

c. Pieces in a 5-digit sack containing both machinable and irregular parcels need not be packaged. (Sacks containing both machinable and irregular parcels cannot be prepared to other presort levels.)

5.3 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:

- a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D, facing slip, or optional endorsement line (OEL).
- b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3, facing slip, or OEL.
- c. ADC: required (10-piece minimum, fewer permitted); pink Label A, facing slip, or OEL.
- d. Mixed ADC: required (no minimum); tan Label MS, facing slip, or OEL.

5.4 Loose Packing

District managers of customer services may authorize loose packing of unpackaged pieces to fill No. 3 sacks if no material in a sack would be more finely presorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of pieces placed in one sack must not exceed 70 pounds. Requests to loose-pack mail must be made through the post office of mailing.

5.5 When to Sack

A sack 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, those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying mailing statement

whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or if the method in 5.5b ("BOTH") was used.

5.6 Drop Shipment

Mailers who use Priority Mail or Express Mail to drop ship Standard Mail (A) may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

5.7 Sack Size, Presort, and Labeling

Sack size (subject to 5.4 through 5.6), presort sequence, and labeling:

- a. 5-digit: As applicable:
 - (1) Flats or irregular parcels: required (125 pieces/15 pounds minimum, smaller volume not permitted); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
 - (2) Commingled machinable and irregular parcels: required at 10 pounds, smaller volume permitted; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 3-digit: required (125 pieces/15 pounds minimum, smaller volume not permitted); use L002, Column A, for Line 1.
- c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
- d. ADC: required (125 pieces/15 pounds minimum, smaller volume not permitted); use L004 for Line 1.
- e. Mixed ADC: required (no minimum); for Line 1, use MXD, followed by the entry ADC facility city/state/ZIP shown in L004.

5.8 Line 2

- Line 2: STD and:
 - a. 5-digit sacks of machinable and irregular parcels: 3C MACH AND IRREG.
 - b. Sacks of commingled irregular parcels: 3C COMM IRREG.
 - c. All other sacks: FLTS or 3C IRREG (as appropriate).
 - d. Mixed ADC sacks: WKG.
 - e. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

6.0 REGULAR RATE MACHINABLE PARCELS

6.1 5-Digit Sacks

Five-digit sacks containing both machinable and irregular parcels must be prepared under 5.0. Each possible 5-digit sack must be prepared in any mailing including pieces claimed at the $\frac{3}{5}$ rate. If each possible 5-digit sack is not prepared when there are 10 pounds or more of mail for that destination, the

$\frac{3}{5}$ rate may not be claimed for any part of the mailing.

6.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: optional at 10 pounds except under 6.1; use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.
- b. Destination ASF: required for DBMC rate only (10 pounds minimum, smaller volume not permitted); use L602 for Line 1.
- c. Destination BMC: required (10 pounds minimum, smaller volume not permitted); use L602 if DBMC rate is claimed; otherwise, use L601 for Line 1.
- d. Mixed BMC: required (no minimum); use L601 to show entry BMC for Line 1.

6.3 Line 2

- Line 2: STD 3C MACH and:
 - a. Mixed BMC sacks: MIXED BMC.
 - b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

7.0 BEDLOADED BUNDLES OF REGULAR RATE FLAT-SIZE PIECES

7.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of Regular Standard Mail (A) in bundles outside mail sacks if this preparation benefits the USPS. Generally, authorization is approved only when the number of bundles is not more than the number of sacks that would otherwise be used in a mailing. The mailer or agent must submit an application for each product that states the name of the mailer, the frequency of mailing, the post offices to which shipments are to be made, and the approximate numbers of copies and of bundles to be deposited at each office. The RCSC manager rules on the application and informs the applicant in writing. If an authorization is approved, the publisher or agent must be prepared to provide information for future mailings, similar to that required in the original application if requested by the RCSC manager. Authorization is approved for a specific period, not to exceed 2 years. Authorizations to bundle instead of sack may be revoked when it is determined that the preparation method no longer benefits the USPS.

7.2 Documentation

Documentation must be provided under 2.3, applying those standards to bundles rather than sacks.