

**Draft Shape-based Labeling List DMM Language**

**207 Periodicals**

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**18.0 General Mail Preparation**

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**18.3 Presort Terms**

Terms used for presort levels are defined as follows:

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*[Revise items (p) and (q) to read as follows:]*

- p. SCF: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) (see [L005](#), Column B for letters, [L016](#), Column B for flats, and [L051](#), Column B for parcels) .
- q. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) (see [L005](#), Column B for letters, [L016](#), Column B for flats, and [L051](#), Column B for parcels) in whose service area the mail is verified/entered.

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**18.4 Mail Preparation Terms**

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**22.0 Preparing Nonbarcoded (Presorted) Periodicals**

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**22.6 Sack Preparation**

*[Revise items (c) and (d) to read as follows:]*

- c. SCF/LPC, required at 72 pieces, optional at 24 pieces minimum.
  - 1. Line 1: use [L016](#), Column B for flats, [L051](#), Column B for parcels.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “NONSTD” as applicable; followed by “SCF”; followed by “NON BC” for flats.
- d. *Origin/entry SCF/LPC*, required for the SCF/LPC of the origin (verification) office, optional for the SCF/LPC of an entry office other than the origin office, (no minimum).
  - 1. Line 1: use [L016](#), Column B for flats, [L051](#), Column B for parcels.
  - 2. Line 2: use “PER” or “NEWS” as applicable; followed by “FLTS” or “NONSTD” as applicable; followed by “SCF”; followed by “NON BC” for flats..

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**22.7 Tray Preparation—Flat-Size Nonbarcoded Pieces**

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*[Revise items (d) and (e) to read as follows:]*

- d. SCF/LPC, required at 72 pieces, optional at 24 pieces minimum.
  - 1. Line 1: [L016](#), Column B .
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”
- e. *Origin SCF/LPC* (required) and entry SCF/LPC(s) (optional), no minimum, labeling:
  - 1. Line 1: [L016](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”

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## **23.0 Preparing Carrier-Route Periodicals**

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## **25.0 Preparing Flat-Size Barcoded (Automation) Periodicals**

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## **25.4 Sacking and Labeling**

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*[Revise items (c) and (d) to read as follows:]*

- c. SCF/LPC, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
  - 1. Line 1: use [L016](#), Column B.
  - 2. Line 2: use “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.

- d. *Origin SCF/LPC* (required) and *entry SCF/LPC(s)* (optional), no minimum;  
labeling:

1. Line 1: use [L016](#), Column B.
2. Line 2: use “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.

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## 25.5 Tray Preparation—Flat-Size Barcoded Pieces

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*[Revise items (d) and (e) to read as follows:]*

- d. *SCF/LPC* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

1. Line 1: [L016](#), Column B.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”

- e. *Origin SCF/LPC* (required) and *entry SCF/LPCs* (optional), no minimum,  
labeling:

1. Line 1: [L016](#), Column B.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”

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## 235 Mail Preparation

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## 1.0 General Definition of Terms

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## 1.3 Terms for Presort Levels

### 1.3.1 Letters and Cards

Terms used for presort levels are defined as follows:\*\*\*

*[Revise item (f) to read as follows:]*

- f. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L005](#), Column B ) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the mail volume.

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## 8.0 Preparation of Automation Flats

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## 8.5 Traying and Labeling

*[Revise the text of 8.5 to read as follows:]*

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit scheme: optional, but required for 5-digit price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; see [8.6](#) for scheme; labeling:
  - 1. Line 1: [L007](#), Column B.
  - 2. Line 2: "FCM FLTS BC 5D SCHEME"
- b. 5-digit: optional, but required for 5-digit price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; labeling:

1. Line 1: city, state, and 5-digit ZIP Code on mail (see [204.3.0](#), for overseas military mail).
  2. Line 2: "FCM FLTS 5D BC"
- c. 3-digit: optional, but required for 3-digit price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM FLTS 3D BC."
- d. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF/LPC of the origin (verification) office; no minimum; labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM FLTS 3D BC."
- e. ADC: optional, but required for ADC price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; labeling:
1. Line 1: [L004](#), Column B.
  2. Line 2: "FCM FLTS ADC BC."

Exception: Pieces are not required to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using an MLOCR/barcode sorter, and standardized documentation is submitted.

- f. Mixed ADC (required); no minimum for price eligibility. Group pieces by ADC.  
labeling:

- 1. Line 1 use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
- 2. Line 2: “FCM FLTS BC WKG.”

Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

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**245 Mail Preparation**

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**1.0 General Information for Mail Preparation**

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**1.3 Terms for Presort Levels**

**1.3.1 Letters**

Terms used for presort levels are defined as follows:\*\*\*

*[Revise item (h) to read as follows:]*

- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L005](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of mail volume.

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**1.3.2 Flats**

Terms used for presort levels are defined as follows:\*\*\*

*[Revise items (l) and (m) to read as follows:]*

- l. SCF: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L016](#)).  
Exception: 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.
- m. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L016](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of the mail volume.

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### **1.3.3 Marketing Parcels**

Terms used for presort levels are defined as follows:\*\*\*

*[Revise item (d) to read as follows:]*

- d. SCF: The separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/regional processing and distribution center (RPDC) (see [L051](#)). Exception: 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.



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## 11.0 Preparing Presorted Parcels

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## 11.4 Preparing Nonstandard Marketing Parcels (Less Than 3.5 Ounces) and Nonprofit Nonstandard Priced Parcels

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### 11.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:\*\*\*

*[Revise item (b) to read as follows:]*

b. SCF; 10-pound minimum; labeling:

1. For Line 1, Use [L051](#), Column B.
2. For Line 2, “STD NONSTD SCF.”

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## 4.3 Preparing Destination SCF (DSCF)/Destination Regional Processing and Distribution Center (DRPDC) Parcel Select

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### 4.3.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:\*\*\*

*[Revise item (d) to read as follows:]*

- d. Any remaining nonstandard parcels (as defined in [201.7.6](#)) sorted to 3-digit ZIP Code prefixes in [L051](#), Column B. Machinable parcels may not be sorted to the 3-digit level.

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## 5.0 Preparing Presorted Flats

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### 5.3 Sacking

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#### 5.3.3 Sacking and Labeling

Preparation sequence and labeling:\*\*\*

*[Revise item (c) to read as follows:]*

- c. SCF (optional); labeling:
1. Line 1: [L016](#), Column B.
  2. Line 2: "PSVC FLTS SCF NON BC."

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## 7.0 Preparing Barcoded Flats

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### 7.4 Sacking

Preparation sequence, sack size, and labeling:\*\*\*

*[Revise item (c) to read as follows:]*

- c. SCF (optional); minimum 20 addressed pieces; labeling:

1. Line 1: [L016](#), Column B.
2. Line 2: "PSVC FLTS SCF BC."

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## 8.0 Preparing Presorted Parcels

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## 8.2 Preparing Nonstandard Parcels

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### 8.2.3 Sacking and Labeling

Preparation sequence and labeling:\*\*\*

*[Revise item (c) to read as follows:]*

c. SCF (optional); labeling:

1. Line 1: [L051](#), Column B.
2. Line 2: "PSVC NONSTD SCF."

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## 705 Advanced Preparation and Special Postage Payment Systems

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## 8.0 Preparing Pallets

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### 8.10 Pallet Presort and Labeling

#### 8.10.1 First-Class Mail—Letter Trays or Flat Trays

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*[Revise items (b) and (c) to read as follows:]*

- b. Origin SCF/LPC (local mail). Required; no minimum. Pallets contain trays destined for the 3-digit ZIP Codes serviced by the origin SCF/LPC facility in [L005](#) for letters, [L016](#) for flats. 3-digit ZIP Code (from [L005](#) for AADC trays and [L004](#) for ADC trays) is within the origin SCF's/LPC's service area; and must place trays containing pieces paid at the single-piece price on origin SCF/LPC pallets, unless required to be presented separately by special postage-payment authorization or customer service agreement (CSA). Labeling:
1. Line 1: [L005](#), Column B for Letters, [L016](#), Column B for Flats.
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "SCF."
- c. SCF/LPC. Required. For destinations listed in [L201](#), based on origin ZIP Code. Pallets contain trays destined for the 3-digit ZIP Codes in [L005](#) for Letters, [L016](#) for Flats. Mailers may, at their option, place AADC or ADC trays on SCF/LPC pallets when the tray's "label to" 3-digit ZIP Code ([L005](#) for AADC trays, and [L004](#) for ADC) is within that SCF's/LPC's service area. Labeling:
1. Line 1: [L005](#), Column B for letters, [L016](#), Column B for flats.
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "SCF."

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#### **8.10.2 Periodicals—Bundles, Sacks, Letter Trays or Flat Trays**

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*[Revise item (h) to read as follows:]*

- h. SCF/LPC (letters, flats)/RPDC (parcels), required, permitted for bundles, trays, and sacks (nonstandard parcels only). The pallet may contain carrier-route-price,

automation-price, and/or Presorted-price mail for the 3-digit ZIP Code groups in [L005](#) for letters, [L016](#) for flats, [L051](#) for parcels. Labeling:

1. Line 1: [L005](#), Column B for letters, [L016](#), Column B for flats, [L051](#), Column B for parcels.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “NONSTD,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation-price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier-route-price mail and/or Presorted-price mail.

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### 8.10.3 USPS Marketing Mail—Bundles, Sacks, or Trays

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*[Revise item (f) to read as follows:]*

- f. SCF/LPC (letters, flats)/RPDC (parcels), required, permitted for bundles, trays, and sacks (nonstandard parcels only). The pallet may contain carrier-route, automation-price, and/or presorted-price mail for the 3-digit ZIP Code groups in [L005](#) for letters, [L016](#) for flats, [L051](#) for parcels. Mailers may, at their option, place AADC trays on SCF/LPC (letters, flats)/RPDC (parcels) pallets when the tray’s “label to” 3-digit ZIP Code (from [L005](#)) is within that SCF’s/LPC’s (letters, flats)/RPDC’s (parcels) service area. Labeling:

1. Line 1: Use [L005](#), Column B for letters, [L016](#), Column B for flats, [L051](#), Column B for parcels.

2. Line 2: For flats and nonstandard parcels, “STD” followed by “FLTS” or “NONSTD,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.

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#### **8.10.4 Package Services Flats—Bundles and Sacks**

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*[Revise item (e) to read as follows:]*

- e. SCF/LPC, required, permitted for bundles and sacks. The pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in [L016](#). Labeling:
1. Line 1: Use [L016](#), Column B.
  2. Line 2: “PSVC FLTS SCF”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.

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#### **8.10.5 Package Services Nonstandard Parcels—Bundles and Sacks**

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*[Revise item (h) to read as follows:]*

- h. SCF/RPDC, required, permitted for bundles and sacks. The pallet may contain carrier-route-price and/or Presorted-price mail for the 3-digit ZIP Code groups in [L051](#). Labeling:

1. Line 1: Use [L051](#), Column B.
2. Line 2: "PSVC NONSTD SCF."

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#### **8.10.6 Combined Mailings of USPS Marketing Mail Marketing Parcels 3.5 ounces or more, USPS Marketing Mail, Package Services, and Parcel Select Machinable Parcels**

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*[Revise item (c) to read as follows:]*

- c. SCF/RPDC, optional, but required for DSCF prices. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L051](#). Labeling:

1. Line 1: Use [L051](#), Column B.
2. Line 2: "STD/PSVC MACH SCF."

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#### **8.10.8 Nonstandard Parcels Weighing 2 Ounces or More—USPS Marketing Mail, Including Marketing Parcels**

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*[Revise item (c) to read as follows:]*

- c. SCF/RPDC, required. Allowed only for mail deposited at a DSCF/DRPDC to claim SCF price. labeling:

1. Line 1: Use [L051](#), Column B.
2. Line 2: Use “STD NONSTD SCF.”

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## 9.0 Combining Bundles of Automation and Nonautomation Flats in Flat Trays and Sacks

### 9.1 Periodicals

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#### 9.1.4 Optional Sack Preparation and Labeling

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*[Revise item (c) to read as follows:]*

- c. SCF, required at 72 pieces, optional at 24 pieces minimum; labeling:
  1. Line 1: use [L016](#), Column B.
  2. Line 2: use “PER” or “NEWS” as applicable and “FLTS SCF BC/NBC.”

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#### 9.1.5 Flay Tray Preparation — Flat-size Machinable Pieces

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*[Revise items (d) and (e) to read as follows:]*

- d. SCF, required at 72 pieces; optional at 24 pieces minimum, labeling:
  1. Line 1: [L016](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:
  1. Line 1: [L016](#), Column B.



2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”

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### 9.3 Bound Printed Matter

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#### 9.3.4 Flat Tray/Sack Preparation and Labeling

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*[Revise item (c) to read as follows:]*

- c. SCF, optional, minimum 20 addressed pieces; labeling:
  1. Line 1: [L016](#), Column B.
  2. Line 2: “PSVC FLTS SCF BC/NBC.”

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### 10.0 Merging Bundles of Flats Using the City State Product

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#### 10.2 USPS Marketing Mail

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##### 10.2.5 Pallet Preparation and Labeling

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*[Revise item (g) to read as follows:]*

- g. SCF/LPC, required, may contain carrier-route price, automation-price, and Presorted-price bundles. Labeling:
  1. Line 1: use [L016](#), Column B.

2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

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## **12.0 Merging Bundles of Flats on Pallets Using a 5 Percent Threshold**

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### **12.2 USPS Marketing Mail**

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#### **12.2.3 Pallet Preparation and Labeling**

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*[Revise item (g) to read as follows:]*

- g. SCF/LPC, required, may contain carrier-route price, automation-price, and Presorted-price bundles. Labeling:
1. Line 1: use [L016](#), Column B.
  2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

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## **13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5-Percent Threshold**

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### **13.2 USPS Marketing Mail**

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### 13.2.4 Pallet Preparation and Labeling

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*[Revise item (g) to read as follows:]*

g. SCF/LPC, required, may contain carrier-route price, automation-price, and

Presorted-price bundles. Labeling:

1. Line 1: use [L016](#), Column B.
2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

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## 15.0 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats

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### 15.4 Pallet Preparation

#### 15.4.1 Pallet Preparation, Sequence and Labeling

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*[Revise item (g) to read as follows:]*

g. SCF/LPC, required. Pallet may contain carrier route, automation or Presorted

mail for the 3-digit ZIP Code groups in [L016](#). Labeling:

1. Line 1: Use [L016](#), Column B.
2. Line 2: “STD/BPM/PER FLTS SCF”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or

“BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed  
by “MIX COMAIL.”

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