465 Mail Preparation

Overview

1.0 General Information for Mail Preparation
2.0 Bundles
3.0 Sacks
4.0 Sack Labels
5.0 Preparing Presorted Parcels
6.0 Preparing Carrier Route Parcels
7.0 Standards for Barcode Discounts

1.0 General Information for Mail Preparation

1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted price 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, except for certain parcel prices, 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 (pallets and sacks) for Bound Printer Matter parcels:* the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in L006.

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

e. *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.

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

g. *ASF/BMC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see L601, L602, or L605).

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

1.5 Preparation Definitions and Instructions

[8-14-08] 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 Bound Printed Matter parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets 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. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.

d. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in L005, a separate tray/sack must be prepared for each.

e. 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.

f. 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.

g. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., "entry BMC") 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 BMC* includes subordinate ASFs unless otherwise specified.

h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.

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

j. 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.

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. The term *bundle* does not apply to unsecured groups of pieces.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. 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, 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 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 Bundle Sizes

Mailers must prepare unsacked, nonpalletized bundles of Presorted irregular parcels for DDU entry according to 2.8 and 5.2 for parcels weighing less than 10 pounds and 5.3 for parcels weighing 10 pounds or more. Mailers must prepare unsacked, nonpalletized bundles of carrier route irregular parcels for DDU entry according to 2.7 and 6.2 for parcels weighing less than 10 pounds and 6.3 for parcels weighing 10 pounds or more.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of irregular parcels 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 6.2.1.

c. Mailers must prepare bundles to comply with other applicable standards in 2.0.

d. Mailers must enter bundles at DDUs according to standards in 466.6.0.

2.8 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 Parcels*, and 6.0, *Preparing Carrier Route Parcels*.

2.9 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 presort level, red Label 5.

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

c. ADC presort level, pink Label A.

d. Mixed ADC presort level, tan Label X.

2.10 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 705.8.0, *Preparing Pallets*, 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.

2.11 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 IRR P 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.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

a. Color: white or manila.

b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.

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 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.

4.4 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
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3 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.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

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.

5.0 Preparing Presorted Parcels

5.1 Basic Standards

5.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to these general standards:

a. Each mailing must meet the applicable eligibility standards in 402.2.0, *Placement and Content of Markings*, 463, *Prices and Eligibility*, 465, *Mail Preparation*, and 466, *Enter and Deposit*,

b. All pieces in a mailing must be within the same processing category as described in 401.1.1. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0.

c. All pieces must be sorted to the finest extent possible under 5.2, *Preparing Irregular Parcels Weighing Less Than 10 Pounds*, and 5.3, *Preparing Irregular Parcels Weighing 10 Pounds or More*, or palletized under 705.8.0.

d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.1.2 Separation

[9-11-08] 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 5.1.3, *Commingling Zones*.

5.1.3 Commingling Zones

[9-11-08] 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 BMS manager. The mail must be prepared and documented:

a. 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).

b. 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.

5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

5.2.1 Required Bundling

Bundling is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle size is met. Otherwise, a bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU prices may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). 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 either use 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 sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under 705.2.9.

5.2.2 Bundling and Labeling

Preparation sequence and labeling:

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

b. 3-digit (required); green Label 3 or OEL.

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

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

5.2.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds. Sacking also is subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more 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 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

5.2.4 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

   1. Line 1: For 5-digit scheme sacks, use L006, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).

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

b. 3-digit (required); labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “PSVC IRREG 3D.”

c. SCF (optional); labeling:

   1. Line 1: L005, Column B.

   2. Line 2: “PSVC IRREG SCF.”

d. ADC (required); labeling:

   1. Line 1: L004, Column B.

   2. Line 2: “PSVC IRREG ADC.”

e. Mixed ADC (required); labeling:

1. Line 1: L009, Column B. If placed on an ASF or BMC pallet under option in 705.8.10.3, use L010.
2. Line 2: "PSVC IRREG WKG."

5.3 Preparing Irregular Parcels Weighing 10 Pounds or More

5.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under 5.3.2, *Required Sacking*.

5.3.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds.

5.3.3 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).
2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."

b. 3-digit (required); labeling:

1. Line 1: L002, Column A.
2. Line 2: "PSVC IRREG 3D."

c. SCF (optional); labeling:

1. Line 1: L005, Column B.
2. Line 2: "PSVC IRREG SCF."

d. ADC (required); labeling:

1. Line 1: L004, Column B.
2. Line 2: "PSVC IRREG ADC."

e. Mixed ADC (required); labeling:

1. Line 1: L009, Column B. If placed on an ASF or BMC pallet under option in 705.8.10.3, use L010.
2. Line 2: "PSVC IRREG WKG."

5.4 Preparing Machinable Parcels Not Claiming DBMC Prices

5.4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more 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 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

5.4.2 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).

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

b. BMC (required); labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “PSVC MACH BMC.”

c. Mixed BMC (required); labeling:

   1. Line 1: “MXD” followed by the L601, Column B, information for the BMC serving the 3-digit ZIP Code prefix of entry Post Office.

   2. Line 2: “PSVC MACH WKG.”

5.5 Preparing Machinable Parcels Claiming DBMC Prices

5.5.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10

addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See 466.4.0 for DBMC price eligibility. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use 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 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

5.5.2 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

   1. Line 1: For 5-digit scheme sacks, use L006, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).

   2. Line 2: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”

b. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC price); labeling:

   1. Line 1: L602, Column B. DBMC price eligibility determined by 466.4.0, *Destination Bulk Mail Center (DBMC) Entry*, and Exhibit 466.4.4, *BMC/ASF—DBMC Price Eligibility*.

   2. Line 2: “PSVC MACH ASF.”

c. BMC (required); labeling:

   1. Line 1: L601, Column B. DBMC price eligibility determined by 466.4.0, *Destination Bulk Mail Center (DBMC) Entry*, and Exhibit 466.4.4, *BMC/ASF—DBMC Price Eligibility*.

   2. Line 2: “PSVC MACH BMC.”

d. Mixed BMC (required); labeling:

   1. Line 1: “MXD” followed by the L601, Column B information for the BMC serving the 3-digit ZIP Code prefix of entry Post Office.

   2. Line 2: “PSVC MACH WKG.”

6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

6.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 through 6.4 in *Preparing Carrier Route Parcels* and to these general standards:

a. Each mailing must meet the applicable eligibility standards in 463, mail preparation standards in 2.0, through 4.0, and deposit and entry standards in 466.

b. All pieces in a mailing must be within the same processing category as described in 401.1.0. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0.

c. All pieces must be sorted to the finest extent possible under 6.0, *Preparing Carrier Route Parcels*, or palletized under 705.8.0, *Preparing Pallets*.

d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

6.1.2 Separation

[9-11-08] 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 6.1.3, *Commingling Zones*.

6.1.3 Commingling Zones

[9-11-08] 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 BMS manager. The mail must be prepared and documented:

a. 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).

b. 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.

6.1.4 Residual Pieces

Residual pieces not sorted under 6.2 and 6.3 may be prepared as a Presorted Bound Printed Matter mailing under 5.0, *Preparing Presorted Parcels*, 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.

6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

6.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. 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 (708.6.0) or an optional endorsement line (708.7.0). Bundling also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use 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 20-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) 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.

6.2.2 Required Sacking

Mailers may prepare irregular parcels 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 10 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 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use 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 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that 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.

6.2.3 Sack Preparation

Sack preparation sequence and Line 1 labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).

b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.3).

6.2.4 Sack Label Line 2

Line 2 information:

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

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

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

6.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: “PSVC IRREG CR,” followed by the route type and number.

6.4 Preparing Machinable Parcels

6.4.1 Required Carrier Route Sacking

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more 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 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that 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.

6.4.2 Sack Label

Required preparation:

a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: “PSVC MACH CR,” followed by the route type and number.

7.0 Standards for Barcode Discounts

7.1 Standards for Barcoded Mail

The barcode discount applies only to BPM machinable parcels (see 401.1.5.1) that bear a correct, readable barcode under 708.5.0 for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more BPM parcels or part of a presorted price mailing of at least 300 BPM parcels prepared under 5.0 or 6.0, and 705.8.0, *Preparing Pallets*. The barcode discount is not available for parcels mailed at the carrier route prices; or under 466.4.2, *Acceptance at Designated SCF—Mailer Benefit;* or at the DSCF or DDU prices; or for DBMC price mailings entered at an ASF. An exception is that properly prepared machinable pieces of DBMC price mail entered at the Phoenix, AZ, ASF may claim the barcode discount because that facility uses barcode scanning equipment.