



M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

Summary [4-3-03] M910 describes the requirements for co-traying packages of flat-size automation rate and Presorted rate First-Class Mail. It also describes the requirements for co-sacking packages of nonletter-size automation rate and Presorted rate Periodicals, packages of flat-size automation rate and Presorted rate Standard Mail, and packages of flat-size Presorted rate Bound Printed Matter qualifying for and claiming the barcoded discount and Presorted rate Bound Printed Matter (not qualifying for the barcoded discount).

1.0 FIRST-CLASS MAIL

Basic Standards Packages of flats in an automation rate mailing prepared under [M820.2.0](#) must be co-trayed with packages of flats in a Presorted rate mailing under the following conditions:

1.1

- a. The automation rate pieces and Presorted rate pieces are part of the same mailing job and reported on the same postage statement.
- b. Pieces in the automation rate mailing must meet the criteria for a flat under [C050.3.2](#) and [C820](#). Pieces in the Presorted rate mailing must meet the criteria for a flat under [C050.3.1](#).
- c. The automation rate mailing must meet the eligibility criteria in [E140](#), except that the traying criteria in [1.4](#) must be met rather than the traying criteria in [M820](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [E130](#), except that the traying and documentation criteria in [1.1](#) and [1.4](#) must be met rather than the traying and documentation criteria in [M820](#).
- e. The rates for pieces in the automation rate mailing are applied based on the level of package to which they are sorted under [E140.3.0](#).
- f. The pieces must be marked according to [M012](#).
- g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same trays as described in [1.4](#).
- h. [2-6-03] A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [P012](#) must be submitted with each co-trayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for the Presorted rate.
- i. Barcoded tray labels under [M032](#) must be used to label the trays.

Package Preparation

1.2

Except for mail prepared under the co-packaging option in [1.3](#), the automation rate mailing must be packaged and labeled under [M820.2.1](#). The Presorted rate mailing must be packaged and labeled under [M130](#).



**Optional
Co-Packaging
Preparation**
1.3

As an option to the basic packaging requirements in 1.2, a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

**Tray Preparation and
Labeling**
1.4

Presorted rate and automation rate packages prepared under 1.2 or 1.3 must be presorted together into trays (co-trayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and M032 for other sack label criteria.

- a. *5-Digit*. Required, full trays only (no overflow trays).
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
 - (2) Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-Digit*. Required, full trays only (no overflow trays).
 - (1) Line 1: Use L002, Column A.
 - (2) Line 2: "FCM FLTS 3D BC/NBC."
- c. *Origin/entry 3-Digit*. Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
 - (1) Line 1: Use L002, Column A.
 - (2) Line 2: "FCM FLTS 3D BC/NBC."
- d. *ADC*. Required, full trays only (no overflow trays), use L004 to determine ZIP Codes served by each ADC.
 - (1) Line 1: Use L004.
 - (2) Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*. Required, no minimum.
 - (1) Line 1: Use "MXD" followed by the city, state, and ZIP Code of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.
 - (2) Line 2: "FCM FLTS BC/NBC WKG."

2.0 PERIODICALS

Basic Standards
2.1

Packages of nonletter-size pieces in an automation rate mailing must be co-sacked with packages of nonletter-size pieces in a Presorted rate mailing under the following conditions:

- a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The pieces in the mailing job must all be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. The automation rate mailing must meet the eligibility criteria in E240, except that the sacking and documentation criteria in 2.1, 2.4, and 2.5 must be met rather than the sacking and documentation criteria in M820.
- d. The Presorted rate mailing must meet the eligibility criteria in E220, except that the sacking and documentation criteria in 2.1, 2.4, and 2.5 must be met rather than the sacking and documentation criteria in M820.



- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under [E240](#). The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under [E220](#).
- f. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in [2.4](#) and [2.5](#).
- g. [\[2-6-03\]](#) A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [P012](#) must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.
- h. Barcoded sack labels under [M032](#) must be used to label sacks.

Package Preparation

2.2

Except for mail prepared under the co-packaging option in [2.3](#), the automation rate mailing must be packaged and labeled under [M820](#) (all package levels) and the Presorted rate mailing must be packaged and labeled under [M210](#) (excluding carrier route packages).

Optional Co-Packaging Preparation

2.3

As an option to the basic packaging requirements in [2.2](#), a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in [M950](#).

Low-Volume Packages in Sacks or on Pallets

2.4

5-digit and 3-digit packages prepared under [M210](#) and [M820](#) or under [2.3](#) may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in 5-digit, 3-digit, and SCF sacks or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume packages must claim the applicable basic Presorted or automation rate, except for firm packages at Presorted rates as applicable under [M210.1.4](#).

Sack Preparation and Labeling

2.5

Presorted rate and automation rate packages prepared under [2.2](#), [2.3](#), and [2.4](#) must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and [M032](#) for other sack label criteria. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under [C820](#) and the Presorted rate pieces are considered irregular parcels under [C050](#), the processing category shown on the sack label must show "FLTS."

- a. *5-Digit*. Required at 24 pieces to the same 5-digit, optional with one six-piece package, or under [2.4](#) with at least one package of fewer pieces.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see [M032](#) for military mail).
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 5D BC/NBC."
- b. *3-Digit*. Required at 24 pieces to the same 3-digit, optional with one six-piece package, or under [2.4](#) with at least one package of fewer pieces.
 - (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 3D BC/NBC."
- c. *SCF*. Required at 24 pieces, optional with one six-piece package, or under [2.3](#) with at least one package of fewer pieces.



- (1) Line 1: use [L002](#), Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- d. *Origin/entry SCF*. Required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum.
- (1) Line 1: use [L002](#), Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- e. *ADC*. Required at 24 pieces, optional with one six-piece package (packages of fewer than six pieces are not permitted).
- (1) Line 1: use [L004](#).
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."
- f. *Mixed ADC*. Required, no minimum, except that packages of fewer than six pieces at 5-digit, 3-digit, and ADC package levels are not permitted.
- (1) Line 1: Use [L802](#) (mail entered by the mailer at an ASF or BMC) or [L803](#), as appropriate.
 - (2) Line 2: "PER" or "NEWS" as applicable and "FLTS BC/NBC WKG."

3.0 STANDARD MAIL

Basic Standards

3.1 Packages of flats in an automation rate mailing must be co-sacked with packages of flats in a Presorted rate mailing under the following conditions:

- a. The automation rate pieces and the Presorted rate pieces are part of the same mailing job and are reported on the same postage statement.
- b. Pieces in the automation rate mailing must meet the criteria for a flat under [C050.3.2](#) and [C820](#). Pieces in the Presorted rate mailing must meet the criteria for a flat under [C050.3.1](#).
- c. The automation rate mailing must meet the eligibility criteria in [E640](#), except that the sacking and documentation criteria in [3.1](#), [3.4](#), and [3.5](#) must be met rather than the sacking and documentation criteria in [M820](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [E620](#), except that the sacking and documentation criteria in [3.1](#), [3.4](#), and [3.5](#) must be met rather than the sacking and documentation criteria in [M610](#).
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under [E640.1.0](#). The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under [E620.1.0](#).
- f. The pieces must be marked according to [M012](#).
- g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in [3.4](#) and [3.5](#).
- h. **[2-6-03]** A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [P012](#) must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under [M032](#) must be used to label the sacks.



Package Preparation
3.2 Except for mail prepared under the co-packaging option in 3.3, the automation rate mailing must be packaged and labeled under [M820](#) and the Presorted rate mailing must be packaged and labeled under [M610](#). Loose packing under [M610](#) is not permitted.

Optional Co-Packaging Preparation
3.3 As an option to the basic packaging requirements in [3.2](#), a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in [M950](#).

Sacking Under 125-Piece or 15-Pound Rules
3.4 When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in [3.5](#), the provisions of [M820.5.2](#) apply.

Sack Preparation and Labeling
3.5 Presorted rate and automation rate packages prepared under [3.2](#) and [3.3](#) must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and [M032](#) for other sack label criteria.

- a. *5-Digit*. Required, 125-piece/15-pound minimum.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see [M032](#) for military mail).
 - (2) Line 2: "STD FLTS 5D BC/NBC."
- b. *3-Digit*. Required, 125-piece/15-pound minimum.
 - (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "STD FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*. Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
 - (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "STD FLTS 3D BC/NBC."
- d. *ADC*. Required, 125-piece/15-pound minimum, use [L004](#) to determine ZIP Codes served by each ADC.
 - (1) Line 1: use [L004](#).
 - (2) Line 2: "STD FLTS ADC BC/NBC."
- e. *Mixed ADC*. Required, no minimum.
 - (1) Line 1: use [L802](#) for mail entered by the mailer at an ASF or BMC, otherwise use [L803](#).
 - (2) Line 2: "STD FLTS BC/NBC WKG."

Tray Preparation and Labeling
3.6 [\[7-10-03\]](#) Presorted rate and automation rate packages meeting the standards in [M033](#) for letter trays and prepared under [3.2](#) must be presorted together into trays (co-trayed) in the sequence in [3.5](#). Trays must be labeled using the information for Lines 1 and 2 and [M032](#) for other tray label criteria. Co-packaging under this option is not permitted.

4.0 [\[4-3-03\]](#) BOUND PRINTED MATTER

Basic Standards
4.1 Effective September 1, 2003, packages of flat-size pieces in a Presorted rate mailing qualifying for and claiming the barcoded discount must be co-sacked with packages of flat-size pieces from a Presorted rate mailing under the following conditions:



- a. The Presorted rate pieces qualifying for and claiming the barcoded discount and the Presorted rate pieces must be part of the same mailing job and be reported on the same postage statement.
- b. The Presorted rate pieces qualifying for and claiming the barcoded discount must meet the criteria for flat-size mail under [C820](#). Pieces in the Presorted rate mailing must meet the criteria for flat-size mail under [C050](#).
- c. The Presorted rate mailing qualifying for and claiming the barcoded discount must meet the eligibility criteria in [E712](#), the mail preparation standards in [M820](#), the sacking requirements in [4.4](#), and the documentation criteria in [4.1h](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [E712](#), the mail preparation standards in [M722](#), the sacking requirements in [4.4](#), and the documentation criteria in [4.1h](#).
- e. The rates for pieces in the Presorted rate mailing qualifying for and claiming the barcoded discount are applied based on meeting the sortation requirements in [M820](#), and when applicable, the zone. The rates for pieces in the Presorted rate mailing are based on meeting the sortation requirements in [M722](#), and when applicable, the zone.
- f. The pieces must be marked according to [M012](#).
- g. The packages prepared from the Presorted rate mailing qualifying for the barcoded discount and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in [4.4](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, standardized documentation under [P012](#) must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcoded discount and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under [M032](#) must be used to label the sacks.

Package Preparation
4.2

Except for mail prepared under the co-packaging option in [4.3](#), the Presorted rate mailing qualifying for and claiming the barcoded discount must be packaged and labeled under [M820](#), and the Presorted rate mailing must be packaged and labeled under [M722](#).

**Optional
Co-Packaging
Preparation**
4.3

As an alternative to the basic packaging requirements in [4.2](#), flat-size Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with flat-size Presorted rate pieces, subject to [M950](#).

**Sack Preparation and
Labeling**
4.4

Packages of Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces prepared under [4.2](#) or [4.3](#) must be presorted together into sacks (co-sacked) using the following preparation sequence, sack size, and labeling:

- a. 5-digit (required); minimum 20 addressed pieces; labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the correct prefix under [M031](#).
 - (2) Line 2: "PSVC FLTS 5D BC/NBC."



- b. 3-digit (required, except for optional packages with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
 - (1) Line 1: L002, Column A.
 - (2) Line 2: "PSVC FLTS 3D BC/NBC."
- c. SCF (optional); minimum 20 addressed pieces; labeling:
 - (1) Line 1: L005.
 - (2) Line 2: "PSVC FLTS SCF BC/NBC."
- d. ADC (required); minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:
 - (1) Line 1: L004.
 - (2) Line 2: "PSVC FLTS ADC BC/NBC."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: L803 or, if entered by mailer at an ASF or BMC, L802.
 - (2) Line 2: "PSVC FLTS BC/NBC WKG."

