



M100 First-Class Mail (Nonautomation)

## M130 Presorted First-Class Mail

**Summary** M130 describes tray and sack preparation, types of documentation, and labeling for letter- and card-size pieces, flat-size pieces, and parcels. It also covers the standards for documentation.

### 1.0 BASIC STANDARDS

**All Pieces** Each Presorted First-Class mailing must meet the applicable standards in [E130](#) and in [M010](#), [M020](#), and [M030](#); flat-size mail cotrayed with automation rate mail must be prepared under [1.7](#) and [M910](#). All pieces must be in the same processing category, subject to [1.3](#), and must be sorted together and prepared under [2.0](#), [3.0](#), [4.0](#), or [5.0](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays; flat-size pieces must be prepared in flat trays; parcels must be prepared in sacks. Subject to [M012](#), all pieces must be marked “Presorted” and “First-Class.”

**Documentation** A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in [P012](#). Documentation of postage is not required if the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

**Cards and Letters** Pieces claimed at card rates and pieces claimed at letter rates are each subject to a separate minimum volume criterion whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

**Machinable Pieces** Machinable cards and letters must use the preparation sequence and tray labeling in [2.0](#).

**Nonmachinable Pieces** Nonmachinable cards and letters must use the preparation sequence and tray labeling in [3.0](#). Nonmachinable flats must use the preparation sequence and tray labeling in [4.0](#).

**Manual Only Option** Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the preparation sequence and tray labeling for nonmachinable pieces in [3.0](#). The manual only option is not available for flats.

**Cotraying and Cobundling With Automation Rate Mail** Except for automation rate mailings prepared under the tray-based preparation option in [M820.3.0](#), if a single mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the cotraying standards in [M910](#). Flat-size Presorted rate pieces may be cobundled with flat-size automation rate pieces under the standards in [M950](#).



## 2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

**Bundling** Machinable pieces are not bundled, except for (see [M020](#)):

- 2.1
- a. Card-size pieces.
  - b. All pieces in a less-than-full origin 3-digit tray.
  - c. All pieces in a less-than-full mixed AADC tray.

### Traying and Labeling

- 2.2
- [10-30-03]** Preparation sequence, tray size, and labeling:
- a. 5-digit (optional); full trays (no overflow); labeling:
    - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
    - (2) Line 2: "FCM LTR 5D MACH."
  - b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
    - (1) Line 1: [L002](#), Column A.
    - (2) Line 2: "FCM LTR 3D MACH."
  - c. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
    - (1) Line 1: [L801](#).
    - (2) Line 2: "FCM LTR AADC MACH."
  - d. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
    - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry office, as shown in [L002](#), Column C.
    - (2) Line 2: "FMC LTR MACH WKG."

## 3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES

### Bundling and Labeling

3.1 **[10-30-03]** Except as provided in [M020.1.9](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Mailers who prefer that the USPS not automate letter-size pieces must also identify each bundle with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see [M013](#)). Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

### Traying and Labeling

- 3.2 **[10-30-03]** Preparation sequence, tray size, and labeling:
- a. 5-digit (required); full trays (no overflow); labeling:
    - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
    - (2) Line 2: "FCM LTR 5D MANUAL."
  - b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
    - (1) Line 1: [L002](#), Column A.
    - (2) Line 2: "FCM LTR 3D MANUAL."



- c. ADC (required); full trays (no overflow); labeling:
  - (1) Line 1: [L004](#).
  - (2) Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  - (2) Line 2: "FCM LTR MANUAL WKG."

#### 4.0 **[10-30-03] PREPARATION—FLAT-SIZE PIECES**

##### **Bundling and Labeling**

4.1

**[10-30-03]** Except as provided in [M020.1.9](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

##### **Traying and Labeling**

4.2

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

- a. 5-digit (required); full trays (no overflow); labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
  - (2) Line 2: "FCM FLTS 5D NON BC."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - (1) Line 1: [L002](#), Column A.
  - (2) Line 2: "FCM FLTS 3D NON BC."
- c. ADC (required); full trays (no overflow); labeling:
  - (1) Line 1: [L004](#).
  - (2) Line 2: "FCM FLTS ADC NON BC."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  - (2) Line 2: "FCM FLTS NON BC WKG."

#### 5.0 **[10-30-03] PREPARATION—PARCELS**

##### **Bundling and Labeling**

5.1

**[10-30-03]** Bundling is generally required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required if the parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be bundled (e.g., in a 3-digit sack rather than in a 3-digit bundle). Bundling also is not required if the parcels are so large that 10 or fewer fill a sack. Preparation sequence, bundle size, and labeling:

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



- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

**Sacking and Labeling**  
5.2

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

- a. 5-digit (required); 10-pound minimum; labeling:
  - (1) Line 1: city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
  - (2) Line 2: "FCM PARCELS 5D."
- b. 3-digit (required); 10-pound minimum, except for required origin 3-digit(s); labeling:
  - (1) Line 1: [L002](#), Column A.
  - (2) Line 2: "FCM PARCELS 3D."
- c. ADC (required); 10-pound minimum; labeling:
  - (1) Line 1: [L004](#).
  - (2) Line 2: "FCM PARCELS ADC."
- d. Mixed ADC (required); no minimum; labeling:
  - (1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  - (2) Line 2: "FCM PARCELS WKG."