

DMM Revision:

Elimination of Bundling for USPS Marketing Mail Flats in Trays

203 Basic Postage Statement, Documentation, and Preparation Standards

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4.0 Bundles

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4.5 Securing Bundles of Flats

Bundles must be able to withstand normal transit and handling without breakage and without injuring USPS employees, and are subject to the following requirements:

[Revise the last sentence of item (a) to read as follows:]

- a. ***Using twine/string, rubber bands, wire or metal banding is not allowed.

[Delete item (c) in its entirety; renumber items (d) through (f) as (c) through (e) respectively:]

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5.0 Letter Trays and Flat Trays

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5.8 Preparation for USPS Marketing Mail Flats in Letter Trays

USPS Marketing Mail flat-size pieces may be prepared in letter trays instead of sacks/flat trays only if the following standards are met:

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

- e. All mail prepared under [245.9.0](#) must be bundled except for full carrier route trays.

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

- h. All other applicable standards in [245.8.0](#), [245.9.0](#), or [245.10.0](#) must be met, including required preparation sequence and use of sack/flat tray minimums as tray minimums.

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Exhibit 5.17 Required Barcoded Container Labels

[Revise Exhibit 5.17 to read as follows:]

PRICE OR TYPE	PROCESSING CATEGORY
USPS Marketing Mail	
Automation price	Letter-size
Enhanced Carrier Route	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)
Automation	Flat-size
Cobundled and cosacked	Flat-size
under 705.10.0 through 705.13.0	

Automation, Presorted, and Enhanced Carrier Flat-size

Route in letter trays under [245.3.0](#)

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240 Commercial Mail USPS Marketing Mail

243 Prices and Eligibility

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5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail

Letters, Flats, and Presorted USPS Marketing Mail Parcels

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5.6 Nonautomation Price Application – Flats

5.6.1 5-Digit Prices for Flats

[Revise the text of 5.6.1 to read as follows:]

The 5-digit price applies to flat-size pieces:

- a. In groups of 50 or more pieces and all pieces in a full 5-digit/scheme flat tray (see [245.1.4](#)).
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- c. When palletized under [705.10.0](#) in a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed on a merged 5-digit/scheme or 5-digit pallet.

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5.6.3 3-Digit Prices for Flats

[Revise the text of 5.6.3 to read as follows:]

The 3-digit price applies to flat-size pieces:

- a. In groups of 50 or more and all pieces in a full tray of 5-digit/scheme or 3-digit/scheme pieces in a 3-digit/SCF flat tray (see [245.1.4](#)).
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 3-digit/scheme bundle of 10 or more pieces.

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7.0 Eligibility Standards for Automation USPS Marketing Mail

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7.5 Price Application for Automation Flats

7.5.1 General

[Revise the text of 7.5.1 to read as follows:]

Automation prices apply to each piece properly sorted into qualifying groups:

- a. Groups of 50 or more flat-size pieces and all pieces in a full 5-digit/scheme tray qualify for the 5-digit price.
- b. Groups of 50 or more flat-size pieces and all pieces in a full 3-digit/scheme/SCF tray qualify for the 3-digit price.
- c. All flat-size pieces in mixed trays qualify for the mixed price (no minimum).

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245 Mail Preparation

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[Revise the text of 8.0 to read as follows:]

8.0 Preparing Nonautomation Flats

8.1 Basic Standards

All mailings and all pieces in each mailing at Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail nonautomation prices are subject to specific preparation standards in [8.2](#) through [8.8](#) and to these general standards (automation price mailings must be prepared under [10.0](#)):

- a. All pieces must be in the flat-size processing category.
- b. Bundling is not permitted in flat trays.
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#) and the following:
 1. All regular and Nonprofit USPS Marketing Mail pieces must be marked under [202.3.0](#). Regular and Nonprofit USPS Marketing Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).
 2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in flat trays or on pallets.
Certain flat-size pieces may be prepared in letter trays under [3.0](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [8.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.10.0](#) through [705.13.0](#).
- e. Sortation determines price eligibility as specified in [243.5.0](#).

8.2 Bundle Preparation and Labeling

Bundle preparation is for bundles on pallets only. Mailings consisting entirely of pieces meeting the automation-compatibility criteria in [201.6.0](#) 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, bundle size except as allowed under [203.4.12](#), and labeling:

- a. 5-digit scheme (required for flats meeting the automation-compatibility standards in [201.6.0](#)), see definition in [1.4j](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH, or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH, or OEL.
- b. 5-digit (optional), see definition in [1.4j](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (required for flats meeting the automation-compatibility standards in [201.6.0](#)), see definition in [1.4o](#); 10-piece minimum; green Label 3 SCH, or OEL.
- d. 3-digit (optional), see definition in [1.4p](#); 10-piece minimum; green Label 3 or OEL.
- e. SCF (optional); 10-piece minimum; pink Label A or OEL.
- f. Mixed (required); no minimum; tan Label X or OEL.

8.3 Required Traying

Except as provided in [8.5](#), a flat tray, or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches a full flat tray (up to the handholds) or 50 pieces, whichever occurs first.

8.4 Drop Shipment

A mailer using Priority Mail or Priority Mail Express to drop ship USPS Marketing Mail flat-size pieces may prepare flat trays/sacks containing fewer than 50 pieces.

8.5 Traying, Sacking, and Labeling

Flat trays are allowed for all sortations. Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation. Preparation sequence and labeling:

- a. 5-digit/scheme (optional); scheme sort required (before 5-digit sort), only for pieces meeting the automation flats criteria in [201.6.0](#), see definition in [1.4j](#); full flat tray or 50-piece minimum; labeling:
 1. Line 1: For 5-digit scheme flat trays use [L007](#), Column B. For 5-digit flat trays, use city, state, and 5-digit ZIP Code destination on pieces. (See [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme flat trays, use “STD FLT 5D SCH NON BC.” For 5-digit flat trays, “STD FLTS 5D NON BC.”
- b. 3-digit (optional); full flat tray or 50-piece minimum; labeling:

1. Line 1: [L002](#), Column A.
 2. Line 2: "STD FLTS 3D NON BC."
- c. Origin/entry 3-digits(s) (optional); no minimum; labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: "STD FLTS 3D NON BC."
- d. SCF (optional); full flat tray or 50-piece minimum; labeling:
1. Line 1: [L016](#), Column B.
 2. Line 2: "STD FLTS SCF NON BC."
- e. Mixed (required); no minimum; labeling:
1. Line 1: "MXD WKG".
 2. Line 2: "STD FLTS NON BC WKG."

8.6 Cobundling Flats With Automation Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation mailing, and a nonautomation mailing, then it must be prepared under [705.10.0](#).
- b. If the mailing job contains a carrier route mailing and a nonautomation mailing, then it must be separately sacked or trayed under [8.0](#) and [9.0](#) or prepared using the merged palletization option in [705.10.0](#).
- c. If the mailing job contains a carrier route mailing and an automation mailing, then it must be separately sacked or trayed under [9.0](#) and [10.0](#) or prepared using the merged palletization option in [705.10.0](#).
- d. Nonautomation pieces may be cobundled with automation pieces under the standards in [705.11.0](#).

8.7 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats

Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonautomation 5-digit bundles are copalletized with carrier route bundles prepared under [9.0](#) and with automation 5-digit bundles prepared under [10.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [8.5a](#) for information on when preparation under [705.10.0](#) may be required.

8.8 Residual Pieces

Mailers entering USPS Marketing Mail residual pieces that do not qualify for USPS Marketing Mail prices, and paying the applicable single-piece First-Class Mail or USPS Ground Advantage — Retail prices (but prepared “as is” under [244.5.0](#)), must separately tray residual pieces from the automation and presort pieces. Mailers must label flat trays under [204.3.0](#) using the CIN code 582 for use with residual flat trays.

Label flat trays as follows:

- a. Line 1: “MXD WKG”.
- b. Line 2: Use the human-readable content line corresponding to content identifier number 582 (see [Exhibit 204.3.2.4](#)).
- c. Line 3: Office of mailing or mailer information.

9.0 Preparing Enhanced Carrier Route Flats

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9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats

[Revise the text of 9.8 to read as follows:]

Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route price bundles prepared under [9.3](#) and [9.4](#) are copalletized with Presorted price 5-digit bundles prepared under [8.0](#) and with automation price 5-digit bundles prepared under [10.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted price pieces may be cobundled with automation price pieces under [705.11.0](#).

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10.0 Preparing Automation Flats

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[Revise the text of 10.4 to read as follows:]

10.4 USPS Marketing Mail Bundle and Flat-Tray Preparation

10.4.1 Bundling and Labeling

Bundle preparation is for bundles on pallets only. Preparation sequence, bundle size, except as allowed under [203.4.0](#), and labeling:

- a. 5-digit scheme (optional); see definition in [1.4g](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH or OEL.
- b. 5-digit presort (optional); see definition in [1.4g](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.

- c. 3-digit scheme (optional); see definition in [1.4p](#); 10-piece minimum; green Label 3 SCH or OEL.
- d. 3-digit presort (optional); see definition in [1.4p](#); 10-piece minimum; green Label 3 or OEL.
- e. SCF (optional); 10-piece minimum; pink Label A or OEL.
- f. Mixed (required); no minimum; tan Label X or OEL.

10.4.2 Required Traying

A flat tray or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches a full tray (see [1.4e](#)) or 50 pieces, whichever occurs first.

10.4.3 Traying, Sacking, and Labeling

Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation. Preparation sequence and labeling:

- a. *5-digit/scheme* (optional); scheme sort required before 5-digit sort; see definition in [1.4h](#); full flat tray or 50-piece minimum, labeling:
 1. Line 1: For 5-digit scheme flat trays, use [L007](#), Column B. For 5-digit flat trays/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 flat trays, use “STD FLTS 5D SCH BC.” For 5-digit flat trays/sacks, use “STD FLTS 5D BC.”
- b. *3-digit* (optional); full flat tray or 50-piece minimum; labeling:
 1. Line 1: L002, Column A.
 2. Line 2: “STD FLTS 3D BC.”
 - c. *Origin 3-digit(s)* (required) and entry 3-digit(s) (optional); no minimum (for origin and entry); labeling:
 1. Line 1: L002, Column A.
 2. Line 2: “STD FLTS 3D BC.”
 - d. *SCF* (optional); full flat tray or 50-piece minimum; labeling:
 1. Line 1: L016, Column B.
 2. Line 2: “STD FLTS SCF BC.”
 - e. *Mixed* (required); no minimum; labeling:
 1. Line 1: “MXD WKG”.
 2. Line 2: “STD FLTS BC WKG”.

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705 Advanced Preparation and Special Postage Payment Systems

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

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[Delete 9.2 in its entirety; renumber 9.3 as 9.2:]

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10.0 Merging Bundles of Flats Using the City State Product

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[Revise 10.2 to read as follows:]

10.2 USPS Marketing Mail

10.2.1 Basic Standards

Carrier route bundles from a carrier route price mailing may be placed on the same pallet as 5-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under [11.0](#)) under the following conditions:

- a. A carrier route mailing must be part of the mailing job.
- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [201.6.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [201.4.0](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be copalletized with automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such copalletization.

Containers of mail sorted in this manner are called “merged 5-digit” pallets.

Containers of mail sorted in this manner for which scheme ([L001](#)) sortation is also performed are called “merged 5-digit scheme” pallets. Pieces in 5-digit scheme ([L007](#)) bundles may not be placed in merged 5-digit containers.

- f. If sortation under this section is performed, merged 5-digit pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that pallet.
- g. The pieces in each separate mailing must bear the applicable markings required under [245.5.0](#), [245.6.0](#), or [245.7.0](#) and under [202](#).
- h. The prices are based on the level of bundle that the pieces are contained in under [243.6.0](#) and [243.7.0](#).
- i. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [10.2.5](#) using presort software that is PAVE-certified.
- j. A complete postage statement, using the correct USPS form, must accompany each mailing job prepared under these procedures.
- k. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price.

10.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0](#).

10.2.3 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). When sortation under this option is performed, after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme carrier routes*, required; optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the [L001](#) 5-digit scheme listing. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: "STD FLTS CR-RTS SCHEME" followed by "HD/HD+" if the pallet contains High Density/High Density Plus flats.
- b. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an "A" or "C" indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: "STD FLTS CR/5D SCHEME" followed by "HD/HD+" if the pallet contains High Density/High Density Plus flats.

- c. *5-digit carrier routes*, required; optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS” followed by “HD/HD+” if the pallet contains High Density/High Density Plus flats.
- d. *Merged 5-digit*, required, may contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS CR/5D” followed by “HD/HD+” if the pallet contains High Density/High Density Plus flats.
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.
- f. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#).

Labeling:

1. Line 1: use [L002](#), Column A.
 2. Line 2: “STD FLTS 3D”; 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.
- 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.
- h. *Mixed*, optional, allowed with no minimum. The pallet may contain carrier route, automation, and/or Presorted mail. Mailers must place trays containing pieces

paid at the single-piece price on the mixed pallet (unless required to be presented separately by special postage payment authorization). Labeling:

1. Line 1: "MXD WKG"
2. Line 2: "STD" followed by "FLTS"; 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; followed by "WKG."

11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

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11.2 USPS Marketing Mail

11.2.1 Basic Standards

[Revise the introductory text of 11.2.1 to read as follows:]

Mailers may choose to cobundle (see [245.1.4y](#)) automation price and nonautomation price flat-size pieces as an option to the basic bundling requirements in [245.8.0](#) and [245.10.0](#). All pieces in the same bundle must meet the standards in [201.6.0](#). 5-digit scheme and 3-digit scheme bundles must meet the additional standards in [245.1.4h](#) and [245.1.4p](#). Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle preparation (for flats meeting the criteria in [201.6.0](#)) must be palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions.***

[Delete item (b) in its entirety; renumber items (c) through (f) as (b) through (e) respectively:]

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