M000 General Preparation Standards
M030 Containers

M032 Barcoded Labels

Summary M032 describes the basic standards for barcoded labels on trays and sacks including the destination line (Line 1), content line (Line 2), and origin line (Line 3) for tray and sack labels. It lists the 3-digit content identifier number (CIN) that must be used. It also covers the specifications for barcoded tray and sack labels.

1.0 BASIC STANDARDS—TRAY AND SACK LABELS

Use
1.1 [11-14-02] Exhibit 1.1 shows the types of mail requiring barcoded tray or sack labels. Barcoded labels 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 M032.

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.

Required Barcoded Container Labels
Exhibit 1.1 [7-10-03]

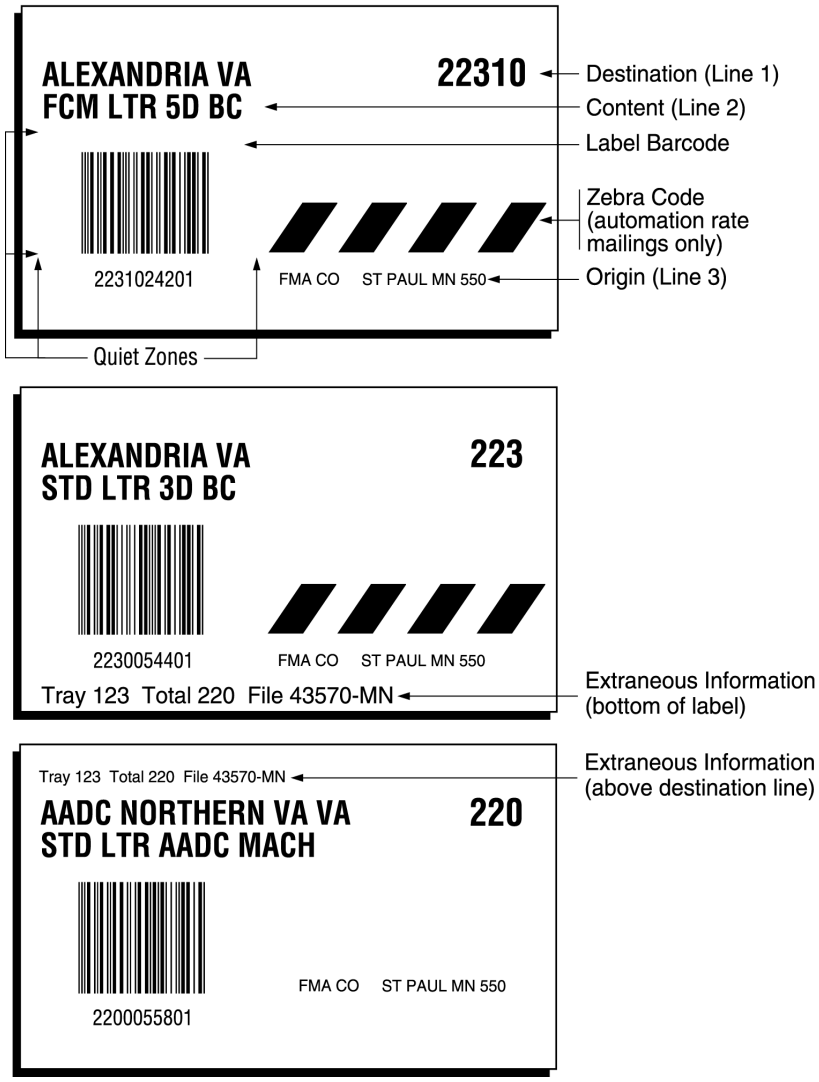
Class of Mail	Rate or Type	Processing Category
First-Class Mail	Automation rate	Letter-size, flat-size
	Co-packaged and co-trayed under M900	Flat-size
Periodicals	Automation rate	Letter-size, flat-size
	Co-packaged and co-sacked under M900	Flat-size
Standard Mail	Automation rate	Letter-size, flat-size
	Enhanced Carrier Route high-density and saturation letter rates	Letter-size (barcoded labels not required for letter-size pieces at nonletter rates)
	Co-packaged and co-sacked under M900	Flat-size
	Automation, Presorted, and Enhanced Carrier Route in letter trays under M033	Flat-size
	Automation and Presorted in letter trays co-trayed under M910 using M033 option	Flat-size
Bound Printed Matter	Barcoded	Flat-size

Destination Line (Line 1)
1.2 The destination line must meet these standards:

a. *Placement.* The destination line must be the top line of the label, placed in the position shown in Exhibit 1.2a or Exhibit 1.2b (above the barcode on tray labels and to the right of the barcode on sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 2.2f and 3.2f. The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

Barcoded Tray Labels
Exhibit 1.2a

Tray Labels, Barcoded



Barcoded Sack Labels
Exhibit 1.2b

Sack Labels, Barcoded

b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the rates claimed. This information is contained in module L labeling lists for all sortation and rate levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory.*

c. *Military Destinations.* On carrier route, 5-digit carrier routes, and 5-digit trays and sacks and on merged 5-digit sacks, the destination 5-digit ZIP Code of the mail contained in the tray or sack must be preceded by “APO” or “FPO,” as applicable, and “AE” (for 090-098 ZIP Codes), “AA” (for 340 ZIP Codes), or “AP” (for 962-966 ZIP Codes).

Exhibit 1.3 **3-Digit Content Identifier Numbers**

[8-10-03] [4-3-03] [1-9-03] The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information as required in modules L and M when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote.

Class and Mailing	CIN	Human-Readable Content Line
EXPRESS MAIL		
drop ship, all sack levels	143	EXPRESS DROP SHIP
PRIORITY MAIL		
drop ship, all sack levels	165	PRIORITY DROP SHIP
FIRST-CLASS MAIL		
FCM Letters — Automation		
carrier route trays	263	FCM LTR CR BC[1]
5-digit carrier routes trays	264	FCM LTR 5D CR-RT BC
3-digit carrier routes trays	265	FCM LTR 3D CR-RT BC
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
3-digit scheme trays	243	FCM LTR BC SCHEME[2]
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
FCM Letters — Presorted Machinable		
5-digit trays	252	FCM LTR 5D MACH
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
FCM Letters — Presorted Nonmachinable		
5-digit trays	267	FCM LTR 5D MANUAL
3-digit trays	269	FCM LTR 3D MANUAL
ADC trays	270	FCM LTR ADC MANUAL
mixed ADC trays	268	FCM LTR MANUAL WKG
FCM Flats — Automation		
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC
mixed ADC trays	275	FCM FLTS BC WKG
FCM Flats — Presorted		
5-digit trays	278	FCM FLTS 5D NON BC
3-digit trays	279	FCM FLTS 3D NON BC
ADC trays	280	FCM FLTS ADC NON BC
mixed ADC trays	282	FCM FLTS NON BC WKG
FCM Flats — Co-Trayed Automation and Presorted		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
FCM Parcels — Presorted		
5-digit sacks	289	FCM PARCELS 5D
3-digit sacks	290	FCM PARCELS 3D
ADC sacks	291	FCM PARCELS ADC
mixed ADC sacks	292	FCM PARCELS WKG
PERIODICALS (PER)		
PER Letters — Carrier Route		
saturation rate trays	369	PER LTRS WSS[1]
high density rate trays	370	PER LTRS WSH[1]
basic rate trays	366	PER LTRS CR[1]
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
PER Letters — Automation		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC
3-digit scheme trays	343	PER LTRS BC SCHEME[2]
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
PER Letters — Nonautomation		
5-digit trays	350	PER LTRS 5D NON BC
3-digit trays	353	PER LTRS 3D NON BC
ADC trays	356	PER LTRS ADC NON BC
mixed ADC trays	359	PER LTRS NON BC WKG
PER Flats — Carrier Route		
car. rt. sacks — saturation	387	PER FLTS WSS[1]
car. rt. sacks — high density	388	PER FLTS WSH[1]
car. rt. sacks — basic	385	PER FLTS CR[1]
5-digit carrier routes sacks	386	PER FLTS CR-RTS
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH
PER Flats — Automation		
5-digit sacks	372	PER FLTS 5D BC
5-digit scheme sacks	372	PER FLTS 5D SCH BC
3-digit sacks	373	PER FLTS 3D BC
SCF sacks	377	PER FLTS SCF BC
ADC sacks	374	PER FLTS ADC BC
mixed ADC sacks	375	PER FLTS BC WKG
PER Flats — Nonautomation		
5-digit sacks	378	PER FLTS 5D NON BC
3-digit sacks	379	PER FLTS 3D NON BC
SCF sacks	384	PER FLTS SCF NON BC
ADC sacks	380	PER FLTS ADC NON BC
mixed ADC sacks	382	PER FLTS NON BC WKG
PER Flats — Co-Sacked Automation and Presorted		
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks	331	PER FLTS ADC BC/NBC
mixed ADC sacks	332	PER FLTS BC/NBC WKG
PER Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
PER Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit sacks	340	PER IRREG CR/5D
merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
PER Irregular Parcels — Carrier Route		
saturation rate sacks	397	PER IRREG WSS[1]
high density rate sacks	398	PER IRREG WSH[1]
basic rate sacks	395	PER IRREG CR[1]
5-digit carrier routes sacks	396	PER IRREG CR-RTS
5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH

Class and Mailing	CIN	Human-Readable Content Line
PER Irregular Parcels — Nonautomation		
5-digit sacks	389	PER IRREG 5D
3-digit sacks	390	PER IRREG 3D
SCF sacks	394	PER IRREG SCF
ADC sacks	391	PER IRREG ADC
mixed ADC sacks	392	PER IRREG WKG

PERIODICALS (NEWS)

NEWS Letters — Carrier Route		
saturation rate trays	469	NEWS LTRS WSS[1]
high density rate trays	470	NEWS LTRS WSH[1]
basic rate trays	466	NEWS LTRS CR[1]
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
NEWS Letters — Automation		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME
5-digit trays	442	NEWS LTRS 5D BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME[2]
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
NEWS Letters — Nonautomation		
5-digit trays	450	NEWS LTRS 5D NON BC
3-digit trays	453	NEWS LTRS 3D NON BC
ADC trays	456	NEWS LTRS ADC NON BC
mixed ADC trays	459	NEWS LTRS NON BC WKG
NEWS Flats — Carrier Route		
car. rt. sacks — saturation	487	NEWS FLTS WSS[1]
car. rt. sacks — high density	488	NEWS FLTS WSH[1]
car. rt. sacks — basic	485	NEWS FLTS CR[1]
5-digit carrier routes sacks	486	NEWS FLTS CR-RTS
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH
NEWS Flats — Automation		
5-digit sacks	472	NEWS FLTS 5D BC
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC
3-digit sacks	473	NEWS FLTS 3D BC
SCF sacks	477	NEWS FLTS SCF BC
ADC sacks	474	NEWS FLTS ADC BC
mixed ADC sacks	475	NEWS FLTS BC WKG
NEWS Flats — Nonautomation		
5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit sacks	479	NEWS FLTS 3D NON BC
SCF sacks	484	NEWS FLTS SCF NON BC
ADC sacks	480	NEWS FLTS ADC NON BC
mixed ADC sacks	482	NEWS FLTS NON BC WKG
NEWS Flats — Co-Sacked Automation and Presorted		
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks	432	NEWS FLTS BC/NBC WKG
NEWS Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
NEWS Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
NEWS Irregular Parcels — Carrier Route		
saturation rate sacks	497	NEWS IRREG WSS[1]
high density rate sacks	498	NEWS IRREG WSH[1]
basic rate sacks	495	NEWS IRREG CR[1]
5-digit carrier routes sacks	496	NEWS IRREG CR-RTS
5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH
NEWS Irregular Parcels — Nonautomation		
5-digit sacks	489	NEWS IRREG 5D
3-digit sacks	490	NEWS IRREG 3D
SCF sacks	494	NEWS IRREG SCF
ADC sacks	491	NEWS IRREG ADC
mixed ADC sacks	492	NEWS IRREG WKG

STANDARD MAIL

ECR Letters — Automation		
carrier route trays	563	STD LTR CR BC[1]
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
ECR Letters — Barcoded		
saturation rate	557	STD LTR BC WSS[1]
high density rate	557	STD LTR BC WSH[1]
basic rate	557	STD LTR BC LOT[1]
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
ECR Letters — Nonautomation (Machinable)		
saturation rate	569	STD LTR MACH WSS[1]
high density rate	569	STD LTR MACH WSH[1]
basic rate	569	STD LTR MACH LOT[1]
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
ECR Letters — Nonautomation (Nonmachinable)		
saturation rate	608	STD LTR MAN WSS[1]
high density rate	608	STD LTR MAN WSH[1]
basic rate	608	STD LTR MAN LOT[1]
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN
STD Letters — Automation		
5-digit scheme trays	541	STD LTR BC 5D SCHEME
5-digit trays	542	STD LTR 5D BC
3-digit scheme trays	543	STD LTR BC SCHEME[2]
3-digit trays	544	STD LTR 3D BC
AADC trays	545	STD LTR AADC BC
mixed AADC trays	546	STD LTR BC WKG
STD Letters — Presorted Machinable		
5-digit trays	552	STD LTR 5D MACH
3-digit trays	555	STD LTR 3D MACH
AADC trays	558	STD LTR AADC MACH
mixed AADC trays	560	STD LTR MACH WKG
STD Letters — Presorted Nonmachinable		
5-digit trays	604	STD LTR 5D MANUAL
3-digit trays	606	STD LTR 3D MANUAL
ADC trays	607	STD LTR ADC MANUAL
mixed ADC trays	605	STD LTR MANUAL WKG
Enhanced Carrier Route Flats — Nonautomation		
saturation rate sacks	587	STD FLTS ECRWSS[1]
high density rate sacks	588	STD FLTS ECRWSH[1]
basic rate sacks	589	STD FLTS ECRLOT[1]
5-digit carrier routes sacks	586	STD FLTS CR-RTS
5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
STD Flats — Co-Sacked Automation and Presorted		
5-digit sacks	521	STD FLTS 5D BC/NBC
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
ADC sacks	531	STD FLTS ADC BC/NBC
mixed ADC sacks	532	STD FLTS BC/NBC WKG
STD Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	539	STD FLTS CR/5D

Class and Mailing	CIN	Human-Readable Content Line
merged 5-digit scheme	549	STD FLTS CR/5D SCH
STD Flats — Automation		
5-digit sacks	572	STD FLTS 5D BC
5-digit scheme sacks	572	STD FLTS 5D SCH BC
3-digit sacks	573	STD FLTS 3D BC
ADC sacks	574	STD FLTS ADC BC
mixed ADC sacks	575	STD FLTS BC WKG
STD Flats — Presorted		
5-digit sacks	578	STD FLTS 5D NON BC
3-digit sacks	579	STD FLTS 3D NON BC
ADC sacks	580	STD FLTS ADC NON BC
mixed ADC sacks	582	STD FLTS NON BC WKG
Customized MarketMail (CMM)		
CMM letter trays	206	DEL LTR STD CMM MAN
CMM flat trays	207	DEL FLTS STD CMM MAN
CMM sacks	205	DEL STD CMM MAN
ECR Irregular Parcels — Nonautomation		
saturation rate sacks	599	STD IRREG WSS[1]
high density rate sacks	600	STD IRREG WSH[1]
basic rate sacks	601	STD IRREG LOT[1]
5-digit carrier routes sacks	598	STD IRREG CR-RTS
STD Irregular Parcels — Presorted		
5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	590	STD IRREG 5D SCH
3-digit sacks	591	STD IRREG 3D
ADC sacks	592	STD IRREG ADC
mixed ADC sacks	594	STD IRREG WKG
STD Machinable Parcels — Presorted		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
BMC sacks	673	STD MACH BMC
mixed BMC sacks	674	STD MACH WKG
STD Machinable and Irregular Parcels — Presorted		
5-digit sacks	603	STD MACH & IRREG 5D
5-digit scheme sacks	603	STD MACH-IRREG 5D SCH

PACKAGE SERVICES

Carrier Route BPM — Flats		
carrier route sacks	657	PSVC FLTS CR[1]
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
Presorted BPM — Flats		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
SCF sacks	654	PSVC FLTS SCF NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Presorted BPM — Automation Flats		
5-digit sacks	635	PSVC FLTS 5D BC
5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG
BPM Flats — Co-Sacked Barcoded and Presorted		
5-digit sacks	648	PSVC FLTS 5D BC/NBC
3-digit sacks	661	PSVC FLTS 3D BC/NBC
SCF sacks	667	PSVC FLTS SCF BC/NBC
ADC sacks	668	PSVC FLTS ADC BC/NBC
mixed ADC sacks	669	PSVC FLTS BC/NBC WKG
Carrier Route BPM — Irregular Parcels		
carrier route sacks	697	PSVC IRREG CR[1]
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH
Presorted BPM — Irregular Parcels		
5-digit sacks	690	PSVC IRREG 5D
5-digit scheme sacks	690	PSVC IRREG 5D SCH
3-digit sacks	691	PSVC IRREG 3D
SCF sacks	696	PSVC IRREG SCF
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Carrier Route BPM — Machinable Parcels		
carrier route sacks	687	PSVC MACH CR[1]
Presorted BPM — Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Media Mail and Library Mail Flats — Presorted		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Media Mail and Library Mail Irregular Parcels — Presorted		
5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Media Mail and Library Mail Machinable Parcels — Presorted		
5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit sacks	680	PSVC MACH 5D
3-digit sacks	682	PSVC MACH ASF
ADC sacks	683	PSVC MACH BMC
mixed ADC sacks	684	PSVC MACH WKG
Parcel Post Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Parcel Post DSCF and DDU Rates		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Parcel Post—Irregular (Nonmachinable) Parcels		
3-digit sacks	691	PSVC IRREG 3D
Combined PSVC Parcels		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Combined STD & PSVC Machinable Parcels		
5-digit sacks	660	STD/PSVC MACH 5D
5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ASF sacks	662	STD/PSVC MACH ASF
BMC sacks	663	STD/PSVC MACH BMC
mixed BMC sacks	664	STD/PSVC MACH WKG

1 This information must be followed by a one-letter carrier route type description followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.

2 This information must be followed by the letter A, B, or C, if applicable for the destination of the tray as indicated in L002, Column B.

Content Line (Line 2)
1.3

The content line must meet these standards:

a. *General.* The content line must appear directly below the destination line as shown in Exhibit 1.2a or Exhibit 1.2b. This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing in module M. The appropriate content identifier number (CIN) in Exhibit 1.3 that corresponds to that content line must be used in the barcode.

b. [3-6-03] *Periodicals.* Except as provided in M045.8.0 for copalletized mailings and in M230.2.0 for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
   (1) "PER."
   (2) "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter "A," "B," or "C," which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

Origin Line (Line 3)
1.4

[6-12-03] The origin line must appear below the content line in a location appropriate for a tray or sack as shown in Exhibit 1.2a or Exhibit 1.2b. This line must show 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. The origin line may contain abbreviated city and state 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.* 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 this line.

2.0 ADDITIONAL STANDARDS—BARCODED TRAY LABELS

Paper Stock, Size, and Color
2.1

A barcoded tray label must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.

b. Reflectance: minimum reflectance requirements in 2.4i.

c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.

d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

e. Height: 1.860 inches minimum; 2.015 inches maximum.

f. Length: 3.250 inches minimum; 3.515 inches maximum.

g. Thickness: 0.005 inch minimum.

Printed Human-Readable Lines
2.2

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and 5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (i.e., trailing zeros are not permitted).

c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.

d. *Origin Line (Line 3).* The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.

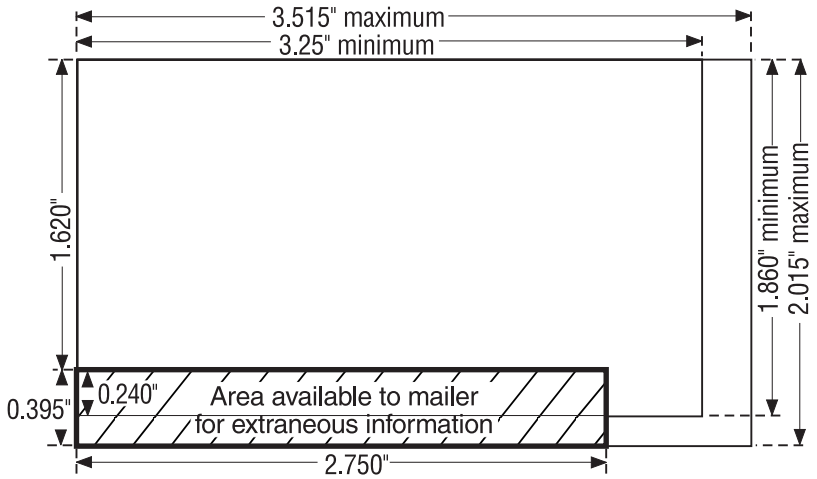
e. *Barcode Numeric Line.* The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by 2.4b (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in Exhibit 1.2a.

f. *Extraneous Information Lines.* Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See Exhibit 2.2f. Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see G043 for address).

Zebra Code

2.3 The zebra code is a series of diagonal or vertical marks to the right of the barcode that serves as a visual indication that a tray contains automation rate mail. The diagonal or vertical marks must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces equal in size to the diagonal or vertical marks. The zebra code is required on tray labels in automation rate mailings; it is not required on co-trayed automation and Presorted rate mailings. The zebra code must not appear on tray labels for nonautomation rate mail.

Extraneous Information Area at Bottom of Label
Exhibit 2.2f



Barcode
2.4

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent three numeric elements:
   (1) The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.
   (2) The applicable 3-digit content identifier number (CIN) for the tray as shown in Exhibit 1.3.
   (3) [7-10-03] [11-14-02] The applicable 2-digit USPS processing code: (a) Code "01" is used for all automation rate and machinable letter-size pieces, for First-Class Mail automation rate flat-size pieces, and for First-Class Mail co-trayed automation rate and Presorted rate flat-size pieces. Code "01" is used also for certain Standard Mail flat-size pieces prepared in letter trays under M033: Standard Mail automation rate flat-size pieces and Standard Mail co-trayed automation rate and Presorted rate flat-size pieces. (b) Code "07" is used for all other mail (e.g., manual and nonmachinable letter-size pieces). Code "07" is also used for certain Standard Mail flat-size pieces prepared in letter trays under M033: Enhanced Carrier Route Standard Mail nonautomation rate and Standard Mail Presorted rate.

c. *Placement.* The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 2.4f) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in 2.4i.

e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

3.0 ADDITIONAL STANDARDS—BARCODED SACK LABELS

Paper Stock, Size, and Color
3.1

A barcoded sack label must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

b. Reflectance: minimum reflectance requirements in 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.

Printed Human-Readable Lines
3.2

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.

c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.

d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.

e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by 3.3b (5-digit ZIP Code

and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see Exhibit 1.2b).

f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of the type is 0.083 inch, and it is further recommended that the information be printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines.

Barcode 3.3

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in Exhibit 1.3.

c. *Placement.* The barcode must be on the left side of the sack label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 3.3f) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in 3.3i.

e. *Height.* The height of the barcode must be at least 0.700 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.