

465 Mail Preparation

Overview

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1.0 General Information for Mail Preparation

1.1 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 rate 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. [M011.1.1]

1.2 Definition of Mailings

A mailing is defined as a group of pieces within the same class of mail and, except for certain parcel rates, 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. [M011.1.4]

1.3 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. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.



- 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. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- g. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- h. *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](#)).
- i. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- j. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

1.4 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 rate 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 rate 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 rate 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 rate.
- 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 rate 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. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). 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 (i.e., sack, 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. [M011.1.3]



2.0 Bundles

2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in 2.0. [M011.1.3z]

2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.3, all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

2.3 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. [M020.1.2]

2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).

- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

2.5 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 [5.0, Preparation for Presorted Parcels](#), and [705.8.0, Preparation for Pallets](#). 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 rate 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 rate eligibility minimum in [463, Rates and Eligibility](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

2.6 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, Preparation for Presorted Parcels](#), and [6.0, Preparation for Carrier Route Parcels](#). [M020.2.3]

2.7 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. Bundle labels must not be obscured by banding or shrinkwrap. 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. [M020.1.3]

2.8 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

2.9 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, Preparation for 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. [M014.1.0]

2.10 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. [M020.3.0]

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. [M033.2.4]

4.0 Sack Labels

4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable.

[M031.1.1]

4.2 Physical Standards 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. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

4.3 Line 1 (Destination Line)

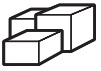
Line 1 (destination line) must meet these standards:

- 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. [M031.1.2]

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. [M031.1.3]



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- 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

[M031.5.0]

4.5 **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.

[M031.1.4]

4.6 **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 or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

4.7 **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. [M031.1.5]

4.8 Barcoded Sack Labels

4.8.1 Basic Standards for Barcoded Sack Labels

Barcoded labels are not required for Bound Printed Matter. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

4.8.2 Physical Standards for Barcoded Sack Labels

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

5.0 Preparation for 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](#), [Rates 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



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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, *Preparation for Irregular Parcels Weighing Less Than 10 Pounds*, and 5.3, *Preparation for 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”). [M722.1.1]

5.1.2 Separation

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 any of the following apply:

- a. Full (exact) postage is affixed to each piece in the mailing.
- b. The mailing is prepared under 705.2.0, *Manifest Mailing System (MMS)*, 705.4.0, *Alternate Mailing System (AMS)*, or 5.1.3, *Commingling Zones*. [M722.1.3]

5.1.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented as follows:

- 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. [M722.1.4]

5.2 Preparation for 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 rates 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 accompanying postage statement whether they applied the piece count, weight, or both. [M722.3.1]

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. [M722.3.2]

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 5-digit scheme and 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 rates. Such bundles may be bedloaded and may weigh up to 40 pounds. Smaller volumes are not permitted. 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 accompanying postage statement whether they applied the piece count or weight. [M722.3.3]

5.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
 - 1. Line 1: [L606](#), Column B.
 - 2. Line 2: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”
- b. 5-digit (required); labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: “PSVC IRREG 5D.”
- c. 3-digit (required); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: “PSVC IRREG 3D.”
- d. SCF (optional); labeling:
 - 1. Line 1: [L005](#), Column B.
 - 2. Line 2: “PSVC IRREG SCF.”
- e. ADC (required); labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: “PSVC IRREG ADC.”
- f. Mixed ADC (required); labeling:
 - 1. [\[03-17-05\]](#) [\[02-03-05\]](#) 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](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
 - 2. Line 2: “PSVC IRREG WKG.” [M722.3.4]

5.3 Preparation for 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](#). [M722.4.1]

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 rates. Such bundles may be bedloaded and may weigh up to 40 pounds. [M722.4.2]

5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
 1. Line 1: L606, Column B.
 2. Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit (required); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
 2. Line 2: "PSVC IRREG 5D."
- c. 3-digit (required); labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "PSVC IRREG 3D."
- d. SCF (optional); labeling:
 1. Line 1: L005, Column B.
 2. Line 2: "PSVC IRREG SCF."
- e. ADC (required); labeling:
 1. Line 1: L004, Column B.
 2. Line 2: "PSVC IRREG ADC."
- f. Mixed ADC (required); labeling:
 1. [03-17-05] [02-03-05] 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, Column B. If placed on an ASF or BMC pallet under option in 705.8.10.2, use L010.
 2. Line 2: "PSVC IRREG WKG." [M722.4.3]

5.4 Preparation for Machinable Parcels Not Claiming DBMC Rates

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:



465.5.4.2

- 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 accompanying postage statement whether they applied the piece count or weight. [M722.5.1]

5.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
 1. Line 1: L606, Column B.
 2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit (required); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
 2. Line 2: "PSVC MACH 5D."
- c. BMC (required); labeling:
 1. Line 1: L601, Column B.
 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." [M722.5.2]

5.5 Preparation for Machinable Parcels Claiming DBMC Rates

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 466.3.0 for DBMC rate eligibility. Sacking also is subject to these conditions:

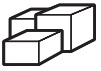
- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

- 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 accompanying postage statement whether they applied the piece count or weight. [M722.5.3]

5.5.2 DBMC Rates—Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
 - 1. Line 1: [L606](#), Column B.
 - 2. Line 2: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit (required); labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: “PSVC MACH 5D.”
- c. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC rate); labeling:
 - 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [466.3.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.3.3](#), [BMC/ASF—DBMC Rate Eligibility](#).
 - 2. Line 2: “PSVC MACH ASF.”
- d. BMC (required); labeling:
 - 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [466.3.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.3.3](#), [BMC/ASF—DBMC Rate Eligibility](#).
 - 2. Line 2: “PSVC MACH BMC.”
- e. 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.” [M722.5.4]



6.0 Preparation for 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 *Preparation for 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, *Preparation for Carrier Route Parcels*, or palletized under 705.8.0, *Preparation for Pallets*.
- d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”). [M723.1.1]

6.1.2 Separation

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 for verification if any of the following apply:

- a. Full postage is affixed to each piece in the mailing.
- b. The mailing is prepared under 6.1.3, *Commingling Zones*. [M723.1.3]

6.1.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the manager, Business Mailer Support, USPS Headquarters. The mail must be prepared and documented as follows:

- 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. [M723.1.4]

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, *Preparation for 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 rate 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. [M723.1.5]

6.2 Preparation for 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. [M723.3.1]

6.2.2 Required Sacking

A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining bundles must be placed in 5-digit scheme or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:



465.6.2.3

- 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. [M723.3.2]

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). [M723.3.3]

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." [M723.3.4]

6.2.5 Exception to Sacking

Sacking is not required for bundles when prepared for and entered at DDU rates; such bundles may be bedloaded and may weigh up to 40 pounds. [M723.3.5]

6.3 Preparation for Irregular Parcels Weighing 10 Pounds or More

Irregular parcels must be prepared 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. [M723.4.0]

6.4 Preparation for 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. [M723.5.1]

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. [M723.5.2]

7.0 Standards for Barcoded Discounts

7.1 Standards for Barcoded Mail

Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see [401.1.5.1](#)) that bear a correct, readable barcode under [465.5.0](#) for the ZIP Code of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more BPM parcels or part of a presort rate mailing of at least 300 BPM parcels prepared under [5.0, Preparation for Presorted Parcels](#), or [6.0, Preparation for Carrier Route Parcels](#), and [705.8.0, Preparation for Pallets](#). The barcoded discount is not available for parcels mailed at Presorted DDU or DSCF rates, or for Presorted DBMC rate mailings entered at an ASF other than the Phoenix, AZ, ASF. Carrier route rate mail is not eligible for the barcoded discount. [E712.2.0d]

