

# Full-Service Palletization Fact Sheet – 4/22/2015

## INTELLIGENT MAIL CONTAINER BARCODE (IMcb)

The Intelligent Mail container barcode (IMcb) is required on the container placard.

This 21-digit IMcb includes four components:

- Application Identifier
- Type Indicator
- Mailer ID
- Serial Number

Mailers are required to uniquely number each container and NOT reuse any of the numbers for 45 days from the date of the mailing.

## PLACARD PLACEMENT REQUIREMENTS

At least two clearly visible placards must be affixed on adjacent sides of each pallet, outside of any shrink wrap.

## PLACARD SIZE REQUIREMENTS

Container Placards can be two sizes:

- 8" minimum by 11"
- Self-Adhesive 4" by 7"

## ADDITIONAL RESOURCES

For Container Placard and IMcb specifications, reference RIBBS Intelligent Mail Services/ Suite of Barcodes/ Intelligent Mail Container label and barcode:

- <https://ribbs.usps.gov/index.cfm?page=intellmailcontainer>

The following guidelines should be followed when determining if a pallet should be prepared and placarded:

### STANDARD, PERIODICALS & BPM

#### ▪ Pallet preparation and placarding is **always** required when:

- The mail on a pallet is equal to or greater than 500 pounds of bundles/sacks or 72 feet of trays or 24 flat tubs
- The pallet is flagged in electronic documentation as participating in the eInduction program

Or

#### ▪ The pallet is prepared according to a labeling list destination and is:

- Under 500 pounds of flats entered directly at a DDU
- Between 100 and 249 pounds of bundles/sacks or 12 feet of trays entered at a destination NDC, ASF, ADC or SCF
- Between 250 and 499 pounds of bundles/sacks or 36 feet of trays
- Flagged in electronic documentation as participating in the eInduction program

#### ▪ Pallet preparation or placarding is **never** required, however they are preferred, when:

- The mail on a pallet is less than 500 pounds of bundles/sacks or 72 feet of trays or 24 flat tubs AND mail within the pallet is not prepared according to a labeling list destination
- The pallet is not flagged in electronic documentation as participating in the eInduction program

### FIRST-CLASS

#### ▪ Pallet preparation and placarding is **always** required when:

- The pallet contains equal to or greater than 72 feet of trays or 24 flat tubs
- The mail within a container (APC, Gaylord rolling stock) is prepared according to a labeling list destination and the pallet or container is equal to or greater than 48 feet of letter trays or 16 flat tubs.
- A mailer has a CSA
- The pallet is flagged in electronic documentation as participating in the eInduction program

#### ▪ Pallet preparation or placarding is **never** required, however they are preferred, when:

- The pallet contains less than 72 feet of trays or 24 flat tubs
- The mail within a container (APC, Gaylord or rolling stock) or pallet is not prepared according to a labeling list destination and the pallet or container is less than 48 feet of letter trays or 16 flat tubs.
- The pallet is not flagged in electronic documentation as participating in the eInduction program