethane, and alpha-trichloromethane)	Solvents, Glues, Aerosols, Spot Cleaners
2. 1,2,4-Trichlorobenzene	Solvents, Degreasers, Herbicides
3. Benzene	Gasoline
4. Lead	Batteries, Pipes, Roof Materials, Wheel Weights
5. Mercury	Fluorescent Lamps, Thermostats
6. Methylene chloride (dichloromethane)	Solvents, Paint Strippers
7. Methyl ethyl ketone (MEK, 2-butanone)	Paints, Glues, Cleaning Agents
8. Methyl isobutyl ketone (MIBK, MIK, hexone)	Paints, Varnishes, Lacquers
9. Naphthalene	Dyes, Insecticides
10. Tetrachloroethylene (tetrachloroethene, perchloroethylene, PCE, PERC)	Degreasers, Dry-cleaning
11. Toluene	Gasoline, Paints, Thinners, Adhesives
12. Trichloroethylene (TCE)	Solvents, Paint Removers, Adhesives
13. Xylenes	Solvents, Cleaning Agents, Gasoline

Environmentally Preferable Products are those that pose a reduced threat to human health and the environment when compared with competing products or services that serve the same purpose. Specific examples include low-mercury bulbs, retread tires, recycled antifreeze, re-refined oil, and recycled content paper. Other major categories of environmentally preferred products include those that:

- Do not contain any of the USPS targeted chemicals.
- Contain recycled materials from post-consumer sources.
- Have third-party certification (e.g., Forest Stewardship Council is a leading international certifying organization for paper derived from sustainably managed forests).
- Are energy efficient (e.g., Energy Star qualified products) and/or have minimal packaging.

#### What Can You Do?

Learn more about environmentally preferred products by visiting the Office of Sustainability website at [http://blue.usps.gov/sustainability/green\\_purchasing.htm](http://blue.usps.gov/sustainability/green_purchasing.htm).

## Reduce Pesticide Use: Try an Integrated Pest Management Program



The inappropriate use of pesticides in the 1950s led one federal employee, Rachel Carson, to raise awareness of the public health hazards of these chemicals. Her efforts led to a new more ecologically conscious approach to pest management, called Integrated Pest Management (IPM). The EPA states IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment.

In establishing an IPM program, the U.S. Postal Service implemented pest control practices that minimize harm to the ecosystem, human health, and the environment. The USPS IPM emphasizes the use of nonchemical control techniques over the use of chemical controls but does not eliminate using pesticides. Those techniques include the following:

- Use of mechanical traps, physical barriers, or sticky paper.
- Spraying nondetergent insecticidal soaps, garlic, hot pepper, or vinegar on pests.
- Elimination of any areas of standing water to eradicate mosquitoes.
- Removal of diseased and insect-infested plant parts.
- Good housekeeping so as not to attract pests.

Always consider using nonchemical control methods before using pesticides, both indoors and outdoors. USPS currently has an integrated Pest Management National Contract with Ecolab. It's the preferred method for pest management at most USPS facilities. Ecolab's highly trained service specialists understand pest biology and behavior and apply that knowledge to identifying and addressing pest issues at Postal Service facilities. Additionally, Ecolab uses nonchemical solutions and technologies wherever possible, and can provide innovative solutions to meet Postal Service needs. Ecolab currently services 3,653 postal facilities that are implementing IPM.

### What Can You Do?

Become more familiar with the importance of Integrated Pest Management by reviewing the information found on the USPS Home Page.

- USPS Sustainability website: <http://blue.usps.gov/sustainability/>
- Management Instruction AS-550-95-10, *Integrated Pest Management*: <http://blue.usps.gov/cpim/ftp/manage/a5509510.pdf>

### Use Re-Refined Motor Oil



Oil in the internal combustion engine captures the contaminant by-products of combustion including carbon, soot, and metals from engine wear. When these build up in oil over time, they reduce its effectiveness. Oil also contains performance-enhancing chemical additives, which make up as much as 15 percent of its total volume. These additives become depleted with wear so the processes they prevent, like corrosion or the sludge-forming mixing of oil and water, become problematic when oil has been used too long. This is why changing the oil in your car's engine is part of a good preventive maintenance program. The

Postal Service used over 220,000 gallons of motor oil in FY 2011, most of which was re-refined motor oil.

Why use re-refined motor oil? The physical property of oil doesn't degrade. Re-refining used motor oil relies on a practice of vacuum distillation to remove contaminants such as fuel, water, or dirt from used oil to produce new "base oil." The base oil is blended with a fresh cocktail of additives like dispersants, detergents, and anti-foaming chemicals to restore the oil to its original effectiveness.

It takes only about one-third the amount of energy to recover re-refined base stock as it does to produce the same amount of base stock from crude oil. Using less energy means producing fewer carbon emissions, and the same oil can be re-refined over and over again.

It takes about a gallon (3.8 liters) of used oil to make 2.5 quarts (2.4 liters) of re-refined motor oil, and the base stock can also be used to produce other lubricants like automatic transmission fluid or hydraulic fluid. That's a lot more efficient than producing "virgin" motor oil; it takes an entire barrel of crude oil (42 gallons/159 liters) to produce the same amount. The math is easy, it takes 42 gallons to make 1 gallon of virgin motor oil but only 1½ gallon of used oil to create 1 gallon of re-refined oil. That makes it 28 times more efficient than buying virgin motor oil.

### What Can You Do?

The Postal Service is committed to a more sustainable use of petroleum products. You can help by making sure you buy re-refined oil.

### Use Lead-Free Wheel Weights: Why the Postal Service Cares



A successful "lead-free" wheel weights pilot program developed in the Pacific Area was the catalyst for imple-

menting a nationwide lead-free wheel weight program in 2009. Today, as a result of the efforts of our vehicle maintenance staff, we have proactively eliminated over 2,500 pounds of lead wheel weights on our delivery fleet.

Why does all this matter? After numerous studies and investigations, USPS has determined that lead wheel weights applied to vehicle rims during tire balancing services can be a source of occupational lead exposure in the workplace and pose a threat to the environment. The environment may be impacted when they fall off onto the ground and enter the soil and nearby rivers and streams. Lead wheel weights fall off their host vehicles and are gradually pulverized by vehicle traffic into lead dust. The lead is rapidly abraded into fine dust particles that turn into lead oxides, hydroxides, and bicarbonates when exposed to the environment. When lead becomes soluble, it increases the risk of lead contamination of soils, groundwater, storm water, and drinking water supplies. Lead is a persistent and bio-accumulative neurotoxin with many well-established adverse environmental and human health effects. Long-term exposure in children can cause brain damage, affect growth, and impair intellectual and behavioral development. The EPA recently declared that lead wheel weights are the second leading pathway for lead exposure in children through the ingestion of lead-contaminated dusts and soils.

The Postal Service is committed to eliminating lead wheel weights because lead is on the USPS Targeted Chemicals List for reduction in the environment. Our efforts are consistent with the waste minimization goals of Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, and help create more sustainable business practices.

It is not surprising that both management and craft employees have had an overwhelmingly positive and supportive response to this initiative. Workplace safety and health are significantly enhanced by reducing the use of lead. We can all be proud of our vehicle maintenance facilities and their efforts to reduce the impacts of lead on the environment. The Postal Service's proactive implementation of this pollution prevention initiative is a major step toward reducing the occupational and environmental exposure of one of the nation's most hazardous neurotoxins. Initiatives like this one help the Postal Service reduce its environmental footprint and reinforce its commitment to being the "green" delivery provider in every community we serve.

### What Can You Do?

Make sure you only buy steel wheel weights for Postal Service vehicles.



## Use Convenient Alternatives to Going to the Post Office



Meeting our customer's environmental expectations while providing quality products and services at a reasonable cost is what customer service is all about. Though many retail products and services are purchased at postal facilities, there are "green" alternative access methods for these services. The Postal Service offers Self-Service Mail Centers, (formerly known as Automated Postal Centers<sup>®</sup>), Contract Postal Units, Stamps.com, Click-N-Ship<sup>®</sup>, endicia.com, stamps on consignment, approved shippers (ex: Office Depot), Stamps by Mail<sup>®</sup>, and most recently, the Village Post Office. Another recent access method is via an

"app". USPS Mobile<sup>®</sup> gives you instant, on-the-go access to popular tools on USPS.com<sup>®</sup> — like finding Post Offices and collection boxes, looking up ZIP Codes<sup>™</sup>, calculating prices, scheduling pickups, ordering supplies, scanning labels, and checking package status anywhere, anytime. These alternate methods of access provide customers service options they want at times convenient to them. Online services meet the needs of people working in offices, at home, or waiting in line at the bank. It saves gasoline, which helps lower greenhouse gas emissions. Here are some alternate access channels that can help our customers "go green."

**Self-Service Mail Centers** provide customers with products they use 7 days a week. They are located in many of the busiest Post Offices.

**Stamps by Mail** service allows the public to purchase stamps through the U.S. Mail.

**Stamps on Consignment** makes stamps available at participating retailers, such as supermarkets, drug stores, convenience stores, and ATMs at financial institutions.

**Contract Postal Units (CPUs)** allow USPS to reach customers at times when a trip to a Post Office is not possible or convenient. You can find CPUs in malls and other convenient locations.

**USPS.com** has transformed communication and business processes and created opportunities for the Postal Service to improve efficiencies, enhance relationships, and develop new products and services.

**endicia.com** allows customers to create professional, USPS-compliant labels bearing their own logos, online.

**Click-N-Ship** is an easy way to send mail right from home. A customer can create labels with postage, pay with a credit card, purchase insurance online, and view shipping history.

**Village Post Offices (VPOs)** are operated by local businesses and offer popular postal products and services such as stamps and flat-rate package shipping.

**Approved Shipper** is a private retailer with a packaging and shipping business who may provide a variety of shipping services, including USPS services and competitor services. There are 4,407 Approved Shippers nationwide.

### What Can You Do?

Remind our customers of the personal cost savings and environmental benefits of shopping online.

### Conserve Water at Home

Water efficiency is the smart use of our water resources through water-saving equipment and fixtures, and the simple steps we can all take around the house and work. Using water efficiently will help ensure reliable water supplies today and for future generations.

## What Can You Do?

Some of the things we can do to save water are as follows:

- Install efficient fixtures — toilets, refrigerators, etc., especially when rebates and cash incentives are offered.
- Use showerheads that flow at 2.5 gallons per minute or less.
- Replace old toilets ([http://www.savingwater.org/inside\\_bathroom\\_toilets.htm](http://www.savingwater.org/inside_bathroom_toilets.htm)) (i.e., if installed before 1994). You can save more than \$1,000 in water and sewer charges over the next 10 years. WaterSense-labeled toilets perform well and save water. Some utility companies and stores offer rebates and cash incentives.
- Save water, energy, and money with energy efficient washers, dryers, and dishwashers.
- Wash full loads of laundry to save water, energy, and time — don't underfill.
- Replace older faucet nozzles (aerators) with new ones that are rated at 2.0 gallons per minute or less. Aerators cost only a few dollars.
- Turn the water off when washing dishes. If you have two sinks, fill one with wash water and the other with rinse water. Otherwise, fill a separate basin with rinse water.
- Wash only full loads in your dishwasher. You'll save both water and energy.
- Fix leaky toilets, indoor faucets, and outdoor faucets around your home — it can cost you up to \$200 a year on your utility bill, and waste 10,000 gallons of water. Check for toilet leaks by adding food coloring to the tank. If the toilet is leaking, color will appear in the bowl within 15 minutes. (Flush after the test is done to prevent staining the tank.)
- Consider alternative uses to water that are not related to health and safety — like using a broom instead of a water hose to routinely clean sidewalks and driveways.
- Eliminate daytime landscape watering by watering at night and using weather-based or moisture-sensing controls. Avoid watering the street or sidewalk.
- Don't over-fertilize. You will increase the lawn's need for water.
- Raise your lawn mower blade to at least 3 inches. Taller grass promotes deeper roots, shades root systems, and holds soil moisture better than a closely cropped lawn.
- Plant climate-appropriate species. Try plants that are native to where you live and don't require as much

water, and group plants together by water requirements.

- Look for sprinklers that produce droplets, not mist, or use soaker hoses to irrigate.
- Take a 5-minute shower. It uses 10–25 gallons versus up to 70 gallons for full bathtub.
- Turn off the tap while you brush your teeth. This can save 8 gallons per day.
- Use mulch around plants. It reduces evaporation and controls water-stealing weeds.

You can find rebates in your area, information on teaching kids water conservation, water saving calculations, and a quick and fun quiz to test your "WaterSense" on the EPA website at <http://www.epa.gov/watersense/>

## Use Energy Efficiently at Work and Home

Working more energy efficiently fosters a cleaner environment and improves profitability for the Postal Service. Here are a few tips you can use to reduce energy consumption at work and at home:

- **Be energy efficient.** Use energy-efficient equipment and appliances and keep fittings in good working order. Educate your staff to use energy more efficiently.
- **Switch off.** Leaving appliances switched on when not in use creates high electricity bills.
- **Adjust thermostats.** When heating or cooling, adjust thermostats to the manufacturer's suggested setting.
- **Use efficient lighting.** The right lighting creates a welcoming atmosphere, helps sell products, provides security, and reduces costs. *Choose appropriate light fittings, lamps, and globes* such as fluorescent lamps, since they provide more efficient lighting in large areas. Where lamps are in continuous use, the operating cost of a compact fluorescent lamp is just 20 percent of an equivalent incandescent globe, and it lasts 8 times as long.
- **Take control of your lighting.** If your lighting system is on several circuits, you can adjust lighting in specific areas according to need. Make the most of automation: Light-sensitive photoelectric cells will switch security lights on at dusk and off at dawn. Movement/occupancy sensors and programmable timers also reduce energy.
- **Keep it clean — choose light colors and daylight.** A buildup of dust on fittings, lamps, and globes reduces the output of light as it increases the buildup of heat, which shortens the life of the lamp. Dark walls and matte finishes reflect less light than light, glossy surfaces. That means more power is needed to achieve the same level of illumination. Don't forget

to use daylight control opportunities and open blinds and curtains. Use sunlight instead of electric light.

- **Use hot water efficiently.** A wide range of gas and electric hot water systems include easy-to-maintain and highly efficient options for your home or business. For efficient hot water usage, do the following:
  - Install low-spray heads and electronic sensor tap controls.
  - Install your hot water system as close to the outlet as possible to minimize heat loss.
  - Insulate all hot water pipes.
  - If you only need hot water occasionally, use an instantaneous or small storage unit, which will use energy only when the tap is turned on.
- **Refrigerate wisely.** Refrigerators operate around the clock, and that means a less-than-efficient refrigeration system can have a major impact on your costs. Maintain the correct temperature by ensuring the temperature is set correctly. Use a thermometer to check the temperature regularly. Clean, maintain, and defrost your unit regularly for hygiene as well as reduced running costs. Ensure that the condenser cooling fans and refrigeration motors are clean and dust free, remembering that you should always turn off and unplug the unit before cleaning. Protect the refrigerator motor from direct sunlight and ensure sufficient venting to allow heat to escape.
- **Maintain a comfortable work environment.** Install insulation to reduce your energy bills for heating and cooling. The most important area to consider is above the ceiling, though insulation in the walls and floors, weather stripping of doors and windows, and properly fitted blinds and window coverings will all help to keep warm air inside in winter and outside in summer.
- **Keep an optimal temperature.** A single degree cooler in summer or warmer in winter could increase your energy costs by as much as 10 percent. An effective and well-maintained thermostat — one which can't be tampered with, and which is placed well away from draughts — is essential. If you're building new premises, this is a great opportunity to start out with energy-saving features such as double glazing, correct building orientation, and skylights.

## Conserve Water With Landscaping

Effective irrigation will save you money by reducing maintenance costs. Properly maintained landscaping will also prevent runoff into streams and protect the watershed.

### How Often Should I Water my Landscaping?

- Water only as needed!

- Limit watering to lawns that are in high-visibility areas.
- Newly planted trees, shrubs, and perennials are susceptible to drought, so they should be monitored and watered as needed until their roots are fully established (2 to 5 years).
- For groundcover and shrubs, water when the leaves are wilted or drooping. If the soil is dry, the lawn should be watered.
- Water soil slowly and deeply, to a depth of 4 to 6 inches, no more than once a week during the summer.
- Early morning watering is preferable because the air is relatively cool and moist, reducing water loss to evaporation. Late evening watering may encourage mildew and disease.
- Annuals should be watered at the first sign of wilting.
- Perennials need water only if they stay droopy after it cools off in the evening.

### What Are Some Types of Irrigation?

- **Sprinklers.** Sprinklers can provide coverage over large areas. However, they can waste water because of the large amount of evaporation and runoff that occurs. Soaker hoses, trickle systems, and drip irrigation systems place water directly at the plant's roots with virtually no loss to evaporation.
- **Hand Watering and Other Methods.** Hand watering is also an option. Caution: If too much water is applied too quickly, undesirable runoff may occur. Another option is to redirect gutters and downspouts to irrigate an area. However, excessive gutter runoff may ultimately destroy plants and lawns because of excess water. Perforated downspouts and redirected downspouts are preferred downspout systems.

### How Can You Prevent Irrigation System Leaks?

Inspect all irrigation heads, hoses, and connectors annually. Leaky hoses can waste 50 percent or more water flowing through the hose. Make sure the washers at all hose connections and sprinkler valves are tight-fitting. Any worn or damaged equipment should be replaced as soon as possible.

### Change Your Address Online — It's Easy

More than 41 million Americans move every year — that creates a lot of waste and takes a toll on the environment. Even a small thing, like changing your address online, can have a big beneficial impact on the environment.

Here are the facts:

- If everyone changed their address online, we would reduce CO<sub>2</sub> emissions by more than 46,000,000

pounds per year and save more than 2,600,000 pounds of paper.

- More than 723,000,000 pieces of paper are used to produce the USPS change-of-address forms every year.
- For every 1 million movers that change their address online, CO<sub>2</sub> emissions are reduced by 1,600,000 pounds.
- Currently approximately 12,500,000 movers change their address online, avoiding the release of about 20,300,000 pounds of CO<sub>2</sub> into the environment.

This Earth Day, the United States Postal Service is asking all movers to change their address online at [www.usps.com](http://www.usps.com). It's an easy and convenient way to change your address that reduces CO<sub>2</sub> emissions and saves time and natural resources like oil and trees.

### What You Can Do?

Be sure to pass this simple tip along to friends and family who are moving and need to change their address.

### Dispose of Smoke Detectors Properly



Two common types of smoke detector found in residential homes may also be found in some postal facilities. The two types of smoke detectors are ionization and photoelectric detectors. Ionization smoke detectors contain a very minute amount of radioactive material known as Americium 241. Photoelectric-type smoke detectors do not

contain any radioactive material. The amount of radioactive material contained in ionization smoke detectors is so small it does not pose a risk to human health. If the detector contains radioactive material, it is required by law to have a warning label on the body of the detector. Look for the label on the back of the detector facing the mounting base.



The label may have the international symbol for radiation (as shown). If the smoke detector does not include either the warning or the radiation symbol on the label, and if there is no evidence the label has been removed or destroyed, it is safe to assume the device does not contain any radioactive material. If the label is missing or destroyed, treat the device as if it is an ionization unit. These detectors do not last forever, and at some point they need to be disposed. Proper disposal of ionization units is described below. Some state and local laws and regulations prohibit the disposal of ionization smoke detectors in the municipal waste stream. For this reason, smoke detectors containing radioactive material should be returned to the manufacturer for disposal. If the manufacturer refuses to accept the return of the smoke detector, check with your local governmental agency or contact the Office of Sustainability via email at [sustainability@usps.gov](mailto:sustainability@usps.gov).

When returning a detector to the manufacturer, include a note indicating the detector is to be disposed of, and mail it to the address listed on the back of the detector. The following smoke detector manufacturers/distributors will take back their smoke detectors:

<b>Manufacturer/ Distributor</b>	<b>Phone Number</b>	<b>Address for Return</b>	<b>Notes</b>
American Sensors/ Dicon Global	800-387-4219	Call to receive a number and return information	Accepts Dicon Global American Sensors brands only
Firex	800-445-8299	Firex c/o Disposal 28C Leigh Fisher Blvd. El Paso, TX 79906	Website address: <a href="http://www.firexsafety.com">www.firexsafety.com</a>
First Alert/BRK	800-323-9005 Ext. 2	Customer Service Dept 3920 Enterprise Court Aurora, IL 60504	Accepts up to four device of First Alert/BRK brand at a time. Call ahead for mailing instructions.
G.E. Security/ESL	888-437-3287	12345 Southwest Levetan Dr. Tualatin, OR 97062	Will accept G.E. Security/ESL brands only
Honeywell	800-328-5111	Returned Goods, Honeywell, Inc. Dock 4-MN10-3860 1985 Douglas Drive North Golden Valley, MN 55422	Accepts Honeywell smoke detectors only <a href="http://www.eccustomercares.com">www.eccustomercares.com</a>
Kidde	800-880-6788 Ext. 1	1016 Corporate Park Dr. Mebane, NC 27302	Will only accept Kidde brand smoke detectors
Sears	local number	Some Sears locations are designated collection sites	Call to find out if local Sears will accept smoke detectors
System Sensors	800-736-7672 Ext. 1	Call to receive a reference number and return information	Will accept "System Sensor" brand only. Asking payment of \$3.00 for each detector to cover recycling costs.
USI Electric/ Universal	800-390-4321 Ext. 1	Attention: Disposal Dept. 7A Gwynns Mill Court Owings Mills, MD 21117	Return only detectors that say "ionization" on the back. Only USI Electric or Universal brand detectors accepted. Enclose a note that the smoke detector is being returned for recycling.

## Use Slim Jims — Secured Lobby Recycling Containers

To promote Earth Day and the USPS Green commitment, Post Offices are encouraged to participate in the Post Office Box lobby recycling program. Your PO Box customers can recycle their mail in specially designed, secured recycling containers that the Postal Service has recently deployed to more than 10,000 Post Offices having PO Box lobbies nationwide. These secure containers carry the message, “Read, Respond, and Recycle Your Mail.”



The Postal Service can make significant reductions in its solid waste disposal costs if customers recycle their mail after they have finished with it. By offering customers the opportunity to recycle their mail right in the lobby, USPS can also play an important role in meeting customers’ environmental expectations. Earth Day is a very good time to renew our customer’s participation in USPS recycling and sustainability programs. Once you have ordered these containers, you are required to take an online survey to confirm how the containers have been deployed. Take the online

survey by going to the following web address: [http://blue.usps.gov/sustainability/earthday/ordering\\_green\\_supplies.htm](http://blue.usps.gov/sustainability/earthday/ordering_green_supplies.htm) and clicking Take the *Recycling Implementation Survey*. Containers are offered on a first-come first-served basis while supplies last.

Affected postmasters should use the eBay on-catalog requisition system to order the “Slim Jim” secure recycling containers from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn’t have access to eBay, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Slim Jims: Order containers based on the rule of thumb that one container serves up to 500 active Post Office Boxes. If two containers are needed (i.e., Slim Jim Double), order PSN 4250-15-000-0664. If three containers are needed (i.e., Slim Jim Single and Slim Jim Double), order the single and double container. The maximum order is limited to three containers.

### Single

Description:	CONTAINER, RECYCLED LOBBY MAIL, 23 GL W/ LOCKING LID (QTY = 1 EA)
PSN:	4250-12-000-7649
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	1
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	NA

### Double

Description:	CONTAINER, RECYCLED LOBBY MAIL, 23 GL W/ LOCKING LID (QTY = 2 EA)
PSN:	4250-15-000-0664
Unit of Measure:	EA
Minimum Order Quantity:	2
Bulk Pack Quantity:	2
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	NA

### Slim Jims Replacement Parts

To promote Earth Day and USPS' Green commitment, Post Offices are encouraged to participate in the Post Office Box lobby recycling program. Where we already offer PO Box customers mail recycling in specially designed secured recycling containers, we are now offering replacement parts for broken locks and lids. The replacement parts are for the 23-gallon "Slim Jim" container that carries the message, "Read, Respond, and Recycle Your Mail."



Earth Day is an auspicious time to renew our customer's participation in USPS recycling and sustainability programs. If any of your equipment needs to be replaced, we are now offering the secure lid with lock or the lock at no cost while supplies last.

Affected postmasters should use the eBuy on-catalog requisition system to order these items for repairing secured recycling containers from the MDC. Search for items using the PSN number listed here (without the

dashes). If your office doesn't have access to eBuy, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order replacement parts:

Description:	LID, RECYCLING CONTAINER SPARE W/LOCK AND 2 KEYS
PSN:	4250-15-000-0667
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	1
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	N/A

Description:	LOCK, RECYCLING CONTAINER SPARE W/2 KEYS
PSN:	5340-15-000-0668
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	200
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	N/A

**Exhibit A, Notice 180, Lobby Recycling Postcard**

ENVIRONMENTAL POLICY AND PROGRAMS  
475 L'ENFANT PLAZA SW RM 9657  
WASHINGTON DC 20260-9657

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

## Post Office Box Customer

Dear Post Office Box Customer:

I would like to invite you to participate in our recycling program right here at the Post Office and help us as we work to preserve our environment.

Any mail that you open and read here in our lobby can be discarded for recycling while you are here. Just look for the blue recycling containers with the words READ, RESPOND, RECYCLE YOUR MAIL on the sides. These containers are locked to protect the privacy of your mail.

**Read your mail. Keep what you intend to act on. Recycle the rest. It's the environmentally friendly thing to do.**

Of course, the mail you take home can be recycled later after you're finished with it through your local recycling program.

Read, Respond, Recycle your mail!

Thank you for helping the Postal Service do its part to protect our environment!



Notice 180, May 2010 PSN 7610-12-000-5651



## Use Notice 180, Lobby Recycling Postcard

To promote Earth Day and USPS' Green commitment, Post Offices are encouraged to participate in the Post Office Box lobby recycling program. Postmasters participating in the Post Office Box lobby recycling program must make sure that each PO Box customer is notified about the program using Notice 180 (see Exhibit A, page 24), which is available at the MDC. The success of the lobby recycling program depends upon customer awareness.

Notice 180 invites PO Box customers to recycle their mail in specially designed secured recycling containers that the Postal Service has recently deployed to more than 10,000 Post Offices with PO Box lobbies nationwide. These secure containers carry the message, "Read, Respond, and Recycle Your Mail." Notice 180 also emphasizes the importance of recycling mail through the community's recycling program, since some customers may take their mail home with them rather than recycle it in the Post Office lobby.

The Postal Service can make significant reductions in its solid waste disposal costs if customers recycle their mail after they have finished with it. By offering customers the opportunity to recycle their mail right in the lobby, USPS can also play an important role in meeting customers' environmental expectations. Notice 180 is also intended to be used to notify all new PO Box customers and to periodically remind existing customers of the Postal Service's lobby recycling program. Earth Day is a good time to renew our customer's participation in USPS recycling and sustainability programs.

Affected postmasters should use the eBuy on-catalog requisition system to order Notice 180 from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn't have access to eBuy, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Notice 180:

PSIN:	NOT180
PSN:	7610-12-000-5651
Unit of Measure:	EA
Minimum Order Quantity:	250
Bulk Pack Quantity:	6,000
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	02/09

## Use Poster 615, Read, Respond, Recycle Your Mail



To promote Earth Day and USPS' Green commitment, Post Offices are encouraged to participate in the Post Office Box lobby recycling program.

Postmasters participating in the Post Office Box lobby recycling program can use Poster 615 to inform customers about the program. Poster 615 is intended to be displayed in Post Offices that already have the specially designed recycling containers. Do not order Poster 615 if your Post Office does not offer secure recycling services with the words "Read, Respond, Recycle Your Mail" written on the container.

The success of the lobby recycling program depends upon customer awareness, and Poster 615 reminds customers to read, respond, and/or recycle their mail in specially designed recycling containers that the Postal Service has deployed to more than 10,000 Post Offices. The poster carries the same message as the containers, "Read, Respond, Recycle Your Mail", and should be displayed in the Post Office Box lobby as long as you participate in the program.

The Postal Service can make significant reductions in its solid waste disposal costs if customers recycle their mail after they are finished with it. By offering customers the opportunity to recycle their mail in the Post Office Box

lobby, the Postal Service can also play an important role in helping meet customers' environmental needs.

Postmasters should use the eBay on-catalog requisition system to order Poster 615 from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn't have access to eBay, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Poster 615:

PSIN:	POS615
PSN:	7690-11-000-5150
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	1
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	08/08

## Use Poster 890-A, We Recycle



To promote Earth Day and the Postal Service's commitment to sustainability, all facilities are encouraged to participate in USPS' recycling program and communicate that commitment by ordering Poster 890-A. This poster should be used to inform employees about proper recycling practices where mixed paper and plastic recycling are currently offered. The poster should be used in conjunction with Labels 890-A and 890-B, which indicate proper items that should be placed in the appropriate recycling containers.

The success of USPS' recycling program depends upon employee awareness, and Poster 890-A ensures compliance with USPS recycling protocols. While not all Post Offices have established programs for plastic recycling, you are encouraged to investigate local opportunities for recycling this valuable material. Currently, plastic shrink wrap and stretch wrap, when properly separated from other contaminants, can be sold for as much as \$400 per ton in some regional markets. The Postal Service can make significant reductions in its sold waste disposal costs if employees and customers recycle not just mixed paper, but plastic as well. Use Poster 890-A as part of your facility's efforts to create more sustainable recycling practices.

Facility managers and postmasters should use the eBay on-catalog requisition system to order Poster 890-A from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn't have access to eBay, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Poster 890-A:

PSIN:	POS890A
PSN:	7690-13-000-5385
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	10/10

(Article continues on page 47)

# Pull-Out Information

## Fraud

### Domestic Order

False representation is enforced by postmasters at the city listed below.

State, City ZIP Code	Name and Address Covered	Product
CA, Petaluma 94954-5875	Else Gonella, 1859 Falcon Ridge Drive	Monetary award promotion

— Judicial Officer, 4-5-12

### Withholding of Mail Orders

Withholding of Mail Orders are enforced by postmasters at the cities listed below.

State, City ZIP Code	Names and Addresses Covered
CA, Los Angeles 90041-8539	Any and all of various names, PO Box 411539
CA, Los Angeles 90042-8069	Any and all of various names, PO Box 421069
MA, Andover 01810-0802	Any and all names other than the surname Perez, PO Box 3064
MA, Andover 01810-0802	Any and all names, PO Box 3083
MA, Andover 01810-0803	Any and all names other than the surname Andujar, PO Box 3152
MA, Andover 01810-0804	Any and all names, PO Box 3214
MA, Andover 01810-0805	Any and all names other than the surname Vega, PO Box 3247
MA, Andover 01810-0812	Any and all names other than the surname Andujar, PO. Box 4106
MA, Andover 01810-0821	Any and all names other than the surname Perez, PO Box 4191
MA, Andover 01810-0821	Any and all names other than the surname Perez, PO Box 5143
MA, Andover 01810-0823	Any and all names other than the surname Caraballo, PO Box 5104
MA, Andover 01810-3655	Any and all names, 9 Bartlet St., PMB #187
MA, Andover 01810-3655	Any and all names, 9 Bartlet St., PMB #253
MA, Andover 01810-3655	Any and all names, 9 Bartlet St., PMB #276
MA, North Reading 01864-1338	Any and all names other than the surname Caraballo, 268 Main St., PMB #104
MA, North Reading 01864-1338	Any and all names, 268 Main St., PMB #111
MA, North Reading 01864-1338	Any and all names, 268 Main St., PMB #121
MA, North Reading 01864-1338	Any and all names, 268 Main St., PMB #123
MA, North Reading 01864-1338	Any and all names other than the surname Andujar, 268 Main St., PMB #125
MA, North Reading 01864-1338	Any and all names other than the surname Nieves, 268 Main St., PMB #168
MA, North Reading 01864-1338	Any and all names other than the surname Vega, 268 Main St., PMB #202
MA, North Reading 01864-1338	Any and all names other than the surname Rodriguez, 268 Main St., PMB #351

— Judicial Officer, 4-5-12



903776	904302	904518	904765	906932	913163	917436	926318	927284	932005	948587	968171	982147
903796	904307	904522	904781	907097	913545	917505	926349	927328	932717	948702	968187	982559
903866	904310	904537	904785	907168	913646	917564	926393	927370	933004	948746	968320	982625
903878	904319	904540	904791	907368	913753	917583	926406	928113	935204	948810	968441	982633
903886	904330	904551	904796	907388	913936	917589	926426	928120	935262	948855	968745	982705
903960	904354	904621	904890	907556	914037	917669	926607	928213	937293	948862	968881	992228
904078	904357	904636	906041	907589	914590	917711	926738	928430	937643	948865	968941	995380
904087	904359	904639	906050	907615	914920	917766	926808	928466	937727	949597	968978	
904155	904360	904645	906091	907694	915370	917902	926837	928553	939582	950330	969143	
904214	904363	904708	906156	907806	915627	917907	926917	928578	941013	951333	972617	
904221	904369	904712	906491	910271	917222	920138	926965	928583	941024	958165	972936	
904232	904423	904716	906506	911027	917285	921164	927022	930201	946257	958200	973111	
904257	904462	904734	906800	911213	917420	921194	927095	931076	946258	958210	974195	
904295	904483	904745	906802	911299	917425	926268	927275	931549	947101	958933	981913	

— Product Information Requirements, Mail Entry & Payment Technology, 4-5-12

## Missing, Lost, or Stolen U.S. Money Order Forms

**Do Not Cash — Upon Receipt, Notify Local Postal Inspectors**

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The actual serial

numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

<b>010 001 0200 to 0299</b>	041 623 8889 to 8899	078 219 4931 to 4999	161 194 2857 to 0899
010 504 1932 to 1999	041 803 6565 to 6599	078 250 4756 to 4799	162 032 4447 to 4499
011 582 1889 to 1899	043 129 1968 to 1997	078 823 8312 to 8399	163 257 1085 to 1099
011 588 2900 to 3099	043 205 5922 to 5999	079 374 0300 to 2499	166 101 1433 to 1499
012 579 5675 to 5699	044 087 3457 to 3499	079 807 2342 to 2399	167 555 5201 to 5212
013 289 6176 to 6199	044 087 4000 to 4099	<b>082 721 0228 to 0254</b>	167 555 5214 to 5299
013 610 0014 to 0099	044 306 4200 to 4299	083 140 5000 to 7499	169 618 6274 to 6299
014 932 1000 to 1099	044 306 4370 to 4599	083 784 8886 to 8899	<b>173 639 4685 to 4699</b>
014 972 0800 to 0899	045 524 4121 to 4298	083 913 6915 to 6999	174 238 2779 to 2799
015 363 0065 to 0099	046 800 9870 to 9899	084 478 3920 to 3999	174 281 9347 to 9399
017 028 3200 to 3299	047 352 4000 to 4099	086 000 8271 to 8299	175 251 2600 to 0699
018 569 5333 to 5399	048 383 7650 to 7659	086 798 3840 to 3849	176 281 7937 to 7950
018 986 5264 to 5299	048 396 3647 to 3699	088 404 4472 to 4499	176 281 7963 to 7999
019 518 2814 to 2899	<b>051 142 0755 to 0799</b>	088 404 5584 to 5699	176 731 6586 to 6599
<b>020 698 5159 to 5199</b>	051 774 8857 to 8899	088 757 8688 to 8699	178 254 5000 to 9999
020 844 7307 to 7399	051 781 2875 to 2885	088 757 9400 to 9499	178 881 9900 to 9999
020 972 8948 to 8999	051 977 7010 to 7023	089 358 2248 to 2257	<b>180 031 2089 to 2098</b>
022 021 9110 to 9181	052 058 7115 to 7199	090 663 9678 to 9684	180 403 7723 to 7741
022 037 1411 to 1499	054 450 1130 to 1167	091 818 0071 to 0099	180 428 4580 to 0599
022 527 9201 to 9210	057 670 0563 to 0599	<b>093 106 9346 to 9355</b>	182 368 7544 to 0599
022 529 1882 to 1899	058 187 3836 to 3899	093 203 0500 to 0599	182 475 3229 to 3258
023 637 7169 to 7199	058 523 3003 to 3099	093 684 3630 to 3699	182 475 3904 to 3933
024 380 4100 to 4199	058 591 1153 to 1299	094 081 5074 to 5099	182 631 0031 to 0099
024 496 6870 to 6896	058 895 3746 to 3799	094 216 2555 to 2599	185 828 1474 to 1499
025 092 0987 to 0999	059 986 0814 to 0899	094 580 7062 to 7099	186 132 7583 to 0599
025 369 5535 to 5599	<b>060 406 7650 to 7699</b>	094 639 4200 to 4299	186 629 0589 to 0599
025 729 1151 to 1199	063 491 8122 to 8199	095 070 7186 to 7199	187 184 6177 to 0199
025 729 1643 to 1799	063 916 9968 to 9999	095 076 8300 to 8399	187 323 8200 to 8299
026 492 3180 to 3199	064 091 4500 to 4599	095 354 6864 to 6899	187 441 6080 to 6099
027 361 0430 to 0499	065 170 0471 to 0499	097 224 1350 to 1599	188 835 6370 to 6399
027 369 4482 to 4495	065 255 7909 to 7999	<b>100 160 3800 to 3899</b>	189 083 1064 to 1099
027 671 8762 to 8776	065 392 6345 to 6399	104 667 6400 to 6499	189 660 9583 to 9599
027 787 9886 to 9899	066 099 2014 to 2099	104 876 8937 to 8999	191 179 0377 to 0399
027 965 9487 to 9499	066 648 2880 to 2899	<b>112 049 4413 to 4499</b>	199 105 0778 to 0799
028 100 8069 to 8099	066 787 3639 to 3699	112 870 9765 to 9799	<b>210 221 0548 to 0599</b>
028 191 1852 to 1999	066 845 7500 to 9999	114 402 3850 to 3899	<b>227 275 9400 to 9999</b>
028 850 3000 to 3199	067 093 3869 to 3899	114 866 5368 to 5397	<b>273 070 8059 to 8099</b>
029 510 1500 to 1599	068 895 0334 to 0399	116 154 2800 to 2899	273 775 7700 to 7899
<b>030 687 0903 to 0999</b>	<b>070 724 4488 to 4499</b>	116 986 4400 to 4499	<b>302 000 0000 to 9999</b>
030 701 3442 to 3499	070 841 9181 to 9199	117 175 1647 to 5169	<b>349 746 2056 to 2099</b>
031 077 4507 to 4799	070 844 2546 to 2599	117 951 4687 to 4699	<b>350 518 7350 to 7374</b>
032 295 7500 to 9999	070 916 1340 to 1399	117 951 5200 to 5299	<b>360 011 1690 to 1699</b>
034 394 1000 to 1099	071 047 5768 to 5799	119 786 3051 to 3064	360 168 6008 to 6099
034 943 0400 to 0799	071 179 9800 to 9899	119 815 8961 to 6199	360 173 8800 to 8899
035 035 4337 to 4399	071 386 3682 to 3699	119 850 7400 to 7499	360 324 2326 to 2399
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7700 to 7999	362 861 3064 to 3099
037 805 3677 to 3699	072 045 9641 to 9699	<b>121 634 0460 to 0499</b>	<b>373 006 2176 to 2199</b>
037 909 5490 to 5499	072 675 8287 to 8299	122 451 9879 to 9899	374 768 2600 to 2699
037 931 4660 to 4699	073 763 0867 to 0876	122 714 6805 to 6900	375 169 4400 to 4599
039 145 6521 to 6595	073 763 0878 to 0887	124 916 0304 to 0499	375 829 3400 to 3499
<b>040 024 3901 to 3999</b>	073 763 0889 to 0898	126 423 0136 to 0169	375 851 9100 to 9199
040 674 7100 to 7199	077 617 5481 to 5499	127 500 2328 to 2399	376 196 0911 to 0999
040 688 8816 to 8899	077 999 4001 to 4090	<b>160 901 2254 to 2299</b>	378 085 3679 to 3699
041 299 6752 to 6799	078 174 4475 to 4499	161 103 6581 to 6599	378 351 1063 to 1099







644 932 4655	to	4699	664 253 8000	to	8499	691 313 6383	to	6399	740 252 9265	to	9294
645 318 7240	to	7499	664 656 3055	to	3099	691 313 6600	to	6699	740 255 1718	to	1799
645 333 1766	to	1799	665 174 6400	to	6499	691 582 8003	to	8099	740 277 0366	to	0392
645 790 8632	to	8699	665 274 8208	to	8299	691 664 1800	to	1999	740 332 7658	to	7671
645 821 0657	to	0699	665 669 5400	to	5499	691 664 2400	to	2499	740 348 6641	to	6658
645 930 7948	to	7999	666 132 8226	to	8299	692 727 9362	to	9399	740 351 4790	to	4799
645 975 0737	to	0762	666 696 2209	to	2299	692 798 1800	to	1899	740 374 7416	to	7499
646 242 6200	to	6299	666 696 2309	to	2399	693 249 0779	to	0799	740 470 2420	to	2443
646 270 7639	to	7799	667 032 9300	to	9399	693 249 0877	to	1699	740 514 0300	to	0499
646 798 4000	to	4999	667 729 5529	to	5599	693 445 0566	to	0999	740 523 7432	to	7449
647 048 7035	to	7099	668 383 8400	to	8699	693 448 8500	to	8999	740 535 1555	to	1580
647 049 2900	to	2999	<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 645 9583	to	9599	740 557 3570	to	3579
647 398 8300	to	8399	670 369 7336	to	7399	693 965 4200	to	4299	740 650 4104	to	4140
647 398 8481	to	8499	670 750 7169	to	7199	695 741 2906	to	2999	740 684 0620	to	0800
647 437 3000	to	4999	671 046 6200	to	6399	695 947 8518	to	8599	740 701 6105	to	6114
647 811 2188	to	2199	671 251 5448	to	5499	696 662 8247	to	8299	740 705 9790	to	9799
648 009 6057	to	6099	671 926 5600	to	5799	697 447 8285	to	8296	740 726 6400	to	6500
648 163 5300	to	5499	672 444 2000	to	2999	698 042 4816	to	4899	740 765 3306	to	3399
648 722 5283	to	5299	672 828 3410	to	3499	698 131 2138	to	2157	740 774 8434	to	8499
648 892 3164	to	3199	673 167 5776	to	5799	698 227 0000	to	0099	740 786 1885	to	1899
649 100 3989	to	3999	675 464 3700	to	3799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	740 790 5989	to	5999
649 647 0370	to	0399	675 464 4000	to	4199	700 065 4800	to	4899	740 820 4854	to	7836
649 647 0522	to	0599	676 365 5958	to	5999	700 190 3350	to	3359	740 827 7578	to	7594
649 647 5237	to	5399	676 669 1024	to	1099	700 228 6048	to	6099	740 917 7490	to	7499
649 647 9100	to	9299	677 126 6734	to	6799	700 650 0452	to	0499	740 918 5531	to	5549
649 666 7800	to	8299	677 333 9979	to	9999	700 666 1323	to	1349	741 037 8528	to	8551
<b>650 114 7707</b>	<b>to</b>	<b>7719</b>	677 466 1088	to	1099	700 786 9106	to	9142	742 040 3300	to	3309
650 130 3400	to	3599	678 071 4500	to	4799	700 859 0744	to	0758	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>
650 213 0406	to	0499	678 096 7531	to	7599	701 028 6780	to	6899	806 087 1100	to	1499
650 555 1749	to	1799	679 909 2578	to	2599	701 213 3900	to	3999	806 268 9275	to	9299
650 564 1900	to	1999	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	701 267 2000	to	3999	806 534 3400	to	3477
650 627 4212	to	4299	680 244 0903	to	0999	701 335 7312	to	7399	807 342 3283	to	3399
650 736 2043	to	2099	680 412 6046	to	6099	701 369 2005	to	2050	808 086 7100	to	7199
650 739 1540	to	1699	680 761 6800	to	6899	701 499 2260	to	2299	808 090 3440	to	3499
651 741 4415	to	4499	681 677 0540	to	0699	701 503 2247	to	2299	808 325 5161	to	5699
651 882 2800	to	2899	682 070 1029	to	1099	701 541 2271	to	2299	808 784 8000	to	8299
652 754 6317	to	6399	682 956 6280	to	6299	701 553 6557	to	6599	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>
653 131 4945	to	4999	682 956 6490	to	6599	701 578 7460	to	7469	830 602 5800	to	5999
653 426 3300	to	3399	682 956 6700	to	6799	701 578 7475	to	7499	830 610 3700	to	3799
653 455 4874	to	4899	682 965 1178	to	1199	701 601 3457	to	3499	830 983 3500	to	3599
654 238 0000	to	0399	682 965 1201	to	1299	701 605 5913	to	5999	830 983 3635	to	3699
654 404 3065	to	3092	683 118 2389	to	2399	701 695 3982	to	3999	831 354 1387	to	1399
654 962 2900	to	3199	683 378 2000	to	2099	701 695 4148	to	4199	831 815 8240	to	8299
655 103 5081	to	5199	683 378 2117	to	2299	701 695 4227	to	4299	832 525 3810	to	3899
655 523 2600	to	2999	683 415 1200	to	1499	701 708 1741	to	1799	833 159 1884	to	1899
656 305 2448	to	2499	683 444 8159	to	8199	701 736 3966	to	3999	833 456 2567	to	2599
657 347 4438	to	4999	685 154 7780	to	7789	701 772 0870	to	0899	833 566 3015	to	3071
657 710 8100	to	8999	685 297 7645	to	7699	701 838 2800	to	2899	834 130 5200	to	5299
657 780 0985	to	0999	685 623 5264	to	5299	701 941 0600	to	0699	834 316 5444	to	5499
658 586 1400	to	1499	685 650 9487	to	9499	702 171 1603	to	1699	834 354 8747	to	8766
658 877 8000	to	8199	685 669 4200	to	4299	702 195 5109	to	5199	834 354 8824	to	8838
658 880 8000	to	8199	685 757 8452	to	8499	702 254 9300	to	9399	835 269 5700	to	5799
659 398 7300	to	7399	686 071 2694	to	2799	702 264 7569	to	7599	835 496 7303	to	7399
659 706 8113	to	8199	686 176 3333	to	3354	702 519 0513	to	0524	835 539 5200	to	5999
659 846 7837	to	7899	686 372 3200	to	3299	702 713 1800	to	1809	835 813 3015	to	3099
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	686 644 5879	to	5899	702 821 5730	to	5799	837 672 8967	to	8999
660 673 0400	to	0599	686 899 1371	to	1399	702 821 5805	to	5899	837 784 3282	to	3299
661 488 5000	to	5099	686 931 7636	to	7699	702 844 6975	to	6994	838 176 8377	to	8399
661 609 9100	to	9199	687 601 0973	to	0999	702 846 6331	to	6399	838 518 1257	to	1299
661 716 9420	to	9499	687 614 6774	to	6799	702 848 3900	to	3999	839 718 8257	to	8299
661 906 6522	to	6599	688 120 9000	to	9999	702 857 7302	to	7499	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
662 021 8332	to	8399	688 314 3107	to	3191	702 878 0114	to	0199	840 875 6235	to	6299
662 068 0700	to	0899	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	703 364 1707	to	1799	840 910 0900	to	0999
662 553 0774	to	0799	690 788 2877	to	2899	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	841 349 5000	to	5099
663 078 7034	to	7099	690 893 5344	to	5399	740 119 2275	to	2284	841 805 7747	to	7899
663 763 5300	to	5399	690 893 5512	to	5599	740 130 6688	to	6698	841 805 7944	to	8099
663 883 7039	to	7499	690 904 1300	to	1599	740 144 2780	to	2795	842 226 0685	to	0695
663 938 9200	to	9299	690 941 6000	to	6199	740 241 9049	to	9099	842 685 4600	to	4699

842 685 4742	to	4999	863 871 5138	to	5199	906 558 8812	to	8899	919 889 5030	to	5070
842 860 0300	to	0399	863 949 5300	to	5399	906 982 2214	to	2299	919 889 5090	to	5099
842 898 5582	to	5599	864 088 8200	to	8299	907 725 8500	to	8599	919 915 2774	to	2787
843 062 7100	to	7199	864 426 3972	to	3999	907 815 0216	to	0257	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
843 077 6288	to	6299	864 520 6117	to	6136	908 622 4225	to	4235	920 309 9039	to	9199
843 077 6378	to	6399	865 151 0526	to	0599	908 936 9254	to	9299	920 771 5321	to	5399
843 758 5769	to	5778	865 500 4034	to	4099	909 066 4494	to	7499	920 857 5500	to	5899
843 786 2554	to	2699	865 883 6082	to	6099	909 067 7400	to	7499	920 864 3480	to	3499
845 656 8165	to	8199	866 004 3000	to	3999	909 100 1787	to	1799	920 963 4567	to	4599
845 727 2100	to	2199	866 442 4100	to	4899	909 100 1900	to	2099	921 333 7400	to	7499
845 746 2618	to	2635	867 366 9108	to	9118	909 355 0422	to	0499	921 477 3762	to	3799
846 390 7531	to	7599	867 633 7403	to	7499	909 568 8900	to	9099	922 278 1048	to	1399
846 918 0572	to	0599	867 737 5623	to	5699	909 568 9300	to	9499	922 280 2019	to	2099
847 237 7690	to	7699	868 169 4529	to	4599	909 725 7307	to	7399	922 280 2233	to	2299
847 284 2481	to	2499	868 173 8400	to	8599	909 833 0947	to	0999	922 773 0459	to	0499
847 374 7055	to	7065	868 514 9000	to	9099	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	923 032 7000	to	7399
847 374 7055	to	7065	868 566 9200	to	9299	910 265 1100	to	1199	923 045 3630	to	3699
847 636 5304	to	5399	869 200 0000	to	9999	910 471 7273	to	7299	923 484 3600	to	3699
847 700 5447	to	5499	869 387 1150	to	1199	910 536 2505	to	2599	923 493 9403	to	9599
847 723 7500	to	7599	869 505 3500	to	3599	910 958 7499	to	7599	923 493 9681	to	9699
849 485 3427	to	3499	869 523 7033	to	7099	911 140 1000	to	2199	923 604 4424	to	4499
849 520 9850	to	9899	869 566 6150	to	6167	911 245 2545	to	2599	923 810 7800	to	8299
849 608 1357	to	1399	869 800 0000	to	999 9999	911 268 9077	to	9099	924 252 1200	to	1299
849 792 2600	to	2699	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	911 400 8948	to	8999	924 252 1400	to	1499
<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	870 491 4812	to	4849	911 508 1620	to	1799	924 533 0711	to	0799
851 143 6826	to	6844	870 536 5820	to	5829	911 509 9310	to	9399	924 533 2343	to	2399
851 209 9880	to	9899	870 541 7167	to	7239	911 523 3000	to	3999	924 533 2428	to	2499
851 928 9221	to	9299	870 575 8155	to	8999	912 057 9922	to	9999	924 685 1957	to	1999
852 589 6560	to	6599	870 589 0485	to	0494	912 882 0563	to	0899	924 946 6300	to	6699
853 049 3646	to	3699	870 691 7060	to	7099	913 605 2218	to	2299	925 333 5900	to	6099
854 304 4089	to	4999	872 028 4850	to	4899	913 709 2429	to	2499	925 336 2300	to	2399
854 529 2200	to	2299	872 029 9306	to	9399	913 818 3501	to	3999	926 432 5907	to	5999
854 532 0000	to	2999	872 078 3709	to	3799	914 063 4300	to	4399	926 436 3600	to	3699
855 001 6204	to	6249	872 100 0445	to	0459	914 346 7621	to	7644	927 765 6257	to	6299
855 319 9364	to	9399	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	914 453 1366	to	1399	928 197 8100	to	8199
855 361 3390	to	3399	900 845 0044	to	0099	914 529 6185	to	6299	928 197 8283	to	8299
856 226 0490	to	0499	900 936 0217	to	0299	914 896 4658	to	4699	928 856 2059	to	2068
856 656 5800	to	5999	900 936 0435	to	0499	915 187 8774	to	8779	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
856 752 0200	to	0299	901 058 5255	to	5280	915 300 2783	to	2799	930 335 7810	to	7819
857 111 1352	to	1399	901 273 1082	to	1099	915 546 6822	to	6999	931 097 9259	to	9299
857 279 3450	to	3499	901 287 5143	to	5199	915 646 5183	to	5199	931 156 1502	to	1579
857 843 4000	to	4099	901 291 2789	to	2799	915 671 3963	to	3980	931 156 1600	to	1625
858 124 7644	to	7699	901 525 7122	to	7199	915 671 3982	to	3999	931 156 1671	to	1699
858 756 3111	to	3299	902 089 1253	to	1299	915 675 2217	to	2299	932 506 6400	to	6599
859 063 8200	to	8699	902 198 9769	to	9799	916 440 3377	to	3399	932 732 1796	to	1799
859 190 0600	to	0644	902 948 1269	to	1299	916 670 6352	to	6399	932 827 9026	to	9099
859 437 5538	to	5599	902 985 0833	to	0899	916 682 5300	to	5399	932 957 2300	to	2399
859 811 2888	to	2899	903 370 6934	to	6999	916 694 1414	to	1499	933 060 6160	to	6189
859 855 8873	to	8999	904 600 6523	to	6599	916 703 0802	to	0821	933 387 2541	to	2561
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	904 892 0378	to	0399	917 089 0709	to	0799	933 760 3609	to	4199
860 275 3900	to	3999	904 892 0648	to	1299	917 089 0842	to	0899	933 894 0928	to	0999
860 518 9629	to	9699	905 056 2216	to	2299	917 216 2928	to	2999	934 018 2729	to	2741
860 600 0021	to	0999	905 510 6647	to	6799	917 370 6300	to	6499	934 180 0300	to	0399
861 158 2350	to	2599	905 510 6900	to	7099	917 486 4900	to	4999	934 236 3954	to	3999
861 367 5400	to	5499	905 794 0000	to	0199	918 460 0602	to	0699	934 622 8717	to	8999
861 637 6010	to	6099	905 794 0288	to	0299	918 951 7231	to	7299	935 216 0312	to	0399
861 979 7292	to	7499	905 873 6900	to	6999	919 519 2786	to	2799	935 843 2202	to	2247
862 216 6100	to	6199	905 873 7100	to	7299	919 536 0770	to	0799	936 024 8889	to	8899
862 263 9213	to	9299	905 880 8900	to	8999	919 814 3095	to	3199	936 339 4455	to	4499
862 271 0800	to	0999	905 889 7100	to	7199	919 889 5110	to	5134			
862 271 5000	to	5099	906 158 1508	to	1599	919 889 5178	to	5199			

## Missing, Lost, or Stolen Canadian Money Order Forms

**Do Not Cash — Upon Receipt, Notify Local Postal Inspectors**

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders **104 151 601 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

719 869 731	to	9 760	728 382 331	to	2 480	734 797 201	to	7 320	742 178 834	to	8 880
<b>720 227 871</b>	<b>to</b>	<b>7 930</b>	728 702 338	to	2 400	734 939 611	to	9 640	742 325 500	to	5 520
720 227 949	to	7 960	728 915 371	to	5 850	734 950 111	to	0 170	742 325 668	to	5 700
720 368 543	to	8 570	728 953 141	to	3 410	735 120 331	to	0 840	742 408 771	to	8 830
720 392 151	to	2 570	728 954 280	to	4 310	735 283 008	to	3 020	742 512 120	to	2 150
720 556 491	to	6 640	729 169 081	to	9 140	735 293 131	to	3 220	742 684 849	to	4 890
720 558 621	to	8 650	729 363 841	to	3 870	735 635 010	to	5 040	742 839 553	to	9 630
720 575 361	to	5 570	729 682 891	to	3 190	735 783 961	to	3 990	742 913 668	to	3 700
720 590 152	to	0 179	729 838 940	to	9 070	735 803 401	to	3 430	742 917 287	to	7 296
721 638 331	to	9 170	729 839 101	to	9 130	736 005 420	to	5 440	742 921 891	to	1 980
721 815 391	to	5 420	<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 366 021	to	6 110	742 983 631	to	3 810
721 969 713	to	9 740	730 109 847	to	9 880	736 624 456	to	4 500	743 020 021	to	0 170
722 072 137	to	2 160	730 373 761	to	3 850	736 670 851	to	1 060	743 206 491	to	6 500
722 378 265	to	8 280	730 501 951	to	2 130	736 767 061	to	7 090	743 235 992	to	6 050
722 413 990	to	4 004	730 519 379	to	9 470	736 767 093	to	7 120	743 940 631	to	0 900
722 764 948	to	4 980	730 569 278	to	9 360	736 982 191	to	2 370	743 978 011	to	8 070
722 825 840	to	5 889	730 711 711	to	1 740	736 982 551	to	2 730	744 234 751	to	4 780
723 153 841	to	3 850	730 722 991	to	3 230	737 110 141	to	0 170	744 499 591	to	9 680
723 237 616	to	7 630	730 845 970	to	5 990	737 185 501	to	5 710	744 626 901	to	6 910
723 331 081	to	1 110	730 888 291	to	8 320	737 317 321	to	7 350	745 388 794	to	8 910
723 496 443	to	6 470	730 927 591	to	7 680	737 517 781	to	7 840	746 446 806	to	6 820
723 967 291	to	7 320	731 307 914	to	7 930	737 628 181	to	8 210	746 818 351	to	8 410
724 655 196	to	5 340	731 402 431	to	2 460	737 634 258	to	4 270	747 245 266	to	5 280
724 711 441	to	1 500	731 407 232	to	7 320	738 361 971	to	1 980	747 364 813	to	4 830
724 711 538	to	1 560	731 588 301	to	8 340	738 447 601	to	7 660	747 501 434	to	1 450
724 793 221	to	3 250	731 767 273	to	7 320	738 648 355	to	8 450	747 739 891	to	0 070
724 908 109	to	8 120	731 781 061	to	1 120	738 849 811	to	9 900	748 148 649	to	8 760
724 937 461	to	7 670	731 837 821	to	7 910	738 892 270	to	2 290	748 259 960	to	9 970
725 163 118	to	3 151	731 841 377	to	1 450	738 997 259	to	7 380	748 565 162	to	5 280
725 202 735	to	2 750	732 018 481	to	8 600	739 161 451	to	1 540	748 874 988	to	5 030
725 398 591	to	8 800	732 067 972	to	8 370	739 219 381	to	9 440	749 137 381	to	7 410
725 464 591	to	4 920	732 188 649	to	8 670	739 740 151	to	0 180	749 190 192	to	0 210
725 475 321	to	5 330	732 193 460	to	3 470	739 793 491	to	3 520	749 685 421	to	5 450
725 711 057	to	1 070	732 201 241	to	1 390	739 793 527	to	3 550	749 846 791	to	6 850
725 738 581	to	8 730	732 220 431	to	0 440	739 942 621	to	2 650	749 993 131	to	3 580
725 981 311	to	1 430	732 355 201	to	5 380	739 999 231	to	9 320	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
725 987 835	to	7 880	732 472 320	to	2 560	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	750 408 167	to	8 183
726 060 811	to	0 900	732 541 605	to	1 620	740 030 701	to	0 970	750 438 421	to	8 501
726 391 970	to	2 520	732 572 221	to	2 490	740 261 740	to	1 820	750 743 911	to	4 030
726 484 771	to	4 800	732 586 479	to	6 710	740 265 811	to	6 290	750 779 118	to	9 400
726 493 351	to	5 300	732 994 037	to	4 080	740 299 111	to	9 170	750 910 981	to	1 010
726 504 031	to	4 063	733 163 449	to	3 460	740 299 231	to	9 260	750 960 841	to	0 900
726 504 070	to	4 090	733 297 171	to	7 290	740 329 266	to	9 320	751 296 211	to	6 240
726 504 331	to	4 390	733 446 631	to	7 110	740 889 081	to	9 090	751 539 121	to	9 180
726 563 701	to	4 060	733 474 665	to	4 770	741 010 421	to	0 530	751 541 311	to	1 790
726 599 371	to	9 460	733 704 482	to	4 570	741 113 041	to	3 370	751 757 641	to	7 700
726 626 356	to	6 370	733 751 041	to	1 130	741 373 891	to	4 340	751 936 951	to	7 010
727 182 271	to	2 510	734 009 101	to	9 130	741 452 369	to	2 490	751 951 861	to	1 890
727 416 181	to	6 240	734 290 759	to	0 770	741 492 991	to	3 140	751 999 021	to	9 110
727 481 431	to	1 460	734 389 273	to	9 290	741 553 460	to	3 470	752 139 516	to	9 570
727 749 241	to	9 780	734 440 031	to	0 111	741 764 431	to	4 520	752 182 892	to	2 950

752 206 861	to	7 100	762 593 431	to	3 460	773 348 739	to	8 940	803 729 731	to	9 850
752 295 241	to	5 600	763 155 160	to	5 180	773 575 891	to	5 950	803 747 402	to	7 520
752 731 351	to	1 410	763 178 631	to	8 660	773 852 971	to	3 030	804 138 181	to	8 420
752 767 441	to	7 470	763 506 001	to	6 060	775 373 449	to	3 460	804 428 224	to	8 250
753 008 941	to	9 030	763 522 141	to	2 470	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	804 682 411	to	2 710
753 194 311	to	4 370	763 717 694	to	7 800	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	805 272 525	to	2 540
753 620 378	to	0 400	763 826 461	to	6 520	790 597 485	to	7 530	805 523 445	to	3 460
754 013 917	to	3 940	763 900 460	to	0 471	790 911 883	to	1 900	805 745 704	to	5 730
754 161 061	to	1 120	763 900 479	to	0 530	791 057 441	to	7 550	806 452 907	to	2 980
754 358 445	to	8 610	763 917 271	to	7 750	791 239 081	to	9 290	806 744 781	to	4 850
754 410 451	to	0 660	764 125 801	to	5 860	791 374 483	to	4 500	806 982 181	to	2 300
754 438 393	to	8 410	764 284 525	to	4 560	791 387 971	to	8 030	807 764 791	to	4 910
754 493 109	to	3 130	764 526 241	to	6 330	791 447 521	to	7 850	808 089 931	to	9 960
754 664 182	to	4 220	764 601 421	to	1 600	791 451 151	to	1 240	808 656 423	to	6 450
754 816 377	to	6 470	764 650 231	to	0 470	791 500 009	to	0 470	808 753 771	to	3 800
755 487 421	to	7 600	764 984 371	to	4 850	791 771 431	to	1 490	809 189 001	to	9 010
755 592 901	to	3 140	765 003 667	to	3 680	792 004 293	to	4 320	809 886 879	to	6 930
755 790 020	to	0 030	765 042 517	to	2 540	792 018 379	to	8 420	809 890 489	to	0 500
755 791 730	to	1 800	765 194 728	to	4 970	792 070 621	to	0 740	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
755 926 951	to	7 070	765 387 365	to	7 450	792 145 211	to	5 230	810 367 116	to	7 140
755 934 332	to	4 510	765 541 801	to	2 100	792 391 381	to	1 620	810 526 351	to	6 500
755 957 701	to	8 000	765 638 461	to	8 970	792 452 779	to	2 790	810 806 911	to	6 940
755 962 981	to	3 280	765 647 101	to	7 190	792 772 728	to	2 770	810 807 211	to	7 240
756 035 371	to	5 490	765 813 781	to	4 029	792 903 511	to	3 990	811 423 021	to	3 110
756 301 257	to	1 290	765 879 314	to	9 390	793 282 518	to	2 533	811 517 221	to	7 239
756 371 565	to	1 580	765 954 001	to	4 030	794 041 831	to	2 040	811 721 101	to	1 130
756 876 031	to	6 120	766 120 286	to	0 320	794 397 709	to	7 780	812 025 721	to	5 900
756 876 151	to	6 240	766 125 716	to	5 750	794 581 741	to	2 040	812 093 073	to	3 130
756 970 129	to	0 140	766 158 824	to	8 840	794 592 122	to	2 150	812 100 821	to	0 840
757 059 613	to	9 630	766 388 433	to	8 460	795 032 251	to	2 340	812 465 251	to	5 610
757 078 540	to	8 560	766 509 421	to	9 660	795 796 291	to	6 350	812 918 341	to	8 670
757 086 209	to	6 240	766 572 901	to	3 020	796 070 139	to	0 160	812 918 701	to	8 760
757 240 591	to	0 650	766 748 500	to	8 521	796 143 151	to	3 630	813 050 491	to	0 520
757 277 371	to	7 700	767 024 341	to	4 370	796 159 725	to	9 740	813 073 171	to	3 200
757 291 591	to	2 730	767 326 471	to	6 590	796 169 306	to	9 340	813 398 476	to	8 550
757 964 251	to	4 280	767 332 561	to	2 950	796 373 406	to	3 430	813 713 971	to	4 000
758 067 001	to	7 090	768 009 841	to	9 960	796 602 961	to	3 050	813 858 121	to	8 150
758 105 221	to	5 250	768 011 489	to	1 520	796 708 441	to	8 500	814 789 330	to	9 349
758 324 941	to	5 000	768 177 980	to	7 990	796 886 281	to	6 430	814 984 656	to	4 680
758 593 628	to	3 650	768 391 081	to	1 170	796 901 701	to	2 000	815 016 020	to	6 030
758 709 038	to	9 060	768 661 569	to	1 650	796 975 466	to	5 590	815 199 410	to	9 420
758 744 101	to	4 160	769 000 051	to	0 080	797 272 917	to	2 950	815 240 491	to	0 520
758 850 883	to	0 900	769 050 841	to	0 900	797 519 441	to	9 460	815 755 591	to	5 620
758 860 951	to	1 550	769 159 081	to	9 178	797 519 731	to	0 240	815 755 622	to	5 650
759 152 851	to	2 880	769 737 496	to	7 510	797 535 181	to	5 330	815 806 381	to	6 680
759 740 941	to	1 090	769 778 491	to	8 730	797 646 151	to	6 180	816 126 834	to	6 870
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 827 331	to	7 450	798 040 053	to	0 080	816 156 721	to	6 780
760 118 191	to	8 250	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	798 055 813	to	5 830	816 580 903	to	0 920
760 155 001	to	5 090	770 723 281	to	3 400	798 055 891	to	5 950	816 945 571	to	5 600
760 378 002	to	8 020	770 790 451	to	0 480	798 326 371	to	6 520	817 253 011	to	3 280
760 692 722	to	2 749	770 915 150	to	5 490	798 339 167	to	9 210	817 763 881	to	4 060
761 055 460	to	5 480	771 455 551	to	5 610	798 562 411	to	2 440	818 330 562	to	0 610
761 169 781	to	9 810	771 609 661	to	9 690	798 632 461	to	2 490	818 459 641	to	9 670
761 504 941	to	5 120	771 932 551	to	2 580	798 807 151	to	7 510	818 926 273	to	6 320
761 516 836	to	6 910	772 057 224	to	7 440	798 944 761	to	5 030	818 950 351	to	0 380
761 613 588	to	3 600	772 162 660	to	3 070	799 118 616	to	8 640	818 962 492	to	2 530
761 688 631	to	8 690	772 718 615	to	8 640	799 133 191	to	3 220	819 032 341	to	2 730
761 805 199	to	5 240	772 940 140	to	0 160	799 177 626	to	7 650	819 127 054	to	7 080
761 826 106	to	6 120	772 970 886	to	0 940	799 854 751	to	5 200	819 278 540	to	8 670
761 881 171	to	1 560	773 009 419	to	9 430	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 544 681	to	4 740
761 975 641	to	5 670	773 112 031	to	2 060	800 211 901	to	2 440	819 928 441	to	8 650
761 975 886	to	5 895	773 125 387	to	5 410	800 427 530	to	7 540	<b>820 034 406</b>	<b>to</b>	<b>4 430</b>
762 304 144	to	4 170	773 179 320	to	9 410	800 872 741	to	2 830	820 070 761	to	1 540
762 324 931	to	4 960	773 202 989	to	3 140	801 349 801	to	9 830	820 191 342	to	1 360
762 439 261	to	9 290	773 208 991	to	9 290	801 676 681	to	7 100	820 274 856	to	4 880
762 524 158	to	4 220	773 231 311	to	1 340	802 967 821	to	7 940	820 600 171	to	0 230
762 584 872	to	4 970	773 348 739	to	8 940	803 217 601	to	7 780	821 172 241	to	2 360

821 229 661	to 9 720	824 156 325	to 6 340	827 291 502	to 1 520	828 830 952	to 0 963
821 229 743	to 9 780	824 511 252	to 1 270	827 575 381	to 5 470	828 939 781	to 0 050
821 903 731	to 3 910	824 588 281	to 8 370	827 609 085	to 9 100	829 002 721	to 2 870
821 927 841	to 7 850	825 140 397	to 0 460	827 619 811	to 9 840	829 005 301	to 5 540
822 505 801	to 5 830	825 409 651	to 9 680	827 883 511	to 3 600	829 080 241	to 0 330
822 703 442	to 3 470	825 472 171	to 2 200	828 160 441	to 0 530	829 160 986	to 1 000
822 900 991	to 1 020	826 042 898	to 2 920	828 376 201	to 6 260	829 176 841	to 6 930
822 925 951	to 6 100	826 226 644	to 6 670	828 441 602	to 1 630	829 471 561	to 1 590
823 284 931	to 4 990	826 582 951	to 3 430	828 539 316	to 9 340	829 561 065	to 1 080
823 293 031	to 3 210	826 720 201	to 0 230	828 539 341	to 9 370	829 566 481	to 6 510
823 556 011	to 6 100	827 005 671	to 5 830	828 732 331	to 2 390	829 569 931	to 9 960
824 078 341	to 8 370	827 287 861	to 7 950	828 807 781	to 7 840		

— Criminal Investigations Group, Postal Inspection Service, 4-5-12

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
  - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
  - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
  - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at [www.usps.com/shop/accepting-money-orders.htm](http://www.usps.com/shop/accepting-money-orders.htm).

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— Special Services,  
Channel Access, 4-5-12

## Counterfeit Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— Criminal Investigations Group,  
Postal Inspection Service, 4-5-12

## Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— Criminal Investigations Group,  
Postal Inspection Service, 4-5-12

## Other Information

### Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to deter-

mine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO/DPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1600 ET.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

We have eliminated “Not Active” entries from the table below to save space and paper.

### APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09002	A1-B-C-D-H-M-R-U	09090	A1-B-C-D-H-M-P-R-U	09245	A1-B-C-D-H-M-R-U	09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09003	A1-B-C-D-H-M-P-R-U	09092	A1-B-C-D-H-M-R-U	09250	A1-B-C-D-H-M-R-U	09338	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
09004	A1-B-C-D-H-M-R-U	09094	A1-B-C-D-H-M-P-R	09261	A1-B-C-D-F1-H-M-R-U-V	09339	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09005	A1-B-C-D-H-M-P-R-U	09095	A1-B-C-D-H-M-R-U	09263	A1-B-C-D-H-M-R-U	09340	A-A1-B-C1-F-H-R-V
09006	A1-B-C-D-H-M-R-U	09096	A1-B-C-D-H-M-R-U	09264	A1-B-C-D-H-M-R-U	09343	A-A1-B-C1-F-M-N-V-Z1
09007	A1-B-C-D-H-M-R-U	09099	A1-B-C-D-H-M-R-U	09265	A1-B-C-D-H-M-N-R-U	09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09008	A-A1-B-C-D-H-M-P-R-U	09100	A1-B-C-D-H-M-R-U	09267	A1-B-C-D-H-M-R-U	09348	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
09009	A1-B-C-D-H-M-R-U	09102	A1-B-C-D-H-M-R-U	09301	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09352	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09011	A1-B-C-D-H-M-R-U	09103	A1-B-C-D-H-U	09302	A-A1-B-C1-F-F1-H-M-N-V-Z-Z1	09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09012	A1-B-C-D-H-M-R-U	09104	A1-B-C-D-H-M-R-U	09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-C-D-F-F1-H-M-R-U-Z1	09107	A1-B-C-D-H-M-R-U	09307	A1-B-N-V-Z1	09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-C-D-H-M-R-U	09112	A1-B-C-D-H-M-R-U	09308	A-A1-B-C1-E2-F-H1-I-M-N-R-V-Z-Z1	09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09020	A1-B-C-D-H-M-R-U	09114	A1-B-C-D-H-M-R-U	09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-C-D-H-M-R-U	09123	A1-B-C-D-H-M-R-U	09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09360	A1-B-V
09028	A1-B-C-D-H-M-R-U	09126	A1-B-C-D-H-M-P-R	09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1	09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-C-D-H-M-R-U	09128	A1-B-C-D-H-M-R-U	09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	A1-B-C-D-H-M-R-U	09131	A1-B-C-D-H-M-R-U	09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09038	A1-B-C-D-H-M-R-U	09136	A1-B-C-D-F1-H-M-P-R	09319	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-C-D-H-M-R-U	09137	A1-B-C-D-H-M-R-U	09320	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B2-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-C-D-H-M-R-U	09138	A1-B-C-D-H-M-R-U	09323	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-C1-E2-F-H1-M-N-R-V-Z1
09049	A1-B-C-D-H-M-R-U	09139	A1-B-C-D-H-M-R-U	09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09369	A-A1-B-C1-E2-F-H1-M-R-R1-V
09053	A1-B-C-D-H-M-R-U	09140	A1-B-C-D-H-M-R-U	09328	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1		
09054	A1-B-C-D-H-M-R-U	09142	A1-B-C-D-H-M-R-U	09330	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1		
09055	A1-B-C-D-F-H-M-R-R1-U-V	09143	A1-B-C-D-H-M-R-U				
09058	A1-B-C-D-H-M-R-U	09154	A1-B-C-D-H-M-R-U				
09059	A1-B-C-D-H-M-R-U	09172	A1-B-C-D-H-M-R-U				
09060	A1-B-C-D-F1-H-M-R-U	09173	A1-B-C-D-H-M-R-U				
09063	A1-B-C-D-L-H-M-R-U	09177	A1-B-C-D-H-M-R-U				
09067	A1-B-C-D-H-M-R-U	09180	A1-B-C-D-H-M-R-U				
09068	A1-B-C-D-H-U-Z1	09186	A1-B-C-D-H-M-R-U				
09069	A-A1-B-C-D-H-U-V	09211	A1-B-C-D-H-M-P-R-U				
09075	A1-B-C-D-H-M-R-U	09213	A1-B-C-D-H-M-R-U				
09079	A1-B-C-D-H-M-R-U	09214	A1-B-C-D-H-M-R-U				
09081	A1-B-C-D-H-M-R-U	09226	A1-B-C-D-H-M-R-U				
09088	A1-B-C-D-H-M-R-U	09227	A1-B-C-D-H-M-R-U				
		09229	A1-B-C-D-H-M-R-U				
		09237	A1-B-C-D-H-M-R-U-V				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-F-F1-R-R1-V	09701	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09745	A-A1-B-F-F1-M-N-R-R1-V-Z1
09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09557	A1-B-F-F1-R-R1-V	09702	A1-B-C-C1-F1-M-R-R1-U	09747	A1-B-F-J-N-U-V-Z1
09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09564	A1-B-F-F1-R-R1-V	09703	A1-B-C-F1-H-U	09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09374	A-A1-B-C1-E2-F-H1-I-M-N-R-V-Z-Z1	09565	A1-B-F-F1-R-R1-V	09704	A1-B-C-V-V1	09749	A-A1-B-F-H-N-V-Z1
09378	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09566	A1-B-F-F1-R-R1-V	09705	A1-B-U	09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09567	A1-B-F-F1-R-R1-V	09706	A1-B-C-N-R-U-V	09751	A1-B-C-D-H-M-R-U
09382	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09568	A1-B-V	09707	A1-B-C-J-M-N-R-U-V	09752	A1-B-C-D-H-U
09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09569	A1-B-F-F1-R-R1-V	09708	A1-B	09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09570	A1-B-F-F1-R-R1-V	09709	A1-B-F1-H	09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1
09387	A-A1-B-C1-E2-F-H1-M-R-V	09573	A1-B-F-F1-R-R1-V	09710	A1-B-C-C1-F1-M-N-R-R1-U	09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1
09393	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09574	A1-B-F-F1-R-R1-V	09711	A1-B-F1-N-R-Z1	09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09394	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09575	A1-B-F-F1-R-R1-V	09713	A1-B-C-F1-R	09777	A-A1-B-C-E1-M-N-R
09397	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09576	A1-B-F-F1-R-R1-V	09714	A1-B-C-C1-F1-M-R-R1-U	09780	A-A1-B-F-H-N-R-V
09403	A1-B-C-C1-M-R-U	09577	A1-B-V	09715	A1-B-F1-M-R	09798	A1-B-C-D-H-L-U-V
09421	A1-B-C-C1-M-R-U	09578	A1-B-F-F1-R-R1-V	09716	A1-B-C-M-N-R-V	09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09447	A1-B-C-C1-R-U-V	09579	A1-B-F-F1-R-R1-V	09717	A-A1-B-M-R-V-W	09803	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1
09454	A1-B-C-C1-M-R-U-V	09581	A1-B-F-F1-R-R1-V	09718	A1-B-F-M-N-R-U-V	09804	A-A1-B-F-F1-N-R-V-Z1
09459	A1-B-C-C1-M-R-U	09582	A1-B-F-F1-R-R1-V	09719	A1-B-C-D-M-R-U-V	09805	A-B-F-F1-R-R1-V-Z1
09461	A1-B-C-C1-M-P-R-U	09586	A1-B-F-F1-R-R1-V	09720	A1-B-M-R-U-V	09806	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-V-Z1
09463	A1-B-C-C1-R-U	09587	A1-B-F-F1-R-R1-V	09721	A1-B-N-R-U-V-Z1	09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09464	A1-B-C-C1-R-U	09588	A1-B-V	09722	A-A1-B-F-H-N-Q-V-Z-Z1	09809	A1-B-V-Z1
09468	A1-B-C-C1-M-R-U	09589	A1-B-V	09723	A1-B-M-N-R-U-V-Z1	09810	A-A1-B-F-F1-N-R-V-Z1
09469	A1-B-C-C1-R-U	09590	A1-B-V	09724	A1-B-C-C1-F1-M-R-R1-U	09811	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1
09470	A1-B-C-C1-M-R-U	09593	A1-B-V	09726	A1-B-M-N-R-U-V	09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09494	A1-B-C-C1-M-R-U	09594	A1-B-V	09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09813	A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1
09496	A1-B-C-C1-R-U-V	09599	A1-B-F-F1-R-R1-V	09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1	09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09602	A1-B-C-F-F1-N-R-U-V	09729	A1-B-C-F-N-R-R1-U-V	09815	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09501	A1-B-V	09603	A1-B-C-F-F1-R-U-V	09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1
09502	A1-B-V	09604	A1-B-C-F-F1-P-R-U-V	09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1
09503	A1-B-V	09605	A1-B-C-D-H-M-R-U-V	09732	A1-B-N-V-Z1	09818	A-A1-B-C-F-M-V-Z1
09504	A1-B-V	09606	A1-B-C-D-H-M-R-U-V	09733	A1-B-N-V	09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1
09505	A1-B-V	09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W	09734	A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1	09821	A-A1-B-F-N-R-V-Z1
09506	A1-B-V	09608	A1-B-C-F-N-U-V	09735	A1-B-N-V-Z1	09822	A-A1-B-F-R-V-Z1
09507	A1-B-V	09609	A1-B-C-F-U	09736	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09823	A-A1-B-F-R-V-Z1
09508	A1-B-V	09610	A1-B-C-F-F1-M-R-U-V	09737	A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1	09824	A-A1-B-F-R-V-Z1
09509	A1-B-V	09613	A1-B-C-F-U-V	09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09617	A1-B-C-F-U	09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09826	A-A1-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1
09511	A1-B-V	09618	A1-B-C-F-U	09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1	09827	A-A1-B-F-F1-N-R-V-Z1
09513	A1-B-F-F1-R-R1-V	09620	A1-B-C-F-U	09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1	09828	A1-B-J-L-N-T-V-Z1
09517	A1-B-F-F1-R-R1-V	09621	A1-B-C-F-U	09743	A-A1-B-F-H-N-Q-V-Z-Z1		
09524	A1-B-F-F1-R-R1-V	09622	A1-B-C-F-U	09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1		
09532	A1-B-F-F1-R-R1-V	09623	A1-B-C-F-U				
09534	A1-B-F-F1-R-R1-V	09624	A1-B-C-F-U				
09543	A1-B-F-F1-R-R1-V	09625	A1-B-C-F-U				
09545	A1-B-V	09626	A1-B-C-F-U				
09549	A1-B-V	09627	A1-B-C-F-U				
09554	A1-B-F-F1-R-R1-V	09629	A1-B-C-F-U-V				
		09630	A1-B-C-F-U-V				
		09631	A1-B-C-F-U				
		09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1				
		09636	A1-B-C-F-U				
		09642	A1-B-M-N-R-U				
		09643	A1-B-M-R-U-V				
		09645	A1-B-C-F-F1-U				
		09647	A1-B-N-R-U				
		09648	A1-B-N-U-V-Z1				
		09649	A1-B-N-U-Z1				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09829	A1-B-C-N-R-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96257	A-A1-B-U	96427	A-A1-B-C1-E2-F-H1-M-R-R1-V
09830	A1-B-C-M-N-R-V-Z1			96258	A-A1-B-U		
09831	A1-B-F-N-U-V-Z1	34002	A1-B-J-L-N-U-Z1	96260	A-A1-B-U	96447	A1-B-F-N-U3-V-V1
09832	A-A1-B-U1-V-Z1	34004	A1-B-J-L-N-T-U-V	96262	A-A1-B-U-V	96501	A-A1-B-N-V
09833	A1-B-U1-V-Z1	34006	A-A1-B-C1-F1-N-V-Z1	96264	A-A1-B-U	96502	A1-B-F-N-U3-V
09834	A1-B-F-F1-R-R1-V-Z1	34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96266	A-A1-B-U	96503	A1-B-F-N-U3-V
09835	A-A1-B-V-Z1			96267	A-A1-B-U-V	96507	A-A1-B-F-V
09836	A-A1-B-C-F-M-V-Z1	34008	A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96269	A-A1-B-U	96510	A1-B-I-N-V
09837	A1-B-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96271	A-A1-B-U	96511	A1-B-I-N-V
09838	A1-B-V-Z1			96275	A-A1-B-V	96515	A1-B-D-F-U3
09839	A-A1-B-U-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1	96276	A-A1-B	96516	A1-B-D-F
09840	A-A1-B-V-Z1	34021	A1-B-J-L-M-N-U-V-Z1	96278	A-A1-B-U	96517	A1-B-F-U3-V
09841	A-A1-B-N-R-U-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1	96283	A-A1-B-U	96520	A1-B-F-N-U3-V
09842	A-A1-B-M-N-R-Z1			96284	A-A1-B-U-V	96521	A1-B-F-N-U3
09844	A-A1-B-C-F-N-U-V-Z1	34023	A1-B-J-L-M-N-U-V-Z1	96303	A1-B-H-J-L-M-N-T-W	96522	A1-B-F-N-U
09845	A-A1-B-B2-E3-F-F1-L-M-N-T-V-Z1	34024	A1-B-L-M-N-U-V-Z1	96306	A1-B-F-F1-F2-H-M-W	96530	A-A1-B-F-F1-H-H1-M-N-U-V
		34025	A1-B-F-J-L-M-N-U-V-Z1	96309	A1-B-M-V-W		
09846	A-A1-B-B2-C1-F-J-L-N-R-R1-T-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1	96310	A1-B-M-W	96531	A-A1-B-F-F1-H-M-N-U-V
		34031	A1-B-J-L-M-N-U-V-Z1	96319	A1-B-M-W		
09848	A-A1-B-F-M-R-V-Z1	34032	A1-B-J-L-M-N-T-U-V-Z1	96321	A1-B-F-F1-F2-H-M-W	96532	A-A1-B-H-J-L-M-N-T-U-V
09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1	96322	A1-B-F-F1-F2-H-M-W		
09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34034	A1-B-J-L-M-N-V-Z1	96323	A1-B-M-V-W	96534	A-A1-B-F-U
		34035	A1-B-H-J-L-M-N-U-V-Z1	96326	A1-B-M-W	96535	A-A1-B-F-V
09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1	96328	A1-B-M-W	96537	A1-B-V
09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z1	96330	A1-B-M-W	96538	A1-B-V
				96336	A1-B-M-V-W	96540	A1-B-V
09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34038	A1-B-L-M-N-U-V-Z1	96337	A1-B-M-W	96541	A1-B-V
		34039	A1-B-J-L-M-N-U-V-Z1	96338	A1-B-M-W	96542	A1-B-V
09865	A-A1-B-V-Z1	34041	A1-B-J-L-M-N-T-U-V-Z1	96339	A1-B-M-V-W	96543	A1-B-P-V
09868	A-A1-B-N-U-V-Z1	34042	A1-B-D-F-M-N-V-Z1	96343	A1-B-M-W	96544	A1-B-F-N-U3-V
09870	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-T-U-U4-V-Z1	34050	A1-B-V	96346	A1-B-F-F1-F2-H-M-V-W	96546	A1-B-F-U3
		34055	A1-B-J-L-M-N-U-V-Z1	96347	A1-B-F-F1-F2-H-M-W	96548	A-A1-B-H-M-U
		34058	A1-B-F-F1-R-R1-V-Z1	96348	A1-B-F-F1-F2-H-M-W	96549	A-A1-B-H-M-U
09871	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34060	A1-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96349	A1-B-F-F1-F2-H-M-W	96550	A-A1-B-H-M-U-V
				96350	A1-B-F-F1-F2-H-M-W	96551	A-A1-B-H-M-N-U
		34078	A1-B-F1-N-V-Z1	96351	A1-B-F-F1-F2-H-M-W	96552	A1-B
09872	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34090	A1-B-F-F1-R-R1-V	96362	A1-B-F-F1-F2-M-W	96553	A-A1-B-F-F1-H-M-U
		34091	A1-B-F-F1-R-R1-V	96365	A1-B-M-V-W	96554	A-A1-B-H-M-U
09873	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34092	A1-B-F-F1-R-R1-V	96367	A1-B-L-M-W	96555	A1-B-F-M-V
		34093	A1-B-F-F1-R-R1-V	96368	A1-B-M-W	96557	A1-B-F-M-V
		34095	A1-B-V	96370	A1-B-F-F1-F2-H-M-W	96562	A-A1-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z1
09874	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34098	A1-B-V	96372	A1-B-M-W		
		34099	A1-B-V	96373	A1-B-M-W	96577	A-A1-B-F-H-M-U
09875	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	96201	A-A1-B	96374	A1-B-M-W	96595	A1-B-V
		96202	A-A1-B-U	96375	A1-B-M-W	96598	A1-B-N-V
		96203	A-A1-B	96376	A1-B-M-W	96599	A1-B-N-V
09876	A-A1-B-C1-E2-F-H1-I-M-N-P-R-R1-T-U-U4-V-Z1	96204	A-A1-B	96377	A1-B-M-W	96601	A1-B-V
		96205	A-A1-B-U	96378	A1-B-M-W	96602	A1-B-V
		96206	A-A1-B-U	96379	A1-B-M-W	96603	A1-B-V
09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	96207	A-A1-B-V	96384	A1-B-M-W	96604	A1-B-V
		96209	A-A1-B-J-L-N-T-U	96386	A1-B-M-W	96605	A1-B-V
09890	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96213	A-A1-B-U	96387	A1-B-M-W	96606	A1-B-V
		96214	A-A1-B-U	96388	A1-B-M-W	96607	A1-B-V
09892	A-A1-B-E2-F-N-R-R1-V-Z1	96218	A-A1-B-U	96401	A1-B-F-N-V-Z1	96608	A1-B-V
		96224	A-A1-B-U	96426	A-A1-B-C1-E2-F-H1-M-R-V	96609	A1-B-V
						96610	A1-B-V



<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>
96611	A1-B-V	96622	A1-B-F-F1-R-R1-V	96665	A1-B-V	96678	A1-B-F-F1-R-R1-V
96612	A1-B-F-F1-R-R1-V	96624	A1-B-F-F1-R-R1-V	96666	A1-B-V	96679	A1-B-F-F1-R-R1-V
96613	A-A1-B-C1-E2-F-H1-I- M-R-R1-U2-V-Z-Z1	96628	A1-B-F-F1-R-R1-V	96667	A1-B-F-F1-R-R1-V	96681	A1-B-V
96614	A-A1-B-C1-E2-F-H1-I- M-R-R1-U2-V-Z-Z1	96629	A1-B-F-F1-R-R1-V	96668	A1-B-F-F1-R-R1-V	96682	A1-B-V
96615	A1-B-F-F1-R-R1-V	96643	A1-B-F-F1-R-R1-V	96669	A1-B-F-F1-R-R1-V	96683	A1-B-V
96616	A1-B-F-F1-R-R1-V	96650	A1-B-F-F1-R-R1-V	96670	A1-B-V	96686	A1-B-V
96617	A1-B-F-F1-R-R1-V	96657	A1-B-F-F1-R-R1-V	96671	A1-B-F-F1-R-R1-V	96687	A1-B-V
96619	A1-B-V	96660	A1-B-F-F1-R-R1-V	96672	A1-B-F-F1-R-R1-V	96698	A1-B-V
96620	A1-B-F-F1-R-R1-V	96661	A1-B-F-F1-R-R1-V	96673	A1-B-V		
96621	A1-B-V	96662	A1-B-F-F1-R-R1-V	96674	A1-B-F-F1-R-R1-V		
		96663	A1-B-F-F1-R-R1-V	96675	A1-B-F-F1-R-R1-V		
		96664	A1-B-V	96677	A1-B-F-F1-R-R1-V		

## RESTRICTIONS

### LEGEND

PS Form 2976, *Customs — CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
DMM	= <i>Domestic Mail Manual</i>
DPO	= Diplomatic Post Office
FPO	= Fleet Post Office
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

**A.** Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

**A1.** Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

**B.** Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs to which restriction "B2" applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

**B2.** All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

**C.** Cigarettes and other tobacco products are prohibited.

**C1.** Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

**D.** Coffee is prohibited.

**E1.** Medicines or vaccines not conforming to French laws are prohibited.

**E2.** Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

**E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

**F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.

**F2.** Importation of firearms is restricted to one shotgun and one single shot.22 caliber rifle per individual.

**G.** Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

**H.** Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

**H1.** Pork or pork by-products are prohibited.

**I.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

This restriction does not apply to registered mail and official government mail marked MOM.

**I1.** This restriction does not apply to registered mail.

**I2.** This restriction does not apply to official government mail marked MOM.

**J.** Parcels may not exceed 108 inches in length and girth combined.

**K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

**L.** All official mail is prohibited.

**M.** Fruits, vegetables, animals, and living plants are prohibited.

**N.** Registered mail is prohibited.

**O.** Delivery status information for Extra Services is not available on USPS.com.

**P.** APO is used for the receipt and dispatch of official mail only.

**Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

**R.** All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

**R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

**S.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

**T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

**U.** Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

**U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

**U2.** Mail is limited to First-Class Mail letters only when addressed to Box R.

**U3.** Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

**U4.** Mail addressed to Box C is limited to 2 pounds, regardless of class.

**V.** Express Mail Military Service (EMMS) not available from any origin.

**V1.** Delivery Confirmation service is not available.

**W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

**X.** Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

## Green Your Commute

So you are an expert on turning out your lights, fixing leaky faucets, and recycling, but how about greening your commute? Here are some tips to take your commute to the next level of green:

- 1. Consider carpooling.** Perhaps a friend, neighbor, or significant other works close to you. Carpooling not only saves money on gas, it also reduces the amount of vehicle emissions in our air. Imagine the great conversations you can have all the while knowing that you are saving green and riding green. For more information, see [www.NuRide.com](http://www.NuRide.com) or [www.erideshare.com](http://www.erideshare.com)
- 2. Take a bike ride.** Leave the car at home for the day and ride your bike to work. Biking has the added advantage of being good for your health. Exercise is known to reduce stress — *and* you will feel better knowing that you are caring for Mother Earth as you pedal your way to work.
- 3. Let someone else do the driving.** You have always noticed those big comfy community buses on your daily commute, and Earth Day is a great day to check them out. See the following website for information on finding public transportation in your community: <http://www.publictransportation.org/Pages/default.aspx>
- 4. Use public transit.** If you live in a major metropolitan area, take advantage of public transportation, including bus, trolley, rail, and/or subway service. Public transit is the most energy efficient form of public transportation. Although there is continuing debate as to the true efficiency of different modes of transportation, mass transit is significantly more energy efficient than other forms of travel. A 2002 study by the Brookings Institution and the American Enterprise Institute found that public transportation in the United States uses approximately half the fuel required by cars, SUVs, and light trucks. In addition, the study noted “private vehicles emit about 95 percent more carbon monoxide, 92 percent more volatile organic compounds, and about twice as much carbon dioxide and nitrogen oxide than public vehicles for every passenger mile traveled.”

**Source:** Lyndsey Layton, “Study Lists Mass Transit Benefits”, Washington Post, July 17, 2002, Page B05.

**Please post on employee bulletin boards.**

## DID YOU KNOW

---

**Lean Green  
Teams saved  
USPS more than  
\$9 million in  
landfill fees  
during fiscal  
2010.**



## Mail Transport Equipment

One of our most important assets, mail transport equipment (MTE), is being used for purposes other than its intended mission: holding the mail.

**MTE is *not* a storage unit.** Old paper boxes can replace most of the flat tubs used to store records and supplies.

**MTE is *not* a trash can.** Hampers and flat tubs should remain available for the mail. Dispose of waste correctly the first time.

**MTE is *not* a dolly.** Loading rolling stock with heavy items damages the rolling stock and takes it out of circulation for the mail.

**MTE is *not* a chair.** The weight of an average person will destroy the sides of flat tubs.

**MTE is *not* an elevator.** Use cardboard paper boxes to elevate the bottom of plastic hampers instead of plastic trays or flat tubs.

**MTE is *not* a parts cart.** Put excess parts back in their storage areas when not needed for the job, or use approved containers to transport parts.

### and most importantly...

**MTE is *not* disposable.** We will spend more than **\$100,000,000** this year (FY12) to replace all of our missing and damaged MTE.

The average cost of MTE is much more than you may think:

Flat Tubs = \$5.00

Plastic Pallets = \$20.00

Presswood Pallets = \$8.00

Wood Slat Pallets = \$7.00

Although there may appear to be an unlimited supply of wood pallets, we need every single one of them. *Never trash or recycle any pallets locally.* Send good and bad pallets back to the MTEESC.

All letter trays, flat tubs, sacks, and tray sleeves must also be sent to the MTEESC. *Never trash or recycle trays, tubs, sacks, or sleeves locally.*

Keep MTE alive and flowing! MTE is needed at every level of our organization and by our mailers. *MTE must not be recycled locally.*

**Please post on employee bulletin boards.**

## ***DID YOU KNOW?***



**You can call the  
Mail Transport  
Equipment  
Recovery hotline  
**(866-330-3404)****

**if you see MTE  
outside the  
postal network.**

## Go Green — Celebrate Earth Day (continued)

Use Label 890-A, Recycle Plastic Wrap, and Label 890-B, Recycle Mixed Paper



- **Shrink wrap**
- **Stretch wrap**

Label 890-A, June 2010  
PSN 7690-13-000-5383

To promote Earth Day and USPS' commitment to sustainable practices, facilities are encouraged to participate in the USPS recycling program and use Labels 890-A and 890-B to increase employee awareness of the importance of separating mixed paper from shrink wrap and stretch wrap.

Facility managers and postmasters participating in the USPS recycling program should place peel-off Labels 890-A and 890-B on containers specifically dedicated to mixed paper and plastic. If your facility has not yet started a plastic recycling program, use Label 890-A to kick off your efforts to properly label containers used to collect plastic. These labels may be used in conjunction with Poster 890-A informing employees of the facility's commitment to the recycling program. The success of USPS' recycling program depends upon employee awareness, and Labels 890-A and 890-B ensure compliance with USPS recycling protocols. The Postal Service can make significant reductions in its solid waste disposal costs if employees and customers recycle.



- **White and colored paper**
- **Newspaper**
- **Envelopes**
- **Magazines**
- **Catalogs and directories**
- **Manila file folders**
- **Post-It notes**
- **Notepads and notepad backings**

Label 890-B, June 2010  
PSN 7690-13-000-5384

Facility managers and postmasters should use the eBay on-catalog requisition system to order Labels 890-A and 890-B from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn't have access to eBay, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-00317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Label 890-A:

PSIN:	LAB890A
PSN:	7690-13-000-5383
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	06/10

Use the following information to order Label 890-B:

PSIN:	LAB890B
PSN:	7690-13-000-5384
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	06/10

## Use Notice 890-A, Do Not Put In Compactor or Dumpster

**STOP DO NOT PUT IN COMPACTOR OR DUMPSTER**

**THESE ITEMS MUST BE RECYCLED**

Paper & Cardboard	
<ul style="list-style-type: none"> <li>Undeliverable Standard Mail (USM)</li> <li>Discarded Lobby Mail (DLM)</li> <li>Corrugated Cardboard (no trays or sleeves)</li> </ul>	<b>Types of Paper</b> <ul style="list-style-type: none"> <li>Magazines/Newspaper</li> <li>File folders</li> <li>Books – paper/telephone/spiral bound</li> <li>Catalogs</li> <li>Envelopes</li> <li>Shredded paper</li> </ul>
Electronic Equipment & Batteries	
<b>Computers &amp; Electronics</b>	<b>Types of Computers &amp; Electronic Equipment</b> <ul style="list-style-type: none"> <li>Monitors/Keyboards</li> <li>Printers, Hand-held computers</li> <li>Telephones/Cell phones</li> <li>Electrical appliances</li> </ul>
<b>Batteries</b>	<b>Types of Batteries</b> <ul style="list-style-type: none"> <li>Nickel cadmium</li> <li>Lithium ion</li> <li>Lead acid</li> </ul>
Plastic Shrink Wrap & Straps	
Fluorescent, Halogen & Metal Halide Lamps	

Return all Mail Transportation Equipment\* to the MTEC regardless of condition.  
\*Trays, flat tubs, pallets, sacks, and sleeves

UNITED STATES POSTAL SERVICE®  
PSN 7690-13-000-5381

Notice 890-A, March 2012

To promote Earth Day and USPS' Green commitment, all facilities are encouraged to participate in the USPS recycling program.

Facility managers and postmasters participating in the USPS recycling program can use Notice 890-A to inform

custodians of the wastes which should not be placed in trash compactors or trash dumpsters. Notice 890-A is an 8½ by 11 inch self-adhesive label printed on synthetic film that can be adhered to USPS-owned compactors and dumpsters. This notice can also be installed on leased compactors and dumpsters with the prior approval of the vendor. The success of USPS' recycling program depends upon employee awareness, and Notice 890-A is intended to increase employee awareness of the requirements to recycle certain highly regulated waste streams and some waste streams that are valuable commodities in the marketplace.

**Note:** Do not install Label 890-A if your facility is not prepared to recycle plastic. The Postal Service can make significant reductions in its solid waste disposal costs if employees and customers recycle. Notice 890-A is intended to reinforce the efforts of facilities aiming to achieve "zero waste" by 2015.

Facility managers and postmasters should use the eBay on-catalog requisition system to order Notice 890-A from the MDC. Search for items using the PSN listed below (without the dashes). If your office doesn't have access to eBay, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Notice 890-A:

PSIN:	NOT890A
PSN:	7690-13-000-5381
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	03/12



## Use Poster 890-B, Reduce it! This is a Zero Waste Site



To promote Earth Day and the USPS Green commitment, you are encouraged to participate in the USPS Zero Waste initiative. This initiative has become an increasingly accepted corporate solution to the needless disposal of highly valuable recyclable materials such as cardboard, mixed paper, metals, and plastics. These four materials constitute nearly 95 percent of the Postal Service waste stream, yet all of these items are 100 percent recyclable. The Postal Service needlessly spends over \$49 million annually to dispose of these materials. By raising employee awareness that “there is no such thing as waste,” and that these four materials should be recycled, you can help the Postal Service adopt the “zero waste challenge” at your facility. Our goal is to have 500 facilities achieve “zero waste” (i.e., this is defined for practical purposes as recycling 95 percent of your waste stream) by 2015. This initiative is not “pie in the sky.” In 2010, nine processing and

distribution centers and nine vehicle maintenance facilities were able to demonstrate the feasibility of recycling virtually all their wastes once proper recycling procedures, container labeling, and employee awareness programs were implemented.

Facility managers and postmasters that wish to adopt the zero waste challenge should use Poster 890-B to raise employee awareness of your facility’s zero waste objectives. The Zero Waste poster can be used in conjunction with Poster 890-A and Labels 890-A and 890-B, which promote and educate on recyclable items that should be placed in the appropriate recycling containers.

The success of the USPS Zero Waste recycling program depends upon employee awareness, and Poster 890-B can be used to make your office a recycling leader by adopting USPS zero waste recycling protocols available on the Office of Sustainability website. The Postal Service can make significant reductions in its solid waste disposal costs and increase revenue for recyclables if each one of our employees and customers is given the opportunity to recycle.

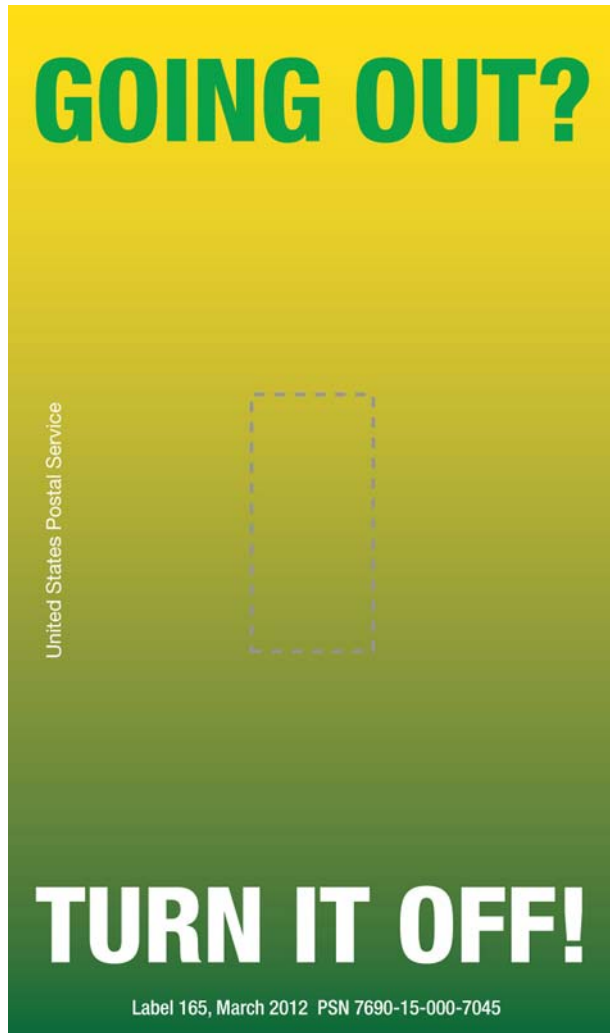
Facility managers and postmasters should use the eBuy on-catalog requisition system to order Poster 890-B from the MDC. Search for items using the PSN number listed below (without the dashes). If your office doesn’t have access to eBuy, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Poster 890-B:

PSIN:	POS890B
PSN:	7690-13-000-5380
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	08/10

## Use Label 165, Going Out? Turn it Off!



To promote Earth Day and USPS' commitment to sustainable practices, all facilities are encouraged to increase employee awareness of energy conservation by installing Label 165, *Going Out? Turn it Off!*, on manually operated light switches.

Facility managers and postmasters can peel off the backing on Label 165 and adhere it to light switches. This label is made available at no cost as part of the Postal Service's efforts to increase employee awareness of the importance of reducing electrical energy consumption. Facility managers and postmasters should use the eBuy on-catalog requisition system to order Label 165 from the MDC. Search for items using the PSN listed here (without the dashes). If your office doesn't have access to eBuy, order using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-00317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call 800-332-0317, option 4, option 4.

Use the following information to order Label 165:

Description:	Label, Going Out? Turn It Off!
PSIN:	LAB165
PSN:	7690-15-000-7045
Unit of Measure:	SH
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date	03/12

## Order Go Green Stamps for Earth Day

As part of the Postal Service's efforts to support Earth Day, postmasters are encouraged to order the *Go Green* Forever® stamps. The *Go Green* Forever stamps give each of our customers the opportunity to put their stamp on a "greener tomorrow." See pages 4–6 for *Go Green* Earth Day celebration ideas that each postmaster is encouraged to host.

To support these celebrations, as well as to meet our customers' interest in celebrating Earth Day, *Go Green* Forever stamps and other *Go Green* philatelic items should be available for purchase during the 2-week period from April 15 to April 29.

If you do not currently have them in your inventory, and/or to ensure you have the *Go Green* Forever stamps on hand for the celebration of Earth Day, order item #467000. You may order these stamps with your regularly scheduled orders to ensure you receive them in time for April 15 counter sales. If your ordering week has passed, or if it falls after April 6, you may place an emergency order to receive the *Go Green* Forever stamps. Find ordering instructions, schedules, and important information on the Stamp Distribution Center webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm).

Help celebrate Earth Day with our *Go Green* Forever stamps!

— Corporate Sustainability Initiatives,  
Deputy Postmaster General, 4-5-12

# Policies, Procedures, and Forms Updates

## Manuals

### POM Revision: Modes of Delivery and Delivery Equipment

Effective April 5, 2012, the Postal Service™ will revise *Postal Operations Manual* (POM) subchapters 61, 63, 64, and 65 in selected subsections to provide updated and revised information and procedures regarding modes of delivery and delivery equipment. The POM sets forth the policies, regulations, and procedures of the Postal Service governing delivery and vehicle operations.

The revised procedures apply to new deliveries added to the delivery network; however, the revisions also provide updated language on centralized delivery equipment that may apply to current delivery points as well. This revision provides the Postal Service with autonomy in determining the modes of delivery when adding new deliveries, thereby enabling the Postal Service to provide services adequate and necessary to meeting its basic function in the most efficient manner. Controlling future costs begins with good base decisions whenever new deliveries are added to the delivery infrastructure. These include the mode of delivery and location and type of equipment, as well as the safety and convenience of both carriers and customers. Updated equipment references may be interchangeable such as replacing Neighborhood Delivery and Collection Box Unit (NDCBU) with Cluster Box Unit (CBU) to replace obsolete nomenclature.

It is important to note that Postal Service representatives are still required to meet with builders and developers early in the process to ensure the best choices are made and to assess if the mode of delivery directed to be put in place conforms to the policies of the Postal Service. There are no changes in the current modes of delivery available as an option for the Postal Service in establishing necessary and adequate services.

#### **Postal Operations Manual (POM)**

	*   *   *   *   *
<b>6</b>	<b>Delivery Services</b>
<b>61</b>	<b>Conditions of Delivery</b>
	*   *   *   *   *
<b>615</b>	<b>Delivery to Persons at Hotels, Institutions, and Schools</b>
<b>615.1</b>	<b>Mail Addressed to Patients or Inmates</b>

*[Revise the first sentence of 615.1 as follows:]*

Mail addressed to patients or inmates at institutions is delivered to the institutional authorities who, in turn, deliver the mail to the addressee under the institution’s rules and regulations.\*\*\*

\*   \*   \*   \*   \*

#### **63 Modes of Delivery, Mail Receptacles, and Keys**

#### **631 Modes of Delivery**

*[Revise 631.1 through 631.3 as follows:]*

##### **631.1 General**

For all establishments and extensions, the Postal Service options for delivery service are to the door, curblin boxes, or central delivery points or receptacles as specified by USPS policies and procedures. The characteristics of the area to be served and the methods deemed necessary to providing adequate service by the Postal Service are described in greater detail below.

##### **631.2 Business Areas**

The type and design of buildings govern the mode of delivery to be implemented; the location of USPS-approved delivery equipment is subject to Postal Service approval. The options are as follows:

- a. *Central Delivery.* Central delivery service is for all business office buildings, office complexes, and/or industrial/professional parks. This may include call windows, horizontal locked mail receptacles, cluster box units (CBUs), wall-mounted receptacles, or mechanical conveyors (mechanical conveyors are only for high-rise and multiple-tenant buildings, and only if certain conditions are met; consult your postmaster for details).
- b. *Single Point Delivery.* Where an exception to 631.2a has been granted by the postmaster or district designee, and subject to district approval, single-point delivery may be provided for single points, receptacles, or door slots provided by business management.
  - 1. If there is an elevator and if the offices are open to receive mail on all normal service days, or if door slots are provided, delivery may be authorized to all floors of office buildings.
  - 2. If there is no elevator, delivery is provided to the first floor, either to a centralized location as prescribed in 631.2a, or, where exceptions have been

granted, to single points located on the first floor and to the second floor if it is occupied primarily by business offices and when such service is requested.

**631.3 Residential Housing (Except Apartment Houses and Transient Mobile or Trailer Homes)**

**631.31 General**

The available options for residential areas, aside from apartment houses, transient mobile or trailer homes, colleges and universities, and other sites are covered under 615; delivery mode options are constrained by USPS policies and procedures, in light of the characteristics of the area to be served and the methods needed to provide adequate service. Delivery options, under the regulations given below, are curbside, sidewalk, or central delivery.

**631.32 Curbside Delivery**

Delivery may only be provided to boxes at the curb with prior approval from the Postal Service, and so long as they can be efficiently, safely, and conveniently served by the carrier from the carrier's vehicle, and so that customers have reasonable and safe access. Mail receptacles may be grouped, two to a property line where possible.

**631.33 Sidewalk Delivery**

Options and requirements for sidewalk delivery, as directed by the Postal Service, are as follows:

- a. If the sidewalk abuts the curb or if other unusual conditions exist (e.g., excessive street parking) that make it difficult or impractical to install or serve boxes at the curbline, customers with these situations may be permitted to install all their boxes at the edge of the sidewalk nearest the residence, where they can all be served by a carrier from the sidewalk.

\* \* \* \* \*

**631.4 Exceptions**

**631.41 Extension of Service Within an Existing Block**

*[Revise the first sentence of 631.41 as follows:]*

New homes or businesses built or established within a block of existing homes or businesses may receive the same type of service as the older homes or businesses, subject to postmaster approval and after consideration of Postal Service operational efficiencies.\*\*\*

\* \* \* \* \*

**631.43 Local Ordinances**

\* \* \* \* \*

*[Revise item 631.43b as follows:]*

- b. *Post Office Box or General Delivery Service.* Post Office Box or general delivery service may be provided at the nearest postal facility where carrier delivery emanates, or where may be otherwise available to a customer.

*[Revise 631.44 through 631.46 as follows:]*

**631.44 Central Delivery**

**631.441 Delivery Requirements**

CBUs and USPS STD 4C equipment may be approved for use at one or more central delivery points in a residential housing community. The local postal manager must approve the mailbox sites and type of equipment. Boxes must be safely located so that customers are not required to travel an unreasonable distance to obtain their mail and to provide sufficient access to mailbox locations. Normally, within one block of the residence is appropriate.

**631.442 Central Delivery Addresses**

Central delivery mail receptacles (including USPS STD 4C equipment and CBUs, delivery centers, and postal centers) must be identified by the same addresses as the dwellings for which they serve as mail receptacles. The respective, conforming addresses should be displayed inside the boxes and visible only to the carrier and customer when accessing that receptacle. USPS does not assign addresses; however, the sequential ordering of any centralized delivery equipment is subject to USPS approval for operational efficiency and to accommodate special circumstances or requests for hardship delivery. For security or privacy, mailer associations or customer groups may use another alphanumeric identification system on the outside of receptacles that is not part of, or used in, the mailing address.

\* \* \* \* \*

**631.45 Apartment Houses**

**631.451 General**

Delivery of mail to individual boxes in a residential building containing apartments or units occupied by different addressees is contingent upon USPS concluding the following requirements are met:

- a. The building contains three or more units (above, below, or behind — not side by side) with:
  - (1) A common building entrance such as a door, a passageway, or stairs; and

\* \* \* \* \*

- b. The installation and maintenance of mail receptacles are approved by the Postal Service.

**631.452 Exceptions**

Delivery of mail to individual boxes in multiple residential buildings containing apartments or units occupied by different addressees are contingent upon USPS concluding the following requirements are met: Exceptions to section 631.451 requirements, which also require prior approval by USPS, are as follows:

- a. If more than one such building in an apartment house complex has the same approved common street number, delivery of mail to individual boxes is contingent on the grouping of all the boxes for the common street number at a single point readily accessible by the carrier even though some boxes may serve residents in more than one building.

\* \* \* \* \*

- c. When new apartments are being erected or existing ones remodeled, postmasters will inform builders and owners of these regulations' requirements and will provide appropriate advice and inspection to ensure that safe and durable receptacles are properly located and installed in conformance with regulations. Postal Service-approved parcel lockers may be used with approved mail receptacles.

**631.46 Mobile or Trailer Homes****631.461 Options**

The delivery options for mobile or trailer home developments depend on Postal Service determination of whether the development is permanent or transient.

**631.462 Permanent Developments**

Permanent developments consist of managed mobile home parks or residential mobile home subdivisions where the lots are permanently assigned, the streets are maintained for public use, and the conditions resemble those of a residential subdivision. For permanent developments, the delivery options are either central, curbside, or sidewalk delivery, as directed by the Postal Service under the regulations below.

*a. Central Delivery*

- (1) Delivery service may be provided to a single point or receptacle designated by local management for the receipt of mail and distribution by its employees.
- (2) Delivery service may be provided to one or more central points for the direct receipt of mail by postal customers within the area. The requirements for such central delivery are as follows:
  - (a) Local Postal Service managers must approve the mailbox sites and equipment.

(b) Customers must not be required to travel an unreasonable distance to obtain their mail, and reasonable access must be provided to the equipment location.

*b. Curbside Delivery.*

Delivery service may only be provided to boxes at the curb, as directed by the Postal Service, so that they can be served efficiently, safely, and conveniently from the carrier's vehicle and give customers reasonable and safe access. Mail receptacles may be grouped two to a property line where possible.

*c. Sidewalk Delivery*

- (1) If the sidewalk abuts the curb or other unusual conditions exist (e.g., excessive street parking) that make it difficult or impractical to install or serve boxes at the curbline, customers with these situations may install boxes at the edge of the sidewalk nearest the residence where they can all be served by the carrier from the sidewalk.

\* \* \* \* \*

**631.463 Transient Developments**

Transient developments are mobile home, trailer, and recreational vehicle parks where the lots are temporarily occupied or rented and considered transient, short-term, or seasonal, even though some families may live in them for extended periods. For these developments, the only option is delivery to a single point or receptacle designated by park management and approved by local Postal Service managers for the receipt of all mail and subsequent distribution or mail forwarding by employees of the park. This method is also available for permanent developments.

**631.5 Colleges and Universities****631.51 Administration Buildings**

*[Revise 631.51 through 631.53 as follows:]*

Mail is delivered to principal administration buildings. Mail undeliverable as addressed or not addressed to a specific building is delivered to the main administration building office for further handling. At larger universities, mail is delivered to the different departments, colleges, faculty buildings, or principal campus structures, such as the Chemistry Building, Engineering Building, and so forth, provided that mail is addressed accordingly and volume warrants such delivery. Delivery is not to be made to individual offices within buildings.

**631.52 Dormitories or Residence Halls**

Mail is delivered to dormitory buildings and residence halls when addressed to a specific building. Mail is delivered in bulk to a designated representative of the school or property, who then becomes responsible for further distribution

to students and residents. Where no direct affiliation with the school is established, the Postal Service determines the proper mode of delivery to be established and may require that designees from the property be identified to accept mail for each location prior to initiating delivery.

A dormitory building or residence hall often consists of single or multi-room units that may share or have access to centrally located kitchens, bathrooms, showers, or social or common areas. Whether located on or off campus, and regardless of private ownership, such buildings are nevertheless dormitories and either the school or building owner is responsible for the final delivery of student mail. Post Office personnel do not distribute mail into apartment-type mailboxes for dormitories or residence halls.

### 631.53 Married Student Housing

Apartments and housing units for married students are often complete quarters consisting of a living room, kitchen or dinette, bedroom (s), and bath. Whether located on or off campus, and regardless of ownership, the apartment mail receptacle requirements in 631.45 apply.

\* \* \* \* \*

### 631.56 Forwarding of Mail

*[Revise 631.56 as follows:]*

Forwarding mail for former students and for current students during the summer and vacation periods is the responsibility of the institution or building owner, except where delivery to respective apartment receptacles is being provided to married housing. Encourage school officials to include mail forwarding, proper mail addressing, and other related postal features in general instructions to students.

*[Revise the title and text of 631.57 as follows:]*

### 631.57 Non-City Delivery Offices

Where city delivery service is not established, students may obtain Post Office Box service, use general delivery, or the institution may arrange to pick up the mail in bulk and make its own distribution and delivery.

*[Revise the title and text of the second and fourth paragraphs of 631.6 as follows:]*

### 631.6 Conversion of Delivery Mode

\* \* \* \* \*

Postmasters should not establish a mixed delivery area in which the carrier must zigzag from the door to the curb when previously the carrier took obvious shortcuts to effect delivery. Postmasters must weigh the advantages and disadvantages of converting less than 100 percent of the deliveries.

\* \* \* \* \*

When a residence is sold, the mode of delivery cannot be changed arbitrarily prior to the new resident moving in. The existing mode of delivery must be retained absent an agreement otherwise. If an owners' association represents the community, it can direct the mode of delivery for the community. In rental areas, such as apartment complexes and mobile home parks, the owner or manager can approve a conversion.

### 631.7 Correction of Improper Mode of Delivery

*[Revise the second sentence of 631.7 as follows:]*

\*\*\*If the error is not detected within 90 days, the improper service remains in place.

\* \* \* \* \*

### 632 Mail Receptacles

#### 632.1 Customer Obligation

##### 632.11 Responsibilities

*[Revise the introductory text and item c of 632.11 as follows:]*

Appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, and maintenance of mail receptacles are the responsibility of the customer. Appropriate locations for installation should be verified with local postmasters. Customer obligations are as follows:

\* \* \* \* \*

- c. If centralized delivery is authorized, customers must install mail receptacles that comply with USPS STD 4C Wallmounted Mail Receptacles or USPSB1118, Postal Service specification, Cluster Box Units (see 632.6).

**Note:** There is no local authority for the use of or approval of unauthorized centralized delivery equipment or centralized delivery systems. Contact Engineering or Delivery Post Office Operations at Headquarters for any necessary assistance.

##### 632.12 Exception

*[Revise 632.12 as follows:]*

The Postal Service may elect, under certain conditions, to purchase, install, and maintain curb-mounted mail receptacles or cluster box units.

##### 632.13 Receptacles Not Required

*[Revise 632.13 as follows:]*

Business complexes are not required to provide mail receptacles where an exception(s) has been granted by local postal officials and consistent with POM 631.2. If the

offices are not open when the carrier arrives on normal service days, centralized mail receptacles must be provided.

\* \* \* \* \*

**632.6 Apartment House Receptacles**

**632.61 General**

*[Revise the first paragraph of 632.61 as follows:]*

Specifications for construction and approval procedures for manufacturers are covered in USPS STD 4C (RDD), Wallmounted Mail Receptacles. Individuals or firms interested in the manufacture of apartment house mailboxes should write to:

\* \* \* \* \*

**632.62 Installation**

**632.621 General**

*[Revise 632.621 as follows:]*

Owners and managers of apartment houses, or other multi-unit dwellings with obsolete apartment house mail receptacles should install up-to-date receptacles currently approved by the Postal Service to ensure safety of access and security of the mail. When such buildings are substantially renovated or remodeled, or when box locations change, obsolete receptacles should be replaced with currently approved receptacles.

**632.622 Location and Arrangement**

*[Revise introductory text and the last sentence of item a of 632.622 as follows:]*

Regulations for the location and arrangement of receptacles are subject to Postal Service approval as follows:

- a. \*\*\*The area must be adequately lighted to afford the best protection to the mail and to let carriers read addresses on mail and names on boxes without difficulty.

\* \* \* \* \*

**632.623 Access to Rear-Loading of Horizontal-Type Receptacles**

*[Revise the last two sentences of 632.623 as follows:]*

\*\*\*The rear of the mailbox panel(s) must have a door or cover in accordance with USPS STD 4C to prevent the removal of mail from adjacent boxes and to prevent mail from coming out through the back. The cover or door must be easily opened and closed or else removed and replaced.

\* \* \* \* \*

**632.625 Key and Record Controls**

*[Revise the introductory text and the last sentences of items a and b of 632.625 as follows:]*

The following key and record controls apply to apartment houses:

- a. \*\*\*Clearly number each individual receptacle lock on the back; replace lost keys as needed according to lock numbers. Master-keying is not permitted.
- b. \*\*\*The record of key numbers must be kept until the lock is changed, when the old record may be destroyed and a replacement record created.

\* \* \* \* \*

**632.626 Directories**

*[Revise the introductory text and the first sentence of item c in 632.626 as follows:]*

Guidelines for Postal Service apartment house directories are as follows:

\* \* \* \* \*

- c. The directory must be legible, enclosed in a suitable protective frame, and attached to the wall immediately above or to the side of the mail receptacles where it can easily be read.\*\*\*

**632.627 Maintenance and Repair**

The guidelines for receptacle maintenance and repair are as follows:

\* \* \* \* \*

*[Revise the first sentences of items 632.627c and d as follows:]*

- c. When informed of equipment needing repair or irregularity in the operation of apartment house mail receptacles, postmasters will promptly initiate an investigation and direct what repairs must be made at the expense of the owners or managers.\*\*\*
- d. Failure to keep boxes locked or in proper repair as directed by postmasters is sufficient justification for withholding mail delivery and requiring occupants to call for their mail at the Post Office or carrier delivery unit serving the location.\*\*\*

\* \* \* \* \*

**632.628 Approved Manufacturers and Models**

*[Revise 632.628 as follows:]*

A current listing of approved manufacturers and models can be obtained from the office listed in section 632.511.

**632.63 New or Remodeled Apartment Buildings**

[Revise 632.63 as follows:]

When new apartments are being erected or existing ones remodeled, postmasters will inform builders and owners of these regulations' requirements and will provide a suitable inspection to ensure that only approved receptacles are installed in conformance with regulations.

\* \* \* \* \*

**64 City Delivery Service****641 Establishment of City Delivery Service**

\* \* \* \* \*

**641.2 Requirements**

[Revise the first sentence of the introductory text and items d, e, f, and g of 641.2 as follows:]

In establishing city delivery service, a combination of delivery methods is considered to provide regular and effective service to all residential and business sections of a community.\*\*\*

\* \* \* \* \*

- d. Street signs are in place and house numbers are displayed.
- e. Rights-of-way, turnouts, and areas next to roads and streets are sufficiently improved so that the installation, servicing, and accessing of boxes are not hazardous to the public or Postal Service employees.
- f. Satisfactory walkways exist for the carrier where required.
- g. Approved mail receptacles or door slots are installed at designated locations, as directed by the Postal Service.

**642 Extensions**

\* \* \* \* \*

**642.2 Requirements**

\* \* \* \* \*

[Revise item 642.2b(2) as follows:]

- (2) CBUs or USPS STD 4C equipment are to be used for delivery.

**642.3 Out-of-bounds Customers**

[Revise the first sentence of 642.3 as follows:]

Customers outside the limits of city delivery service may be given delivery service, where approved by the Postal Ser-

vice, if they erect boxes on the delivery carrier's line of travel.\*\*\*

\* \* \* \* \*

**65 Rural Delivery Service**

\* \* \* \* \*

**652 Establishment of Rural Delivery Service**

\* \* \* \* \*

**652.4 Submission and Approval**

\* \* \* \* \*

**652.42 District Responsibilities****652.421 Review and Approval**

[Revise 652.421 as follows:]

The district manager or designee must review and approve or disapprove any requests for establishment of rural delivery.

\* \* \* \* \*

**653 Extensions****653.1 Definition**

\* \* \* \* \*

[Revise the note in 653.1 as follows:]

**Note:** Provide carrier service to persons who erect approved boxes on the line of travel of the rural carrier and to persons for whom approved Cluster Box Units (CBUs) or USPS STD 4C equipment and/or parcel lockers are erected and maintained by the Postal Service on the carrier's line of travel. No rural carrier service may be extended to persons residing within the boundary formed by existing city delivery service.

\* \* \* \* \*

We will incorporate this revision into the next printed version of the POM and also into the online update available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under "Essential Links", click *PolicyNet*.
- Click *Manuals*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)



## Handbooks

### Handbook EL-912, Agreement Between the United States Postal Service and the American Postal Workers Union for 2010–2015, Is Now Available

Handbook EL-912, *Agreement Between United States Postal Service and American Postal Workers Union, AFL-CIO, 2010–2015*, is available online and in print. To access the online version:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left column, click *PolicyNet*.
- On the PolicyNet page, click *HBKs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

You may order printed copies from the Material Distribution Center (MDC) by using touch-tone order entry (TTOE): Call 800-273-1509.

**Note:** You must register to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. Wait 24 hours (or the next business day) before placing your first order. For complete

TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call Materials Customer Service at 800-332-0317.

Use the following information to order HBK EL-912:

PSIN:	HBKEL912
PSN:	7610-04-000-0364
Quick Pick Number:	N/A
Unit of Issue:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	50
Price:	\$2.1668
Edition Date:	05/12

— *Contract Administration APWU,  
Labor Relations, 4-5-12*

## Publications

### Publication 75, Mover's Guide, News

The April 2012 issue of Publication 75, *Mover's Guide*, has been shipped to all Post Office™ facilities. All shipments should be received by March 31, 2012. As of April 1, 2012, recycle all expired versions.

#### Mover's Guide News

Beginning with this April 2012 shipment, the total quantity of *Mover's Guide* copies sent to your facility may have been reduced. In an effort to reduce waste and account for more customers submitting change-of-address orders online, fewer *Mover's Guide* copies are needed. There are several things you can do to conserve as well:

- Make sure customers are aware that *USPS.com*® is the most convenient, safe, and secure way for customers to submit a change-of-address order.
- Encourage carriers to carry ICOA Message Cards on their routes instead of *Mover's Guide* copies.
- Give *Mover's Guide* copies out to *moving customers* only.

The *Mover's Guide* shipments now include Intelligent Mail Package Barcodes (IMpb). Scan these codes per standard procedure upon shipment arrival.

The cover of the *Mover's Guide* envelope includes color-coded up/down arrows along with the in-market dates to convey its effective quarter. The corresponding color code of the up/down arrow for the April 2012 issue is *green*.

#### Mover's Guide Information

- Offices will receive copies of *Mover's Guide* in one or two shipments. The first shipments should have arrived at the end of March. The second shipments will arrive 3 to 5 weeks later. Shipments are sent in quantities of 25, 100, and 300.
- Your facility may receive copies of *Mover's Guide* addressed to other offices that must be distributed to their respective offices. Break down each pallet in accordance with the posted plaque, check the labels, and forward the guides as appropriate.

#### Behind the Counter Program

Below are a few points about program compliance:

- Effective immediately, sales and service associates may no longer distribute more than three copies of *Mover's Guide* per customer. Instruct customers who need more than three copies to change their additional address(es) online at [www.usps.com](http://www.usps.com).
- Copies of *Mover's Guide* must be kept behind the counter. No copies of *Mover's Guide* should be placed in the inner or outer lobby or on the clerk counters. *If you have copies of the Mover's Guide in the lobby at this time, remove them and place them behind the counter.*

- When customers approach the counter requesting change-of-address materials, retail associates should first encourage their customers to go online at [www.usps.com](http://www.usps.com). Internet change of address (ICOA) transactions provide customers with the most convenient, safe, and secure way to change their address.
- Customers unwilling or unable to submit their change of address at [www.usps.com](http://www.usps.com) should be given a complete, *unopened* copy of *Mover's Guide*. The envelope contains instructions and valuable offers that generate revenue for the Postal Service™. When you throw out the envelope and its contents, the Postal Service loses money.

**Note:** The Mover's Guide Behind the Counter Program is part of the ad-hoc section of the 2010 Retail Customer Experience Program, so it is critical that your Post Office be compliant with the program throughout the year by keeping copies of *Mover's Guide* out of Post Office lobbies.

### ICOA Message Card Information

- If your Post Office has an ICOA Message Card display, *do not throw it away*. The display is *required* to be in the lobby and expected to have the ICOA Message Cards in it at all times. Replenishment cards and updated banners are mailed with your *Mover's Guide* shipments.

- If your Post Office *does not* have an ICOA Message Card display, you must call the replenishment phone number below for ICOA Message Card replenishment.
- If any Post Office runs out of ICOA Message Cards between shipments, call Imagitas at 800-816-6837, or visit our website at <http://imagitas.com/contact/postal-request-form/> for replenishment.
- All Post Offices must have ICOA Message Cards in their lobbies for customer reference.

### Inventory Management Resources: Mover's Guide and ICOA Message Card

To find out when your office will receive shipments, visit [http://blue.usps.gov/purchase/operations/ops\\_downloads.htm](http://blue.usps.gov/purchase/operations/ops_downloads.htm) and click *Mover's Guide (Pub 75) Distribution for April 2012* (Use the CTRL + F Function while the "Fedstrip" column is highlighted to search for your office).

To change the quantity of your shipments, call Imagitas at 800-816-6837.

Businesses and organizations must purchase their copies of the *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837.

— Address Management,  
Product Information, 4-5-12

## Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective April 5, 2012, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

### Publication 431, Post Office Box Service and Caller Service Fee Groups

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group	ZIP Code	Fee Group
21029	33	90061	31
33880	33	97207	33
33882	33	97282	33
33883	33	97290	33

ZIP Code	Fee Group	ZIP Code	Fee Group
37205	33	97296	33
83128	37	97403	33
90055	31	97440	33
90056	31		

\* \* \* \* \*

[Delete the following entries:]

ZIP Code
01203
06524

\* \* \* \* \*

[Add the following entries:]

ZIP Code	Fee Group
92609	5
94203	33
94204	34
94205	33
94206	33
94207	34
94208	33
94209	34
94211	34
94229	34
94230	33
94232	33
94234	34
94235	34
94236	34

ZIP Code	Fee Group
94237	34
94239	33
94240	33
94244	33
94245	33
94246	33
94247	33
94248	34
94249	34
94250	34
94252	34
94254	33
94256	33
94257	33
94258	34

ZIP Code	Fee Group
94259	33
94261	33
94262	33
94263	33
94267	33
94268	34
94269	33
94271	34
94273	34
94274	34
94277	34
94278	33
94279	34
94280	33
94282	33

ZIP Code	Fee Group
94283	34
94284	33
94285	33
94286	34
94287	33
94288	34
94289	33
94290	33
94291	33
94293	33
94294	33
94295	34
94296	34
94297	33
94298	34

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The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *PUBs*.

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the WebBATS main menu, and select *Reports*. The reports page opens.
2. Under the Clients/System column, System category, click *Facility Information*.
3. View the Fee Group field in the report.

— Retail Services,  
Channel Access, 4-5-12

# Organization Information

## Address Management

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	04-3069 04-3069	72741 72741	AR AR	Fayetteville Fayetteville	Washington Washington	Johnson Johnson	Classified Branch Place Name	10/22/2011 11/19/2011	Classified branch discontinued. Retain ZIP Code™. Establish a place name. Continue to use Johnson AR 72741 as last line of address.
Old New	04-1458 04-3213	72322 72322	AR AR	Caldwell Forrest City	Saint Francis Saint Francis	Main Office Caldwell	Post Office Place Name	11/04/2011 11/19/2011	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Caldwell AR 72322 as last line of address.
Old New	04-7038 04-1476	72566 72566	AR AR	Pineville Calico Rock	Izard Izard	Main Office Pineville	Post Office Place Name	11/04/2011 11/19/2011	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Pineville AR 72566 as last line of address.
Old New	04-8240 04-4653	72467 72467	AR AR	State University Jonesboro	Craighead Craighead	Main Office State University	Post Office Classified Station	10/07/2011 10/07/2011	Post Office discontinued. Retain ZIP Code. Establish a classified station. Continue to use State University AR 72467 as last line of address.
Old New	15-2775 15-2775	83525 83525	ID ID	Elk City Elk City	Idaho Idaho	Dixie Dixie	Community Post Office Place Name	06/18/2008 06/18/2008	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Dixie ID 83525 as last line of address.
Old New	41-6608 41-6608	15225 15225	PA PA	Pittsburgh Pittsburgh	Allegheny Allegheny	Neville Island Main Office	Classified Station Post Office	02/25/2011 02/25/2011	Classified station discontinued. Retain ZIP Code. Continue to use Pittsburgh PA 15225 as last line of address.
Old New	41-9492 41-9492	17406 17406	PA PA	York York	York York	Hellam Hallam	Classified Branch Place Name	01/21/2011 01/21/2011	Classified branch discontinued. Retain ZIP Code. Establish a place name. Continue to use Hellam PA 17406 as last line of address.
Old New	41-6144 41-6144	19436 19436	PA PA	North Wales North Wales	Montgomery Montgomery	Gwynedd Gwynedd	Classified Branch Place Name	05/27/2011 05/27/2011	Classified branch discontinued. Retain ZIP Code. Establish a place name. Continue to use Gwynedd PA 19436 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	41-6616	18643	PA	Pittston	Luzerne	Exeter	Classified Station	09/10/2011	Classified station discontinued. Retain ZIP Code. Establish a place name. Use Exeter PA 18643 as last line of address.
New	41-6616	18643	PA	Pittston	Luzerne	Exeter	Place Name	09/10/2011	
Old	41-2140	17219	PA	Dry Run	Franklin	Doylesburg	Community Post Office	06/29/2011	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Doylesburg PA 17219 as last line of address.
New	41-2140	17219	PA	Dry Run	Franklin	Doylesburg	Place Name	11/03/2011	

– Address Management, Product Information, 4-5-12

## Finance

### Equipment Maintenance Allowance Schedule for Rural Routes

#### Rural Carriers

In accordance with provisions of Article 9, Section 2.J.3 of the *Rural Carrier National Agreement*, effective April 7, 2012 (Pay Period 09-12), the equipment maintenance allowance (EMA) will increase from 70.0 cents per mile to 71.5 cents per mile. The EMA is 71.5 cents per mile, or a minimum of \$28.60 per day, whichever is greater.

#### Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5,

receive an EMA of 71.5 cents per mile or \$7.75 per hour, whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

#### EMA Rate Schedule

The EMA rate schedule on pages [62-63](#) supersedes all previously published EMA schedules for employees receiving EMA.

– *Collective Bargaining and Arbitration, Labor Relations, 4-5-12*



R A T E S C H E D U L E

RURAL EQUIPMENT MAINTENANCE

USPS 26-9902  
MINNEAPOLIS ISC  
REPORT AAQ530F1

EFFECTIVE PP-YR 09-12  
BASED ON \$0.715 PER MILE

MILES STOPS = \*0640\*\*0660\*\*0680\*\*0700\*\*0720\*\*0740\*\*0760\*\*0780\*\*0800\*\*0820\*\*0840\*\*0860\*\*0880\*\*0900\*\*0920\*\*0940\*\*0960\*\*0980\*\*1000

8	30.10	30.20	30.30	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90
9	30.20	30.30	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00
10	30.30	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10
11	30.40	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20
12	30.50	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30
13	30.60	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40
14	30.70	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50
15	30.80	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60
16	30.90	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70
17	31.00	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80
18	31.10	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90
19	31.20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00
20	31.30	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10
21	31.40	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20
22	31.50	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30
23	31.60	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40
24	31.70	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50
25	31.80	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60
26	31.90	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70
27	32.00	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80
28	32.10	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90
29	32.20	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00
30	32.30	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10
31	32.40	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20
32	32.50	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30
33	32.60	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40
34	32.70	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50
35	32.80	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60
36	32.90	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70
37	33.00	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80
38	33.10	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90
39	33.20	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00
40	33.30	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10
41	33.40	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20
42	33.50	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30
43	33.60	33.70	33.80	33.90	34.00	34.10	34.20	34.30	34.40	34.50	34.60	34.70	34.80	34.90	35.00	35.10	35.20	35.30	35.40

## Mailing and Shipping Services

### Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Ser-

vice™ also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at [http://ribbs.usps.gov/advance/documents/tech\\_guides/advtech.pdf](http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf) or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
4/05/12–4/21/12	Costco	Standard Flats	3.0	National	3/5 Digit	Seگردahl Graphics
4/11/12–4/14/12	Ashro Lifestyle	Standard Catalog	2.7	National	3/5 Digit	RR Donnelly
4/23/12–4/26/12	Midnight Velvet	Standard Catalog	1.0	National	3/5 Digit	Quad Graphics

— *Business Service Network Integration, Sales, 4-5-12*

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® (SBM) print run cutoff schedule for fiscal year (FY) 12. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY 12 print cycle cut-off dates are as follows:

- April 6, 2012 (YR).
- May 18, 2012 (YR).
- June 29, 2012 (YR).
- August 24, 2012 (HOL).

Starting with the June 25, 2010, print cycle, the English-only brochures have been replaced with bilingual (English and Spanish) brochures. All orders received from SBM sites by June 25 and thereafter will be provided bilingual brochures. There is no change in the price.

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2011), to Cyril-Scott Company:

Cyril Scott Company  
PO Box 627  
Lancaster, OH 43130-0627  
Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page 65 in this *Postal Bulletin*.

The cost per unit of 500 is \$12.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it

receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices™ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

#### For Orders Exceeding \$10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt," then in the After Approval Route field, select "Eastern Services CMC (Memphis, TN)." Include completed PS Form 3227-O with imprint information with the eBuy order.

**Note:** These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

— *Retail Access Channels, Channel Access, 4-5-12*



**Stamps by Mail® Brochure Order Form** Required Entry →

Order No. (mm-dd-yy-ZIP+ 4®) Example: 12-18-05-22209-6057

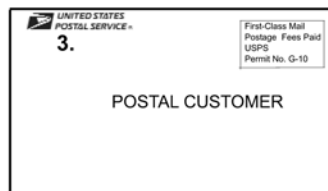
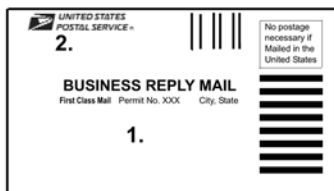
**You MUST complete ALL fields on this form**

To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.00 ea. per pack =	
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.00 ea. per pack =	
<b>Total</b>			<b>\$</b>

<b>Ship to (Cannot ship to Post Office™ boxes):</b> (Number, street, apartment, suite, city, state, ZIP + 4)		Contact Name
_____		Contact Telephone No. (Include area code)
_____		
_____		
_____		

**Imprint Information**  
(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



<b>1.</b> Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)	<b>2 &amp; 3.</b> Return Address (MUST include ZIP + 4)
_____	_____
_____	_____
_____	_____

**Payment Information**

**Orders over \$10,000:** Submit this form with an approved eBuy2 to Supply Management. To route the request in eBuy2, click *Route to Supply Management* as the Purchasing Method; then select *Eastern Services CMC* from the menu.

**Orders \$10,000 and under:** Notify the Cyril-Scott Co. immediately if there are any credit card changes within 30 days after the print cycle cutoff date.

**Shipping and Delivery:** Orders ship within 35 calendar days after brochures are printed (see brochure print schedule in the first edition of the *Postal Bulletin* printed each month). Delivery time varies depending on the destination.

If shipment is more than 20,000 forms (40 packs), enter finance number to be charged for transportation costs: \_\_\_\_\_

<input type="checkbox"/> Visa/IMPAC Card No.: _____ Expiration Date: _____	<input type="checkbox"/> Check (Include with order)
<input type="checkbox"/> Requestor's Signature	<input type="checkbox"/> USPS Money Order (Include with order)
<input type="checkbox"/> Funding/Credit Card Official Signature	_____ Manager/Supervisor's Signature
	_____ Date Signed

## Stamps/Philately

### Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial postmark date.*

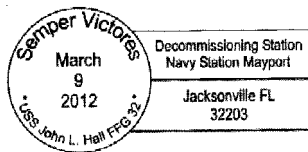
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: Pictorial Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

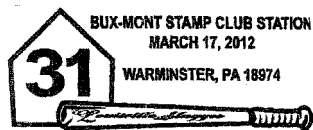
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial postmark has been extended for 30 days:



March 9, 2012

*Stephen Decatur Chapter #4 Universal Ship Cancellation Society*  
Decommissioning Station  
Postmaster  
1100 Kings Road  
Jacksonville, FL 32203-9998



March 17, 2012

*Buxmont Stamp Club*  
Buxmont Stamp Club Station  
Postmaster  
1000 West Valley Road  
Southeastern, PA 19399-9660



March 25, 2012

*Sierra Madre Chamber of Commerce*  
Sierra Madre Station  
Postmaster  
61 South Baldwin Avenue  
Sierra Madre, CA 91024-9998

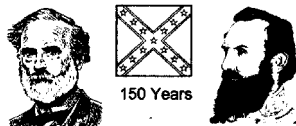
April 6, 2012

*Stephen Decatur Chapter #4  
Universal Ship Cancellation  
Society*



USCGC Eagle Departure  
Station  
Postmaster  
100 Plaza Court  
Groton, CT 06340-9998

**Confederate History Month**  
April 1-30, 2012  
Remember our Veterans Station



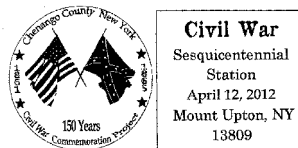
April 12, 2012 Halifax, VA 24558

April 12, 2012

*United States Postal Service*  
Remember our Veterans  
Station  
Postmaster  
231 South Main Street  
Halifax, VA 24558-9998

April 6, 2012

*Hardin County Tourism*  
Cherry Mansion Station  
Postmaster  
705 Water Street  
Savannah, TN 38372-9998



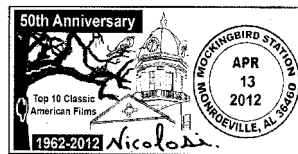
**Civil War**  
Sesquicentennial  
Station  
April 12, 2012  
Mount Upton, NY  
13809

April 12, 2012

*Oxford Town/Village  
Historian*  
Sesquicentennial Station  
Postmaster  
1753 State Highway 8  
Mount Upton, NY  
13809-9998

April 6, 2012

*NPS Shiloh, National  
Battlefield*  
Shiloh Station  
Postmaster  
1095 Highway 142  
Shiloh, TN 38376-9998

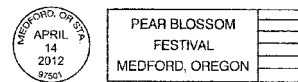


April 13, 2012

*Monroe County Heritage  
Museum*  
Mockingbird Station  
Postmaster  
PO Box 9998  
Daphne, AL 36560-9998

April 7, 2012

*NPS Shiloh, National  
Battlefield*  
Shiloh Station  
Postmaster  
1095 Highway 142  
Shiloh, TN 38376-9998



April 14, 2012

*SOPEX—Southern Oregon  
Philatelic Society*  
Medford Station  
Postmaster  
333 West 8th Street  
Medford, OR 97501-9998

April 10, 2012

*Boca Raton Stamp & Coin  
Club*  
RMS Titanic Maiden Voyage  
Station  
Publicity Chairman  
604 Banyan Trail  
Boca Raton, FL 33481-9998

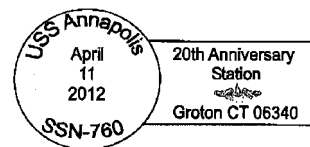


April 14, 2012

*SOPEX—Southern Oregon  
Philatelic Society*  
SOPEX Station  
Postmaster  
333 West 8th Street  
Medford, OR 97501-9998

April 11, 2012

*Stephen Decatur Chapter #4  
Universal Ship Cancellation  
Society*  
USS Annapolis 20th  
Anniversary Station  
Postmaster  
100 Plaza Court  
Groton, CT 06340-9998



April 14, 2012

*Henry Clay Philatelic Society*  
For the Love of Stamp  
Collecting Station  
Postmaster  
1088 Nandino Boulevard,  
Room 221  
Lexington, KY 40511-9998



April 14–15, 2012  
 Wilkesburg Stamp Club  
 Exhibition Station  
 Postmaster  
 700 Grant Street  
 Pittsburgh, PA 15219-9998



April 16, 2012  
 United States Postal Service  
 Centenary of Harriet  
 Quimby's England-France  
 Flight Station  
 Postmaster  
 PO Box 9998  
 Mineola, NY 11501-9998



April 15, 2012  
 Badger Stamp Club  
 WISCOPEX Station  
 Postmaster  
 PO Box 7990  
 Madison, WI 53707-7990



April 18, 2012  
 Urbana 2012 B-25 Gathering  
 Committee  
 B-25 Gathering Station  
 Postmaster  
 200 South Main Street  
 Urbana, OH 43078-9998

— Stamp Services,  
 Government Relations and Public Policy, 4-5-12

## How to Order the First Day of Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first day of issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop).

### Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

### Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as “laser safe.” The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum size of all digital color postmarks is 2" high x 4" long. Allow

sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



**Heart Health Stamp**  
 Special Cancellations  
 PO Box 92282  
 Washington, DC 20090-2282

April 9, 2012

**Digital Color Pictorial**



**Love Stamp**  
 Postmaster  
 201 E. Pikes Peak Avenue  
 Colorado Springs, CO 80903-9998

April 14, 2012

**Digital Color Pictorial**



**Arizona Statehood Stamp**  
 Postmaster  
 4949 W. Van Buren Road, Rm. 187  
 Phoenix, AZ 85026-9998

April 14, 2012

**Black and White Pictorial**



**Arizona Statehood Stamp**  
 Postmaster  
 4949 W. Van Buren Road, Rm. 187  
 Phoenix, AZ 85026-9998

April 14, 2012

**Digital Color Pictorial**



**Danny Thomas Stamp**  
 Postmaster  
 555 South Third Street  
 Memphis, TN 38101-9998

April 16, 2012

**Digital Color Pictorial**



**Cherry Blossom Centennial Stamp**  
 Special Cancellations  
 PO Box 92282  
 Washington, DC 20090-2282

May 24, 2012

**Digital Color Pictorial**



**William H. Johnson Stamp**  
 Main Post Office  
 900 E. Fayette Street  
 Baltimore, MD 21233-9998

June 11, 2012

**Digital Color Pictorial**

**Twentieth-Century Poets Stamp**

Main Post Office  
7001 S. Central Avenue  
Los Angeles, CA 90052-9998

June 21, 2012

**Digital Color Pictorial**

**The Civil War: 1862 Stamp**

Postmaster  
PO Box 50336  
New Orleans, LA 70150-0036

June 24, 2012

**Black and White Pictorial**

**The Civil War: 1862 Stamp**

Postmaster  
PO Box 50336  
New Orleans, LA 70150-0036

June 24, 2012

**Digital Color Pictorial**

**Jose Ferrer Stamp**

Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

June 26, 2012

**Digital Color Pictorial**

**Louisiana Statehood Stamp**

Postmaster  
750 Florida Street, Rm. 300  
Baton Rouge, LA 70801-9998

June 30, 2012

**Black and White Pictorial**

**Louisiana Statehood Stamp**

Postmaster  
750 Florida Street, Rm. 300  
Baton Rouge, LA 70801-9998

June 30, 2012

**Digital Color Pictorial**



## What's New on USPS.com?



USPS.com<sup>®</sup> launched its Multilingual option in October offering customers the ability to view the site in Spanish or Simplified Chinese. These are the two most popular languages spoken in the U.S. after English.

How to select a language:

- Hover over the drop-down language selection option in the grey header in the top far left of the page. (Each time you visit USPS.com, the drop-down selection in the header will default to “English”.)
- Select the preferred language to see the page displayed in that language. Customers may change the language for that page and browsing session by performing the same action.

When will other content be available in these languages?

This fall, The Postal Store<sup>®</sup> and Customer Registration will be available in Spanish and Simplified Chinese. Soon, other content and applications will be able to be viewed in these languages.

To find out more on the latest updates on USPS.com, go to [www.usps.com/newwebsite](http://www.usps.com/newwebsite).

— Digital Access, Channel Access, 4-5-12



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

The background of the main graphic is a collage of US currency and the US Capitol dome. The text "USPS" is written in large, bold, white letters with a black outline. A registered trademark symbol (®) is located at the top right of the "S".

# USPS<sup>®</sup>

receives no  
federal tax  
dollars for its  
operations.