

DMM Module L Labeling Lists

Technical Guide 2003

L000 - General Use

- L001.TXT** **5-Digit Scheme Destination:** Use this information for Line 1 on 5-digit scheme containers for Periodicals flats and irregular parcels, Standard Mail Enhanced Carrier Route (ECR) flats, and Bound Printed Matter (BPM) flats destined for multiple 5-digit ZIP Codes served by a single delivery unit. When this list is used mail for the 5-digit ZIP Codes must be combined on pallets or in sacks as follows:
- a. Packages on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
 - b. Packages on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria of the AFSM 100 (C820.2.0), including AFSM 100-compatible flats copalletized with other flats.
 - c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination.
- L002A.TXT** **3-Digit Destination – Presorted/Non-Automation Rate Letters:** Use this information for Line 1 on 3-digit containers (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by the word "UNIQUE" in the 'Label_Misc' field. The letter 'N' in the "Label Indicator" field is designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack becomes optional and 3-digit pallet preparation is prohibited. (Refer to Module M of the DMM.)
- L002B1.TXT** **3-Digit/Scheme Destination - Automation Letters - (FCM):** For FCM only, use this information for Line 1 on 3-digit and 3-digit scheme containers (subject to the standards for the rate claimed). Line 2, for destinations indicated by an "S", must include either "SCHEME" or the specific information shown. (3-Digit groups by scheme group, where applicable, are shown in L003.TXT).
- L002B2.TXT** **3-Digit/Scheme Destination – Automation Letters (PER/STD):** For PER and STD only, use this information for Line 1 on 3-digit and 3-digit scheme containers (subject to the standards for the rate claimed). Line 2, for destinations indicated by an "S", must include either "SCHEME" or the specific information shown. 3-digit groups by scheme group, where applicable, are shown in L003.TXT).
- L002C.TXT** **SCF Destination:** Use this information for Line 1 on SCF containers (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a "D" (3-Digit groups by SCF are shown in L005.TXT). Destination SCF Standard Mail rates, destination SCF Package Services rates, or SCF zone and per piece discounts for Periodicals rates are available only to those ZIP Code areas for which an SCF is shown.
- L003A.TXT** **3-Digit ZIP Code Prefix Groups for 3-Digit Scheme Sortation (All First-Class Mail):** When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes must be combined in trays labeled to the corresponding destination. Line 2 on tray labels must include "SCHEME," except as shown in the "Label_Misc" field in the file.

- L003B.TXT** **3-Digit ZIP Code Prefix Groups for 3-Digit Scheme Sortation (All Periodicals and Standard Mail):** When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes must be combined in trays labeled to the corresponding destination.. Line 2 on tray labels must include "SCHEME," except as shown in the "Label_Misc" field in the file.
- L004A.TXT** **3-Digit ZIP Code Prefix Groups for ADC Sortation - All First Class Mail (FCM): For mail destined to an area distribution center (ADC).** Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown must be combined and labeled to the corresponding ADC label to destination.
- L004B.TXT** **3-Digit ZIP Code Prefix Groups for ADC Sortation - All Standard Mail and Package Services** (except for Standard Mail Irregular Parcels). Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes must be combined and labeled to the corresponding ADC destination shown. ADCs for Standard Mail Irregular Parcels are identified in L603.TXT. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.
- L004C.TXT** **3-Digit ZIP Code Prefix Groups for ADC Sortation - All Periodical Mail.** Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes must be combined and labeled to the corresponding ADC destination. Where noted, the destination must be selected based on the class of mail being prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.
- L005.TXT** **3-Digit ZIP Code prefix Groups for SCF Sortation -** Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes must be combined and labeled to the corresponding SCF destination. SCFs serving only one 3-digit area are identified by the letter "S" in the "Label_Misc" field.. Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.
- L006A.TXT** **5-Digit Metro Scheme – Standard Mail Flats and Bound Printed Matter Flats–** L006 is an optional 5-digit metro-area scheme pallet preparation for Standard Mail flats and Bound Printed Matter flats where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.
- L006B.TXT** **5-Digit Metro Scheme – Periodicals Flats–** L006 is an optional 5-digit metro-area scheme pallet preparation for Periodical flats where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.
- L007.TXT** **5-Digit Scheme Sortation – Automation and Copackaged Automation and Presorted Periodicals and Standard Mail Packaged Flats -** L007 describes the 5-digit scheme sortation list for packaging of automation rate (see M820) and copackaged automation and Presorted rate (see M950) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter flat-size pieces that meet the AFSM 100 criteria under C820.2.0. The pieces within the scheme packages are processed in the same operation and therefore are not required to be prepared in individual 5-digit packages.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in packages for all combinations for which mail exists and density dictates. All 5-digit scheme packages are required to include the appropriate OEL under M013 which must contain the 5-digit ZIP Code listed in Column B. Five-digit scheme sacks containing 5-digit scheme packages must be labeled to the corresponding destination in Column B.

L600 - Standard Mail and Package Services

L601.TXT BMCs

Note to mailers: When labeling mixed BMC sacks and pallets, add “MXD” before the label to destination of the BMC serving the 3-digit ZIP Code prefix of the post office at which the mail is entered.

Use this list for:

- a. Standard Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- b. Standard Mail packages, bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels except ASF Mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- d. Bound Printed Matter packages or sacks on pallets.
- e. Parcel Post except for ASF Mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail. Machinable parcels for the DBMC rates must be sorted to the Pittsburgh BMC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to BMC destinations.

L602.TXT ASFs – Auxiliary Service Facilities

Use this list for:

- a. Standard Mail machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.
- b. Standard Mail packages, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601.
- d. Bound Printed Matter packages or sacks on pallets.
- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service

area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC under L601 if bedloaded and presented with machinable parcels.

L603.TXT ADCs - Irregular Standard Mail Parcels

L603 identifies the service area by individual 3-digit ZIP Code prefix for Standard Mail irregular parcels.

L604.TXT Originating ADCs – Standard Mail Irregular Parcels: To identify the service area by individual 3-digit ZIP Code prefix for mixed ADC Standard Mail irregular parcels.

To determine the correct line 1 (destination) for labels being prepared for containers of mixed ADC mail:

1. Determine the ZIP Code of the origin post office (i.e., the post office where the mail is to be entered and postage paid);
2. Locate the first three digits of the ZIP Code under "Origination ZIP Codes" in the left column;
3. Read across the line to the entry under "Label To" in the right column;
4. Use this entry as the top line of the label for all mixed ADC containers in the mailing.

L605.TXT BMCs/ASFs – Nonmachinable Parcel Post BMC Presort and OBMC Presort

L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.

L606.TXT 5 Digit Scheme – Package Services and Standard Mail Parcels

L606 describes the optional 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), and Package Services machinable and nonmachinable parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit.

Use of the 5-digit scheme sort for parcels is always optional, including when 5-digit sortation is required for rate eligibility. This 5-digit scheme sort need not be used for all possible 5-digit scheme sorts. When used, all parcels for the 5-digit ZIP Codes shown in Column A must be combined in a 5-digit scheme sack(s) or on a 5-digit scheme pallet(s) labeled to the corresponding destination shown in Column B.

L800 - Automation Rate mailings

L801A.TXT AADCs - FCM Mail only

L801B.TXT AADCs - Periodicals and Standard Mail only

L802.TXT BMC/ASF Entry - Periodicals and Standard Mail

L803A.TXT **Non-BMC/ASF Entry - Standard Mail only**

L803B.TXT **Non-BMC/ASF Entry - Periodical Mail only**

Note: The Labeling Lists Files do not supersede DMM procedure or information; they simply provide labeling information in an electronic format.

Special DMM Tables

These tables are provided in electronic format for general use. The table names correspond to the section of the Domestic Mail Manual (DMM) where the hardcopy tables are located.

E650.TXT **DBMC Discounts – Standard Mail**

Provides the destination bulk mail centers (DBMC) for ZIP Codes eligible for entry discount. Corresponds to the table in DMM E650.5.1.

E751.TXT **DBMC Discounts – Package Services (Parcel Select)**

Provides the destination bulk mail centers (DBMC) for ZIP Codes eligible for entry discount. Corresponds to the table in DMM E751.1.3.

M032.TXT **Content Identifier Numbers (CIN):** The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels for domestic mailings as listed within M032. The required second line information that corresponds to the CIN must appear on the human-readable content line of both barcoded and non-barcoded labels.

M045.TXT **ASF/BMC – Parent/Child Relationship**

For each ZIP Code serviced by an ASF, identifies the specific ASF and its parent BMC.

Files Table Structure

The **E650, L003, L004, L005, L601, L602, L603, L604, L605, L801, L802, and L803** Label List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	3	1 – 3
Filler	20	4 – 23
Label_ID	30	24 – 53
Label_State	2	54 – 55

Label_ZIP	5	56 – 60
*Label_Misc	20	61 – 80

***Footnotes for L601 ,L603, and L605:**

FT1 - Mailed from ZIP Codes 006-009.

FT2 - Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination post office is in ZIP Code areas 850, 852, 853, 855-857, 859, 860, 863, or 864, then the mail is labeled to the Los Angeles BMC rather than the Denver BMC as follows: **BMC LOS ANGELS CA 90901**

FT3 – May combine in the same sack with ADC mail for ZIP Codes 894-897, 936-961, and 967-969, labeled to: **BMC SAN FRAN CA 94580**

***Footnotes for L604:**

FT1 – Mail originating and destined in ZIP 969 must be sacked separately and labeled to the origin SCF.

FT2 – Mail originating and destined in ZIPs 995, 996, 998, or 999 must be sacked separately and labeled to the origin SCF. For Example, mail for 995 must be labeled to SCF ANCHORAGE AK 995.

The **L001, L006A, L006B, L007** and **L606** Label List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	5	1 – 5
Filler1	2	6 – 7
Label_ID	25	8 – 32
Label_State	2	33 – 34
Filler2	1	35
Label_ZIP	5	36 – 40

The **L002A, L002B** and **L002C** Label List structure is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
3D_ZIP	3	1 – 3
Filler1	2	4 – 5
Indicator	1	6 – 6
Filler 2	17	7 – 23
Label_ID	30	24 - 53
Label_State	2	54 – 55
Label_ZIP	5	56 – 60
Label_Misc	20	61 - 80

The format for the **M032** CIN Table is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
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Content_Id_Num	3	1 – 3
Content_Line	25	4 – 28
*Foot_Note	4	29 – 32
Vendor_Code	1	33
Carriage Return/Line Feed	2	34 - 35

***Footnotes for M032:**

FT1 – Information must be followed by a one letter carrier route type and a 3-digit route number for the route to which the tray or sack is destined. At the mailer’s option, one space is permitted between the type description and the route number.

FT2 – This information must be followed by the letter A, B, or C, if applicable for the destination of the tray as indicated in L002.

The format for the **M045** Parent BMC/Child ASF Table is:

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Zip_Code	3	1 – 3
Child_ASF	22	4 – 25
Parent_BMC	26	26 – 51

Acronyms defined:

Air Mail Centers (AMCs)

Air Mail Facilities (AMFs)

Air Mail Centers and Air Mail Facilities serve as the processing points for mail being tendered to the airlines. They assign mail to flights, receive and dispatch mail to/from air carriers, accept and sort mail to/from plants; measure the performance/quality control of air carrier operations; and manage functions specific to airport operations.

Bulk Mail Centers (BMCs)

The Bulk Mail Centers serve as the central processing and transfer points for receiving and processing originating and destining Standard Mail and Package Services within a designated geographic area. Each BMC receives its origin mail from within its local service area and receives its destining mail from other BMCs and large volume mailers in the form of drop shipments.

Auxiliary Service Facility (ASF)

Auxiliary Service Facilities serve as subordinate mail processing hubs for parent Bulk Mail Centers.

DIS – The code for “distribution at” used to label mail for two or more post offices that receive mail through another post office or general mail facility that sorts incoming mail for a defined service area.