

Labeling Lists Technical Guide

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**UNITED STATES
POSTAL SERVICE®**

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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>. Updates to the Labeling Lists are also published in the *Postal Bulletin*.

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 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 Standard 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.

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 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 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. 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 Standard Mail automation letters. Since for First-Class and Standard Mail machineable / 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 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.

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 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.

L006: 5-Digit FSS Scheme-Periodicals, Standard Mail® and Package Services Flats in Bundles

L006 describes the optional 5-digit Flats Sequencing System scheme sortation list. Further information on the FSS optional preparation can be found in DMM 705.14.0. The pieces within the scheme bundles are processed into delivery sequence at the same time in the same operation and therefore are not required to be prepared in individual carrier route or 5-digit bundles.

All bundles for FSS ZIP Codes must be prepared the same way using the instructions in DMM 705.14.0. Once all the bundles have been prepared, place the bundles on pallets (or equivalent containers) or in sacks (or approved alternate containers). The bundles' content is determined by the listing of 5-digit ZIP Codes in Column A. Each entry represents an individual scheme listing. When the 5-digit FSS scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in bundles for all combinations shown in Column B for which mail exists. Bundles of 5-digit FSS scheme mail must be prepared with the Label To information shown in Column B. All 5-digit FSS scheme bundles must include the appropriate OEL under 708.7.0, which must contain 5-digit ZIP Code™ listed in Column B.

Bundles which can not be placed on an individual scheme pallet (or in an individual scheme sack or alternate container) may be combined on an FSS facility pallet (or in an FSS facility sack), identified in Column C. Preparation of the FSS facility pallet (or sack or alternate container) allows all mail receiving FSS processing to be isolated for optimal mail flow.

Use the Labeling Lists data product file, L006A.txt for FSS sort plan combinations.

Use the Labeling Lists data product file, L006B.txt for FSS facility combinations.

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 (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted 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. See L006 for optional sortation of 5-digit FSS scheme bundles on pallets for flats destined for Flats Sequencing System (FSS) zones.

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 (see 705.11.0) Periodicals and Standard Mail flat-size pieces and Presorted 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.

L012: 5-Digit City State 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 (Scheme Information)

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 (non-FSS zones) 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.

L014B: Service Hub List (Site Information)

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 (non-FSS zones) 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.

L015: 3-Digit ZIP Code Prefix Groups - ADC 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.

When ordering labels, indicate set number 008 (First-Class Mail). Requests are supplied in lots of 300 (minimum) for each label on the list.

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. 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 Split only.

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

L600 STANDARD MAIL[®], PACKAGE SERVICES, AND PARCEL SELECT[®] REGIONAL GROUND

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 except ASF mail (other than machinable parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices; see footnote 2. for excluded ZIP Code ranges. Machinable parcels for the Buffalo ASF service area claimed at DNDC prices must be sorted to and entered at the Pittsburgh NDC. All other mail for ASF 3-digit ZIP Code ranges claimed at DNDC prices must be sorted to and entered at the appropriate ASF according to L602.
- b. Bound Printed Matter except ASF mail (other than machinable parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices; see footnote 2. for excluded ZIP Code ranges. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to the Pittsburgh NDC. All other mail for ASF 3-digit ZIP Code ranges claimed at DNDC prices must be sorted to and entered at the appropriate ASF according to L602.
- c. Parcel Select parcels except for ASF mail (other than parcels for the Buffalo ASF service area) prepared and claimed at DNDC prices and nonmachinable NDC Presort or ONDC Presort mail; see footnote 2. for excluded ZIP Code ranges. Machinable parcels for the Buffalo ASF service area prepared and claimed at DNDC prices must be sorted to and entered at 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. All other mail for ASF 3-digit ZIP Code ranges claimed at DNDC prices must be sorted to and entered at the appropriate ASF according to L602.
- d. Presorted Media Mail and Presorted Library Mail to NDC destinations.
- e. Parcel Select Regional Ground nonpresorted, machinable parcels or sacks on pallets to ONDC destinations. For labeling ONDC sacks and pallets, mailers must use Column B information of the ONDC serving the 3-digit ZIP Code prefix of the Post Office at which the mail is entered.

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.

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 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 Post NDC Presort and ONDC Presort

L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing NDC Presort and ONDC 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 MAILINGS

L801: AADCs – Letter-Size Mailings

L801 describes the service area by individual 3-digit ZIP Code prefix for automation price 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, L015.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

L006A.txt, L006B.txt, 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 INFORMATION

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

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