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OVERVIEW

The Labeling Lists data product assists mailers with presorting mail. It provides active, originating 3- and 5-digit ZIP Code data along with their destination locations [including city/state/ZIP Code] for labeling purposes. The product contains complete data files of each list found in the *DMM*[®] available online via Postal Explorer at http://pe.usps.gov/text/dmm300/labeling_lists.htm. Periodic updates to the Labeling Lists are published in the *Postal Bulletin*.

It is important to note that the Labeling Lists data product files do not supersede *DMM* procedure or information; they simply provide labeling information in an electronic format.

For an official USPS[®] list of acronyms and their definitions contained within this technical guide, please visit http://www.usps.com/ncsc/lookups/usps_abbreviations.htm and click the "Acronyms" link.

L000 GENERAL USE

L001: 5-Digit Scheme—Periodicals, Standard Mail[®], and Package Services Flats and Irregular Parcels

L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, Standard Mail, and Package Services flats and irregular parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit. When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

- a. Bundles on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
- b. Bundles on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria for automation flats (301.3.0), including automation-compatible flats copalletized with other flats.
- c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

Use the Labeling Lists data product file, L001.txt.

L002: 3-Digit ZIP Code Prefix Matrix

L002 lists every 3-digit Zip Code prefix for mail destined to 3-digit, 3-digit scheme, and sectional center facility (SCF) destinations as follows:

- a. 3-Digit ZIP Code Prefix: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an N have been designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack is optional, and for which the preparation of the optional 3-digit pallet is prohibited.
- b. Column A, 3-Digit Destinations: Use this information for Line 1 on 3-digit container labels (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a U.
- c. Column B, 3-Digit/Scheme Destinations: Use this information for Line 1 on 3-digit or 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels 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).
- d. Column C, SCF Destinations: Use this information for Line 1 on SCF container labels (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a D (3-digit groups are shown by SCF in L005). Destination SCF Standard Mail[®] rates, destination SCF Package Services rates, or destination SCF rates and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the USPS[®] Label Printing Center, use Form 1578-B and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

Use the Labeling Lists data product file, L002A.TXT for 3-Digit Destination – Presorted, Automation Rate Letters only.

Use the Labeling Lists data product file, L002B1.TXT for 3-Digit/Scheme Destination – First-Class Mail[®] Automation Letters only.

Use the Labeling Lists data product file, L002B2.TXT for 3-Digit/Scheme Destination – Periodicals and Standard Mail Automation Letters only.

Use the Labeling Lists data product file, L002C.TXT for SCF Destination only.

L003: 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail. When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include "SCHEME" except as shown below.

Use the Labeling Lists data product file, L003A.TXT for First-Class Mail only.

Use the Labeling Lists data product file, L003B.TXT for Periodicals and Standard Mail only.

L004: 3-Digit ZIP Code Prefix Groups—ADC Sortation

L004 describes the service area by individual 3-digit ZIP Code prefix 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 in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS® Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail®), set number 009 (Periodicals), or set number 010 (Standard Mail® and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

Use the Labeling Lists data product file, L004A.TXT for First-Class Mail only.

Use the Labeling Lists data product file, L004B.TXT for Standard Mail and Package Services – except for Standard Mail Irregular Parcels.

Use the Labeling Lists data product file, L004C.TXT for Periodicals Mail only.

L005: 3-Digit ZIP Code Prefix Groups—SCF Sortation

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; 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.

Use the Labeling Lists data product file, L005.txt.

L006: 5-Digit Metro Scheme

L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit bundles may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

Use the Labeling Lists data product file, L006A.TXT for Standard Mail Flats and Bound Printed Matter Flats only.

Use the Labeling Lists data product file, L006B.TXT for Periodicals Mail only.

L007: 5-Digit Scheme—Periodicals, Standard Mail[®], and Package Services Flats in Bundles

L007 describes the 5-digit scheme sortation list for automation price (see 345.7.0 for Standard Mail, 365.7.0 for Bound Printed Matter, and 707.25.0 for Periodicals) and cobundled automation and Presorted rate (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM), Media Mail[®], and Library mail flat-size pieces that meet the automation criteria under 301.3.0. The pieces within the scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 5-digit bundles.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 5-digit scheme bundles must include the appropriate OEL under 708.7.0, which must contain the 5-digit ZIP Code listed in Column B.

5-digit scheme bundles using OELs must include the appropriate OEL under 708.7.0, which must contain the 5-digit ZIP Code listed in Column B.

Use the Labeling Lists data product file, L007.txt.

L008: 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

L008 describes the 3-digit scheme sortation list for automation price (see 345.7.0 for Standard Mail, 365.7.0 for Bound Printed Matter, and 707.25.0 for Periodicals) and cobundled automation and Presorted rate (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the automation criteria in 301.3.0. Pieces within scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 3-digit bundles.

When the 3-digit scheme sort is used, mail for the 3-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. 3-digit scheme bundles using OELs must include the appropriate OEL under 708.7.0, which must contain only the 3-digit ZIP Code listed in Column B. The city and state are provided as information only.

Use the Labeling Lists data product file, L008.txt.

L009: Mixed ADCs—Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats

Mailers must use L009 to label mixed ADC bundles and sacks of Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats. Mailers also must use L009 to label mixed ADC bundles and sacks containing Periodicals irregular parcels and Bound Printer Matter irregular parcels.

Use the Labeling Lists product data file, L009A.TXT for Package Services Flats, Irregular Parcels, and Standard Mail Flats only.

Use the Labeling Lists product data file, L009B.TXT for Periodicals Mail only.

L010: NDC/ASF Entry – Standard Mail® Letters and Package Services Irregular Parcels

L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters entered at an ASF or NDC (Column A) or placed on an ASF or NDC pallet, or placed on a SCF pallet entered at an SCF facility listed in column B. L010 indicates the label destination (Column B) for mixed sacks of Package Services irregular parcels placed on ASF or NDC pallets.

Use L009 when labeling mixed ADC bundles and sacks of automation price Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats.

Use the Labeling Lists product data file, L010.txt.

L011: Non-NDC/ASF Entry—Periodicals and Standard Mail Letters

L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Periodicals and Standard Mail letters.

Use L009 when labeling mixed ADC bundles and sacks of automation price Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats.

Use the Labeling Lists data product file, L011A.TXT for Standard Mail only.

Use the Labeling Lists data product file, L011B.TXT for Periodicals Mail only.

L200 PERIODICALS AND FIRST-CLASS MAIL®

L201: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201 describes the First-Class Mail surface transportation reach of an origin facility for use in preparing bundles and sacks of Periodicals mail (including Periodicals labeled "news") and in preparation of First-Class Mail mixed containers.

For Periodicals addressed to destinations within the First-Class Mail surface reach of the origin facility, mailers must use L201 to prepare mixed origin ADC bundles and sacks to enable integration of this volume into the First-Class Mail mailstream. Label bundles and sacks of mail originating in the 3-digit entry ZIP Code in Column A for delivery to 3-digit ZIP Code destinations listed in Column B using the corresponding city, state, and ZIP Code information in Column C. Use L009 for the preparation of mixed ADC bundles and sacks for any remaining pieces addressed to 3-digit ZIP Code destinations not listed in Column B.

For First-Class Mail letters, flats, and parcels originating in the 3-digit entry ZIP Code in Column A, label trays and sacks to the corresponding destination in Column C. Use "MXD" instead of "OMX." Ignore Column B.

Use the Labeling Lists data product file, L201A.TXT for Periodicals Mail Origin Split only.

Use the Labeling Lists data product file, L201B.TXT for First-Class Mail Mixed ADC/AADC only.

L600 STANDARD MAIL[®] AND PACKAGE SERVICES

L601: Network Distribution Centers (NDCs)

L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to NDC destinations. Use this list for:

- a. Standard Mail parcels and NFMs except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Parcels and NFMs for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC.
- b. Standard Mail 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 prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC.
- d. Bound Printed Matter bundles 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 prices and nonmachinable BMC Presort or OBMC Presort mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC prices may be sorted to the Pittsburgh NDC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to NDC destinations.

For labeling mixed BMC sacks and pallets, mailers must add "MXD" before the Column B information of the NDC serving the 3-digit ZIP Code prefix of the Post Office at which the mail is entered.

Use the Labeling Lists data product file, L601.txt.

L602: ASFs

L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail[®] and Package Services mail that must be sorted to ASFs. Use this list for:

- a. Standard Mail parcels and NFMs if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC prices. Parcels and NFMs for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601.
- b. Standard Mail bundles, 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 prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601.
- d. Bound Printed Matter bundles 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 prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC prices must be sorted to the Pittsburgh NDC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC prices may be sorted to the Pittsburgh NDC under L601 if bedloaded and presented with machinable parcels.

Use Labeling Lists data product file, L602.txt.

L605: NDCs/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.

Use Labeling Lists data product file, L605.txt.

L606: 5-Digit Scheme—Standard Mail, First-Class Mail[®], and Package Services Parcels

L606 lists the 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), First-Class Mail Presorted 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 required for 5-digit price eligibility. 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.

Use Labeling Lists data product file, L606.txt.

L607: 3-Digit ZIP Code Sort Option for Drop-Ship Mailers

L607 lists the 5-digit ZIP Codes for machinable parcels eligible to be entered at designated SCFs when sorted into 3-digit containers. The corresponding rate eligibility and mail preparation standards are described in 453.3.1.4, 455.4.2, 466.4.1, and 466.4.2.

Column A lists the 5-digit destination ZIP Codes that may be included in this sortation. Column B lists the corresponding 3-digit destination for container labeling. Use L005 for determining the corresponding SCF entry facility.

Use Labeling Lists data product file, L607.txt.

L800 AUTOMATION RATE MAILINGS

L801: AADCs – Letter-Size Mailings

L801 describes the service area by individual 3-digit ZIP Code prefix for automation rate letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS® Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

Use Labeling Lists data product file, L801A.txt for First-Class Mail® only.

Use Labeling Lists data product file, L801B.txt for Periodicals and Standard Mail® only.

FILE STRUCTURES

L003A.txt, L003B.txt, L004A.txt, L004B.txt, L004C.txt, L005.txt, L008.txt, L009A.txt, L009B.txt, L010.txt, L011A.txt, L011B.txt, L601.txt, L602.txt, L605.txt, L801A.txt and L801B.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	03	01 – 03
Filler	20	04 – 23
Label_ID	3	24 – 53
Label_State	2	54 – 55
Label_ZIP	05	56 – 60
Label_Misc*	20	61 – 80

*Footnotes for L601.txt and L605.txt only:

FT1: Mailed from ZIP Code areas 006-009.

FT2: Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 894, 895, 897, 889-891, 893, 900-908, 910-928, 930-935, 936-969 and the destination Post Office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, label the mail to the Los Angeles NDC rather than the Denver NDC as follows: NDC LOS ANGELES CA 90901.

L001.txt, L006A.txt, L006B.txt, L007.txt, L606.txt and L607.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	05	01 – 05
Filler1	02	06 – 07
Label_ID	25	08 – 32
Label_State	02	33 – 34
Filler2	01	35 – 35
Label_ZIP	05	36 – 40

L002A.txt, L002B1.txt, L002B2.txt and L002C.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
3D_ZIP	03	01 – 03
Filler1	02	04 – 05
Indicator	01	06 – 06
Filler 2	17	07 – 23
Label_ID	30	24 – 53
Label_State	02	54 – 55
Label_ZIP	05	56 – 60
Label_Misc	20	61 – 80

L201A.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Active 3-digit ZIP Codes only representing point of entry	003	0001 – 0003
999 possible 3-digits reflecting 0 or 1	999	0004 – 1002
City Name for Label Line 1	030	1003 – 1032
State Name for Label Line 1	002	1033 – 1034
Facility ZIP Code for Label Line 1	005	1035 – 1039
Filler	002	1040 – 1041

L201B.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
Active 3-digit ZIP Codes only representing point of entry	003	0001 – 0003
Filler	999	0004 – 1002
City Name for Label Line 1	030	1003 – 1032
State Name for Label Line 1	002	1033 – 1034
Facility ZIP Code for Label Line 1	005	1035 – 1039
Filler	002	1040 – 1041

ORDER FORM INFORMATION

The *National Zone Charts Matrix & Labeling Lists Product Order Form* [PS Form 8184] can be found on the RIBBS™ web site located at <http://ribbs.usps.gov/index.cfm?page=labelinglists>. Or, call 800-238-3150 to request a copy via fax or email.

LICENSE AGREEMENT INFORMATION

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