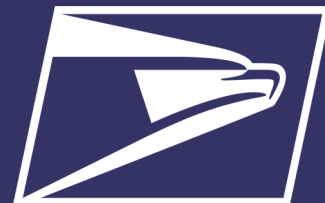


# Full-Service Palletization

## Fact Sheet



### 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
- Service Type Indicator (STID)
- Mailer ID (MID)
- 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 container (pallet), outside of any shrink wrap.

### PLACARD SIZE

Container Placards can be two sizes:

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

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

### MARKETING MAIL, 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 preferred, but not required 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 Customer Supplier Agreement (CSA)
- The pallet is flagged in electronic documentation as participating in the eInduction program

Pallet preparation or placarding is preferred, but not required 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

### ADDITIONAL RESOURCES

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

<https://postalpro.usps.com/mailing#cat-subsection-2>