



M000 General Preparation Standards

M070 Mixed Classes

M073 Combined Mailings of Standard Mail and Package Services Parcels

Summary M073 describes the standards for combining machinable Standard Mail and machinable Package Services parcels.

1.0 COMBINED MACHINABLE PARCELS—RATES OTHER THAN PARCEL POST OBMC PRESORT, BMC PRESORT, DSCF, AND DDU

Qualification Machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in 1.0 except when claiming the following Parcel Post rates or discounts: OBMC Presort, BMC Presort, DSCF, and DDU. When claiming the OBMC Presort, BMC Presort, or DSCF rates, machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in 2.0. Standard Mail parcels must not be combined with Package Services parcels prepared for DDU rates.

1.1

Description Subject to 1.1 and authorization under 1.5, a mailer who is authorized plant load or plant-verified drop shipment privileges may prepare a combined mailing of Standard Mail and Package Services machinable parcels that have been merged and sorted in sacks (under 1.5) or on pallets (under M040) to achieve the finest presort level. The combined mailing must meet the standards in 1.0 and those that apply to the rates claimed. Each parcel in a combined mailing is subject to the applicable Standard Mail or Package Services rate, based on the corresponding standards. Required volume for bulk or presort rates is based solely on the quantity of pieces eligible for each rate at the required presort level. Pieces claimed at other rates in the same sack or on the same pallet do not count.

1.2

Postage Payment Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under P910, P920, or P930. The applicable agreement must include procedures for combined mailings approved by BMS.

1.3

Documentation Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where standards and the forms permit. All postage statements must be provided at the time of mailing, accompanied by a computer-generated listing (in ZIP Code sequence and numbered to correspond to the sacks or pallets) that describes the content of each sack or pallet. The mailer must keep this information for 90 days after the mailing is dispatched. This listing must show the mailer's name and location, the name and owner of each product for which a separate postage statement is prepared, and the entry post office. For each product, the listing must detail the number of pieces at each rate by 5-digit ZIP Code and totals for each pallet or sack and for the entire mailing. Additional documentation must be provided for all mailings of nonidentical-weight pieces or in which basic and 3/5 rate pieces are commingled and the mailer has not separated the sacks or pallets

1.4



containing the pieces at the respective rates. Such documentation must be in one of these formats:

- a. Segmented sequentially by sortation level (e.g., 5-digit scheme, 5-digit, BMC) and, within each, listing a unique number or Line 1 of each sack or pallet label. For each 5-digit scheme, 5-digit, or ASF/BMC entry, the number of pieces at each rate must be shown by 5-digit scheme, 5-digit, or 3-digit ZIP Code prefix. Destination ASF/BMC sacks or pallets must show a total number of pieces in the sack or on the pallet. The entries must be summarized for the whole mailing to show total pieces at each rate, total pieces, and total postage (and additional postage due, as applicable). The sacks or pallets do not have to be presented to the USPS in any particular order.
- b. Segmented sequentially by sortation level and by 5-digit scheme and 5-digit (for sacks) or 3-digit ZIP Code prefix (for other sacks or pallets) with the number of pieces at each rate shown on the listing. The entries must be totaled for the whole mailing to show total pieces at each rate, total pieces, and total postage (or additional postage due, as applicable). If different amounts of additional postage are due, the summary must detail the number of pieces at each postage amount or at each amount of additional postage due. The sacks or pallets must be separated by sortation level when presented.

Authorization

1.5

The requirements for authorization are as follows:

- a. A mailer who wants to present combined mailings must submit a written request to BMS. The request must show names of mail owner and mailer (if different); address of mailer's plant and mailing office (if different); names of items in combined mailing; evidence of authorization to mail under [P910](#), [P920](#), or [P930](#); expected date of first mailing; and sample of required computer-generated listings.
- b. A separate written request must be made for each group of mailpieces to be prepared. An authorization is valid only for a specifically named group of items to be combined. If documentation for more than one mailer is derived from the same computer software program, and each mailer usually mails at regular intervals, requests for more than one mailing group may be made as part of the same authorization request. In such cases, the name of each mailer, frequency of mailing, type of product, and combination must be listed as part of the request.
- c. An authorization to combine Standard Mail and Package Services machinable parcels expires at the same time as the applicable postage payment system authorization and may not be for more than 2 years. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. The USPS may terminate an authorization, by written notice, if it finds that the mailer does not meet the applicable standards.

Sacking and Labeling

1.6

[10-30-03] Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
 - (1) Line 1: [L606](#).
 - (2) Line 2: "STD/PSVC MACH 5D SCH."



- b. 5-digit (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
 - (1) Line 1: 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
 - (2) Line 2: "STD/PSVC MACH 5D."
- c. ASF (optional; allowed only for mail deposited at an ASF to claim DBMC rate); 10-piece or 20-pound minimum; labeling:
 - (1) Line 1: [L602](#). DBMC rate eligibility determined by [Exhibit E650.5.1](#) and [Exhibit E751.1.3](#).
 - (2) Line 2: "STD/PSVC MACH ASF."
- d. BMC (required); 10-piece or 20-pound minimum; labeling:
 - (1) Line 1: [L601](#). DBMC rate eligibility determined by [Exhibit E650.5.1](#) and [Exhibit E751.1.3](#).
 - (2) Line 2: "STD/PSVC MACH BMC."
- e. Mixed BMC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by [L601](#) Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.
 - (2) Line 2: "STD/PSVC MACH WKG."

2.0 COMBINED PARCELS—PARCEL POST OBMC PRESORT, BMC PRESORT, AND DSCF RATES

Qualification

Combination requirements for specific discounts and rates are as follows:

2.1

- a. When claiming Parcel Post OBMC Presort and BMC Presort discounts and DSCF rates, machinable Standard Mail parcels may be combined with machinable Package Services parcels under [2.0](#).
- b. When claiming the Parcel Post DSCF rate, machinable and nonmachinable Standard Mail may be combined with machinable and nonmachinable Package Services parcels under [2.0](#).
- c. Standard Mail parcels may not be combined with Package Services parcels prepared for DDU rates.

Authorization

2.2

Mailers must be authorized under [1.5](#) to prepare mailings that combine Standard Mail and Package Services parcels.

Postage Payment

2.3

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under an approved manifest mailing system under [P910](#). The applicable agreement must include procedures for combined mailings approved by BMS.

Preparation and Rates

2.4

Combined parcels must be prepared as follows:

- a. Minimum Mailing Volume. Separate minimum mailing volume requirements must be met for Standard Mail parcels and for Package Services parcels.
- b. Parcel Post Qualifying for DSCF Rates. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in [M710](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [M040](#) for the Parcel Post DSCF rates. All other requirements for the Parcel Post DSCF rates and the Presorted Standard Mail rates, as applicable, must be met. The following additional requirements apply:
 - (1) If sacked under [M710](#), the minimum requirement of seven pieces per sack must be met with only Package Services parcels. After the minimum sack volume has been met, Standard Mail parcels may be included in the sack or in overflow sacks.



- (2) If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services parcels. After the minimum pallet volume has been met, Standard Mail parcels may be included on the pallet or in overflow sacks.
 - (3) If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF rate is at least 50, Standard Mail parcels may not be combined with Package Services parcels.
 - (4) If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of Standard Mail or Package Services parcels may be used to meet the minimum pallet height requirement.
 - (5) Line 2 of 5-digit scheme pallet and sack labels must read: "STD/PSVC MACH 5D SCH." Line 2 of 5-digit pallet and sack labels must read: "STD/PSVC MACH 5D."
 - (6) Standard Mail parcels are eligible for the Presorted 3/5 rate.
- c. Parcel Post Qualifying for OBMC Presort or BMC Presort Rates. The combined mailings must be prepared under the [M040](#) BMC pallet requirements for machinable parcels at Parcel Post OBMC Presort or BMC Presort rates. All other requirements for the Parcel Post OBMC Presort or BMC Presort rates and the Presorted Standard Mail rates must be met. The following additional requirements apply:
- (1) The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail and Package Services parcels.
 - (2) Line 2 of BMC pallet box labels must read: "STD/PSVC MACH BMC."
 - (3) Standard Mail parcels are eligible for the Presorted 3/5 rate only if it can be shown by documentation that there was insufficient volume of Standard Mail parcels in the mailing to prepare separate 5-digit scheme and 5-digit pallets required for Standard Mail machinable parcels under [M045](#). Otherwise, Presorted basic rates apply to the Standard Mail parcels.

Documentation

2.5

Presort documentation is required as applicable for each rate claimed if the manifest does not list pieces in presort order. Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where the standards and the forms permit. All postage statements must be provided at the time of mailing.