



M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

Summary M610 describes the basic standards for presorted nonautomation Standard Mail. The section describes preparation of letter-size pieces. It also describes tray and sack preparation for letter-size, flat-size, machinable, and irregular parcels.

1.0 BASIC STANDARDS

All Mailings [11-14-02] All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in 2.0 through 5.0 and to these general standards (automation rate mailings must be prepared under M810 or M820):

1.1

- a. All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E620. Nonprofit Standard Mail must meet the additional eligibility standards in E670.
- b. All pieces in each mailing must be in the same processing category as defined in C050, unless excepted by standard.
- c. All pieces must meet the applicable general preparation standards in M010, M020, and M030 and the following:
 - (1) Subject to the marking standards in M012, regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular and Nonprofit Standard Mail pieces must not be marked "ECRLOT," "ECRWSH," "ECRWSS," "AUTO," "AUTOOCR," or "Single-Piece" (or "SNGLP").
 - (2) Unless excepted by standard, letter-size pieces must be prepared in letter trays and flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under M033.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in M610 or the palletization standards in M045. Flat-size pieces may be prepared under M900.
- e. Sortation determines rate eligibility as specified in E620.

Co-Traying and Co-Packaging Flats With Automation Rate Mail 1.2

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.
- b. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the co-sacking standards in M910.
- c. If the mailing job contains a carrier route mailing and a Presorted rate mailing, then it must be separately sacked under M610 and M620 or prepared using the merged sacking option in M920.



- d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under [M620](#) and [M820](#) or prepared using the merged sacking option in [M920](#).
- e. Presorted rate pieces may be co-packaged with automation rate pieces under the standards in [M950](#).

Documentation

1.3

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in [P012](#). Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

Machinable Pieces

1.4

Machinable cards and letters must use the preparation sequence and tray labeling in [2.0](#).

Nonmachinable Pieces

1.5

Nonmachinable cards and letters must use the preparation sequence and tray labeling in [3.0](#).

Manual Only Option

1.6

Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the packaging and tray preparation sequence for nonmachinable pieces in [3.0](#). The manual only option is not available for flats.

Merged Containerization of Carrier Route, Automation, and Presorted Flats

1.7

Under the optional preparation in [M920](#), Presorted rate 5-digit packages prepared under [4.3a](#) are co-sacked with carrier route rate packages prepared under [M620](#) and with automation rate 5-digit packages prepared under [M820](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [M920](#), [M930](#), or [M940](#), Presorted rate 5-digit packages are copalletized with carrier route rate packages prepared under [M620](#) and with automation rate 5-digit packages prepared under [M820](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [1.2a](#) for information on when preparation under [M920](#) may be required.

2.0**PREPARATION—MACHINABLE LETTER-SIZE PIECES****Packaging**

2.1

Machinable pieces are not packaged, except for (see [M020](#)):

- a. Card-size pieces.
- b. [\[3-6-03\]](#) All pieces in a less-than-full 3-digit, 3-digit origin, or 3-digit entry tray.
- c. All pieces in a less-than-full mixed AADC tray.

Traying and Labeling

2.2

[\[10-3-02\]](#) Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

- a. 5-digit (optional); full trays (no overflow); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under [M031](#).
 - (2) Line 2: "STD LTR 5D MACH."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MACH."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.



- (2) Line 2: "STD LTR 3D MACH."
- d. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
 - (1) Line 1: [L801](#).
 - (2) Line 2: "STD LTR AADC MACH."
- e. [\[5-1-03\]](#) Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
 - (1) Line 1: [L803](#). If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [M045.3.2](#), [L802](#).
 - (2) Line 2: "STD LTR MACH WKG."

3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES

Packaging [\[10-3-02\]](#) Packaging is required. Mailers who prefer that the USPS not automate their pieces must identify each package with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see [M013](#)).

3.1

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label D or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

Exception to Packaging Under certain conditions, nonmachinable pieces may not need to be packaged (see [M020.1.9](#)).

3.2

Traying and Labeling [\[10-3-02\]](#) Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

3.3

- a. 5-digit (required); full trays (no overflow); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under [M031](#).
 - (2) Line 2: "STD LTR 5D MANUAL."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-package minimum (for origin) and no minimum (for entry); labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."
- d. ADC (required); full trays (no overflow); labeling:
 - (1) Line 1: [L004](#).
 - (2) Line 2: "STD LTR ADC MANUAL."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [M045.3.2](#), [L802](#).
 - (2) Line 2: "STD LTR MANUAL WKG."



4.0 PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS

Commingling Irregular Parcel Mailings

4.1

BMS may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort, if adequate means are available to ensure that proper postage is paid. When authorizing commingling, BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit packages if doing so results in a finer preparation of at least 50% of the mail.

Packaging Irregular Parcels

4.2

Irregular parcels are packaged under 4.3, except for:

- a. Irregular parcels 1/2 inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack vs. a 3-digit package).
- b. Items so large that 10 or fewer pieces fill a sack.
- c. Pieces in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. (Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.)

Packaging

4.3

[10-3-02] [9-5-02] Preparation sequence, package size, and labeling:

- a. 5-digit (required):
 - (1) Flats: 17-piece minimum, optional 10- to 16-piece minimum (one consistent minimum required for a mailing job); red Label D or optional endorsement line (OEL).
 - (2) Irregular Parcels: 10-piece minimum; red label D or OEL.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label MXD or OEL.

Loose Packing

4.4

District managers of customer services may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no material in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of pieces placed in one sack may not exceed 70 pounds. Requests to loose-pack mail must be made through the post office of mailing.

Required Sacking

4.5

[11-14-02] A sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece or 15-pound threshold, or both.



- Drop Shipment**
4.6 A mailer who uses Priority Mail or Express Mail to drop ship Standard Mail may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.
- Sacking**
4.7 **[10-3-02]** Preparation sequence, sack size (subject to 4.4, 4.5, and 4.6), and labeling:
- a. 5-digit scheme (optional), as applicable:
 - (1) Irregular parcels: 125-piece/15-pound minimum; labeling for Line 1, L606; for Line 2, “STD IRREG 5D SCHEME” or “STD IRREG 5D SCH.”
 - (2) Commingled machinable and irregular parcels: no minimum; labeling for Line 1, L606; for Line 2, “STD MACH-IRREG 5D SCH.”
 - b. 5-digit (required), as applicable:
 - (1) Flats or irregular parcels: 125-piece/15-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031; for Line 2, “STD FLTS 5D NON BC” or “STD IRREG 5D,” as applicable.
 - (2) Commingled machinable and irregular parcels: required at 10 pounds; for Line 1, city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031; for Line 2, “STD MACH & IRREG 5D.”
 - c. 3-digit (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: “STD FLTS 3D NON BC” or “STD IRREG 3D,” as applicable.
 - d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-package minimum (for origin and entry); labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: “STD FLTS 3D NON BC” or “STD IRREG 3D,” as applicable.
 - e. ADC (required); 125-piece/15-pound minimum; labeling:
 - (1) Line 1: L004 (for flats) or L603 (for irregular parcels).
 - (2) Line 2: “STD FLTS ADC NON BC” or “STD IRREG ADC,” as applicable.
 - f. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: “MXD” followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code prefix of the entry post office, as shown in L004 (for flats) or L604 (for irregular parcels); if placed on an ASF or BMC pallet under option in M045.3.2, use L802 (for flats only).
 - (2) Line 2: “STD FLTS NON BC WKG” or “STD IRREG WKG,” as applicable.

5.0 PREPARATION—MACHINABLE PARCELS

- 5-Digit Sacks**
5.1 5-digit scheme (optional) and 5-digit sacks containing both machinable and irregular parcels must be prepared under 4.0. Any 5-digit scheme (optional) and all possible 5-digit sacks must be prepared in a mailing including pieces claimed at the 3/5 rate. If any 5-digit scheme (optional) and all possible 5-digit sacks are not prepared when there are 10 pounds or more of mail for that destination, the 3/5 rate may not be claimed for any part of the mailing. If the scheme sort is used, it need not be done for all 5-digit scheme destinations.



- Sacking** [10-3-02] Preparation sequence, sack size, and labeling:
- 5.2
- a. 5-digit scheme (optional); 10-pound minimum except under 5.1; labeling:
 - (1) Line 1: L606.
 - (2) Line 2: "STD MACH 5D SCHEME" or "STD MACH 5D SCH."
 - b. 5-digit (optional); 10-pound minimum except under 5.1; labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by correct prefix under M031.
 - (2) Line 2: "STD MACH 5D."
 - c. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
 - (1) Line 1: L602. DBMC rate eligibility determined by Exhibit E650.5.1.
 - (2) Line 2: "STD MACH ASF."
 - d. BMC (required); 10-pound minimum; labeling:
 - (1) Line 1: L601. DBMC rate eligibility determined by Exhibit E650.5.1.
 - (2) Line 2: "STD MACH BMC."
 - e. Mixed BMC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by Column B information in L601 for BMC serving 3-digit ZIP Code prefix of entry post office.
 - (2) Line 2: "STD MACH WKG."