



M900 Advanced Preparation Options for Flats

M920 Merged Containerization of Packages Using the City State Product

Summary M920 describes the eligibility and preparation requirements for co-sacking or co-palletizing packages of automation, Presorted, and carrier route rate pieces into merged 5-digit scheme and merged 5-digit containers using the City State Product.

1.0 PERIODICALS

Basic Standards

1.1

Carrier route packages in a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) under the following conditions:

- a. [1-9-03] A carrier route mailing must be part of the mailing job, unless copackaged under M950 utilizing 5-digit scheme (L007) package preparation, and sacked under 1.4.
- b. The pieces in the carrier route mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job.
- c. 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 and the carrier route mailing must be nonletter-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. [1-9-03] Carrier route packages may be cosacked or copalletized with automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) packages may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under 1.4 or such a pallet under 1.5. In addition, all possible merged 5-digit scheme sacks must be prepared under 1.4, or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 1.5.
- g. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.
- h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in E230, 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, and the rates for



pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack to which they are sorted under E220.

- i. For palletized mailings, the rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.
- j. [1-9-03] For mailings prepared in sacks, firm packages and 5-digit scheme packages must remain separate and may not be combined within a 5-digit scheme (L007) package or within a 5-digit scheme (L007) sack. A firm package can contribute toward the six-piece minimum for rate eligibility. A firm package must be placed in a separate individual 5-digit sack under 1.4h to maintain 5-digit rate eligibility. Firm packages may be placed with 5-digit scheme and other presort destination packages in 3-digit, SCF, ADC, and mixed ADC sacks under 1.4h, as appropriate
- k. The packages from each separate mailing must be sorted together into sacks (co-sacked) under 1.4 or on pallets (copalletized) under 1.5 using presort software that is PAVE-certified.
- l. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- m. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each co-sacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012.
- n. Barcoded sack labels under M032 must be used to label sacks.

Package Preparation

1.2

Packages must be prepared as follows:

- a. *Sacked Mailings.* The carrier route mailing must be packaged and labeled under M220. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M210.
- b. *Palletized Mailings.* Packages placed on pallets must be prepared under the standards in M045.

Low-Volume Packages in Sacks or on Pallets

1.3

[1-9-03] Carrier route, 5-digit scheme, and 5-digit packages prepared under M210, M220, and M820 or M950 that contain fewer than six pieces must be placed in sacks under 1.4a through 1.4g or in 3-digit and SCF sacks under 1.4h, or on pallets under 1.5a through 1.5i, when the publisher determines that such preparation improves service. Pieces in such low-volume packages must claim the applicable basic rate, except that, as provided under M210.1.4 and M220.1.4, some firm packages may be eligible for carrier route rates and for 5-digit and 3-digit Presorted rates. Low-volume sacks may also consist of a firm package(s) when optional 5-digit scheme sortation is performed with mailings prepared in sacks in order to maintain rate eligibility.

Sack Preparation and Labeling

1.4

Mailers must prepare sacks containing the individual carrier route and 5-digit packages from the carrier route, automation rate, and Presorted rate mailings in the mailing job in the following manner and sequence. All carrier route packages must be placed in sacks under 1.4a through 1.4e as described below. When sortation under this section is performed, merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks must be prepared for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using L001 (merged



5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under 1.4. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under M032. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, “FLTS” must be shown as the processing category shown on the sack label. If a mailing job does not contain an automation rate mailing and the carrier route mailing and the Presorted rate mailing are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label.

- a. *Carrier Route*. Required. May contain only carrier route packages. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted.
 - (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; followed by “FLTS” or “IRREG” as applicable; followed by “CR” for basic rate, “WSH” for high-density rate, or “WSS” for saturation rate; followed by the route type and number.
- b. *Merged 5-Digit Scheme*. Required. Permitted only when there is at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route package(s) for the scheme. If there is not at least one carrier route package for any 5-digit destination in the scheme, preparation of this sack is required at 24 pieces in 5-digit packages, and optional with one six-piece package or at least one 5-digit package of fewer pieces for the scheme in L001 under 1.3, for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For a 5-digit ZIP Code(s) in a scheme that has a “B” or “D” indicator in the City State Product, prepare sack(s) for the automation rate and Presorted rate packages under 1.4g and 1.4h. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 1.4d through 1.4h.
 - (1) Line 1: use L001, Column B.
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCH.”
- c. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route packages for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digits in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route package(s) for such a scheme.
 - (1) Line 1: use L001, Column B.
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”
- d. *Merged 5-Digit*. Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. Must be prepared if there are



any carrier route packages for the 5-digit. If there is not at least one carrier route package for the 5-digit destination, preparation of this sack is required at 24 pieces in 5-digit packages for the same 5-digit destination, and is optional with one six piece package or at least one package of fewer pieces under [1.3](#).

- (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; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D."

e. *5-Digit Carrier Routes*. Required. Sack only carrier route packages for a 5-digit ZIP Code remaining after preparing sacks under [1.4a](#) through [1.4d](#) to this level. May contain only carrier route packages for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a "B" or "D" indicator in the City State Product. No sack minimum.

- (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; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS."

f. [\[1-9-03\]](#) *5-Digit Scheme*. Required. May contain only automation rate and copackaged automation and Presorted rate 5-digit scheme packages for the same 5-digit scheme destination. Must be prepared at 24 or more pieces, optional with one six-piece package or at least one package of fewer pieces under [1.3](#).

- (1) Line 1: [L007](#), Column B.
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS 5D SCH BC."

g. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared at 24 or more pieces, optional with one six-piece package or at least one package of fewer pieces under [1.3](#).

- (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; followed by "FLTS 5D BC/NBC," except if there are no automation rate packages in the mailing job, label under [M210.4.0e](#).

h. [\[1-9-03\]](#) *3-Digit through Mixed ADC Sacks*. Any 5-digit scheme and 5-digit packages remaining after preparing sacks under [1.4a](#) through [1.4g](#), and all 3-digit, ADC, and Mixed ADC packages, must be sacked and labeled according to the applicable requirements under [M910.2.0](#) for co-sacking of automation rate and Presorted rate packages, except if there are no automation rate packages in the mailing job, sack and label under [M210.4.0](#), or, if there are no Presorted rate packages in the mailing job, sack and label under [M820.4.2](#).

Pallet Preparation and Labeling

1.5

Mailers must prepare pallets of packages in the manner and sequence listed below and under [M041](#). When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [M031](#). If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under [C820](#) and the carrier route sorted pieces and



Presorted rate pieces are considered irregular parcels under C050, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the label.

- a. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under 1.5d (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 1.5d (merged 5-digit pallet).
 - (1) Line 1: use L001, Column B.
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCHEME.”
- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route packages for carrier routes in an L001 scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product.
 - (1) Line 1: use L001, Column B.
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCHEME.”
- c. [1-9-03] *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in C820.2.0, including copalletized or combined AFSM 100-compatible flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for ZIP Codes in the scheme that have a “B” or “D” indicator in the City State Product.
 - (1) Line 1: use L001, Column B.
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-Digit*. Required. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
 - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; followed by “CR/5D.”
- e. *5-Digit Carrier Routes*. Required. May contain only carrier route rate packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).



- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."
- f. [2-6-03] [1-9-03] *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code with a "B" or "D" indicator in the City State Product, or 5-digit scheme (L007) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.
- g. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
 - (1) Line 1: use L006, Column C.
 - (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.
- h. [1-9-03] *3-Digit*. Optional. Effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail.
 - (1) Line 1: use L002, Column A.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "3D," followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.
- i. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate packages.
 - (1) Line 1: use L002, Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.
- j. *ADC*. Required. May contain carrier route rate, automation rate, and Presorted rate packages.
 - (1) Line 1: use L004.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.



2.0 STANDARD MAIL

Basic Standards

2.1

Carrier route packages from a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under [M950](#)) under the following conditions:

- a. [\[1-9-03\]](#) A carrier route mailing must be part of the mailing job, unless copackaged under [M950](#) utilizing 5-digit scheme ([L007](#)) package preparation, and sacked under [1.4](#).
- b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. 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 and the carrier route mailing must meet the criteria for a flat under [C050.3.1](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. [\[1-9-03\]](#) Carrier route packages may be cosacked or copalletized with automation rate 5-digit packages, Presorted rate 5-digit packages, and copackaged 5-digit packages only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme ([L001](#)) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme ([L007](#)) packages may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.
- g. The carrier route mailing must meet the eligibility criteria in [E620](#), the automation rate mailing must meet the eligibility criteria in [E640](#), and the Presorted rate mailing must meet the eligibility criteria in [E620](#).
- h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in [E630](#), 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](#), and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack to which they are sorted under [E620](#).
- i. The pieces in each separate mailing must bear the applicable markings required under [M610](#), [M620](#), or [M820](#) and under [M012](#).
- j. For palletized mailings, the rates are based on the level of package that the pieces are contained in under [E620](#) and [E640](#).
- k. The packages from each separate mailing must be sorted together into sacks (co-sacked) under [2.3](#) and [2.4](#) or on pallets (copalletized) under [2.5](#) using presort software that is PAVE-certified.



- i. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- m. [2-6-03] In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each co-sacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate.
- n. Barcoded sack labels under M032 must be used to label sacks.

Package Preparation

2.2

Packages must be prepared as follows:

- a. *Sacked Mailings*. The carrier route mailing must be packaged and labeled under M620. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M610.
- b. *Palletized Mailings*. Packages placed on pallets must be prepared under the standards in M045.

Sacking Under 125-Piece or 15-Pound Rules

2.3

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 2.4, the provisions of M820.5.2 apply.

Sack Preparation and Labeling

2.4

Mailers must prepare sacks in the following manner and sequence. All carrier route packages must be placed in sacks under 2.4a through 2.4e as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using L001 and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under M032.

- a. *Carrier Route*. Required. May contain only carrier route packages. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted.
 - (1) Line 1 labeling: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
 - (2) Line 2 labeling: "STD FLTS"; followed by "ECLLOT," "ECRWSH," or "ECRWSS" as applicable for basic, high-density, and saturation rate mail; followed by the route type and number.
- b. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an "A" or "C" indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme with an "A" or "C" indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route package(s) for the scheme. If there is not at least one carrier route package for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit packages for any of the 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a "B" or "D" indicator in



the City State Product, prepare sack(s) for the automation rate and Presorted rate packages under 2.4g and 2.4h. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 2.4d through 2.4h.

- (1) Line 1: use L001, Column B.
- (2) Line 2: "STD FLTS CR/5D SCH."

c. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route packages for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digit ZIP Codes in the scheme have a "B" or "D" indicator in the City State Product. Must be prepared if there are any carrier route package(s) for such a scheme.

- (1) Line 1: use L001, Column B.
- (2) Line 2: "STD FLTS CR-RTS SCH."

d. *Merged 5-Digit*. Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. Must be prepared if there are any carrier route packages for the 5-digit destination. If there is not at least one carrier route package for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit packages for the same 5-digit destination (smaller volume not permitted).

- (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
- (2) Line 2: "STD FLTS CR/5D."

e. *5-Digit Carrier Routes*. Required. Sack only carrier route packages for a 5-digit ZIP Code remaining after preparing sacks under 2.4a through 2.4d to this level. May contain only carrier route packages for any 5-digit ZIP Code that is not part of a scheme listed in L001 and that has a "B" or "D" indicator in the City State Product. No sack minimum.

- (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
- (2) Line 2: "STD FLTS CR-RTS."

f. [1-9-03] *5-Digit Scheme*. Required. May contain only automation rate, and copackaged automation and Presorted rate 5-digit scheme packages for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted.

- (1) (1) Line 1: L007, Column B.
- (2) (2) Line 2: "STD FLTS 5D SCH BC."

g. *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for a 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted.

- (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," except if there are no automation rate packages in the mailing job, use "STD FLTS 5D NON BC."

h. [1-9-03] *3-Digit through Mixed ADC Sacks*. Any 5-digit scheme and 5-digit packages remaining after preparing sacks under 2.4a through 2.4g, and all 3-digit, ADC, and Mixed ADC packages, must be sacked and labeled according to the applicable requirements under M910.3.0 for co-sacking of automation rate and Presorted rate packages, except if there are no



automation rate packages in the mailing job, sack and label under [M610](#), or, if there are no Presorted rate packages in the mailing job, sack and label under [M820.5.3](#).

Pallet Preparation and Labeling

2.5

Mailers must prepare pallets in the manner and sequence listed below and under [M041](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [2.5b](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [2.5c](#) (merged 5-digit pallet).
 - (1) Line 1: use [L001](#), Column B.
 - (2) Line 2: “STD FLTS CR/5D SCHEME.”
- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route packages for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product.
 - (1) Line 1: use [L001](#), Column B.
 - (2) Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-Digit*. Required. May contain carrier route rate packages, automation rate 5-digit packages, and Presorted rate 5-digit packages for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see [M031](#) for military mail).
 - (2) Line 2: “STD FLTS CR/5D.”
- d. *5-Digit Carrier Routes*. Required. May contain only carrier route rate packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see [M031](#) for military mail).
 - (2) Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. [\[2-6-03\]](#) [\[1-9-03\]](#) *5-Digit*. Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) packages (automation rate and copackaged automation and Presorted rate pieces only). Five-digit scheme packages are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
 - (1) Line 1: use city, state, and 5-digit ZIP Code destination (see [M031](#) for military mail).
 - (2) Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.



- f. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
- (1) Line 1: use [L006](#), Column C.
 - (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.
- g. **[1-9-03]** *3-Digit*. Optional. Effective April 30, 2003, not permitted for packages with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail.
- (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "STD FLTS 3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.
- h. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate packages.
- (1) Line 1: use [L002](#), Column C.
 - (2) Line 2: "STD FLTS SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.
- i. **[2-6-03]** *ASF*. Required, except that an ASF sort may not be required if using package reallocation under [M045.5.0](#). May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in [L004](#). At the mailer's option, sort appropriate mixed ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in [L802](#). All optional mixed ADC packages on ASF pallets must contain only pieces destinating within the ASF as shown in [E650 Exhibit 5.1](#). See [E650.5.0](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: use [L602](#).
 - (2) Line 2: "STD FLTS ASF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.
- j. **[2-6-03]** *BMC*: Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in [L004](#). At the mailer's option, sort appropriate mixed ADC packages to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package in [L802](#). All optional mixed ADC packages on BMC pallets must contain only pieces destinating within the BMC as shown in [E650 Exhibit 5.1](#). See [E650.5.0](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: Use [L601](#).
 - (2) Line 2: "STD FLTS BMC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.

