



E100 First-Class Mail

E140 Automation Rates

Summary E140 describes the basic eligibility standards for First-Class automation rate mailings, address quality, and the application of rates.

1.0 BASIC STANDARDS

All Pieces [9-1-03] All pieces in a First-Class Mail automation rate mailing must:

- 1.1
- a. Meet the basic standards for First-Class Mail in [E110](#).
 - b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to [1.2](#).
 - c. Be in the same processing category and meet the physical standards in [C810](#) (letters and cards) or [C820](#) (flats).
 - d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - (1) The Move Update standard in [A030.1.0](#).
 - (2) The address matching and coding standards in [A800](#) and [A950](#).
 - (3) If the automation carrier route rate for letter-size mail is claimed, the additional carrier route accuracy standard in [A030.3.0](#).
 - (4) If an alternative addressing format is used, the additional standards in [A020](#).
 - e. Bear an accurate barcode meeting the standards in [C840](#), either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.
 - f. Be marked, sorted, and documented as specified in [M810](#) for letters and cards, or as specified in [M820](#) or [M910](#) for flats.
 - g. Meet the applicable documentation and postage payment standards in [P012](#), [P013](#), and [P100](#).

Cards and Letters 1.2 Cards claimed at card rates must meet the physical standards for card rates in [C100](#). Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

Carrier Route Rates 1.3 The automation carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an “A” or “B” in the Carrier Route Indicators field in the USPS City State Product used for address coding.

Enclosed Reply Cards and Envelopes 1.4 All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [C810](#) for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS.



2.0 RATE APPLICATION—CARDS AND LETTERS

Automation rates apply to each piece that is sorted under [M810](#) into the corresponding qualifying groups:

- a. Pieces in full carrier route trays, in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route bundles of 10 or more pieces each placed in 3-digit carrier routes trays qualify for the carrier route rate. Preparation to qualify for the carrier route rate is optional and need not be done for all carrier routes in a 5-digit area.
- b. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.
- c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3-digit rate.
- d. Groups of fewer than 150 pieces in origin 3-digit or origin 3-digit scheme trays and all pieces in AADC trays qualify for the AADC rate.
- e. All pieces in mixed AADC trays qualify for the mixed AADC rate.

3.0 RATE APPLICATION—FLATS AND OTHER NONLETTERS

Bundle-Based Preparation

Automation rates apply to each piece that is sorted under [M820](#) or [M900](#) into the corresponding qualifying groups:

3.1

- a. Pieces in 5-digit bundles of 10 or more pieces qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.
- b. Pieces in 3-digit bundles of 10 or more pieces qualify for the 3-digit rate.
- c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC rate.
- d. Pieces in mixed ADC bundles qualify for the mixed ADC rate.

Tray-Based Preparation

Automation rates apply to each piece that is sorted under [M820.3.0](#) into the corresponding qualifying groups:

3.2

- a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.
- b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit rate.
- c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC rate.
- d. All pieces in mixed ADC trays qualify for the mixed ADC rate.

Nonmachinable Surcharge

Pieces that weigh 1 ounce or less are subject to the nonmachinable surcharge in [R100.12.0](#) if any one of the following applies (see [C010.1.3](#) for how to determine the length and height of a mailpiece):

3.3

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.