



M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

Summary M610 describes the basic standards for presorted nonautomation Standard Mail. The section describes preparation of letter-size pieces. It also describes tray and sack preparation for letter-size, flat-size, machinable, and irregular parcels.

1.0 BASIC STANDARDS

All Mailings All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in 2.0 through 6.0 and to these general standards (automation rate mailings must be prepared under M810 or M820):

1.1

- a. All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E620. Nonprofit Standard Mail must meet the additional eligibility standards in E670.
- b. All pieces in each mailing must be in the same processing category as defined in C050, unless excepted by standard.
- c. All pieces must meet the applicable general preparation standards in M010, M020, and M030 and the following:
 - (1) Subject to the marking standards in M012, regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular and Nonprofit Standard Mail pieces must not be marked "ECRLOT," "ECRWSH," "ECRWSS," "AUTO," "AUTOOCR," or "Single-Piece" (or "SNGLP").
 - (2) Unless excepted by standard, letter-size pieces must be prepared in letter trays and flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under M033.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in M610 or the palletization standards in M045. Flat-size pieces may be prepared under M900.
- e. Sortation determines rate eligibility as specified in E620.

Cotraying and Cobundling Flats With Automation Rate Mail

1.2

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.
- b. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the cosacking standards in M910.
- c. If the mailing job contains a carrier route mailing and a Presorted rate mailing, then it must be separately sacked under M610 and M620 or prepared using the merged sacking option in M920.



- d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under [M620](#) and [M820](#) or prepared using the merged sacking option in [M920](#).
- e. Presorted rate pieces may be cobundled with automation rate pieces under the standards in [M950](#).

Documentation 1.3 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 if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

Machinable Pieces 1.4 Machinable cards and letters must use the preparation sequence and tray labeling in [2.0](#).

Nonmachinable Pieces 1.5 Nonmachinable cards and letters must use the preparation sequence and tray labeling in [3.0](#).

Manual Only Option 1.6 Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the bundling and tray preparation sequence for nonmachinable pieces in [3.0](#). The manual only option is not available for flats.

Merged Containerization of Carrier Route, Automation, and Presorted Flats 1.7 Under the optional preparation in [M920](#), Presorted rate 5-digit bundles prepared under [4.0](#) are cosacked with carrier route rate bundles prepared under [M620](#) and with automation rate 5-digit bundles prepared under [M820](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [M920](#), [M930](#), or [M940](#), Presorted rate 5-digit bundles are copalletized with carrier route rate bundles prepared under [M620](#) and with automation rate 5-digit bundles prepared under [M820](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [1.2a](#) for information on when preparation under [M920](#) may be required.

2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

Bundling 2.1 Machinable pieces are not bundled, except for (see [M020](#)):

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

Traying and Labeling 2.2 **[10-30-03]** Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. 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: "STD LTR 5D MACH."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MACH."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MACH."



- d. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
 - (1) Line 1: [L801](#).
 - (2) Line 2: "STD LTR AADC MACH."
- e. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
 - (1) Line 1: [L803](#). If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [M045.3.2](#), [L802](#).
 - (2) Line 2: "STD 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] Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. 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: "STD LTR 5D MANUAL."
- b. 3-digit (required); no minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin) and no minimum (for entry); labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD LTR 3D MANUAL."
- d. ADC (required); full trays (no overflow); labeling:
 - (1) Line 1: [L004](#).
 - (2) Line 2: "STD LTR ADC MANUAL."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [M045.3.2](#), [L802](#).
 - (2) Line 2: "STD LTR MANUAL WKG."

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

4.1

Except as provided in 4.3, bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in 4.2. Smaller volumes are not permitted except for mixed ADC bundles.

Bundling and Labeling

4.2

[8-1-04] Preparation sequence, bundle size, and labeling:

a. 5-digit (required):

- (1) For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or optional endorsement line (OEL).
- (2) For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or 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.

Loose Packing

4.3

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the post office of mailing.

Required Sacking

4.4

Except as provided in 4.5, a sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, mailers must apply these methods:

- (1) Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
- (2) Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must apply either one of these methods:

- (1) The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
- (2) The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

Drop Shipment

4.5

A mailer using Priority Mail or Express Mail to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

Sacking and Labeling

4.6

Preparation sequence, sack size, and labeling:

a. 5-digit (required); 125-piece or 15-pound minimum; labeling:

- (1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).
- (2) Line 2: "STD FLTS 5D NON BC."



- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD FLTS 3D NON BC."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin or entry); labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
 - (1) Line 1: [L004](#).
 - (2) Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L004](#); if placed on an ASF or BMC pallet under option in [M045.3.2](#), use [L802](#).
 - (2) Line 2: "STD FLTS NON BC WKG."

5.0 [10-30-03] PREPARATION—IRREGULAR PARCELS

Required Bundling

5.1

Except as provided in [5.3](#) and [5.5](#), bundling is required before sacking. A bundle must be prepared when the quantity of addressed irregular parcels for a required presort level reaches the required minimum bundle size. Smaller volumes are not permitted except for mixed ADC bundles and bundles prepared under [5.4](#).

Bundling and Labeling

5.2

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.

Bundling Exceptions

5.3

Bundling is not required for irregular parcels under any of these conditions:

- a. 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 a 3-digit bundle).
- b. The parcels are so large that 10 or fewer fill a sack.
- c. The parcels are in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.

Commingling Irregular Parcel Mailings

5.4

Business Mailer Support (BMS) (see [G043](#) for address) may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort if the payment of proper postage can be documented. BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit presort destination bundles if doing so results in a finer preparation of at least 50% of the mail.

Loose Packing

5.5

District managers may authorize loose packing of unbundled irregular parcels to fill Number 3 sacks if no parcels in a sack would be more finely sorted if bundled. Parcels must be faced and packed to remain oriented in transit. The total weight of sacks containing such parcels may not exceed 70 pounds. Requests for loose packing must be made in advance through the post office of mailing.

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Required Sacking
5.6 Except as provided in 5.7, a sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
 - (1) Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
 - (2) Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
 - (1) The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
 - (2) The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.
- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

Drop Shipment
5.7 A mailer using Priority Mail or Express Mail to drop ship Standard Mail irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

Sacking and Labeling
5.8 Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional), as applicable:
 - (1) Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, [L606](#); for Line 2, “STD IRREG 5D SCHEME” or “STD IRREG 5D SCH.”
 - (2) Commingled machinable and irregular parcels: no minimum; labeling for Line 1, [L606](#); for Line 2, “STD MACH-IRREG 5D SCH.”
- b. 5-digit (required), as applicable:
 - (1) Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail); for Line 2, “STD IRREG 5D.”
 - (2) Commingled machinable and irregular parcels: 10-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail); for Line 2, “STD MACH-IRREG 5D.”
- c. 3-digit (required); 125-piece or 15-pound minimum; labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: “STD IRREG 3D.”
- d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin or entry); labeling:
 - (1) Line 1: [L002](#), Column A.
 - (2) Line 2: “STD IRREG 3D.”
- e. ADC (required); 125-piece or 15-pound minimum; labeling:
 - (1) Line 1: [L603](#).
 - (2) Line 2: “STD IRREG ADC.”
- f. Mixed ADC (required); no minimum; labeling:
 - (1) Line 1: “MXD” followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L604](#).
 - (2) Line 2: “STD IRREG WKG.”



6.0 PREPARATION—MACHINABLE PARCELS

5-Digit Sacks

6.1 5-digit scheme (optional) and 5-digit sacks containing both machinable and irregular parcels must be prepared under [5.0](#). Any 5-digit scheme (optional) and all possible 5-digit sacks must be prepared in a mailing including pieces claimed at the 3/5 rate. If any 5-digit scheme (optional) and all possible 5-digit sacks are not prepared when there are 10 pounds or more of mail for that destination, the 3/5 rate may not be claimed for any part of the mailing. If the scheme sort is used, it need not be done for all 5-digit scheme destinations.

| Sacking and Labeling

6.2

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

- a. 5-digit scheme (optional); 10-pound minimum except under [6.1](#); labeling:
 - (1) Line 1: [L606](#).
 - (2) Line 2: “STD MACH 5D SCHEME” or “STD MACH 5D SCH.”
- b. 5-digit (optional); 10-pound minimum except under [6.1](#); labeling:
 - (1) Line 1: city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by correct prefix under [M031](#).
 - (2) Line 2: “STD MACH 5D.”
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
 - (1) Line 1: [L602](#). DBMC rate eligibility determined by [Exhibit E650.5.1](#).
 - (2) Line 2: “STD MACH ASF.”
- d. BMC (required); 10-pound minimum; labeling:
 - (1) Line 1: [L601](#). DBMC rate eligibility determined by [Exhibit E650.5.1](#).
 - (2) Line 2: “STD MACH BMC.”
- e. Mixed BMC (required); no minimum; labeling:
 - (1) Line 1: “MXD” followed by Column B information in [L601](#) for BMC serving 3-digit ZIP Code prefix of entry post office.
 - (2) Line 2: “STD MACH WKG.”

