



M000 General Preparation Standards

M040 Pallets

## M045 Palletized Mailings

**Summary** M045 describes the general standards for bundle preparation, sortation, and labeling for mail on pallets. The section covers bundle reallocation as an optional preparation method on pallets. It also covers the preparation procedures to claim bulk mail center (BMC) Presort discount, the origin bulk mail center (OBMC) Presort discount, destination sectional center facility (DSCF) discount, and destination delivery unit (DDU) discount.

### 1.0 BASIC USES

These types of mail may be palletized:

- a. Letter-size mail in trays.
- b. Bundles of nonletter-size mail not prepared in sacks.
- c. Bundles or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings, subject to [M041](#).
- f. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to [M073](#).
- g. Two or more Periodicals publications combined or copalletized, subject to [M041](#).
- h. Combined mailings of Nonprofit Standard Mail mixed rate levels, subject to [M041](#).
- i. Commingled zoned rate Package Services, subject to [M700](#).

### 2.0 BUNDLES ON PALLETS

**Applicability**  
2.1 [\[9-2-04\]](#) Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under [2.2](#) through [2.5](#), [3.0](#) (and, until January 6, 2005, under [15.0](#)). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards in [M200](#), [M600](#), [M700](#), [M910](#), or [M920](#). Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to [8.5](#), reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

**Basic Bundling Standards**  
2.2 [\[9-2-04\]](#) Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the general standards in [M010](#) and [M020](#) as well as the applicable standards in [M200](#), [M600](#), [M700](#), [M820](#), and [M950](#), except as noted in [2.3](#) through [2.5](#). Bundles may be sorted onto pallets under [3.0](#) (and, until January 6, 2005, under [15.0](#)), as well as [M920](#), [M930](#), and [M940](#).

**Periodicals**  
2.3 Bundle size: Six-piece minimum (lower volume bundles permitted under [M210](#) and [M220](#)), 20-pound maximum, except that:

- a. Firm bundles may contain as few as two copies of a publication and do not have to be further consolidated with other bundles to the same 5-digit destination. A firm bundle may be counted as one piece for presort standards (see [M210](#) and [M220](#)).

- b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- c. The last bundle to a presort destination may contain less than 10 pounds.

**Standard Mail**  
2.4

**[8-5-04]** Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- b. The last bundle to a presort destination may contain less than 10 pounds.

**Bound Printed Matter**  
2.5

**[9-2-04]** Bound Printed Matter on pallets must be bundled as follows:

- a. Minimum Bundle Size. Bundle mail under the minimum bundle size of “10 pieces or 10 pounds, whichever comes first” according to these standards:
  - (1) For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.
  - (2) 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 10-piece or 10-pound minimum applies). Alternatively, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
  - (3) Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.
- b. Presorted and Carrier Route Bound Printed Matter:
  - (1) Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted rate pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under [3.5](#) or prepared in sacks under [M722](#). Carrier Route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under [3.5](#) and qualify for Presorted rates or be prepared in sacks under [M723](#) and qualify for carrier route rates.
  - (2) Bundles must be prepared under [M722](#), [M723](#), or [M950](#), as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets prepared under 3.3a through 3.3g, and 3.4a through 3.4g is 40 pounds. The maximum physical bundle size for pallets prepared under 3.3h through 3.3l, and 3.4h through 3.4l is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

### 3.0 PALLET PRESORT AND LABELING

#### Periodicals— Bundles, Sacks, or Trays 3.1

Until January 6, 2005, Periodicals mailings may also be palletized under 15.1. Pallets must be prepared under M041 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See E250 for additional requirements for destination entry rates eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with 3.1e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. All pallets prepared under 3.1 may contain firm bundles, and pallets prepared under 3.1a through 3.1i may contain low-volume bundles. Bundles of Periodicals nonletters (flats and irregular parcels) may also be palletized under M920, M930, or M940.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 3.1d. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 3.1e. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under C820. Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation rate and/or Presorted rate mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 3.1f. Pallet labeling:
  - (1) Line 1: L001.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under C820. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see M031 for overseas 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 except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or the same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [C820](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
- (1) Line 1: [L006](#).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
- (1) Line 1: [L002](#), Column A.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "3D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.
- i. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
- (1) Line 1: [L005](#), Column C.
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "SCF"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.

- j. *ADC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L004](#). Pallet labeling:
- (1) Line 1: [L004](#).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "ADC"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.
- k. *Mixed ADC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
- (1) Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L004](#), Column A (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail; followed by "WKG."

**Standard  
Mail—Bundles,  
Sacks, or Trays**  
3.2

Until January 6, 2005, Standard Mail mailings may also be palletized under [15.2](#). Pallets must be prepared under [M041](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See [E650](#) for additional requirements for destination entry rates eligibility. Irregular parcels prepared in bundles directly onto pallets are limited to those mailpieces that are of uniform thickness and more than 15 inches long or more than 12 inches high. For mailings of sacks or trays on pallets, pallet preparation begins with [3.2d](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#). Bundles of Standard Mail flats may also be palletized under [M920](#), [M930](#), or [M940](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [C820](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [3.2c](#). Pallet labeling:
- (1) Line 1: [L001](#).
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [3.2d](#). Pallet labeling:
- (1) Line 1: [L001](#).
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").

- c. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [C820](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D."
- d. *5-Digit Carrier Routes (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- e. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [C820](#)). Five-digit scheme ([L007](#)) bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail. For letters, "STD LTRS 5D"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- f. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
- (1) Line 1: [L006](#).
  - (2) Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail.
- g. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
- (1) Line 1: [L002](#), Column A.

- (2) Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS 3D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- h. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
- (1) Line 1: [L002](#), Column C.
  - (2) Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- i. *ASF (required, unless bundle reallocation used under 5.0)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays may be sorted to ASF pallets according to the “label to” ZIP Code in [L802](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF in [Exhibit E650.5.1](#). Pallet labeling:
- (1) Line 1: [L602](#).
  - (2) Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- j. *BMC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays may be sorted to BMC pallets according to the “label to” ZIP Code in [L802](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the BMC in [Exhibit E650.5.1](#). Pallet labeling:
- (1) Line 1: [L601](#).



- (2) Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BMC”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS BMC”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- k. *Mixed BMC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
- (1) Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters; followed by “WKG.”

**Package Services**  
**Flats—Bundles and**  
**Sacks**  
3.3

Until January 6, 2005, Package Services mailings of flats may also be palletized under [15.3](#). Pallets must be prepared under [M041](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted rate mail with a barcode apply only to Bound Printed Matter mailings. Destination entry rate eligibility also applies only to Bound Printed Matter (see [E752](#)). At the mailer’s option, all Package Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with [3.3e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [C820](#). Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [3.3d](#). Pallet labeling:
  - (1) Line 1: [L001](#).
  - (2) Line 2: “PSVC FLTS CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [3.3e](#). Pallet labeling:
  - (1) Line 1: [L001](#).
  - (2) Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).

- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under [C820](#). Required for bundles containing all other flats. Pallet must contain only 5-digit bundles of Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [3.3f](#). Pallet labeling:
- (1) Line 1: [L001](#).
  - (2) Line 2: "PSVC FLTS 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [C820](#). Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC FLTS CR/5D."
- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only Presorted rate mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [C820](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
- (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail without a barcode.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
- (1) Line 1: [L006](#).
  - (2) Line 2: "PSVC FLTS"; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode. Pallet labeling:
- (1) Line 1: [L002](#), Column A.
  - (2) Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.

- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
  - (1) Line 1: [L002](#), Column C.
  - (2) Line 2: "PSVC FLTS SCF"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- j. *ASF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L802](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [Exhibit E751.1.3](#). Pallet labeling:
  - (1) Line 1: [L602](#).
  - (2) Line 2: "PSVC FLTS ASF"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- k. *BMC (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L601](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in [L802](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [Exhibit E751.1.3](#). Pallet labeling:
  - (1) Line 1: [L601](#).
  - (2) Line 2: "PSVC FLTS BMC"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- l. *Mixed BMC (optional)*. Permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode. Pallet labeling:
  - (1) Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PSVC FLTS WKG."

**Package Services  
Irregular  
Parcels—Bundles  
and Sacks**  
3.4

Until January 6, 2005, Package Services mailings of irregular parcels may also be palletized under [15.4](#). Pallets must be prepared under [M041](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route ([3.4a](#), [3.4b](#), [3.4d](#), and [3.4e](#)) applies to Bound Printed Matter mailings only. Destination entry rate eligibility applies only to Parcel Select (see [E751](#)) and Bound Printed Matter (see [E752](#)). At the mailer's option, all Package Services irregular parcels also may be prepared for destination entry (see [E753](#)). For mailings of sacks on pallets, pallet preparation begins with [3.4e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [3.4d](#). Pallet labeling:
  - (1) Line 1: [L001](#).
  - (2) Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [3.4e](#). Pallet labeling:
  - (1) Line 1: [L001](#).
  - (2) Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [3.4d](#). Pallet labeling:
  - (1) Line 1: [L001](#).
  - (2) Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC IRREG CR/5D."
- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only Presorted rate mail for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for overseas military mail).
  - (2) Line 2: "PSVC IRREG 5D."
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet must contain carrier route and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
  - (1) Line 1: [L006](#).
  - (2) Line 2: "PSVC IRREG"; followed by "METRO" (or "MET").
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail. Pallet labeling:
  - (1) Line 1: [L002](#), Column A.
  - (2) Line 2: "PSVC IRREG 3D."

- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
  - (1) Line 1: [L002](#), Column C.
  - (2) Line 2: "PSVC IRREG SCF."
- j. *ASF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L802](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [Exhibit E751.1.3](#). Pallet labeling:
  - (1) Line 1: [L602](#).
  - (2) Line 2: "PSVC IRREG ASF."
- k. *BMC (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC ([L004](#)) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in [L802](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [Exhibit E751.1.3](#). Pallet labeling:
  - (1) Line 1: [L601](#).
  - (2) Line 2: "PSVC IRREG BMC."
- l. *Mixed BMC (optional)*. Permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail. Pallet labeling:
  - (1) Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "PSVC IRREG WKG."

**Machinable  
Parcels—Standard  
Mail and Package  
Services**  
3.5

Until January 6, 2005, Standard Mail and Package Services mailings of machinable parcels may also be palletized under [15.5](#). Pallets must be prepared under [M041](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. At the mailer's option, Inter-BMC/ASF and Intra-BMC/ASF Parcel Post mailings may be prepared on pallets under this section. Destination entry rates eligibility applies only to Standard Mail (see [E650](#)), Parcel Select (see [E751](#)), and Bound Printed Matter (see [E752](#)). At the mailer's option, all Package Services machinable parcels also may be prepared for destination entry (see [E753](#)). Combined mailings of Standard Mail and Package Services machinable parcels must also meet the standards in [M073](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *5-Digit Scheme (optional)*. Pallet may contain parcels for the same 5-digit scheme under [L606](#). Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, 5-digit pallets are prepared under [3.5b](#). Pallet labeling:
  - (1) Line 1: [L606](#).
  - (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").

- b. *5-Digit (required)*. Optional for Standard Mail if 3/5 rates are not claimed. Pallet must contain parcels only for the same 5-digit ZIP Code. Pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable.
- c. *ASF (required if claiming DBMC rates, otherwise optional)*. Not available for the Buffalo, NY ASF in [L602](#). Pallets must contain only parcels for the 3-digit ZIP Code groups in [L602](#).
  - (1) Line 1: [L602](#).
  - (2) Line 2: "STD MACH ASF" or "PSVC MACH ASF," as applicable.
- d. *BMC (required)*. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L601](#). Pallet labeling:
  - (1) Line 1: [L601](#).
  - (2) Line 2: "STD MACH BMC" or "PSVC MACH BMC," as applicable.
- e. *Mixed BMC (optional)*. Pallet labeling:
  - (1) Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
  - (2) Line 2: "STD MACH WKG" or "PSVC MACH WKG," as applicable.

#### 4.0 BUNDLE REALLOCATION TO PROTECT SCF PALLET FOR PERIODICALS FLATS AND IRREGULAR PARCELS AND STANDARD MAIL FLATS ON PALLETS

##### Basic Standards

- 4.1 Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [4.2](#) through [4.4](#). Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated. For the purposes of reallocation, 5-digit metro pallets are considered to be 3-digit pallets (because they contain subsets of mail for a 3-digit ZIP Code area).

##### General Rules

- 4.2 Reallocation rules are as follows:
- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.
  - b. Reallocate bundles from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.

- c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.
- d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.
- e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

**Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared**  
4.3

Reallocation rules are as follows:

- a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the 3-digit pallet weight minimum established by the mailer in compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.
- b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.
- c. If preparation is under [M045](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under [M920](#), [M930](#), or [M940](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in [4.3c](#), then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

**Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared**  
4.4

Reallocation rules are as follows:

- a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight



minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.

- b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 4.4a, then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

**Documentation**  
4.5 Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in P012.

**5.0 BUNDLE REALLOCATION TO PROTECT BMC PALLET FOR STANDARD MAIL FLATS ON PALLETS**

**Basic Standards**  
5.1 Bundle reallocation to protect the BMC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 5.2 through 5.4. The software will determine if mail for a BMC service area would fall beyond the BMC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the BMC service area that would fall beyond the BMC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the BMC level is the minimum volume that would be reallocated from an ASF pallet, when possible. The following “parent” BMCs can be protected with bundle reallocation by using mail from the ASF “child” pallets indicated in Exhibit 5.1.

“Parent” BMC/“Child” ASF [7-22-04] Exhibit 5.1

“Parent” BMC Service Areas	“Child” ASF ZIP Code Areas Served
Pittsburgh BMC Denver BMC	Buffalo ASF: 130-136; 140-149 Albuquerque ASF: 865, 870-875, 877-884 Phoenix ASF: 850, 852, 853, 855, 859, 860, 863, 864 Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979 Billings ASF: 590-599, 821
Dallas BMC	Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749
Des Moines BMC Minneapolis BMC	Sioux Falls ASF: 570-577 Fargo ASF: 565, 567, 580-588

- General Rules**  
5.2 In general, when reallocating:
- a. The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a BMC pallet.
  - b. Use Exhibit 5.1 to reallocate bundles from the ASF pallet to create a BMC pallet. The ASF pallet may be eliminated to protect the BMC pallet.
  - c. Reallocate mail only from one ASF pallet. Bundle reallocation is to be used only between the “parent” BMC and the “child” ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.

- d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

**Reallocation of  
Bundles From ASF  
Pallets**  
5.3

When reallocating bundles from ASF pallets:

- a. Use [Exhibit 5.1](#) to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the BMC level back to the BMC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a BMC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the BMC pallet level.
- b. If no single ASF pallet within the BMC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in [5.3a](#), then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet.

**Documentation**  
5.4

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [P012](#).

## 6.0 PALLETS OF BUNDLES, SACKS, AND TRAYS

**Periodicals**  
6.1

Additional pallet preparation:

- a. Combined Mailings. When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.
- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.
- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When nonletter-size Periodicals are prepared as bundles on pallets under [M920](#), [M930](#), or [M940](#), then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [M920](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [M930](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [M940](#).

**Standard Mail**  
6.2

Additional pallet preparation:

- a. Combined Mailings. Nonprofit Standard Mail may be included in the same mailing or palletized on the same pallet as regular Standard Mail only as permitted by standard.
- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.

- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route rate pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate and/or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as bundles on pallets under [M920](#), [M930](#), or [M940](#), then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [M920](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [M930](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product, or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [M940](#).

**BMC and Mixed BMC Pallets**

6.3

Bundles placed on BMC pallets must be machinable on BMC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A BMC or mixed BMC (trays and sacks only) pallet may include pieces that are eligible for the DBMC rate and others that are ineligible.

**Commingled Zones**

6.4

Pieces of Package Services for different zones may be commingled only under [M710](#) or [M720](#).

**Securing Trays**

6.5

Trays must be sleeved and strapped under [M033](#), *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

**7.0 SACKS**

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing.

**8.0 COPALLETIZED FLAT-SIZE PIECES—PERIODICALS OR STANDARD MAIL**

**Basic Standards**

8.1

Copalletized flat-size mailings must meet the standards in [M041](#) and in [1.0](#) through [6.0](#) and those below. In addition, if copalletized under [M920](#), [M930](#), or [M940](#), the provisions of one of those preparation options must also be met. Any combination of automation rate mailings and nonautomation rate mailings is subject to the restrictions in [6.0](#). Bundles in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed.

**Periodicals**

8.2

Additional standards are as follows:

- a. Periodicals eligible for preferred rates (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County rates.
- b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see [M031](#)) or “PER” as the class designation under these conditions:
  - (1) If at least 51% of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”

- (2) If less than 51% of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”
- c. Documentation meeting the basic standard in [P012](#) must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the Business Mailer Support manager. Approval is based on the mailer’s demonstrated ability to provide documentation meeting these standards:
  - (1) Documentation by bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort rate claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in [P012.2.5b](#).
  - (2) Documentation showing the number of copies and pieces claimed at the SCF rate.
  - (3) Documentation showing that bundles are sorted to the appropriate finest pallet level in the mailing.
  - (4) Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.
  - (5) A listing showing the destination of pallets in the copalletized mailing.
  - (6) If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level.

**Standard Mail**  
8.3

Additional standards are as follows:

- a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other rates unless permitted by standard.
- b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Mailer Support.
- c. All pieces in mailings to be copalletized must be subject to the minimum per piece rate, or all subject to the per pound rate, unless otherwise authorized by Business Mailer Support.
- d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.
- e. When requested, the mailer must present pallets selected by USPS employees for verification.

**Pallet Labels**  
8.4Pallet labels for copalletized mailings must meet the provisions of [M031](#) and [3.0](#), or if applicable, [M031](#) and [M920](#), [M930](#), or [M940](#).**Postage Statement**  
8.5

Separate postage statements are required:

- a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.
- b. For Standard Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement.

**9.0 PALLETS OF MACHINABLE PARCELS**

- Standard Mail**  
9.1 Pieces may be eligible for the 3/5 rate when prepared under [3.5a](#) through [3.5d](#). This eligibility includes pieces sorted under [3.5c](#) and [3.5d](#) to the service area of the entry ASF/BMC.
- DBMC Rate**  
9.2 A BMC pallet may include pieces that are eligible for the DBMC rate and pieces that are ineligible.
- Top Caps**  
9.3 When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

**10.0 PARCEL POST—BULK MAIL CENTER (BMC) PRESORT DISCOUNT**

- Machinable Parcels**  
10.1 To qualify for the BMC Presort discount:
- Machinable pieces must be sorted to BMCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see [M041](#)). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
  - Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1 use [L601](#).
  - Pallet box Line 2 labeling: "PSVC MACH BMC."
- Nonmachinable Parcels**  
10.2 To qualify for the BMC Presort discount:
- Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see [M041](#)). Overflow pallets are not permitted. Preparation in sacks, pallet boxes, or in other containers is not permitted.
  - Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use [L605](#).
  - Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable.

**11.0 PARCEL POST—ORIGIN BULK MAIL CENTER (OBMC) PRESORT DISCOUNT**

- Machinable Parcels**  
11.1 To qualify for the OBMC Presort discount:
- Machinable pieces must be sorted to BMCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see [M041](#)). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
  - Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1, use [L601](#).
  - Pallet box Line 2 labeling: "PSVC MACH BMC."

**Nonmachinable  
Parcels**  
11.2

To qualify for the OBMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see [M041](#)). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: “PSVC NON MACH BMC” or “PSVC NON MACH ASF” as applicable.

**12.0 PARCEL POST DSCF RATES—PARCELS ON PALLETS****Basic Preparation,  
Parcels on Pallets**  
12.1

Unless prepared under [12.2](#), or in sacks under [M710](#), mail must be prepared for the DSCF rate as follows:

- a. General. Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under [12.2](#), each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in [12.1b](#). Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in [12.1b\(1\)](#) and some pallets under the minimum volume requirement in [12.1b\(2\)](#). A mailing entered at a destination SCF facility containing pallets prepared under [12.1](#) also may include mail that is sacked for the DSCF rate under [M710](#). Double-stacking is permitted if the requirements of [M041](#) are met.
- b. Minimum volume. The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:
  - (1) Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.
  - (2) Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see [M041](#)).
- c. Overflow. After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
  - (1) Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF rate in [M710](#). Overflow pieces sacked in this manner are eligible for the DSCF rates.
  - (2) Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [12.1d](#) that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit scheme pallet labeling:
  - (1) Line 1: use [L606](#), Column B.
  - (2) Line 2: “PSVC PARCELS 5D SCH.”

- e. 5-digit pallet labeling:
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of contents.
  - (2) Line 2: "PSVC PARCELS 5D."
- f. 3-digit pallet labeling:
  - (1) Line 1: use L002, Column C.
  - (2) Line 2: "PSVC PARCELS 3D."
- g. Separation. If sacks prepared under M710 are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of M710.

**Alternate Preparation,  
Parcels on Pallets**  
12.2

DSCF rate mailings not prepared under 12.1 may be prepared as follows:

- a. General. All DSCF rate mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit destinations under 12.2 (i.e., mail prepared under 12.1 and mail sacked under M710 must not be included in a mailing prepared under 12.2). For purposes of this section, the term "pallets" includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of M041 are met.
- b. Minimum volume. To qualify for the DSCF rate, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF rate pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.
- c. Overflow. After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
  - (1) Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in M710. Overflow pieces sacked in this manner are eligible for the DSCF rates.
  - (2) Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under 12.2d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit scheme pallet labeling:
  - (1) Line 1: use L606, Column B.
  - (2) Line 2: "PSVC PARCELS 5D SCH."
  - (3) In the mailer area below Line 3: use the pallet ID number.
- e. 5-digit pallet labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code destination of contents.
  - (2) Line 2: "PSVC PARCELS 5D."
  - (3) In mailer area below line 3: use the pallet ID number.
- f. 3-digit pallet labeling:
  - (1) Line 1: use L002, Column C.
  - (2) Line 2: "PSVC PARCELS 3D."
  - (3) In the mailer area below Line 3: use the pallet ID number.
- g. Documentation. A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF rate must be submitted. The pallets in the mailing that qualify for the DSCF rate must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet

identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF rates, pieces prepared on overflow pallets at the DBMC rates, or pieces claimed at any other rate in the mailing.

**5-Digit ZIP Codes for  
Which Pallets May  
Not Be Prepared**  
12.3

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [G043](#)) and to [Exhibits E751.7.0](#) and [E751.8.0](#) to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. There is a charge for the Drop Shipment Product. If a facility cannot handle pallets, the DSCF rate is not applicable unless the mail can be prepared under the sacking requirement in [M710](#).

**5-Digit ZIP Codes  
Requiring BMC Entry**  
12.4

Refer to [Exhibit E751.6.0](#) for 5-digit ZIP Code destinations where palletized mail must be entered at the BMC that serves the SCF to obtain the DSCF rate.

**13.0 PARCEL POST DSCF RATES—SACKS ON PALLETS**

Mailers who prepared DSCF rate mail in 5-digit scheme or 5-digit sacks under [M710](#) may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under [12.1](#) or [12.2](#) may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See [12.1g](#) for requirements concerning separation of sacks prepared under [M710](#) from sacks prepared under [12.1](#). There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

- a. 5-digit scheme pallets (optional):
  - (1) Line 1: use [L606](#), Column B.
  - (2) Line 2: "PSVC PP 5D SCHEME" or "PSVC PP 5D SCH."
- b. 5-digit pallets:
  - (1) Line 1: use [L002](#), Column C.
  - (2) Line 2: "PSVC PP 5D."

**14.0 PARCEL POST DDU RATES**

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term "pallets" includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU rate mailings other than separation by 5-digit scheme and 5-digit destination. Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [G043](#)) and the information in [E751](#) including [Exhibits E751.7.0](#) and [E751.8.0](#) to determine the location of the 5-digit delivery facility and whether that facility can handle pallets (including pallet boxes on pallets). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

- a. 5-digit scheme sacks or pallets (optional):

- (1) Line 1: use [L606](#), Column B.
- (2) Line 2: "PSVC PARCELS 5D SCH."

b. 5-digit sacks or pallets:

- (1) Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
- (2) Line 2: "PSVC PARCELS 5D."

## 15.0 PALLET PRESORT AND LABELING (EFFECTIVE UNTIL JANUARY 6, 2005)

### Periodicals Bundles, Sacks, or Trays on Pallets 15.1

Mailers must prepare pallets in the sequence listed below. For mailings of sacks or trays on pallets, mailers must begin preparing pallets under [15.1c](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#). At the mailer's option, bundles of Periodicals nonletters (flats and irregular parcels) may be palletized in accordance with one of the advanced presort options under [M920](#), [M930](#), or [M940](#).

a. *5-Digit Scheme Carrier Routes*. Required for nonletter-size bundles. Not permitted for sacks or trays. May contain only carrier route bundles for the same 5-digit scheme under [L001](#). Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under [15.1c](#).

- (1) Line 1: use [L001](#), Column B.
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CARRIER ROUTES" or "CR-RTS" and "SCHEME" or "SCH."

b. *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 bundles of automation rate and/or Presorted rate bundles for the same 5-digit scheme under [L001](#). Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under [15.1d](#).

- (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."

c. *5-Digit Carrier Routes*. Required for sacks; required for bundles (except for bundles prepared to 5-digit scheme carrier routes pallets under [15.1a](#)); optional for trays. May contain only carrier route mail for the same 5-digit ZIP Code.

- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
- (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays only, "LTRS" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."

- d. *5-Digit*. Required for sacks and bundles (except for bundles prepared to 5-digit scheme pallets under [15.1b](#)); optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit scheme (automation rate only) or the same 5-digit ZIP Code. Five-digit scheme ([L007](#)) bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” 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.
- e. *5-Digit Metro*. Optional for bundles of flats and irregulars. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate bundles 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.
- f. *3-Digit*. Optional. Not permitted for bundles with 3-digit ZIP Code prefixes indicated by an “N” in [L002](#). May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column A.
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” 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 and/or carrier route mail.
- g. *SCF*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column C.
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” 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 and/or carrier route mail.
- h. *ADC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use [L004](#).
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” 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 and/or carrier route mail.

- i. *Mixed ADC (for sacks and trays only)*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: "MXD" followed by the city/state/ZIP Code of the ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in [L004](#), Column A (label to plant serving entry post office if authorized by the processing and distribution manager).
  - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" or, for trays only, "LTRS" as applicable; 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 "WKG."

**Standard Mail  
Bundles, Sacks,  
Irregular Parcels, or  
Trays on Pallets**  
15.2

Mailers must prepare pallets in the sequence listed below. For mailings of sacks and trays on pallets, mailers must begin preparing pallets under [15.2b](#) (because scheme sort is not permitted). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#). At the mailer's option, bundles of Standard Mail flats may be palletized using the advanced presort options under [M920](#), [M930](#), or [M940](#).

- a. *5-Digit Scheme Carrier Routes*. Required for bundles of flats. Not permitted for sacks or trays or for irregular parcels except under [M011](#). May contain only carrier route rate bundles for the same 5-digit scheme under [L001](#). Scheme sort must be done for all 5-digit scheme destinations. For 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under [15.2b](#).
  - (1) Line 1: use [L001](#), Column B.
  - (2) Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS"; followed by "SCHEME" or "SCH."
- b. *5-Digit Carrier Routes*. Required for sacks and bundles; optional for trays. May contain only carrier route rate mail for the same 5-digit ZIP Code.
  - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: For flats and irregulars, "STD FLTS" or "STD IRREG"; followed by "CARRIER ROUTES" or "CR-RTS." For trays, "STD LTRS"; followed by "CARRIER ROUTES" or "CR-RTS"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.
- c. *5-Digit*. Required for sacks and bundles; optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit scheme (automation rate only) or the same 5-digit ZIP Code. Five-digit scheme ([L007](#)) bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.
  - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "STD FLTS 5D" or "STD IRREG 5D" or, for trays only, "STD LTRS 5D" as applicable; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.
- d. *5-Digit Metro*. Optional for bundles of flats. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate bundles 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.
- e. *3-Digit*. Optional. Not permitted for bundles with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#). May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column A.
  - (2) Line 2: For flats and irregulars, "STD FLTS 3D" or "STD IRREG 3D"; 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 rate mail. For letters, "STD LTRS 3D"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.
- f. *SCF*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column C.
  - (2) Line 2: For flats and irregulars, "STD FLTS SCF" or "STD IRREG SCF"; 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 rate mail. For letters, "STD LTRS SCF"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.
- g. *ASF*. Required, except that an ASF sort may not be required if using bundle reallocation for flats to protect the BMC pallet under [5.0](#). May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC bundles, sacks, or trays to ASF pallets based on the "label to" ZIP Code for the ADC destination of the bundle, sack, or tray in [L004](#) (letters or flats) or [L603](#) (irregular parcels). Sort AADC trays to ASF pallets based on the "label to" ZIP Code for the AADC destination of the tray in [L801](#). At the mailer's option, sort appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays to ASF pallets based on the "label to" ZIP Code for the ADC or AADC destination of the bundle, sack, or tray in [L802](#). All optional mixed ADC bundles, sacks, and trays and mixed AADC trays on ASF pallets must contain only pieces destinating within the ASF as shown in [Exhibit E650.5.1](#). See [E650.5.0](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: use [L602](#).
  - (2) Line 2: For flats and irregulars, "STD FLTS ASF" or "STD IRREG ASF"; 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 rate mail. For letters, "STD LTRS ASF"; followed by "BC" if the pallet contains barcoded letters; followed by "MACH" if the pallet contains machinable letters; followed by "MAN" if the pallet contains nonmachinable letters.

- h. *BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC bundles, sacks, or trays to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle, sack, or tray in [L004](#) (letters or flats) or [L603](#) (irregular parcels). Sort AADC trays to BMC pallets based on the “label to” ZIP Code for the AADC destination of the tray in [L801](#). At the mailer’s option, sort appropriate mixed ADC bundles, sacks, or trays and mixed AADC trays to BMC pallets based on the “label to” ZIP Code for the ADC or AADC destination of the bundle, sack, or tray in [L802](#). All optional mixed ADC bundles, sacks, and trays and mixed AADC trays on BMC pallets must contain only pieces destinating within the BMC as shown in [Exhibit E650.5.1](#). See [E650.5.0](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: use [L601](#).
  - (2) Line 2: For flats and irregulars, “STD FLTS BMC” or “STD IRREG BMC”; 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 rate mail. For letters, “STD LTRS BMC”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.
- i. *Mixed BMC (for sacks and trays only)*. Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
- (1) Line 1: use “MXD” followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
  - (2) Line 2: For flats and irregulars, “STD FLTS” or “STD IRREG”; 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 rate mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters; followed by “WKG.”

**Package Services  
Flats—Bundles and  
Sacks on Pallets**  
15.3

Mailers must prepare pallets in the sequence listed below. For mailings of sacks on pallets, mailers must begin preparing pallets under [15.3c](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *5-Digit Scheme Carrier Routes*. Required for bundles of BPM flats. Not permitted for sacks. May contain only Carrier Route rate bundles for the same 5-digit scheme under [L001](#). Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under [15.3c](#).
- (1) Line 1: use [L001](#), Column B.
  - (2) Line 2: “PSVC FLTS,” followed by “CARRIER ROUTES” or “CR-RTS” and “SCHEME” or “SCH.”

- b. *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in [C820.2.0](#), and not permitted for sacks. Required for all other flats and irregular parcels. May contain only Presorted rate 5-digit bundles for the same 5-digit scheme under [L001](#). Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under [15.3c](#).
- (1) Line 1: use [L001](#), Column B.
  - (2) Line 2: "PSVC FLTS 5D" followed by "SCHEME" or "SCH."
- c. *5-Digit Carrier Routes*. Required for sacks and bundles of BPM flats. May contain only Carrier Route rate mail for the same 5-digit ZIP Code.
- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "PSVC FLTS" followed by "CARRIER ROUTES" or "CR-RTS."
- d. *5-Digit*. Required for sacks and bundles. May contain only Presorted rate mail for the same 5-digit scheme (only when optional 5-digit scheme bundles of Presorted rate pieces with a barcoded discount and cobundled Presorted rate pieces with and without the barcoded discount). Five-digit scheme ([L007](#)) bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.
- (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "PSVC FLTS 5D."
- e. *5-Digit Metro*. Optional for BPM flats only. May contain Carrier Route and/or Presorted rate bundles 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: "PSVC FLTS" followed by "METRO" or "MET" and if applicable, as shown in [L006](#), Column C.
- f. *3-Digit*. Optional. Not permitted for presorted bundles with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#). May contain carrier route and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column A.
  - (2) Line 2: "PSVC FLTS 3D."
- g. *SCF*. Required. May contain Carrier Route and/or Presorted rate mail.
- (1) Line 1: use [L002](#), Column C.
  - (2) Line 2: "PSVC FLTS SCF."
- h. *ASF*. Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC bundles or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the bundle or sack in [L004](#). See [E752](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: use [L602](#).
  - (2) Line 2: "PSVC FLTS ASF."
- i. *BMC*. Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC bundles or sacks to BMC pallets based on the label to ZIP Code for the ADC destination of the bundle or sack in [L004](#). See [E752](#) for additional requirements for DBMC rate eligibility.
- (1) Line 1: use [L601](#).
  - (2) Line 2: "PSVC FLTS BMC."
- j. *Mixed BMC (for sacks on pallets only)*. Optional. May contain Carrier Route and/or Presorted rate mail.



**Package Services  
Irregular Parcels—  
Bundles and Sacks  
on Pallets**

15.4

- (1) Line 1: "MXD," followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
- (2) Line 2: "PSVC FLTS WKG."

Mailers must prepare pallets in the sequence listed below. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *5-digit scheme (for irregular parcels only)*. Optional. May contain Presorted rate irregular parcels for the same 5-digit scheme under [L606](#). If scheme sort is performed, it need not be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme or for which scheme sorts are not performed, prepare 5-digit pallets under [15.4b](#).
  - (1) Line 1: use [L606](#), Column B.
  - (2) Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. *5-digit*. Required. May contain Carrier Route and/or Presorted rate mail.
  - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "PSVC IRREG 5D" and, if the pallet contains only Carrier Route rate mail, "CARRIER ROUTES" or "CR-RTS."
- c. *3-digit*. Optional. Not permitted for presorted bundles with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#). May contain carrier route and/or Presorted rate mail.
  - (1) Line 1: use [L002](#), Column A.
  - (2) Line 2: "PSVC IRREG 3D."
- d. *SCF*. Required. May contain Carrier Route and/or Presorted rate mail.
  - (1) Line 1: use [L002](#), Column C.
  - (2) Line 2: "PSVC IRREG SCF."
- e. *ASF*. Required. May contain Carrier Route rate and/or Presorted rate mail. Sort ADC bundles or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the bundle or sack in [L004](#).
  - (1) Line 1: use [L602](#).
  - (2) Line 2: "PSVC IRREG ASF."
- f. *BMC*. Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC bundles or sacks to BMC pallets based on the "label to" ZIP Code for the ADC destination of the bundle or sack in [L004](#).
  - (1) Line 1: use [L601](#).
  - (2) Line 2: "PSVC IRREG BMC."
- g. *Mixed BMC (for sacks only)*. Optional. May contain Carrier Route and/or Presorted rate mail.
  - (1) Line 1: "MXD," followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
  - (2) Line 2: "PSVC IRREG WKG."

**Machinable  
Parcels—Standard  
Mail and Package  
Services**

15.5

Mailers must prepare pallets in the sequence listed below. Mailers may prepare Parcel Post other than BMC Presort, OBMC Presort, and Parcel Select DDU and DSCF on pallets under this section as an option. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [M031](#).

- a. *5-digit scheme*. Optional. May contain machinable parcels for the same 5-digit scheme under [L606](#). If scheme sort is performed, it need not be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme or for which scheme sorts are not performed, prepare 5-digit pallets under [15.5b](#).
  - (1) Line 1: use [L606](#), Column B.
  - (2) Line 2: "STD" or "PSVC" as applicable, followed by "MACH 5D SCHEME" or "MACH 5D SCH."
- b. *5-digit*. Required, except optional for Standard Mail if 3/5 rates are not claimed.
  - (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [M031](#) for military mail).
  - (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D" as applicable.
- c. *BMC (if DBMC rates are not claimed)*. Required.
  - (1) Line 1: use [L601](#).
  - (2) Line 2: "STD MACH BMC" or "PSVC MACH BMC" as applicable.
- d. *ASF/BMC (if DBMC rates are claimed)*. *Option 1*: Mailers may opt to sort mail to ASFs using [L602](#) only when the mail on the ASF pallet will be deposited at the ASF to claim the DBMC rate. After ASF pallets are prepared (mail need not be sorted to *all* ASFs), remaining mail must be sorted to BMCs using [L601](#). Mail on BMC pallets deposited at the applicable BMC facility will be eligible for DBMC rates only if its 3-digit ZIP Code prefix is listed in [Exhibit E650.5.1](#) (Standard Mail) or [Exhibit E751.1.3](#) (Parcel Post and Bound Printed Matter) for that entry BMC. *Option 2*: Mailers may sort mail only to BMCs using [L601](#). Under option 2, only mail for 3-digit ZIP Codes served by a BMC listed in [Exhibit E650.5.1](#) or [Exhibit E751.1.3](#) are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit E650.5.1](#) or [Exhibit E751.1.3](#) are *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear in [Exhibit E650.5.1](#) or [Exhibit E751.1.3](#)).
  - (1) Line 1: *Option 1*: use [L602](#) for ASF pallets; use [L601](#) for BMC pallets. *Option 2*: use [L601](#).
  - (2) Line 2: "STD MACH" or "PSVC MACH" as applicable; followed by "ASF" or "BMC" as applicable.
- e. *Mixed BMC*. Optional.
  - (1) Line 1: "MXD," followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
  - (2) Line 2: "STD MACH WKG" or "PSVC MACH WKG" as applicable.