

265 Mail Preparation

Overview

- 1.0 General Information for Mail Preparation
- 2.0 Bundles
- 3.0 Sacks
- 4.0 Sack Labels
- 5.0 Preparing Presorted Flats
- 6.0 Preparing Carrier Route Flats
- 7.0 Preparing Barcoded Flats
- 8.0 Preparing Presorted Parcels
- 9.0 Preparing Carrier Route Parcels

1.0 General Information for Mail Preparation

1.1 Basic Preparation— Nonpresorted

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

1.2 Definition of Presort Process

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

1.3 Definition of Mailings

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

1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 201.6.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).



265.1.5

- d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *5-digit scheme (pallets) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- f. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- g. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 201.6.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- h. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- i. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- j. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- k. *Mixed [NDC, ADC, etc.]*: the pieces are for delivery in the service area of more than one NDC, ADC, etc.

1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in 201.6.0* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles may

- be labeled using an optional endorsement line (OEL) under [203.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.
- d. A 5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
 - e. A 5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets yields 5-digit scheme pallets containing Presorted price 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing Presorted price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
 - f. A 5-digit scheme sort for Bound Printed Matter parcels yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
 - g. A 3-digit scheme sort for flats meeting the automation-compatibility standards in [201.6.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled



accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [203.7.0](#) or with a green “3 SCH” bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.

- h. *An origin 3-digit (or origin 3-digit scheme) tray/sack* for parcels 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.
- i. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- j. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- k. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- m. 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.
- n. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight

and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

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

2.0 Bundles

2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [2.2](#), [2.3](#), [2.4](#), and [203.4.0](#) for bundling standards.

2.2 Preparing Bundles of Flats

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

- a. If placed on pallets, the specific weight limits in [705.8.9](#).
- b. If placed in sacks, the specific applicable weight limits in [5.0](#), [6.0](#), [7.0](#), and [203.4.0](#).
- c. If bundles are prepared for entry as unsacked, nonpalletized bundles under [266.6.2](#) or [266.6.3](#), the weight limits and other standards in [203.4.12](#).

2.3 Bundle Sizes for Flats

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter (BPM) must meet the applicable bundle size standards in [5.0](#), [6.0](#), [7.0](#), or [705.8.0](#). Each physical bundle should be at least the minimum bundle size. The size of each physical bundle may, however, contain fewer pieces than the bundle minimum if the thickness of the piece is too large to create a stable bundle (see [203.4.12](#)). Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles in sacks, each physical bundle of BPM must contain at least two pieces. For carrier route BPM prepared in sacks, there may be one loose piece to a carrier route, 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 meets the carrier route price eligibility minimum in [263](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#).

2.4 Bundle Sizes for Irregular Parcels

Mailers must prepare unsacked, nonpalletized bundles of irregular parcels for DDU entry according to [203.4.10](#), and as follows:

- a. For Presorted irregular parcels, under [8.2](#) for parcels weighing less than 10 pounds and [8.3](#) for parcels weighing 10 pounds or more.



265.3.1

- b. For carrier route irregular parcels, under [9.2](#) for parcels weighing less than 10 pounds and [9.3](#) for parcels weighing 10 pounds or more.

3.0 Sacks

3.1 Preparation

See [203.6.0](#) for sack standards.

4.0 Sack Labels

Sack labels are subject to the standards in [203.6.0](#).

5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2](#), and [5.3](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [202.3.0](#), [263](#), [265](#), and [266](#).
- b. All pieces must be sorted to the finest extent possible under [5.2](#) and [5.3](#) or palletized under [705.8.0](#).
- c. Subject to [202.3.7](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.2 Bundling

5.2.1 Required Bundling

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles or bundles prepared under [2.3](#) may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [201.6.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence and labeling:

- a. 5-digit scheme (required); red Label 5 SCH or OEL. See definition in [1.5e](#).
- b. 5-digit (required); red Label 5 or OEL. See definition in [1.5e](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.5g](#).
- d. 3-digit (required); green Label 3 or OEL. See definition [1.5g](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [203.4.10](#) or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

5.3.2 Cosacking Presorted Mail With Barcoded Mail

The following standards apply if the mailing job contains a carrier route mailing, and a Presorted mailing, then the carrier route mailing must be prepared under [6.0](#), and the Presorted mailing must be co-sacked under [705.9.0](#). Bundled pieces must be co-sacked under [705.9.0](#).

5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); see [1.5c](#); scheme sort required (before 5-digit sort), only for pieces meeting the automation-compatibility criteria in [201.6.0](#); minimum 20 addressed pieces; labeling:



265.6.1

1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “PSVC FLT 5D SCH NBC.” For 5-digit sacks, “PSVC FLTS 5D NON BC.”
- b. 3-digit (required); labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: “PSVC FLTS 3D NON BC.”
- c. SCF (optional); labeling:
1. Line 1: [L005](#), Column B.
 2. Line 2: “PSVC FLTS SCF NON BC.”
- d. ADC (required); labeling:
1. Line 1: [L004](#), Column B.
 2. Line 2: “PSVC FLTS ADC NON BC.”
- e. Mixed ADC (required); labeling:
1. Line 1: Use [L009](#), Column B.
 2. Line 2: “PSVC FLTS NON BC WKG.”

6.0 Preparing Carrier Route Flats

6.1 Basic Standards

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

- a. Each mailing must meet the applicable standards in [263](#), [265](#), [266](#). The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. [264](#) for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under [6.2](#) and [6.3](#), or palletized under [705.8.0](#).
- c. Subject to [202.3.8](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [2.0](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([203.7.0](#)) or an optional endorsement line ([204.3.0](#)). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

6.3 Sacking

6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [203.4.10](#) or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

6.3.2 Residual Pieces

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

6.3.3 Sack Preparation

Preparation sequence and Line 1 sack labeling:



265.6.3.4

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
- b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use [L001](#), Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see [203.5.11](#) for overseas military mail).

6.3.4 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC FLTS CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC FLTS CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC FLTS CR-RTS."

6.3.5 Exception to Sacking

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

7.0 Preparing Barcoded Flats

7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the Full-Service discount must be prepared under [7.0](#) and the eligibility standards for the price claimed. Bundle and sack preparation are subject to [265](#). Sacks must bear the appropriate barcoded container labels under [203.5.17](#).

7.2 Mailings

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

7.3 Bundling

7.3.1 Bundle Standards

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

- a. Meet both the size dimensions and the turning ability and deflection standards under [201.6.2](#).
- b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

- a. 5-digit scheme: (required); see definition in [1.5e](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 SCH or OEL.
- b. 5-digit: (required); see definition in [1.5e](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 or OEL.
- c. 3-digit scheme (required); see definition in [1.5g](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.
- d. 3-digit (required); see definition in [1.5g](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 or OEL.
- e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.
- f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

7.3.3 Scheme Bundle Preparation

See [1.5c](#) and [1.5g](#) for additional standards for pieces prepared in scheme bundles.

7.4 Sacking

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); see [1.5c](#), scheme sort required before 5-digit sort; minimum 20 addressed pieces; labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC FLTS 5D SCH BC." For 5-digit sacks, "PSVC FLTS 5D BC."
- b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#), when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PSVC FLTS 3D BC."
- c. SCF (optional); minimum 20 addressed pieces; labeling:
 - 1. Line 1: [L005](#), Column B.
 - 2. Line 2: "PSVC FLTS SCF BC."
- d. ADC (required); minimum 20 addressed pieces; labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "PSVC FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 - 1. Line 1: [L009](#), Column B.
 - 2. Line 2: "PSVC FLTS BC WKG."



7.5 Mixed Price Preparation

7.5.1 Cobundling and Cosacking Mixed Mail

The following standards apply to Bound Printed Matter:

- a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under [263.6.1](#), and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- c. If the mailing job contains only a carrier route mailing and a Presorted mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in [6.0](#) and [7.0](#).

7.5.2 Merged Containerization

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

8.0 Preparing Presorted Parcels

8.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2](#), and [5.3](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [202.3.0](#), [263](#), [265](#), and [266](#).
- b. All pieces in a mailing must be within the same processing category. See [201.7.0](#) for definitions of machinable and irregular parcels.
- c. All pieces must be sorted to the finest extent possible under [8.2](#) and [8.3](#) or palletized under [705.8.0](#).

- d. Subject to [202.3.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

8.2 Preparing Irregular Parcels Weighing Less than 10 Pounds

8.2.1 Required Bundling

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

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under [705.2.6](#).

8.2.2 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.

8.2.3 Required Sacking

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



265.8.2.4

- a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.6](#).

8.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:
 1. Line 1: [L009](#), Column B. If placed on an ASF or NDC pallet under option in [705.8.10.3](#), use [L010](#).
 2. Line 2: "PSVC IRREG WKG."

8.3 Preparing Irregular Parcels Weighing 10 Pounds or More**8.3.1 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 [8.3.2](#).

8.3.2 Required Sacking

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

8.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:
 1. Line 1: [L009](#), Column B. If placed on an ASF or NDC pallet under option in [705.8.10.3](#), use [L010](#).
 2. Line 2: "PSVC IRREG WKG."

8.4 Preparing Machinable Parcels Not Claiming DNDC Prices

8.4.1 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) NDC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

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



265.8.4.2

- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.6](#).

8.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
- b. NDC (required); labeling:
 - 1. Line 1: [L601](#), Column B.
 - 2. Line 2: “PSVC MACH NDC.”
- c. Mixed NDC (required); labeling:
 - 1. Line 1: “MXD” followed by the [L601](#), Column B, information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
 - 2. Line 2: “PSVC MACH WKG.”

8.5 Preparing Machinable Parcels Claiming DNDC Prices

8.5.1 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) NDC 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 [266.4.0](#) for DNDC price eligibility. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the

actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.6](#).

8.5.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. ASF (optional, allowed only for mail deposited at an ASF to claim DNDC price); labeling:
 1. Line 1: [L602](#), Column B. DNDC price eligibility determined by [266.4.0](#).
 2. Line 2: "PSVC MACH ASF."
- c. NDC (required); labeling:
 1. Line 1: [L601](#), Column B. DNDC price eligibility determined by [266.4.0](#).
 2. Line 2: "PSVC MACH NDC."
- d. Mixed NDC (required); labeling:
 1. Line 1: "MXD" followed by the [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: "PSVC MACH WKG."

9.0 Preparing Carrier Route Parcels

9.1 Basic Standards

9.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in [9.2](#) through [9.4](#) and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [263](#), mail preparation standards in [2.0](#), through [4.0](#), and deposit and entry standards in [266](#).
- b. All pieces in a mailing must be within the same processing category as described in [201.7.0](#). A BPM irregular parcel is a piece that is not a machinable parcel as defined in [201.7.5.1](#). 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 NDC parcel sorters under [601.7.0](#).



265.9.1.2

- c. All pieces must be sorted to the finest extent possible under 9.0, or palletized under 705.8.0.
- d. Subject to 202.3.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

9.1.2 Residual Pieces

Residual pieces not sorted under 9.2 and 9.3 may be prepared as a Presorted Bound Printed Matter mailing under 8.0, provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification.

9.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds**9.2.1 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 (204.3.0) or an optional endorsement line (203.7.0).

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.

9.2.2 Required Sacking

Mailers may prepare irregular parcels as unsacked bundles under 203.4.10 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

9.2.3 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 [203.5.11](#) 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 [4.0](#)).

9.2.4 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."

9.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under [2.2](#) or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

- a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC IRREG CR," followed by the route type and number.

9.4 Preparing Machinable Parcels

9.4.1 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:



265.9.4.2

- 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 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.

9.4.2 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.



265

Commercial Mail: Bound Printed Matter Mail Preparation

265.9.4.2

