

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Notice: Mailing Letters or Flats with Magnets

The following is an update to our policy on mailing letters or flats that contain thin flexible magnets, such as those designed to be placed on refrigerators or similar surfaces. The original policy notice appeared in *Postal Bulletin* 22083 (8-22-02, page 16). The guidelines below are specific to thin flexible magnets for automation-rate letter-size mailpieces and all flat-size mailpieces. All enclosed or attached magnets should have a minimum of 10 poles per linear inch.

*For automation-rate letter-size pieces:*

- Magnets may not exceed 1/32 inch in thickness.
- The magnetic surface may not exceed 26 square inches (length times height).
- The magnetic surface may face either the address or the nonaddress side.
- Enclosed magnets must be affixed to the contents, wrapped within the contents to prevent excess shifting, or fill the mailpiece with no more than 1/2 inch clearance between the left and right edges of the magnet and the mailpiece edges.
- Magnets permanently attached to, or prepared as, an integral part of unfolded cardstock pieces should be located on the leading edge of the mailpiece.
- Automation-rate letters must meet other relevant standards in DMM 201.

*For flat-size pieces:*

- Magnets may not exceed 1/32 inch in thickness.

- The magnetic surface may face either the address or the nonaddress side.
- Magnets must be enclosed in the flat-size mailpiece and either must be affixed to the contents, wrapped within the contents to prevent excess shifting, or fill the envelope with no more than 1/2 inch clearance between the left and right edges of the magnet and the mailpiece edges.
- Mailpieces must meet the DMM standards for flat-size pieces in DMM 301.

Prior Postal Service™ approval granted for mailpieces with enclosed or attached magnets is still valid, if the mailpiece design has not changed since approval. Customers may seek approval for automation rates for mailpieces with designs that differ from the above guidelines by contacting their local manager, business mail entry. Managers, business mail entry receiving such requests should coordinate analysis and testing with the Pricing and Classification Service Center. Mailpieces that may be transported by air, such as those mailed at First-Class Mail® rates or at Standard Mail® rates with either Express Mail® or Priority Mail® Open and Distribute also must meet the standards for magnetic materials in DMM 601.10.21.

— *Mailing Standards,  
Pricing and Classification, 12-6-07*

### DMM Revision: Clarification of Standards for Not-Flat-Machinable Pieces Qualifying for 5-Digit Rates

Effective December 6, 2007, the Postal Service™ is revising the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* to clarify existing standards regarding the preparation and eligibility of Not-Flat-Machinable (NFM) pieces placed on 5-digit/scheme pallets. This clarifies that NFMs qualify for the 5-digit NFM rate whether they are prepared loose or in 5-digit bundles when they are placed on 5-digit/scheme pallets under 705.8.10.

These changes will be incorporated into our December update of DMM 443 as noted below.

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

|            |                              |   |   |   |   |
|------------|------------------------------|---|---|---|---|
|            | *                            | * | * | * | * |
| <b>400</b> | <b>Discount Parcels</b>      |   |   |   |   |
|            | *                            | * | * | * | * |
| <b>440</b> | <b>Standard Mail</b>         |   |   |   |   |
|            | *                            | * | * | * | * |
| <b>443</b> | <b>Rates and Eligibility</b> |   |   |   |   |
|            | *                            | * | * | * | * |