

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>