



M200 Periodicals (Nonautomation)

M210 Presorted Periodicals

Summary M210 describes the basic standards for Periodicals Presorted rate mailings including bundle and tray preparation for letters, and bundle and sack preparation for flats and irregular parcels. Additional requirements for preparing mail on pallets are in [M041](#) and [M045](#), or [M041](#) and [M920](#), [M930](#), or [M940](#). For standards on automation rate Periodicals mailings see [E240](#) and [M810](#) (letters) or [M820](#) (flats), as applicable. For standards on carrier route mailings see [E230](#) and [M220](#).

1.0 BASIC STANDARDS

General Preparation Standards

1.1

For all letter-size mailings, for sacked mailing jobs of nonletter-size mail that do not contain an automation rate mailing or a carrier route mailing, and for all palletized mailing jobs the following standards must be met for the Presorted rate mailing:

- a. All pieces in each Presorted rate Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [2.0](#) and prepared in trays under [3.0](#). Trays prepared under this section may subsequently be palletized under [M041](#) and [M045](#).
- c. Nonletter-size pieces must be bundled under [2.0](#). Bundles placed on pallets must meet additional bundling criteria under [M045](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized under one of the following:
 - (1) Sacked under [4.0](#), except that a Presorted rate mailing that is part of a mailing job that also contains an automation flats mailing must be sacked under [M910](#) or [M920](#) as described in [1.2](#).
 - (2) Palletized under [M041](#) and [M045](#), [M920](#), [M930](#), or [M940](#).
- e. Sacks prepared under [4.0](#) may subsequently be prepared on pallets under [M041](#) and [M045](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

Additional Standards for Nonletter Sacked Mailing Jobs Containing More Than One Mailing

1.2

The following standards apply:

- a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route mailing, an automation rate mailing, and a presorted rate mailing must be prepared under one of the options listed below. Presorted rate pieces may be cobundled with automation rate pieces under the standards in [M950](#).
 - (1) The carrier route mailing must be prepared under [E230](#) and [M220](#), and the automation rate and Presorted rate mailing must be prepared under [M910](#).
 - (2) All three mailings in the mailing job must be prepared under [M920](#).
- b. Mailings prepared in sacks that are part of a mailing job that includes an automation rate mailing under [E240](#) and a Presorted rate mailing under [E220](#) must be prepared under the cosacking standards in [M910](#). Presorted rate pieces may be cobundled with automation rate pieces under the standards in [M950](#).

- c. Sacked mailing jobs that contain only a carrier route mailing and a Presorted rate mailing may be separately sacked under [M210](#) and [M220](#), or may be prepared using the merged sacking option under [M920](#).
- d. Sacked mailing jobs that contain only a carrier route mailing and an automation rate mailing may be separately sacked under [M220](#) and [M820](#), or may be prepared using the merged sacking option under [M920](#).

Documentation

1.3

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

Firm Bundles

1.4

A firm bundle is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one piece. A firm bundle sorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces bundled to the same destination to satisfy a six-piece bundle requirement when applicable, regardless of the number of copies in the firm bundle.

Low-Volume Bundles and Sacks

1.5

[9-2-04] As a general exception to [2.0](#) and [4.0](#), nonletter-size Periodicals may be prepared in low-volume 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in 5-digit, 3-digit, and SCF sacks. Low-volume bundles also may be placed on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets.

Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail

1.6

Under the optional preparation in [M920](#), Presorted rate firm and 5-digit bundles prepared under [1.0](#) and [2.0](#) are cosacked with firm and carrier route bundles prepared under [M220](#) and with automation rate 5-digit bundles prepared under [M820](#) in merged 5-digit sacks and in merged 5-digit scheme sacks. Under the optional preparation in [M920](#), [M930](#), or [M940](#), Presorted rate firm and 5-digit bundles prepared under [1.0](#) and [2.0](#) are copalletized with firm and carrier route bundles prepared under [M220](#) and with automation rate 5-digit bundles prepared under [M820](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. See [1.2a](#) for information on when preparation under [M920](#) may be required. Presorted rate pieces may be cobundled with automation rate pieces under [M950](#).

2.0

[10-30-03] BUNDLE PREPARATION

Bundling is required before trayng or sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum bundle size. Smaller volumes are not permitted except mixed ADC bundles and 5-digit and 3-digit bundles prepared under [1.5](#). Bundling is also subject to [M020](#). Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit (required); six-piece minimum; red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays.
- c. 3-digit (required); six-piece minimum; green Label 3 or OEL.
- d. ADC (required); six-piece minimum; pink Label A or OEL.



e. Mixed ADC (required); no minimum; tan Label X or OEL.

3.0 [10-30-03] TRAY PREPARATION—LETTER-SIZE PIECES

Preparation sequence, tray size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum.
 - (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
 - (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS 5D NON BC."
- b. *3-digit*: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece bundle minimum.
 - (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS 3D NON BC."
- c. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
 - (1) Line 1: use [L004](#).
 - (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS ADC NON BC."
- d. *Mixed ADC*: required (no minimum).
 - (1) Line 1: use "MXD" followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in [L004](#).
 - (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS NON BC WKG."

4.0 [10-6-04] [10-30-03] SACK PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS

For mailing jobs that also contain an automation rate mailing, see [1.2](#) and [M910](#) or [M920](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum except under [1.5](#).
 - (1) Line 1: use city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
 - (2) Line 2: "PER" or NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "NON BC" for flats.
- b. *3-digit*: required at 24 pieces, optional with one six-piece bundle minimum except under [1.5](#).
 - (1) Line 1: use [L002](#), Column A.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "3D"; followed by "NON BC" for flats.
- c. *SCF*: required at 24 pieces, optional with one six-piece bundle minimum except under [1.5](#).
 - (1) Line 1: use [L002](#), Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "NON BC" for flats.



- d. *Origin/entry SCF*: required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use [L002](#), Column C.
 - (1) Line 1: use [L002](#), Column C.
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "NON BC" for flats.

- e. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
 - (1) Line 1: use [L004](#).
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "NON BC" for flats.

- f. *Mixed ADC*: required (no minimum).
 - (1) Line 1: use "MXD" followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in [L004](#).
 - (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "NON BC WKG" for flats or "WKG" for irregular parcels.