

*[Change in 3.1a "red Label D" to "red Label 5"; change in 3.1d "tan Label MXD" to "tan Label X";]*

*[Remove current 3.2 and redesignate current 3.3 as new 3.2.]*

\* \* \* \* \*

### 3.2 Traying and Labeling

\* \* \* \* \*

*[Revise 3.2a(1) to read as follows:]*

(1) Line 1: city, state, and 5-digit ZIP Code on packages (see M031 for overseas military mail).

\* \* \* \* \*

*[Revise 4.0 by moving mailing standards for irregular parcels to new 5.0; redesignate current 5.0 as new 6.0; revise current 4.0 to read as follows:]*

### 4.0 PREPARATION—FLAT-SIZE PIECES

#### 4.1 Required Packaging

Except as provided in 4.3, packaging is required before sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum package size. Smaller volumes are not permitted except for mixed ADC packages.

#### 4.2 Packaging and Labeling

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 17-piece minimum, optional 10-to 16-piece minimum (one consistent minimum required for a mailing job); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 4.3 Loose Packing

District managers may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made through the post office of mailing.

#### 4.4 Required Sacking

Except as provided in 4.5, a sack, or a letter tray under M033, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12

pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum. Pieces weighing more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must apply either one of these methods:

(1) The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.

(2) The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

#### 4.5 Drop Shipment

A mailer using Priority Mail or Express Mail to dropship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

#### 4.6 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit (required); 125-piece or 15-pound minimum; labeling:

(1) Line 1: city, state, and 5-digit ZIP Code on packages (see M031 for overseas military mail).

(2) Line 2: "STD FLTS 5D NON BC."

b. 3-digit (required); 125-piece or 15-pound minimum; labeling:

(1) Line 1: L002, Column A.

(2) Line 2: "STD FLTS 3D NON BC."

c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-package minimum (for origin and entry); labeling:

(1) Line 1: L004.

(2) Line 2: "STD FLTS ADC NON

BC."

e. Mixed ADC (required); no minimum; labeling:

(1) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office as shown in L004; if placed on an ASF or BMC pallet under option in M045.3.2, L802.

(2) Line 2: "STD FLTS NON BC WKG."

*#[Redesignate current 5.0 as new 6.0 and add new 5.0 to read as follows:]*

### 5.0 PREPARATION—IRREGULAR PARCELS

#### 5.1 Required Packaging

Except as provided in 5.3 and 5.5, packaging is required before sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum package size. Smaller volumes are not permitted except for mixed ADC packages and packages prepared under 5.4.

#### 5.2 Packaging and Labeling

Preparation sequence, package size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 5.3 Packaging Exceptions

Packaging is not required for irregular parcels under any of these conditions:

- a. The parcels are ½ inch thick or greater and placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack rather than a 3-digit package).
- b. The parcels are so large that 10 or fewer fill a sack.
- c. The parcels are in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.

#### 5.4 Commingling Irregular Parcel Mailings

Business Mailer Support (BMS) (see G043 for address) may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort if the payment of proper postage can be documented. BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit packages if doing so results in a finer preparation of at least 50% of the mail.

#### 5.5 Loose Packing

District managers may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds.