



M900 Advanced Preparation Options for Flats

## M950 Co-Packaging Automation Rate and Presorted Rate Pieces

**Summary** [4-3-03] M950 describes the requirements for co-packaging flat-size automation rate and Presorted rate First-Class Mail, nonletter-size automation rate and Presorted rate Periodicals, flat-size automation rate and Presorted rate Standard Mail, and 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** Mailers may choose to co-package (see [M011](#)) automation rate and Presorted rate pieces as an option to the basic packaging requirements in [M910](#), subject to the following conditions:

#### 1.1

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. The basic standards in [M910](#) must be met.
- d. A minimum of 500 automation rate pieces and 500 Presorted rate pieces are required. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers to a presort destination.
- e. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- f. Within a package, all pieces must meet the AFSM 100 requirements or all pieces must meet the FSM 1000 requirements described in [C820](#).
- g. Mailers must sort automation rate pieces and Presorted rate pieces for each presort destination so that only one physical package for each logical presort destination (see [M011](#)) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

**Package Preparation** Package size, preparation sequence, and labeling:

#### 1.2

- a. 5-digit: required (10-piece minimum); red Label D or optional endorsement line (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.



## 2.0 PERIODICALS

### Basic Standards

#### 2.1

[1-9-03] Mailers may choose to copackage (see [M011](#)) automation rate and Presorted rate pieces as an option to the basic packaging requirements in [M210](#) and [M820](#). Mailing jobs consisting entirely of eligible pieces meeting the AFSM 100 compatibility criteria in [C820.2.0](#) may be prepared in 5-digit scheme packages for those 5-digit ZIP Code combinations identified in [L007](#). 5-digit scheme packages must meet the additional standards in [M011.1.3j](#). Mailing jobs prepared using the 5-digit scheme package option must be sacked under [M920](#) or palletized under [M920](#), [M930](#), or [M940](#). All packages are subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in [M910](#) or [M920](#).
- d. Mailings prepared on pallets must meet the basic standards in [M045](#), [M920](#), [M930](#), or [M940](#).
- e. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.
- f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- g. Within a package, all pieces must meet the AFSM 100 requirements or all pieces must meet the FSM 1000 requirements described in [C820](#).
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see [M011](#)) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

### Package Preparation

#### 2.2

Package size, preparation sequence, and labeling:

- a. Firm: optional (for Presorted rate pieces only under [M210.1.4](#)) (two-piece minimum); blue Label F or optional endorsement line (OEL).
- b. [1-9-03] 5-digit scheme: optional under [M920](#); required effective April 30, 2003, under [M930](#) and [M940](#) (six-piece minimum, fewer not permitted except under [2.3](#)). OEL required.
- c. 5-digit: required (six-piece minimum, fewer permitted under [2.3](#)); red Label D or OEL.
- d. 3-digit: required (six-piece minimum, fewer permitted under [2.3](#)); green Label 3 or OEL.
- e. ADC: required (six-piece minimum); pink Label A or OEL.
- f. Mixed ADC: required (no minimum); tan Label MXD or OEL.



### Low-Volume Packages in Sacks or on Pallets

2.3

[1-9-03] Periodicals 5-digit scheme, 5-digit, and 3-digit packages prepared under 2.2 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in merged 5-digit scheme, merged 5-digit, 5-digit scheme, 5-digit, 3-digit, and SCF sacks or on merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets. Presorted rate pieces in such low-volume packages must be claimed at the applicable basic Presorted rate. Automation rate pieces in such low-volume packages must be claimed at the applicable basic automation rate.

### 3.0 STANDARD MAIL

#### Basic Standards

3.1

[1-9-03] Mailers may choose to copackage (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M610 and M820. Mailing jobs consisting entirely of eligible pieces meeting the AFSSM 100 compatibility criteria in C820.2.0 may be prepared in 5-digit scheme packages for those 5-digit ZIP Code combinations identified in L007. 5-digit scheme packages must meet the additional standards in M011.1.3j. Mailing jobs prepared using the 5-digit scheme package option must be sacked under M920 or palletized under M920, M930, or M940. All packages are subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in M910 or M920.
- d. Mailings prepared on pallets must meet the basic standards in M045, M920, M930, or M940.
- e. A minimum of 200 pieces or 50 pounds of automation rate pieces are required; the Presorted rate mailing may meet the residual volume requirements in E620. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.
- f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- g. Within a package, all pieces must meet the AFSSM 100 requirements or all pieces must meet the FSM 1000 requirements described in C820.
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both Presorted rate pieces (containing a 5-digit barcode) and automation rate pieces (containing a ZIP+4 or delivery point barcode).

#### Package Preparation

3.2

Package size, preparation sequence, and labeling:

- a. [1-9-03] 5-digit scheme: optional under M920; required effective April 30, 2003, under M930 and M940. Optional endorsement line (OEL) required; 10-piece minimum under M920, required at 17 pieces (optional from 10 to 16



pieces) under [M930](#) and [M940](#) (use of a consistent minimum from 10 to 17 pieces required for 5-digit scheme and 5-digit packages within a mailing job).

b. [\[9-5-02\]](#) 5-digit:

- (1) Pieces not more than 3/4 inch thick: required with 17 pieces, optional with 10 pieces (use of a consistent minimum is required for a mailing job); red label D or OEL.
- (2) Pieces greater than 3/4 inch thick: required (10-piece minimum); red label D or OEL.

c. 3-digit: required (10-piece minimum); green Label 3 or OEL.

d. ADC: required (10-piece minimum); pink Label A or OEL.

e. Mixed ADC: required (no minimum); tan Label MXD or OEL.

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

##### Basic Standards

###### 4.1

Mailers may choose to co-package flat-size Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces as an option to the basic packaging requirements in [M722](#) and [M820](#), subject to the following conditions:

- a. The pieces in the Presorted rate mailing qualifying for and claiming the barcoded discount and the pieces in the Presorted rate mailing must be part of the same mailing job and must be reported on the same postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Co-packaged pieces must be co-sacked under [M910](#).
- d. A separate minimum of 300 Presorted rate pieces qualifying for and claiming the barcoded discount and a separate minimum of 300 Presorted rate pieces are required. The combined total number of pieces qualifying for and claiming the barcoded discount and the Presorted rate must be used to meet the minimum volume requirements for packages and sacks.
- e. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with Presorted rate pieces qualifying for and claiming the barcoded discount for the same presort destination. If this optional preparation method is used, all barcoded discount pieces and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.
- f. All pieces must meet the AFSM 100 requirements in [C820](#).
- g. Unless presented using an approved manifest mailing system under [P910](#), Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces for each presort destination must be sorted so that only one physical package for each logical presort destination includes both Presorted rate pieces qualifying for the barcoded discount (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

##### Package Preparation

###### 4.2

Preparation sequence, package size, and labeling:

- a. 5-digit scheme (optional); minimum 10 addressed pieces or 10 pounds, maximum package weight 20 pounds; optional endorsement line (OEL) required.



- b. 5-digit (required); minimum 10 addressed pieces or 10 pounds, maximum package weight 20 pounds; red Label D or optional endorsement line (OEL).
- c. 3-digit (required); minimum 10 addressed pieces or 10 pounds, maximum package weight 20 pounds; green Label 3 or OEL.
- d. ADC (required); minimum 10 addressed pieces or 10 pounds, maximum package weight 20 pounds; pink Label A or OEL.
- e. Mixed ADC (required); no minimum, maximum package weight 20 pounds; tan Label MXD or OEL.

