

requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years.

d. Authorization to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

## 7.2 Package Preparation

Packages must be presorted and labeled under 2.0 and meet the applicable basic standards in M020 and these conditions:

a. Packages must contain at least six pieces but no more than 20 pounds of mail.

b. 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.

c. All pieces 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 weighing from 10 to 20 pounds each.

d. The last package to a destination may contain less than 10 pounds of mail.

e. All palletized packages of copalletized publications must contain at least six pieces.

## 7.3 Bundle Preparation

Bundles must be presorted under 3.0 or 4.0 (as appropriate) and meet the applicable standards in M020 and these conditions:

a. Bundle size for all required presort levels: required (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

b. Bundle size for all optional presort levels: optional (20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted).

c. Bundles other than carrier route and 5-digit bundles must be labeled with facing slips that have similar information to that required for sack labels. A facing slip is not required on carrier route bundles. Five-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D.

## 7.4 Physical Characteristics

Bundles must be machinable on USPS sack-sorting equipment, unless they consist of publications for entry and delivery in the same SCF service area. Machinability can be improved by cross-strapping and using heavy-gauge shrinkwrap or stretchwrap on each bundle. Bundles entered and delivered in the same SCF service area must be securely bound to withstand normal handling without breakage or injury to USPS employees or damage to

mechanized sorting systems. Binding material must be applied at least once around both the length and girth. Wire and metal strapping are prohibited.

## 8.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

### 8.1 Basic Information

A combined mailing is a mailing in which individually addressed copies of two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies are presorted together to achieve the finest presort possible for the combined mailing. This process is also known as comailing. More than one publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or bundle, applicable to the presort rate claimed. Each piece must meet all applicable standards for the specific rate claimed. Nonprofit and classroom publications may be combined with Regular or Publications Service publications only as permitted by standard. Letter-size pieces of Regular and Publications Service mail may not be combined.

### 8.2 Mailing Statements

A separate mailing statement must be prepared for the postage computations for each publication or edition that is part of the combined mailing. The name and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the mailing statements. To report postage for firm packages for any combination not exclusively of Publications Service publications, the per piece postage computation (and nonadvertising adjustment, if applicable) for all copies included in firm packages must be on the mailing statement for the publication (having copies in those packages) that contains the higher (or highest) amount of advertising.

## 9.0 DOCUMENTATION

The publisher must be prepared to support information on mailing statements required with a Periodicals publication (e.g., the number of pieces or weight of copies addressed or sorted to specific destinations or zones, prepared at specific levels of presort, or prepared to qualify for a particular rate or discount). Except for mailings containing pieces at an automation rate, a destination entry rate, or a walk-sequence rate, the publisher may meet this standard at the time of mailing by separating sacks into groups based on the presort level for which their

contents qualify. In other situations, the publisher must have available documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards.

## M290 Preferred Periodicals

[Text of current M201, M202, M203, and M205; M201.1.0, M202.1.0, and M203.1.0 are combined into M290.1.0; the remainder of M201, M202, and M203, and all of M205, are redesignated as M290.2.0, 3.0, 4.0, and 5.0, respectively, with subsections renumbered accordingly; no changes in text except to use correct class and rate names.]

## 1.0 BASIC STANDARDS

### 1.1 Presort

All pieces in a Preferred Periodicals mailing must be presorted. All pieces must be in the same processing category unless specifically excepted by standard. Except for automation rate mailings, presort must at a minimum meet the standards in 2.0. Additional preparation might qualify pieces for other presort rates or discounts. Automation rate mailings must meet the presort standards in M800.

### 1.2 Single-Piece

Subject to the applicable presort standards, if presorting results in a single piece remaining that cannot be included in a package already prepared, that single piece may be sorted to a tray, sack, or pallet, as appropriate, without being prepared as a "package."

### 1.3 Loose Packing

District managers may authorize loose packing of faced, unpackaged flat-size mail if there are enough pieces to fill a No. 3 sack for the same 5-digit ZIP Code destination.

### 1.4 Firm Packages

A "firm package" is two or more copies for the same address placed in one package. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the mailing statement. The firm package may be claimed as one piece for presort and on the mailing statement. If the copies are unaddressed, the firm package is considered one piece. A firm package presorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces packaged to the same destination to satisfy a six-piece package requirement when applicable, regardless