365 Mail Preparation

Overview

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1.0 General Information for Mail Preparation

1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted Bound Printed Matter.

1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

a. *Carrier route:* all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

b. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in L007.

d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

e. *5-digit scheme (pallets) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

f. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

g. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L008.

h. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), *except that,* where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

i. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).

j. *ASF/NDC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

k. *Mixed [NDC, ADC, etc.]:* the pieces are for delivery in the service area of more than one NDC, ADC, etc.

1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full* sack is defined in the standards for the class and price claimed.

c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles may be labeled using an optional endorsement line (OEL) under 708.7.0 or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using L007 column B.

d. A *5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.

e. A *5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets* yields 5-digit scheme pallets containing Presorted price 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing Presorted price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

f. A *3-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 708.7.0 or with a green “3 SCH” bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using L008 column B.

g. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

h. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., "entry NDC") that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.

j. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.

k. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter "logical" 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

l. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces not qualifying for the barcode discount. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under 705.2.0.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid

obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated ≥ 52% when tested using ASTM D1746 - 09, *Standard Test Method for Transparency of Plastic Sheeting*, methods meet readability needs. This standard does not apply to the following:

a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.

b. Bundles placed in carrier route and 5-digit carrier routes sacks.

c. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle ("Facing")

Except as noted in 2.4, *Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")*, all pieces in a bundle must be "faced" (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.

b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.

c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.

d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.

e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.
Mailers must meet the following standards when preparing and securing bundles:

a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:

1. Do not place any bands closer than 1 inch from any bundle edge.

2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
3. Do not use wire or metal banding.
4. Do not use any loose banding.

b. When using only banding to secure bundles, apply banding under the following additional requirements:

1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

a. If placed on pallets, the specific weight limits in 705.8.0.

b. If placed in sacks, the specific weight limits in 5.0, *Preparing Presorted Flats*, and 6.0, *Preparing Carrier Route Flats*.

c. If bundles are prepared for entry as unsacked bundles under 366.6.2 or 366.6.3, the weight limits and other standards in 2.7.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all of the following conditions are met:

a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:

1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four (34 ÷ 10 = 3.4 = 4 bundles).
2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four (36 ÷ 10 = 3.6 = 4 bundles), which may be in four 9-pound bundles.

b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in 5.2.1. Only presorted flats that weigh more than 1 pound are eligible for the DDU price.

c. Mailers must prepare bundles to comply with standards in 2.1 through 2.6 and 2.9 through 2.12.

d. Mailers must enter bundles at DDUs according to standards in 366.6.0.

2.8 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter must meet the applicable minimum and maximum bundle size standards in 705.8.0, *Preparing Pallets*, 5.0, *Preparing Presorted Flats*, or 7.0, *Preparing Barcoded Flats*. The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles prepared in sacks, each physical bundle of Bound Printed Matter must contain at least two pieces. For carrier route price Bound Printed Matter prepared in sacks, the last physical bundle to an individual carrier route may consist of a single addressed piece, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical bundle) meets the carrier route price eligibility minimum in 363. Bundles prepared on pallets must meet the additional bundling requirements under 705.8.0, *Preparing Pallets*, and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.9 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in 705.8.0 if placed on pallets and, for Bound Printed Matter in sacks, specific weight limits in 5.0, *Preparing Presorted Flats*, and 6.0, *Preparing Carrier Route Flats*.

2.10 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

a. Five-digit scheme presort level, red Label 5 SCH.

b. Five-digit presort level, red Label 5.

c. Three-digit scheme presort level, green Label 3 SCH.

d. Three-digit presort level, green Label 3.

e. ADC presort level, pink Label A.

f. Mixed ADC presort level, tan Label X.

2.11 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under 2.12, optional endorsement lines under 708.7.0, or carrier route information lines under 708.6.0. These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.12 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.

b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., "BPM FLTS CR R 012").

c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Sacks

3.1 Preparation

All sack preparation is subject to these standards:

a. Each sack must bear the correct sack label.

b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.

b. Use 2-inch labels for sacks with 2-inch label holder pockets.

c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.

d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

e. Container labels for automation price mailings are subject to 4.9 and 708.6.0.

f. Intelligent Mail tray labels, used on sacks, are subject to the standards in 708.6.5, *Intelligent Mail Tray Labels*, and to the specifications posted at http://ribbs.usps.gov.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

a. Color: white or manila.

b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).

c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

d. Height (perpendicular to printing):

1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.

2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Additional Standards for Barcoded Sack Labels

In addition to 4.2, barcoded sack labels must meet the standards in 4.9 and 708.6.3 (for 2-inch labels) or 708.6.4 (for 1-inch labels).

4.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).

c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.

b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD

CONTENT TYPE	CODE
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.6 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).

b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

d. It may appear below Line 3.

e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

4.9 Basic Standards for Barcoded Sack Labels

Mailers must use barcoded sack labels for barcoded flat-size mailings. Barcoded labels must meet these general standards:

a. Mailers must use the appropriate size label as described in 4.2.

b. Mailer-produced barcoded labels must meet the standards in 708.6.0.

c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.

d. Mailers must insert a barcoded label completely into the label holder on the sack to prevent its loss during transport and processing.

e. Intelligent Mail tray labels (see 708.6.0) must be used on sacks for mailings entered under the full-service Intelligent Mail automation option.

5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in 5.2, *Bundling*, and 5.3, *Sacking*, and to these general standards:

a. Each mailing must meet the applicable standards in 302.3.0, *Placement and Content of Mail Markings*, 363, *Prices and Eligibility*, 365, *Mail Preparation*, and 366, *Enter and Deposit*.

b. All pieces must be sorted to the finest extent possible under 5.2, *Bundling*, and 5.3, *Sacking*, or palletized under 705.8.0.

c. Subject to 302.3.3, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.2 Bundling

5.2.1 Required Bundling

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles or bundles prepared under 2.8 may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in 301.3.0, pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Preparation sequence and labeling:

a. 5-digit scheme (required); red Label 5 SCH or OEL. See definition in 1.5e.

b. 5-digit (required); red Label 5 or OEL. See definition in 1.5e.

c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in 1.5f.

d. 3-digit (required); green Label 3 or OEL. See definition 1.5f.

e. ADC (required); pink Label A or OEL.

f. Mixed ADC (required); tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under 2.7 or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

5.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure Mailing System*, 705.4.0, *Alternate Mailing System*, or 5.3.3, *Commingling Zones*.

5.3.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

a. Under 705.2.0, *Manifest Mailing System*, or 705.4.0, *Alternate Mailing System*; or

b. Under all these conditions:

   1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

   2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply:

a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under 363, and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under 6.0, and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

5.3.5 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); see 1.4e; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; minimum 20 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.5 for overseas military mail).
   2. Line 2: For 5-digit scheme sacks, “PSVC FLT 5D SCH NBC.” For 5-digit sacks, “PSVC FLTS 5D NON BC.”

b. 3-digit (required); labeling:

   1. Line 1: L002, Column A.
   2. Line 2: “PSVC FLTS 3D NON BC.”

c. SCF (optional); labeling:

   1. Line 1: L005, Column B.
   2. Line 2: “PSVC FLTS SCF NON BC.”

d. ADC (required); labeling:

   1. Line 1: L004, Column B.
   2. Line 2: “PSVC FLTS ADC NON BC.”

e. Mixed ADC (required); labeling:

   1. Line 1: Use L009, Column B.
   2. Line 2: “PSVC FLTS NON BC WKG.”

6.0 Preparing Carrier Route Flats

6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 and 6.3 and to these general standards:

a. Each mailing must meet the applicable standards in 363, *Prices and Eligibility*, 365, *Mail Preparation*, 366, *Enter and Deposit*. The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. 364 for Bound Printed Matter Flats.

b. All pieces must be sorted to the finest extent possible under 6.2 and 6.3, *Sacking*, or palletized under 705.8.0.

c. Subject to 302.3.3, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (708.7.0) or an optional endorsement line (708.6.0). Bundling also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

6.3 Sacking

6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under 2.7 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

6.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure Mailing System*, 705.4.0, *Alternate Mailing System*, or 6.3.3, *Commingling Zones*.

6.3.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

a. Under 705.2.0, *Manifest Mailing System*, or 705.4.0, *Alternate Mailing System*.

b. Under all these conditions:

1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU prices.

6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).

b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see 4.4 for overseas military mail).

6.3.6 Sack Label Line 2

Line 2 information:

a. Carrier route: “PSVC FLTS CR,” followed by the route type and number.

b. 5-digit scheme carrier routes: “PSVC FLTS CR-RTS SCH.“

c. 5-digit carrier routes: “PSVC FLTS CR-RTS.”

6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU prices; such bundles may be bedloaded and may weigh up to 40 pounds each.

7.0 Preparing Barcoded Flats

7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the barcode discount must be prepared under 7.0 and the eligibility standards for the price claimed. Bundle and sack preparation are subject to 365. Sacks must bear the appropriate barcoded container labels under 4.9.

7.2 Mailings

All pieces in a mailing must meet the standards in 7.0 and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

7.3 Bundling

7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

a. Meet both the size dimensions and the turning ability and deflection standards under 301.3.2, *Additional Criteria for Automation Flats*.

b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

a. 5-digit scheme: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 SCH or OEL.

b. 5-digit: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 or OEL.

c. 3-digit scheme (required); see definition in 1.5f; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.

d. 3-digit (required); see definition in 1.5f; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 or OEL.

e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.

f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

7.3.3 Scheme Bundle Preparation

See 1.5c and 1.5f for additional standards for pieces prepared in scheme bundles.

7.4 Sacking

7.4.1 Sack Preparation and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (see 1.5e) (required), minimum 20 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.2 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSVC FLTS 5D SCH BC.” For 5-digit sacks, “PSVC FLTS 5D BC.”

b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an “N” in L002, when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “PSVC FLTS 3D BC.”

c. SCF (optional); minimum 20 addressed pieces; labeling:

   1. Line 1: L005, Column B.

   2. Line 2: “PSVC FLTS SCF BC.”

d. ADC (required); minimum 20 addressed pieces; labeling:

1. Line 1: L004, Column B.
2. Line 2: “PSVC FLTS ADC BC.”

e. Mixed ADC (required); no minimum; labeling:

1. Line 1: L009, Column B.
2. Line 2: “PSVC FLTS BC WKG.”

7.5 Mixed Price Preparation

7.5.1 Cobundling and Cosacking Mixed Mail

The following standards apply to Bound Printed Matter:

a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under 363.6.1, and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under 6.0, and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

c. If the mailing job contains only a carrier route mailing and a Presorted mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in 6.0 and 7.0.

7.5.2 Merged Containerization

When the conditions and preparation standards in 705.10.0, 705.12.0, or 705.13.0 are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) and carrier route mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcode discount pieces may be cobundled with presorted pieces under 705.11.0