

## 6.5 Cancellation

An authorization may be canceled by the USPS if the mailer does not meet the standards for pallets or the rates claimed or the mailer does not submit information on future mailings as requested by the RCSC. Mailers may appeal canceled authorizations under G020.

### M045 *Preparing Mail on Pallets*

#### 1.0 BASIC USES

Mailers may prepare these types of mail on pallets:

- a. Letter-size mail in trays.
- b. Packages or bundles not prepared in sacks.
- c. Packages or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings (subject to M041).
- f. Combined mailings of machinable parcels (Standard Mail (A) and (B)) under M073.
- g. Two or more Periodicals publications combined or copalletized (subject to M041).
- h. Combined mailings of Nonprofit Standard Mail mixed rate levels (subject to M041).
- i. Commingled zone-rated Standard Mail (subject to M630).

#### 2.0 PACKAGES

##### 2.1 Standards

Package presort and labeling must meet the applicable general standards in M010 through M030, except as noted below. The palletized portion of a mailing may not include packages sorted to foreign destinations.

##### 2.2 Size—Periodicals

Package size: Six-piece minimum, 20-pound maximum, except that:

- a. Firm packages may contain as few as two copies of a publication and do not have to be consolidated into bundles with other packages to the same 5-digit destination. A firm "package" may be one piece for presort (see M210 and M290).
- b. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 20 pounds each.
- c. The last package to a presort destination may contain less than 10 pounds of mail.
- d. All palletized packages of copalletized publications must contain at least six pieces.

##### 2.3 Size—Standard Mail (A)

Package size: 10-piece minimum, 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 20 pounds each.
- b. The last package to a presort destination may contain less than 10 pounds of mail.

##### 2.4 Size—Standard Mail (B)

Package size: 10-pound or 1,000-cubic-inch minimum (whichever occurs first), 40-pound maximum, except that:

- a. All pieces for a presort destination must be in one package if they weigh less than 10 pounds. Ten pounds or more of mail for a destination must be prepared in packages that weigh from 10 to 40 pounds each.
- b. The last package to a presort destination may contain less than 10 pounds of mail.
- c. Packages must be prepared to carrier route sortations if the carrier route bulk bound printed matter rate is claimed. Mail at other rates must be sorted to 5- and 3-digit destinations.
- d. Smaller size packages of any copies remaining may be prepared to the levels noted in 2.4c after all required volume or larger packages are prepared. These smaller packages must be properly labeled and placed on an appropriate level pallet.

##### 2.5 Labels

When pressure-sensitive labels are used, a red Label D must appear on 5-digit packages if the copies in those packages show carrier route information.

##### 2.6 Residual

After all required and optional packages are prepared, remaining copies may be made into a residual package, properly labeled and placed on an appropriate level pallet.

#### 3.0 OPTIONAL BUNDLES—PERIODICALS AND STANDARD MAIL (A)

##### 3.1 Standards

Bundle presort and labeling must meet the applicable general standards in M010 through M030, except as noted below. The palletized portion of a mailing may not include bundles sorted to foreign destinations.

##### 3.2 Size

Bundle size: Two-package minimum, 20-pound maximum. Exception: For copalletized publications or products, bundles may contain 40 pounds of mail.

## 3.3 Sortation

Sortation is in the same sequence as sacks.

## 3.4 Labeling

Labeling of bundles is not required except for:

- a. Bundles containing packages for levels of sortation finer than the bundle destination. These bundles must have a facing slip with Lines 1 and 2 prepared as required for sacks.
- b. Bundles of Standard Mail (A) (other than carrier route and 5-digit bundles) placed on BMC pallets. These bundles containing packages for levels of sortation finer than the bundle destination must have a facing slip with Lines 1 and 2 prepared as required for sacks. The facing slip must completely cover the address and package label on the top piece in the bundle.

#### 4.0 PALLET PRESORT AND LABELING

##### 4.1 Packages, Bundles, Sacks, or Trays

Presort sequence and labeling:

- a. 5-digit (required for packages, bundles, and sacks, optional for trays); use destination of contents for Line 1.

- b. 3-digit (optional); use L002, Column A, for Line 1.

- c. SCF (required); use L002, Column B, for Line 1.

- d. As appropriate:

- (1) Periodicals: ADC (required); use L004 for Line 1.

- (2) Standard Mail: As appropriate, (a) Destination ASF (allowed and required only if DBMC rate is claimed for mail deposited at ASF); use L602 for Line 1; or (b) Destination BMC (required); use L601 (L602 if DBMC rate claimed) for Line 1.

- e. As appropriate:

- (1) Periodicals: Mixed ADC (optional); use L004 for Line 1, based on ZIP Code of entry office (in "Destination ZIP Codes" column) (label to plant serving entry post office if authorized by processing and distribution manager).

- (2) Standard Mail: Mixed BMC (optional); use L601 for Line 1, based on ZIP Code of entry office (in "Destination ZIP Codes" column) (label to plant serving entry post office if authorized by processing and distribution manager).

##### 4.2 Machinable Parcels—Standard Mail

Presort sequence and labeling:

- a. 5-digit (optional, but required for Standard Mail (A)  $\frac{3}{5}$  rate and Standard Mail (B) only); use destination of parcels for Line 1.

- b. ASF (allowed and required only if DBMC rate is claimed for mail deposited at ASF); use L602 for Line 1.