

Standard Mail rates must be marked "Presorted Special Standard Mail." Pieces not clearly marked as required are treated as single-piece parcel post and subject to additional postage as necessary.

#### 4.3 Sack or Bundle Preparation (5-Digit Rate)

Sack or bundle size, presort sequence, and labeling: 5-digit (only); required (eight pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); 20-pound maximum for bundles; no label required on bundles; on sacks use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

#### 4.4 Sack Preparation (BMC Rate)

Sack size, presort sequence, and labeling: destination BMC (only); required (four pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L601 for Line 1.

#### 4.5 Line 2

Line 2: STD 4C and processing category. As required by the labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 5.0 LIBRARY MAIL

#### 5.1 Basic Standards

There are no presort, sacking, or labeling requirements for single-piece Library Mail, except that, if 1,000 or more identical-weight Library Mail pieces are mailed during a single day, they must be presorted and sacked under 2.0 unless prepared as machinable parcels or palletized subject to 6.0 or M045, respectively.

#### 5.2 Marking

Each piece of Library Mail must be marked "Library Rate" or "Library Mail." Pieces not clearly marked as required are treated as single-piece parcel post and subject to additional postage as necessary.

### 6.0 MACHINABLE PARCELS

#### 6.1 Basic Standards

All Standard Mail (B) machinable parcels must be prepared in sacks under 6.2 unless palletized under M045. Parcel post or bound printed matter pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under 8.0. Pieces for more than one zone may not be placed in the same bundle or sack, and bundles and sacks must be separated by zone when presented.

#### 6.2 Sack Size, Presort, and Labeling

Sack size, presort sequence, and labeling:

a. 5-digit: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use 5-digit ZIP Code destination of pieces for Line 1, preceded for military mail by the correct prefixes under M031.

b. ASF: allowed and required only if DBMC rate is claimed for mail deposited at ASF; 10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted; use L602 for Line 1.

c. Destination BMC: required (10 pieces/20 pounds/1,000 cubic inches minimum, smaller volume not permitted); use L601 (L602 if DBMC rate claimed) 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 4C 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 BOUND PRINTED MATTER AS BEDLOADED BUNDLES

#### 7.1 Authorization

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of bound printed matter meeting the applicable standards in 2.0 or 3.0 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 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 on 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 can be revoked when it is determined that the preparation method no longer benefits the USPS.

#### 7.2 Separation

Unless prepared under 8.0, pieces for more than one zone may not be placed in the same package or bundle, and packages and bundles must be separated by zone when presented to the USPS.

#### 7.3 Package Preparation

Packages must meet the applicable basic standards in M020. Package size: two-piece minimum, 20-pound maximum. Presort sequence and labeling of packages are subject to 2.0 or 3.0, as applicable for the rate claimed.

#### 7.4 Bundle Preparation

Bundles must meet the applicable basic standards in M020. Bundles must be machinable by USPS sack-sorting equipment, unless they consist of pieces 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.

#### 7.5 Bundle Size, Presort, and Labeling

Bundle size, presort sequence, and labeling: For all presort levels: two packages/20 pounds/1,000 cubic inches minimum, 40 pounds maximum; smaller bundles not permitted. Presort sequence is same as sacks under 2.0 or 3.0, as applicable for the rate claimed. 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. The 5-digit bundles must contain pieces with the correct optional endorsement line or have a red Label D. Packages too large to be placed in a bundle do not require a facing slip. Optional endorsement lines may be used instead of facing slips on other than mixed states bundles, subject to M013.

### 8.0 COMMINGLING ZONES

Zone-rated Standard Mail pieces need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to the applicable conditions of this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the RCSC manager serving the office of mailing. These provisions also apply to