



M200 Periodicals (Nonautomation)

## M220 Carrier Route Periodicals

**Summary** M220 describes the basic standards for Periodicals carrier route 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 Presorted rate mailings see [E220](#) and [M210](#).

### 1.0 BASIC INFORMATION

#### General Preparation Standards

##### 1.1

The following standards must be met for carrier route mailings:

- a. All pieces in each carrier route 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 standards under [M045](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized under one of the following:
  - (1) Sacked under [4.0](#) or, if eligible, under [M920](#); or
  - (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.
- g. Pieces with a simplified address must meet the corresponding preparation standards in [A020](#) and the eligibility standards in [E215](#).

#### Documentation

##### 1.2

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. Documentation of sequencing and of density standards under [M050](#) must be submitted with each mailing.

#### Sequencing Standards

##### 1.3

Preparation for carrier route rates is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the rate claimed (see [M050](#)). Mailpieces prepared with a simplified address must meet the additional standards in [A020](#).

#### 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 2.4 and 4.0, nonletter-size Periodicals may be prepared in low-volume carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sacks. Low-volume carrier route bundles also may be placed on merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit metro, 3-digit, and SCF pallets.

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

1.6

For sacked mailing jobs that contain an automation rate, a Presorted rate, and a carrier route rate mailing, mailers must prepare the automation and Presorted rate mailings under M910 (see M210.1.2a) and the carrier route mailing under M220, unless they elect to prepare the mailings under M920. Under the optional preparation in M920, firm and carrier route bundles prepared under 1.0 and 2.4 are cosacked with Presorted rate 5-digit bundles prepared under M210 and with automation rate 5-digit bundles prepared under M820 in merged 5-digit sacks and merged 5-digit scheme sacks. Under the optional preparation in M920, M930, or M940, firm and carrier route bundles prepared under 1.0 and 2.4 are copalletized with Presorted rate 5-digit bundles prepared under M210 and with automation rate 5-digit bundles prepared under M820 on merged 5-digit pallets and on merged 5-digit scheme pallets. Presorted rate pieces may be cobundled with automation rate pieces under M950.

**2.0 BUNDLE PREPARATION**

**General**

2.1

Bundle preparation is subject to M020 and the specific standards below.

**Optional Higher  
Bundle Minimums**

2.2

A mailer may choose to prepare carrier route bundles at a higher level of route saturation (for example, only if there are at least 15 pieces per route). Under this option, smaller groups of six or more pieces per carrier route not prepared in carrier route bundles for carrier route rates must be prepared for and paid at another applicable rate.

**Walk-Sequence  
Identification**

2.3

In addition to the bundle label showing carrier route type and number under 2.4, each bundle of Periodicals walk-sequence mail must show that the mail is walk sequenced and the level of sequencing. A facing slip with the phrase "HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL" or "SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL" (as applicable) may be placed on the top of each bundle of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the bundle, or a slip of paper affixed to the top of the bundle. If bundles are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle to provide the equivalent information.

**Bundling and  
Labeling**

2.4

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

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. Carrier route (optional, but required for rate eligibility); six-piece minimum (fewer pieces permitted under 1.5); labeling required (facing slip, OEL, or carrier route information line) except for bundles placed in a carrier route tray or sack.

**3.0 [10-30-03] PREPARATION—LETTER-SIZE PIECES****Basic Preparation [10-30-03]** Preparation sequence, tray size, and labeling:

3.1

- a. *Carrier route*: required at 24 pieces, optional with one six-piece bundle.
  - (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;” followed by “WSS” for saturation rate mail, or “WSH” for high density rate mail, or “CR” for basic rate mail; followed by the route type and number.
- b. *5-digit carrier routes*: required if full tray, optional with one six-piece bundle.
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*: optional with one six-piece bundle for each of two or more 5-digit areas.
  - (1) Line 1: use the city, state, and ZIP shown in [L002](#), Column A that corresponds to the 3-digit ZIP Code prefix of bundles.
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”

**Tray Line 2 for Simplified Address**

3.2

For trays that contain letter-size pieces with a simplified address prepared under [A020](#), use “MAN” on Line 2 in place of “BC.”

**4.0 [10-14-04] [10-30-03] PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS****Sacking and Labeling**

4.1

Preparation sequence, sack size, and labeling:

- a. *Carrier route*: required at 24 pieces, fewer pieces not permitted.
  - (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 “WSS” for saturation rate mail, or “WSH” for high density rate mail, or “CR” for basic rate mail; followed by the route type and number.
- b. *5-digit scheme carrier routes*: required (no minimum).
  - (1) Line 1: use [L001](#), Column B.
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”
- c. *5-digit carrier routes*: required (no minimum).
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”

**Exception to Sacking**

4.2

Sacking is not required for bundles that are prepared for and entered at a DDU. Firm bundles must be clearly labeled using optional endorsement lines under [M013](#), or facing slips or barcoded presort labels under [M020](#). Carrier route bundles must be clearly labeled using optional endorsement lines under [M013](#) or facing slips under [M020](#). Bedloaded bundles may weigh up to 40 pounds each.

