

An isometric illustration of a transportation hub. At the top, a blue high-speed train is shown in profile, moving towards the right. Below it, a yellow freight train with several yellow boxcars is on a blue track. In the foreground, two yellow trucks are parked on a grey and white striped surface. The background features a dark blue and purple gradient with abstract, glowing lines and a stylized globe icon on the left. The overall scene is brightly lit, suggesting a modern, efficient logistics system.

LABELING LISTS

Technical Guide
August 2022

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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 online via Postal Explorer® at <http://pe.usps.com> under *Business Solutions*. Updates to the Labeling Lists are also published in the *Postal Bulletin*.

L000 GENERAL USE

L001: 5-Digit Scheme—Periodicals, USPS Marketing Mail®, and Package Services Flats and Irregular Parcels

L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, USPS Marketing 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 (DMM 201.4.0), 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 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 price 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 price 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 price 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 USPS Marketing Mail rates, destination SCF Package Services prices, or destination SCF prices and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

Mailers needing to print or order labels should go to PostalPro at <https://postalpro.usps.com/mailing/clds> for information regarding the *Customer Label Distribution System*.

Use the Labeling Lists data product file, L002A.txt for 3-Digit Destination – presorted letters and automation Flats 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 USPS Marketing 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. This Label List is to be used only for the sortation of the Periodicals Letters. 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.

This labeling list no longer applies to First-Class and USPS Marketing Mail automation letters. Since for First-Class and USPS Marketing Mail machinable / automation letters there is no longer a 3D or 3D scheme sort level, use the L801 – AADC s– Letter – Size Mailings for those products.

Use the Labeling Lists data product file, L003B.txt.

Labeling Lists data product file, L003A.txt should no longer be used.

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 price 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.

Mailers needing to print or order labels should go to PostalPro at <https://postalpro.usps.com/mailing/clds> for information regarding the *Customer Label Distribution System*.

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

Use the Labeling Lists data product file, L004B.txt for USPS Marketing Mail and Package Services – except for USPS Marketing 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 price 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.

L007: 5-Digit Scheme—Periodicals, USPS Marketing Mail®, and Package Services Flats in Bundles

L007 describes the 5-digit scheme sortation list for Presorted (see DMM 207.22.0 for Periodicals and 245.8.0 for USPS Marketing Mail) and automation rate (see 245.10.0 for USPS Marketing Mail, 265.2.0 for Bound Printed Matter, and 207.25.0 for Periodicals) and co-bundled automation and Presorted rate (see 705.11.0) Periodicals and USPS Marketing Mail flat-size pieces and Presorted rate Bound Printed Matter, Media Mail, and Library Mail flat-size pieces that meet the automation criteria under 201.6.0 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 203.7.0, which must contain the 5-digit ZIP Code listed in Column B. 5-digit scheme bundles using OELs must include the appropriate OEL under 203.7.0, 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, USPS Marketing Mail®, and BPM Flats in Bundles

L008 describes the 3-digit scheme sortation list for Presorted (see 207.22.0 for Periodicals and 245.8.0 for USPS Marketing Mail) and automation rate (see 245.10.0 for USPS Marketing Mail, 265.2.0 for Bound Printed Matter, and 207.25.0 for Periodicals) and co-bundled automation and Presorted rate (see 705.11.0) Periodicals and USPS Marketing Mail flat-size pieces and Presorted rate Bound Printed Matter, Media Mail, and Library Mail flat-size pieces that meet the automation criteria under 201.6.0. The pieces within the 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 203.7.0, 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 USPS Marketing Mail® Flats

Mailers must use L009 to label mixed ADC bundles and sacks of Periodicals, USPS Marketing 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 USPS Marketing Mail Flats only.

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

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

L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of USPS Marketing Mail letters entered at an ASF or NDC (Column A) or placed on an ASF or NDC pallet. 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 USPS Marketing Mail flats and barcoded Bound Printed Matter flats.

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

L011: Non-NDC/ASF Entry—Periodicals and USPS Marketing Mail® Letters

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

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

Use the Labeling Lists data product file, L011A.txt for USPS Marketing Mail only.

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

L012: 5-Digit ZIP Scheme Combination

The 5-digit ZIP Scheme Combination Labeling List contains a listing of 5-digit ZIP Code schemes. The schemes represent ZIP Codes that are processed and finalized on the same piece of equipment at the same time at USPS plants and delivery units. 5-digit ZIP Scheme Combinations labeling list will enable qualification for 5-digit automation prices for letters by providing grouping of ZIP Codes to combine mailings that would appear in a single tray.

Use the Labeling Lists data product file, L012.txt.

L014A: Service Hub List (Destination ZIPs/Label To)

L014 describes the service area for the service hubs where direct cross-dock containers only for 5-Digit ZIP parcels and non-machinable Periodicals flats, 5-Digit Carrier Route pallets, bundles, sacks or containers of USPS Marketing Mail, Periodicals, Bound Printed Matter Flats, may be entered at Service Hubs to receive the DSCF discount.

Use the Labeling Lists product data file, L014A.txt.

L014B: Service Hub List (Service Hubs)

L014 describes the service area for the service hubs where direct cross-dock containers only for 5-Digit ZIP parcels and non-machinable Periodicals flats, 5-Digit Carrier Route pallets, bundles, sacks or containers of USPS Marketing Mail, Periodicals, Bound Printed Matter Flats, may be entered at Service Hubs to receive the DSCF discount.

Use the Labeling Lists product data file, L014B.txt.

L015: 3-Digit ZIP Code Prefix Groups - ADC Package Services Optional Sortation

L015 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC). This labeling list only applies to First-Class Package Services Parcels.

Subject to the standards for the price 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. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

Mailers needing to print or order labels should go to PostalPro at <https://postalpro.usps.com/mailing/clds> for information regarding the *Customer Label Distribution System*.

Use the Labeling Lists product data file, L015.txt.

L051: Parcel Select®/Parcel Select® Lightweight – DSCF Entry

L051 describes the service areas and locations of destination sectional center facilities (DSCF) where machinable Parcel Select and Parcel Select Lightweight packages can be inducted.

Subject to the standards for the rate claimed, pieces entered at listed DSCF locations must be dropped in sacks or pallets and at critical entry time specific to that location to receive same day or next day service. For more information on prices, content standards, and eligibility please see section 250 'Commercial Mail Parcel Select' in the Domestic Mail Manual (DMM).

Use the Labeling Lists product data file, L051.txt.

L200 PERIODICALS AND FIRST-CLASS MAIL®

L201: Periodicals Origin Mixed ADC (OMX) and First-Class Mail® Mixed 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 origin mixed ADC (OMX) 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. For pallets of First-Class Mail, include mail from origin ZIP Codes in column A to ZIP Codes in column B on OMX pallets, and use column C for line 1 of pallet placards.

Use the Labeling Lists data product file, L201A.txt for Periodicals Mail Origin Mixed ADC (OMX) only.

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

L600 USPS MARKETING 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. USPS Marketing Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DNDC prices. Parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to the Pittsburgh NDC.
- b. USPS Marketing 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 DNDC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to the Pittsburgh NDC.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Select except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DNDC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to the Pittsburgh NDC. Nonmachinable parcels for the Buffalo ASF service area claimed at DNDC 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 NDC 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.

Mail for the following Zip Code ranges is not eligible for DNDC discount prices: 006-009, 967-969, and 995-999, except as allowed under DMM 256.2.17, 256.2.18, 266.4.3, or 705.6.4.1.

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

L602: ASFs

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

- a. USPS Marketing Mail if ASF mail (other than machinable parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to and entered at the Pittsburgh NDC under L601.
- b. Bound Printed Matter mail if ASF mail (other than machinable parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to and entered at the Pittsburgh NDC under L601.
- c. Parcel Select parcels if ASF mail (other than parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to the Pittsburgh NDC under L601. Nonmachinable parcels for the Buffalo ASF service area claimed at DNDC 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 Select®

L605 describes the service area by individual 3-digit ZIP Code prefix for mailers preparing NDC/ASF mailings of nonmachinable Parcel Select.

Use Labeling Lists data product file, L605.txt.

L606: 5-Digit Scheme—USPS Marketing Mail®, First-Class Mail®, and Package Services Parcels

L606 lists the 5-digit scheme sort for USPS Marketing 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 DMM 253.1.0, 256.2.2, 266.4.1 and 266.4.3.

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 MAILINGS

L801: AADCs – Letter-Size Mailings

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

Mailers needing to print or order labels should go to PostalPro at <https://postalpro.usps.com/mailing/clds> for information regarding the *Customer Label Distribution System*.

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

Use Labeling Lists data product file, L801B.txt for Periodicals and USPS Marketing 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, L015.txt, L051.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	30	24 – 53
Label_State	02	54 – 55
Label_ZIP	05	56 – 60
Label_Misc*	20	61 – 80

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

FT1: Mailed from ZIP Code™ areas 006-009.

FT2: Mail for the following ZIP Code ranges is not eligible for DNDC prices: 006-009, 967-969, 995-999.

L001.txt, L007.txt, L012.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

L014A.txt, and L014B.txt

<u>Field Name</u>	<u>Length</u>	<u>Position</u>
ZIP_Code	05	01-05
Filler	20	06-25
Label_ID	30	26-55
Label_State	02	56-57
Label_ZIP	05	58-62
Label_Misc	20	63-82

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 & OTHER RELATED INFORMATION

The *National and International Service Center (ISC) Zone Charts Matrix & Labeling Lists Product Order Form (PS Form 8184)* can be found on PostalPro at <http://postalpro.usps.com/node/199>. You should also submit a signed PS Form 5116 found on PostalPro at <https://postalpro.usps.com/PS5116>. The *Electronic Product Fulfillment (EPF) Web Access Form* should be completed for each person requiring on-demand data download access. You may also call 800-238-3150 to request forms via fax or email.

Mailers needing to print or order labels should go to PostalPro at <https://postalpro.usps.com/mailing/clds> for information regarding the *Customer Label Distribution System*.

If you need assistance with mailing requirements, please contact the *Mailing & Shipping Solutions Center (MSSC)* at MSSC@usps.gov or call 877-672-0007. The hours of operation of the *MSSC* are Monday through Friday, 7:00 a.m. - 7:00 p.m. Central Time, and closed on holidays.

You can reach a trained and professional Mailing Requirements staff representative who can assist you with all your commercial mailing and shipping needs via email or phone.

When contacting the *MSSC* via email, please include the following information along with your question for better service:

- Company Name & Address
- Contact Name, Phone Number, & Email Address
- Account, CRID, Permit, and/or Incident Numbers

LICENSE AGREEMENT INFORMATION

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