



M000 General Preparation Standards

M070 Mixed Classes

M072 Express Mail and Priority Mail Drop Shipment

Summary M072 describes the standards for using Express Mail and Priority Mail drop shipment and optional standards for mail enclosed in these shipments.

1.0 BASIC STANDARDS

Enclosed Mail Mail enclosed in a drop shipment must meet the eligibility and preparation standards for its class and rate and for any special services used. Mail requiring cancellation may not be drop shipped. For mail enclosed in an Express Mail drop shipment, available special services are indicated in [S500](#). For mail enclosed in a Priority Mail drop shipment, available special services are indicated in [S070](#). When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats, if all enclosed presort destination bundles are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mails pouch, sack, or container.

1.1

Standards The Express Mail or Priority Mail portion of the drop shipment must meet the standards in [M500](#) or [M120](#), respectively, and the applicable standards in [D071](#) and [M072](#).

1.2

Containers for Expedited Transport Acceptable containers for expedited transport are as follows:

1.3

- a. An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch, except that Customized MarketMail pieces under [E660](#) may be contained in USPS-provided Express Mail envelopes and cartons or in any properly labeled container supplied by the mailer.
- b. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray, except that Customized MarketMail pieces under [E660](#) may be contained in USPS-provided Priority Mail envelopes and cartons or in any properly labeled container supplied by the mailer.

Container Labels Container labels for drop shipments expedited by Express Mail pouches or Priority Mail sacks/trays must be barcoded and meet the requirements in [M032](#). All lines of information must be completely visible when inserted into the label holder. Sacks and trays are labeled as follows:

1.4

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed:
 - (1) For BMC distribution, use [L601](#).
 - (2) For ASF distribution, use [L602](#).
 - (3) For 3-digit ZIP Code prefix groups, use [L004](#) (ADC distribution) or [L005](#) (SCF distribution).
 - (4) For 5-digit ZIP distribution, use the city, state, and 5-digit ZIP Code that appears on the enclosed mail.
- b. For Line 2 (content line), print "EXPRESS DROP SHIP" or "PRIORITY DROP SHIP," as applicable.
- c. Line 3 (origin line) must conform to the standards in [M032](#).

Tag 157 [\[3-4-04\]](#) In addition to the Express Mail pouch label, Tag 157 must be attached to each Express Mail pouch to identify it as an Express Mail drop shipment and to

1.5



identify the class of mail enclosed. This tag or an approved facsimile also must be affixed to containers used for Express Mail drop shipment of Customized MarketMail (CMM).

Tag 159
1.6

[3-4-04] In addition to the Priority Mail sack label, Tag 159 must be attached to each Priority Mail sack to identify it as a Priority Mail drop shipment. Tag 159 indicates the class of mail enclosed in the Priority Mail sack and provides a place to affix Priority Mail postage. This tag or an approved facsimile also must be affixed to containers used for Priority Mail drop shipment of CMM.

Label 23
1.7

As an alternative to sacks for Priority Mail drop shipments, letter trays or mailer-supplied containers for Customized MarketMail (CMM) pieces under E660 may be used as follows:

- a. Label 23 is affixed to the letter tray or mailer-supplied container. A single Label 23 may be used to identify two letter trays strapped together. Mailer-supplied containers may not be strapped together.
- b. If two letter trays are strapped together, each tray must be of identical size and individually strapped under M033.1.5. Label 23 must be affixed to the sleeve of the top tray before strapping. The trays must be strapped securely around the length of the two trays.
- c. The total weight of two trays strapped together or mailer-supplied containers used for CMM may not exceed 70 pounds.

Open and Distribute
1.8

[3-4-04] In addition to Tag 157 or Tag 159, USPS-supplied cartons and envelopes and mailer-supplied containers used for Express Mail or Priority Mail drop shipment must be addressed “POSTMASTER—OPEN AND DISTRIBUTE”; followed by street address (mailing address) of the facility on the next line; and city, state, and ZIP Code on the last line.

2.0 MARKINGS ON ENCLOSED MAIL

Zoned Rate Mail
2.1

When the enclosed mail is zoned rate mail and has postage affixed, the following marking must appear as part of the meter stamp. The marking may be to the left of or below the meter stamp or precanceled stamp, in addition to but not interfering with other markings required for the class of mail.

Mail Under Cover Zone Authorization No. _____ _____ (Name of post office and state where authorized)

Optional Marking
2.2

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required rate marking (M012) must be at least 8 points.

TRANSPORTED BY [PRIORITY MAIL] [EXPRESS MAIL]
DELIVERED LOCALLY AS [CLASS OF ENCLOSED MAIL]

EXPEDITED VIA
USPS EXPEDITED SERVICES

EXPEDITED VIA
USPS [EXPRESS MAIL] [PRIORITY MAIL]