

“Bulk Rate” or “Blk. Rt.” Pieces not clearly marked as required are treated as single-piece rate parcel post and subject to additional postage as necessary.

2.4 Catalogs

In addition to marking under 2.3, catalogs must be marked “CATALOG RATE” or “CATALOG.” For this standard, a “catalog” is bound printed matter consisting entirely of advertising. “Advertising” includes all material for the publication of which a valuable consideration is paid, accepted, or promised, which calls attention to something for getting people to buy it, seek it, sell it, or support it. Public service advertisements for which no consideration is paid are not advertising for postal purposes. Advertising includes:

- a. Reading matter or other material, for the publication of which an advertising rate is charged.
- b. Articles, items, and notices that are reading matter inserted by a custom or understanding that textual matter is to be inserted for the advertiser or the advertiser’s products in the publication where a display advertisement appears.
- c. Material in a publication advertising its own services or issues, or any other business (or products or services) of its publisher, whether display advertising or editorial or reading matter.

2.5 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. 5-digit: required at 10 pieces/20 pounds/1,000 cubic inches; 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 at 10 pieces/20 pounds/1,000 cubic inches; smaller volume 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. SCF: optional (10 pieces/20 pounds/1,000 cubic inches minimum; smaller volume not permitted); use L002, Column B, for Line 1.
- e. ADC: optional (no minimum); use L004 for Line 1.
- f. Mixed ADC: required (no minimum); for Line 1, use MXD followed by the entry ADC facility city/state/ZIP shown in L004.

2.6 Line 2

Line 2: STD 4C, FLATS or IRREG (as applicable), and:

- a. Mixed ADC sacks: WKG.
- b. As required by the applicable labeling list, Line 2 processing code

information must be right-justified under the ZIP Code on Line 1.

3.0 CARRIER ROUTE BOUND PRINTED MATTER

3.1 Preparation

Carrier route rate bound printed matter must be prepared under the standards in 3.5 through 3.8, unless prepared as machinable pieces, bedloaded bundles, or palletized under 6.0, 7.0, and M045, respectively.

3.2 Documentation

Documentation is subject to the general standards in P012. At the time a mailing is submitted for presort and postage verification, the mailer must submit a list of the number of qualifying and residual pieces for each by 5-digit ZIP Code and, within each, by carrier route. After the first mailing, the postmaster may authorize the mailer to keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to the USPS’s satisfaction.

3.3 Marking

Each piece claimed at carrier route bulk bound printed matter rates must be marked “Bound Printed Matter Blk. Rt.” and “Carrier Route Presort” or “CAR-RT SORT.” In addition, catalogs must be marked “CATALOG RATE” or “CATALOG.” Catalog is defined in 2.4. Residual pieces in a carrier route bulk bound printed matter mailing may have the “Carrier Route Presort” or “CAR-RT SORT” marking if the number of residual pieces to any single 5-digit ZIP Code area does not exceed 5% of the total qualifying carrier route rate pieces addressed to that 5-digit area. The residual pieces must be separated from the qualifying pieces when presented to the USPS. Pieces not clearly marked as required are treated as single-piece rate parcel post and subject to additional postage as necessary.

3.4 Package Preparation

“Carrier route” includes city carrier routes, rural routes, highway contract routes, post office box sections, and general delivery units. Packages must meet the applicable basic standards in M020.

3.5 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling: Carrier route: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller packages not permitted); facing slip required unless

the pieces in the package show a carrier route information line.

3.6 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

- a. Carrier route: optional (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use 5-digit destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
- b. 5-digit carrier routes: required (no minimum); use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.

3.7 Line 2

Line 2: STD 4C, FLTS or IRREG (as applicable), and:

- a. Carrier route sacks: route type and number.
- b. 5-digit carrier routes sacks: CARRIER ROUTES.

3.8 Residual Pieces

Residual mail not presorted under 3.5 through 3.7 may be prepared in packages of fewer than 10 pieces each for individual carrier routes. Residual pieces must be sacked under 2.0. Residual pieces may be included in a carrier route presort rate mailing with the “Carrier Route Presort” or “CAR-RT SORT” marking if postage is paid at the applicable bulk bound printed matter rate. These pieces must be separated from the qualifying carrier route rate pieces when presented to the USPS. The number of residual pieces endorsed “Carrier Route Presort” or “CAR-RT SORT” addressed to any single 5-digit ZIP Code area must not exceed 5% of the total qualifying presorted carrier route pieces addressed to that 5-digit area.

4.0 SPECIAL STANDARD MAIL

4.1 Basic Standards

There are no presort, sacking, or labeling requirements for single-piece Special Standard Mail. Presorted Special Standard Mail matter must be prepared subject to 4.3 through 4.5, unless prepared as machinable pieces, bedloaded bundles, or palletized, subject to 6.0, 7.0, and M045, respectively. Mailings of nonmachinable (outside) pieces eligible for the presort rates must be prepared to preserve the required presort as instructed by the postmaster of the office of mailing.

4.2 Marking

Each piece claimed at Special Standard Mail single-piece rates must be marked “Special Standard Mail.” Each piece claimed at Presorted Special