

# Labeling Lists

## Technical Guide

### **L000: GENERAL USE**

#### **L001.TXT 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, Standard Mail, and Package Services flats and irregular parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit. When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

- a. Bundles on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
- b. bundles on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria of the AFSM 100 (301.3.3), including AFSM 100-compatible flats copalletized with other flats.
- c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

#### **L002A.TXT 3-Digit Destination – Presorted/Non-Automation Rate Letters**

3-Digit ZIP Code Prefix: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an X are unassigned. Those prefixes indicated by an N have been designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack is optional, and for which the preparation of the optional 3-digit pallet is prohibited.

Use this information for Line 1 on 3-digit container labels (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a U.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 001 (unique 3-digit cities only). Requests are supplied in lots of 300 (minimum) for each label on the list.

#### **L002B1.TXT 3-Digit/Scheme Destination - Automation Letters - (FCM)**

3-Digit Scheme Destinations: Use this information for Line 1 on 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels for destinations indicated by an S must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 002 (3-digit destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L002B2.TXT 3-Digit/Scheme Destination – Automation Letters (PER/STD)**

3-Digit Scheme Destinations: Use this information for Line 1 on 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels for destinations indicated by an S must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 002 (3-digit destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L002C.TXT SCF Destination**

SCF Destinations: Use this information for Line 1 on SCF container labels (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a D (3-digit groups are shown by SCF in L005). Destination SCF Standard Mail rates, destination SCF Package Services rates, or destination SCF rates and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L003A.TXT 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation (All First-Class Mail)**

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail.

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include "SCHEME" except as shown below.

**L003B.TXT 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation (All Periodicals and Standard Mail)**

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail.

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include "SCHEME" except as shown below.

**L004A.TXT    3-Digit ZIP Code Prefix Groups—ADC Sortation (All First-Class Mail – FCM)**

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L004B.TXT    3-Digit ZIP Code Prefix Groups—ADC Sortation (All Standard Mail and Package Services – except for Standard Mail Irregular Parcels)**

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 010 (Standard Mail and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L004C.TXT    3-Digit ZIP Code Prefix Groups—ADC Sortation (All Periodicals Mail)**

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number set number 009 (Periodicals). Requests are supplied in lots of 300 (minimum) for each label on the list.

**L005.TXT      3-Digit ZIP Code Prefix Groups—SCF Sortation**

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

**L006A.TXT      5-Digit Metro Scheme (Standard Mail Flats and Bound Printed Matter Flats)**

L006 is an optional 5-digit metro-area scheme pallet preparation for irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit bundles may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

**L006B.TXT      5-Digit Metro Scheme (Periodicals Flats)**

L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit bundles may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

**L007.TXT      5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

L007 describes the 5-digit scheme sortation list for automation rate (see 345.7.0 for Standard Mail, 365.7.0 for Bound Printed Matter, and 707.25.0 for Periodicals) and cobundled automation and Presorted rate (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the AFSSM 100 criteria under 301.3.3. The pieces within the scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 5-digit bundles.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 5-digit scheme bundles must include the appropriate OEL under 708.7.0, which must contain the 5-digit ZIP Code listed in Column B.

5-digit scheme sacks containing 5-digit scheme bundles must be labeled to the corresponding destination in Column B.

**L008.TXT      3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

L008 describes the 3-digit scheme sortation list for automation rate (see 345.7.0 for Standard Mail, 365.7.0 for Bound Printed Matter, and 707.25.0 for Periodicals) and cobundled automation and Presorted rate (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the AFSM 100 criteria under 301.3.3. Pieces within scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 3-digit bundles.

When the 3-digit scheme sort is used, mail for the 3-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 3-digit scheme bundles must include the appropriate OEL under 708.7.0, which must contain only the 3-digit ZIP Code listed in Column B. The city and state are provided as information only.

**L009A.TXT      Mixed ADCs (Irregular Parcels, Standard Mail and Package Services Flats, Standard Mail Irregular Parcels (of uniform thickness))**

Effective May 15, 2005, L009 must be used (mailers may use this list immediately) to label mixed ADC bundles and sacks of Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats.

Effective May 15, 2005, L009 also must be used to label mixed ADC bundles and sacks containing mixed ADC bundles and sacks containing Standard Mail irregular parcels of uniform thickness (under 445.5.4). Mail originating in the three-digit ZIP Code areas in Column A must be labeled by using the corresponding destination line in Column B.

**L009B.TXT      Mixed ADCs (Periodicals Flats)**

Effective May 15, 2005, L009 must be used (mailers may use this list immediately) to label mixed ADC bundles and sacks of Periodicals.

Effective May 15, 2005, L009 also must be used to label mixed ADC bundles and sacks containing Periodicals irregular parcels of uniform thickness (under 445.5.4). Mail originating in the three-digit ZIP Code areas in Column A must be labeled by using the corresponding destination line in Column B.

**L010.TXT      BMC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels**

L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters and mixed sacks of Package Services irregular parcels placed on an ASF or BMC pallet, or entered at an ASF or BMC (Column A).

This list also may be used for mixed ADC bundles and sacks of automation rate Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats when these mailings are entered at a BMC/ASF facility. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

**L011A.TXT Non-BMC/ASF Entry—Periodicals and Standard Mail Letters (Standard Mail only)**

L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Standard Mail letters.

This list also may be used for mixed ADC bundles and sacks of automation rate Standard Mail flats and barcoded Bound Printed Matter flats. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

**L011B.TXT Non-BMC/ASF Entry—Periodicals and Standard Mail Letters (Periodicals Mail only)**

L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Periodicals.

This list also may be used for mixed ADC bundles and sacks of automation rate Periodicals. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

**L200: PERIODICALS**

**L201A.TXT Periodicals Origin Split**

L201A is to be used in the preparation of bundles and sacks of Periodicals mail (including News).

For Periodicals, label bundles and sacks of mail originating in the 3-digit entry ZIP Code for delivery to 3-digit ZIP Code destinations using the corresponding city, state, and ZIP Code information. Use L009 for the preparation of mixed ADC bundles and sacks for any remaining pieces addressed to 3-digit ZIP Code destinations not listed.

**L201B.TXT First-Class Mail Mixed ADC/AADC**

L201B is to be used for mixed containers of First-Class Mail letters, flats, and parcels originating in the 3-digit entry ZIP Code™.

For First-Class Mail letters, flats, and parcels originating in the 3-digit entry ZIP Code, label trays and sacks to the corresponding destination.

## **L600: STANDARD MAIL AND PACKAGE SERVICES**

### **L601.TXT BMCs**

L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to BMC destinations.

Use this list for:

- a. Standard Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to BMC destinations.

Note to Mailers: For labeling mixed BMC sacks and pallets, mailers must add "MXD" before the Column B information of the BMC serving the 3-digit ZIP Code prefix of the post office at which the mail is entered.

### **L602.TXT ASFs**

L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail and Package Services mail that must be sorted to ASFs.

Use this list for:

- a. Standard Mail machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC under L601 if bedloaded and presented with machinable parcels.

- L603.TXT      ADCs—Irregular Standard Mail Parcels**
- L603 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail irregular parcels.
- L604.TXT      Originating ADCs—Standard Mail Irregular Parcels**
- L604 describes the service area by individual 3-digit ZIP Code prefix for mixed ADC Standard Mail irregular parcels.
- For Line 1 (destination line) for labels for containers of mixed ADC mail:
- (1) determine the ZIP Code of the origin office (i.e., the post office where the mail is to be entered and postage paid);
  - (2) find the first three digits of that ZIP Code in Column A; and
  - (3) use the Column B entry as Line 1.
- L605.TXT      BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort**
- L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.
- L606.TXT      5-Digit Scheme—Standard Mail and Package Services Parcels**
- L606 lists the optional 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), and Package Services machinable and nonmachinable parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit.
- Use of the 5-digit scheme sort for parcels is always optional, including when 5-digit sortation is required for rate eligibility. This 5-digit scheme sort need not be used for all possible 5-digit scheme sorts. When used, all parcels for the 5-digit ZIP Codes shown in Column A must be combined in a 5-digit scheme sack(s) or on a 5-digit scheme pallet(s) labeled to the corresponding destination shown in Column B.
- L607.TXT      3-Digit ZIP Code Sort Option for Drop-Ship Mailers**
- L607 lists the 5-digit ZIP Codes for machinable parcels eligible to be entered at designated SCFs when sorted into 3-digit containers. The corresponding rate eligibility and mail preparation standards are described in DMM 456.2.2, 2.6 and 466.3.1 and 3.2.
- Column A lists the 5-digit destination ZIP Codes that may be included in this sortation. Column B lists the corresponding 3-digit destination for container labeling. Use L005 for determining the corresponding SCF entry facility.



**L800: AUTOMATION RATE MAILINGS**

**L801A.TXT    AADCs - FCM Mail only**

L801 describes the service area by individual 3-digit ZIP Code prefix for automation rate letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

**L801B.TXT    AADCs - Periodicals and Standard Mail only**

L801 describes the service area by individual 3-digit ZIP Code prefix for automation rate letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

**Note:** The Labeling Lists Files do not supersede DMM procedure or information; they simply provide labeling information in an electronic format.

## File Table Structure

The **L003A, L003B, L004A, L004B, L004C, L005, L008, L009A, L009B, L010, L011A, L011B, L601, L602, L603, L604, L605, L801A, and L801B** Labeling List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	3	1 – 3
Filler	20	4 – 23
Label_ID	30	24 – 53
Label_State	2	54 – 55
Label_ZIP	5	56 – 60
Label_Misc*	20	61 – 80

**\*Footnotes for L601, L603, and L605:**

**FT1:** Mailed from ZIP Codes 006-009.

**FT2:** Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination post office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, then the mail is containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows: **BMC LOS ANGELS CA 90901**

**FT3:** May combine in the same sack with ADC mail for ZIP Codes 894-897, 936-961, and 967-969, labeled to: **BMC SAN FRAN CA 94580**

**\*Footnotes for L604:**

**FT1:** Mail originating and destined in ZIP 969 must be sacked separately and labeled to the origin SCF.

**FT2:** Mail originating and destined in ZIPs 995, 996, 998, or 999 must be sacked separately and labeled to the origin SCF. For Example, mail for 995 must be labeled to SCF ANCHORAGE AK 995.

The **L001, L006A, L006B, L007, L606, and L607** Labeling List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	5	1 – 5
Filler1	2	6 – 7
Label_ID	25	8 – 32
Label_State	2	33 – 34
Filler2	1	35 – 35
Label_ZIP	5	36 – 40

The **L002A**, **L002B1**, **L002B2**, and **L002C** Labeling List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
3D_ZIP	3	1 – 3
Filler1	2	4 – 5
Indicator	1	6 – 6
Filler 2	17	7 – 23
Label_ID	30	24 – 53
Label_State	2	54 – 55
Label_ZIP	5	56 – 60
Label_Misc	20	61 – 80

The **L201A** Labeling List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Active 3-digit ZIP Codes only representing point of entry	3	1 – 3
999 possible 3-digits reflecting 0 or 1	999	4 – 1002
City Name for Label Line 1	30	1003 – 1032
State Name for Label Line 1	2	1033 – 1034
Facility ZIP Code for Label Line 1	5	1035 – 1039
Filler	2	1040 – 1041

The **L201B** Labeling List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Active 3-digit ZIP Codes only representing point of entry	3	1 – 3
Filler*	999	4 – 1002
City Name for Label Line 1	30	1003 – 1032
State Name for Label Line 1	2	1033 – 1034
Facility ZIP Code for Label Line 1	5	1035 – 1039
Filler	2	1040 – 1041

***Acronyms defined:***

***Air Mail Centers (AMCs)***

***Air Mail Facilities (AMFs)***

Air Mail Centers and Air Mail Facilities serve as the processing points for mail being tendered to the airlines. They assign mail to flights, receive and dispatch mail to/from air carriers, accept and sort mail to/from plants; measure the performance/quality control of air carrier operations; and manage functions specific to airport operations.

***Bulk Mail Centers (BMCs)***

The Bulk Mail Centers serve as the central processing and transfer points for receiving and processing originating and destining Standard Mail and Package Services within a designated geographic area. Each BMC receives its origin mail from within its local service area and receives its destining mail from other BMCs and large volume mailers in the form of drop shipments.

***Auxiliary Service Facility (ASF)***

Auxiliary Service Facilities serve as subordinate mail processing hubs for parent Bulk Mail Centers.

***DIS*** – The code for “distribution at” used to label mail for two or more post offices that receive mail through another post office or general mail facility that sorts incoming mail for a defined service area.