Book Presort

Mail Preparation
and Presortation Guide

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Overview

Purpose of This Section

The purpose of this Section is to clearly describe the Canada Post requirements for Mail Preparation and Presortation for Book Presort.

Intended Audience

This Guide is intended to provide our customers with a thorough understanding of the Mail Preparation and Presortation requirements for the following:

Book Presort
- Letter Carrier Presort (LCP)

What is Mail Preparation and Presortation?

Mail Preparation

Mail Preparation is the process of facing and containerizing the mail and identifying the containers.

Mail Preparation ensures:
- Machineability of mail (where applicable)
- Protection of the physical condition of the mail
- Identification of the type of mail
- Ease of handling

Mail Presortation

Mail Presortation is the process of sequencing, grouping, containerizing the mail and labelling the containers to allow Canada Post to bypass various processing steps and facilities within its mail distribution network.

Benefits of mail preparation and presortation

Mail preparation and presortation enables Canada Post to:
- make optimum use of its national mail delivery/processing systems thereby improving mail handling efficiency
- offer price incentives to those mailers that prepare and presort their mail in accordance with this guide and for LCP Presort, the Presortation Technical Specifications.

What You Need To Begin Presortation

You will need the following documents:
- the Mail Preparation and Presortation section of the Canada Postal Guide
- National Presortation Schematic (NPS)
- Delivery Mode Data Product, the Delivery Mode Data Technical Specifications and the Presortation Technical Specifications are required for the Addressed Admail Letter Carrier Presort (LCP) option.

Where to Find What You Need To Begin

The Delivery Mode Data Product, the Delivery Mode Data Technical Specifications and the Presortation Technical Specifications can be ordered through Address Management at 1 800 363-3459.

The Mail Preparation and Presortation Guides are available on the Canada Postal Guide web site at www.canadapost.ca/tools/pg/preparation.

The National Presortation Schematic (NPS) is available on the Canada Postal Guide web site www.canadapost.ca/business/tools. If you do not have access to the web site a hard copy can be ordered through Address Management at 1 800 363-3459.

Book Presort

What Is Book Presort ?

The **Book Presort** is available to large volume book shippers for their book packages posted in Canada, for delivery in Canada. Regular parcel delivery standards apply with delivery occurring Tuesday to Friday only.

There are two categories under the Book Presort Service option:

Book Presort	Weight 1.36 kg or less and fits into packeteer*

*The packateer is a volume measurement device available from your Canada Post representative. It confirms that package volume is less than 3220 cm ^{3} and is within maximum length and width guidelines.

Book Package is a package of one or more books and may also consist of looseleaf pages that would make up a complete book when enclosed in a binder.

On hold for pick-up and scheduled pick-up service options are available for **Book Presort**. All other service options including Delivery Confirmation, Signature, Insurance and Collect on Delivery (COD) are not available.

Qualification Key Elements

To qualify for **Book Presort**, you must meet all the Canada Post service qualifications.

The following table provides an overview of some of the key elements of those qualifications.

BOOK PRESORT	
Minimum Volume per deposit	Flats Tub – Cannot contain less than 10 book packages* Monotainer – Cannot be less than three quarters full in height (90 cm)
Density requirement	Residue must not exceed 5% of your shipment
Book Presort	Weight 1.36 kg or less and fits into packeteer*
Container requirements	Flats Tub – items Monotainer – items or Flats Tub Pallet – Flats Tub
Delivery Mode Code required	YES
Levels of consolidation (flats tub)	Delivery Facility City Distribution Centre Facility Forward Consolidation Point Residue
Levels of consolidation (monotainers)	Delivery Facility City Distribution Centre Facility Forward Consolidation Point Residue
Flats Tub (fill requirements)	Minimum 10 pcs*
Monotainer/pallet fill requirements)	75% full (pallets min height requirements apply)
Address Accuracy	Not required

*The minimum fill requirement is set at 10 pieces, exception: when less than the minimum fills the container. Example: container is full at 8 pieces; the minimum fill will become 8 pieces.

The Postal Code

The postal code is an integral part of every postal address in Canada. The code was designed to aid in sorting mail by both mechanized and manual methods.

e.g.   **M4B 1G5**

It also enables the customer to presort mail, thereby allowing Canada Post to bypass various processing steps and facilities within its mail distribution network.

The postal code is a six-character, uniformly structured alphanumeric code in the form of ANA NAN where "A " represents an alphabetic character and "N" represents a numeric character.

The postal code is made up of two segments:

Forward Sortation Area (FSA)
Local Delivery Unit (LDU)

Figure 1

ANA   NAN

| FORWARD SORTATION AREA | LOCAL DELIVERY UNIT |

M4B 1G5
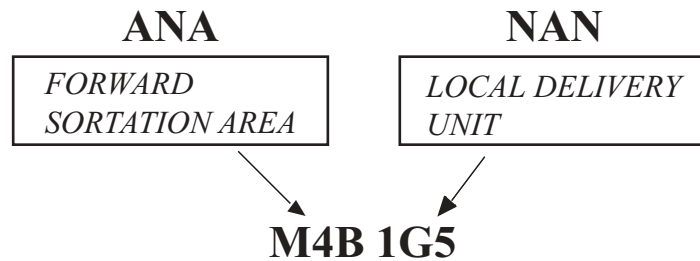
Forward Sortation Area (FSA)

The FSA is a combination of three characters (alpha – numeric – alpha). It identifies a major geographic area in an urban or a rural location.

The third character of the FSA segment (M4B), in conjunction with the first two characters, describes an exact area of a city or town or other geographic area.

Local Delivery Unit (LDU)
The LDU is a combination of three characters (numeric – alpha – numeric). It identifies the smallest delivery unit within a forward sortation area.

The LDU, identified by the last three characters of the postal code, allows for a final sort within an FSA.

In Urban Areas, the last three digits may indicate a specific city block (one side of a street between two intersecting streets), a single building or, in some cases, a large volume mail receiver.

In Rural Areas, the last three digits (LDU), together with the FSA, identify a specific Rural community.

Figure 2

FSA   LDU

K0A 1A0
ALMONTE ON

This table lists the different geographical regions by the first letter of the postal code.

| FIRST LETTER OF THE POSTAL CODE	GEOGRAPHICAL REGION	FIRST LETTER OF THE POSTAL CODE	GEOGRAPHICAL REGION
A	Newfoundland	M	Metropolitan Toronto
B	Nova Scotia	N	Southwestern Ontario
C	Prince Edward Island	P	Northern Ontario
E	New Brunswick	R	Manitoba
G	Eastern Quebec	S	Saskatchewan
H	Metropolitan Montreal	T	Alberta
J	Western Quebec	V	British Columbia
K	Eastern Ontario	X	Northwest Territories Nunavut Territory
L	Central Ontario	Y	Yukon Territory

Figure 3

Delivery Mode Code

The use of outdated product to prepare mailings could result in inefficient delivery of the mail and may limit your access to incentive prices.

The Delivery Mode Code (DMC) is required on each piece of urban mail for the Book Presort Service.

Figure 4

Delivery Mode Code

ABC COMPANY   H 12(M)
317 BLACKACRES BLVD W
LONDON ON N6G 3R7
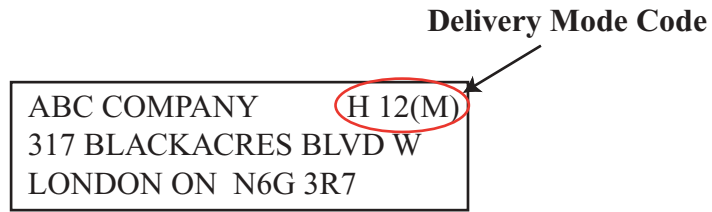
The application of the DMC identifies the mail to a specific type of delivery and a specific delivery route.

Canada Post updates its Delivery Mode Data product monthly to reflect the most current change to the delivery routes.

The **Delivery Mode Code** (DMC) consists of the Delivery Mode Audit Code and the Delivery Mode Details (DMD).

Delivery Mode Audit Code

- The **Delivery Mode Audit Code** identifies the Delivery Mode Data version used to prepare a mailing.
- The use of parentheses is required around the Delivery Mode Audit Code.

The Delivery Mode Audit Code is required on all Urban/ Rural mail.

Figure 5

Delivery Mode Audit Code

ABC COMPANY   H 12(M)
317 BLACKACRES BLVD W
LONDON ON N6G 3R7
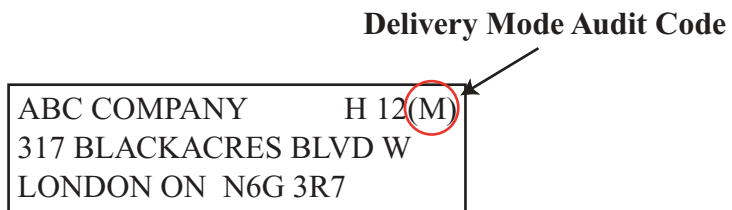
Delivery Mode Detail

The Delivery Mode Detail include the Delivery Mode Type and the Delivery Mode Identifier.

- The **Delivery Mode Detail** represent a combination of numerical and/or alphabetical characters representing a particular mail delivery service in an urban area, (e.g. H 12).

There are no Delivery Mode Detail for Rural Postal Codes.

Figure 6

Delivery Mode Detail

ABC COMPANY   H 12(M)
317 BLACKACRES BLVD W
LONDON ON N6G 3R7
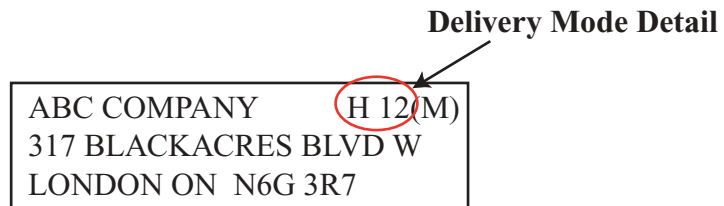
Delivery Mode Type

The alpha character (where required) denotes the **Delivery Mode Type** which represents the mode of delivery (e.g. H).

```
ABC COMPANY          (H)12(M)
317 BLACKACRES BLVD W
LONDON ON  N6G 3R7
```

Delivery Mode Types are:

A = Delivery to Block Face Address

B = Delivery to an Apartment Building

E = Delivery to a Business Building

G = Delivery to a Large Volume Receiver

H = Delivery via a Rural Route

J = General Delivery

K = Delivery to a PO Box, not a Community Mail Box (CMB)

M = Delivery to a Large Volume Receiver (PO Box)

T = Delivery via a Suburban Service

X = Delivery via a Mobile Route

Z = Postal Code is retired (No further delivery to this code)

A, B, E and **G** can be served by the same letter carrier. In this case, because these four (4) delivery types are grouped together to the same letter carrier route, the alpha character depicting the Delivery Mode Type is not required.
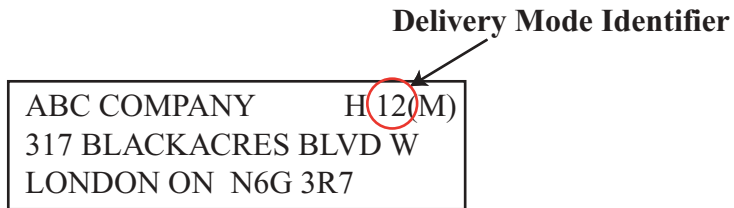
Delivery Mode Type

```
ABC COMPANY          (H)12(M)
317 BLACKACRES BLVD W
LONDON ON  N6G 3R7
```

Delivery Mode Identifier

A **Delivery Mode Identifier** is numerical and represents the routing information such as a letter carrier walk or a rural route number (e.g. 12).

Figure 9

Delivery Mode Identifier

```
ABC COMPANY          H 12(M)
317 BLACKACRES BLVD W
LONDON ON  N6G 3R7
```

Placement of the DMC

Print Formats

The DMC can appear on any line in the address block but not on any of the lines containing the delivery address information (e.g. H 12(M)).

The Delivery Address Information lines are all the lines in an address block that make up the physical destination of the mail item; usually the bottom 2 or 3 lines. This excludes the recipient's name, company name, building name and optional lines above the recipient's name, such as key lines.

The use of parentheses is required around the Delivery Mode Audit Code.

A space in the DMD is optional.

Figure 10

Delivery Address Information

3 to 4 blank spaces to the right, from the end of the longest non-addressing line

Delivery Mode Detail - H 12

Delivery Mode Audit Code

On one line:

```
ABC COMPANY          H 12(M)
317 BLACKACRES BLVD W
LONDON ON  N6G 3R7
```

DMC font size 2mm
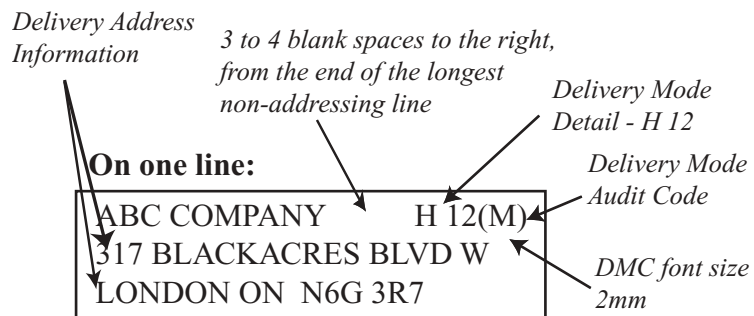
Suitable for addresses with three (or more) lines.

The Delivery Mode Data and the corresponding Technical Specifications can be ordered through Address Management at 1 800 363-3459.

Figure 11

3 to 4 blank spaces to the right, from the end of the longest non-addressing line

Delivery Address Information

Delivery Mode Detail

Delivery Mode Audit Code

On two lines:

```
ABC COMPANY              (M)
ATTN: A.L. MARTINEAU  H 12
317 BLACKACRES BLVD W
LONDON ON  N6G 3R7
```

Vertically aligned
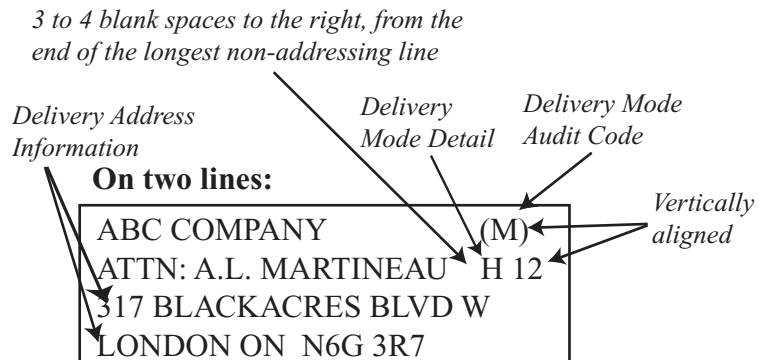
Suitable for addresses with four (or more) lines.

Figure 12

Up to two lines above the address block, 3 to 4 blank spaces to the right, from the end of the longest non-addressing line

Delivery Mode Detail (H 12)

Delivery Mode Audit Code (M) represents the version of the Delivery Mode Data product. The use of parentheses is required around the Audit Code

On one line:

H 12(M)

ABC COMPANY
317 BLACKACRES BLVD W
LONDON ON N6G 3R7

Suitable for placement of DMC above the address block.

National Presortation Schematic (NPS)

The NPS shows all four (4) levels of consolidation. All levels are required on the NPS since other Canada Post services and products use the NPS for presorting their mail. The key to ensure correct consolidation is to follow the NPS access levels.

The National Presortation Schematic NPS is a set of tables that indicates how FSA's are consolidated through Canada Post's mail distribution network.

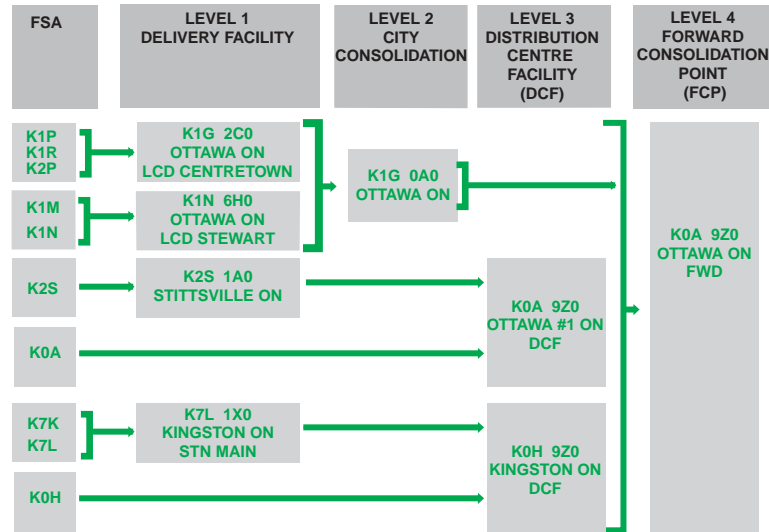| FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		K0A 9Z0 OTTAWA ON FWD
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	
K0A				
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

The NPS is available on the Canada Postal Guide web site www.canadapost.ca/ business/tools. If you do not have access to the web site a hard copy can be ordered through Address Management at 1 800 363-3459.
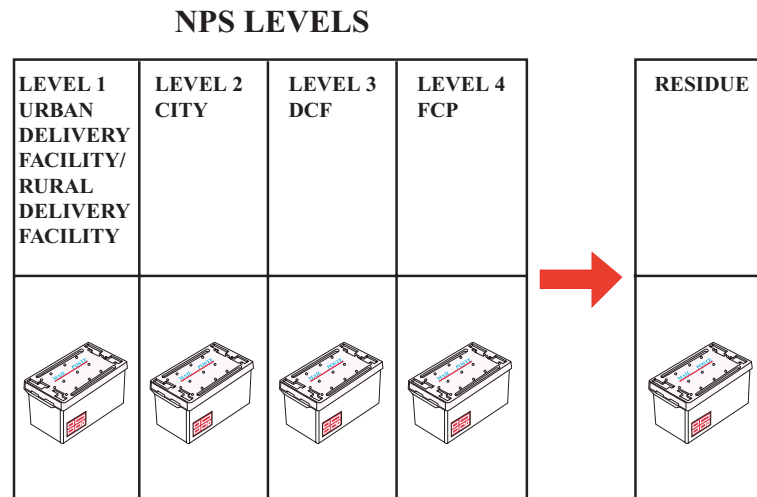
Canada Post updates the NPS monthly.

To receive optimal service, you must use the current version of the NPS.

NPS Levels of Access – Book Presort (Flats Tub)

This table shows the NPS access levels for **Book Presort.**

NPS LEVELS

LEVEL 1 URBAN DELIVERY FACILITY/ RURAL DELIVERY FACILITY	LEVEL 2 CITY	LEVEL 3 DCF	LEVEL 4 FCP		RESIDUE

Monotainer make-up

This table shows the NPS access levels for the containerization of mail.

NPS LEVELS

LEVEL 1 URBAN DELIVERY FACILITY/ RURAL DELIVERY FACILITY	LEVEL 2 CITY	LEVEL 3 DCF	LEVEL 4 FCP		RESIDUE
				→	
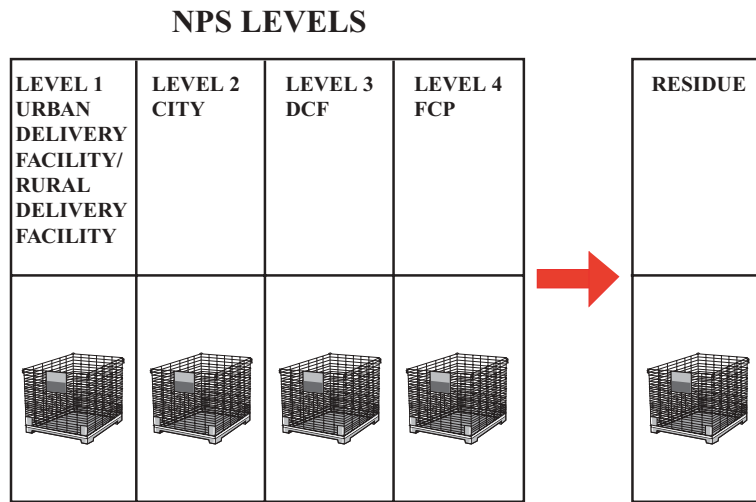
How it Works

Urban Mail

For urban mail, the NPS identifies individually the Urban Delivery Facilities as Level 1.

Urban Delivery Facilities

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		K0A 9Z0 OTTAWA ON FWD
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	
K0A				
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				
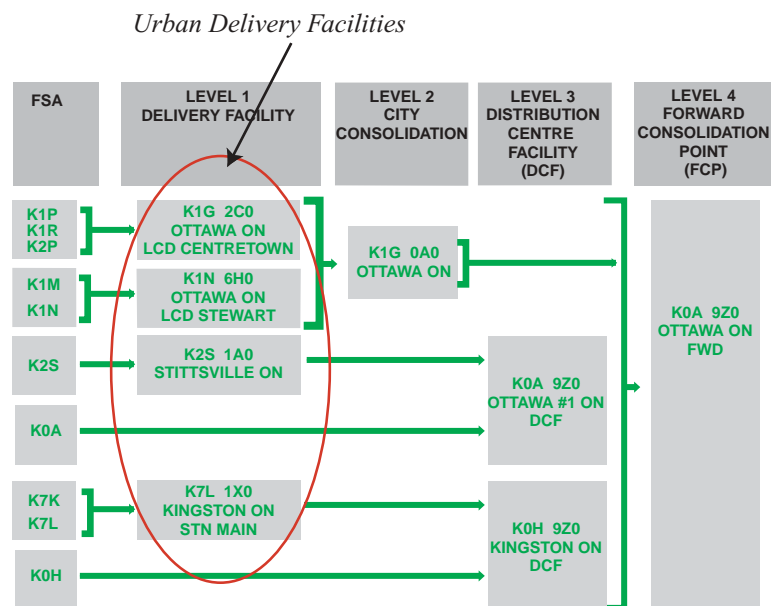
Rural Mail

For rural mail, the NPS considers Rural Delivery Facilities as Level 1.

The following examples are Rural Delivery Facilities. They are not listed individually on the hard copy version of the NPS, but are identified individually on the Delivery Mode Data Product.

Figure 17

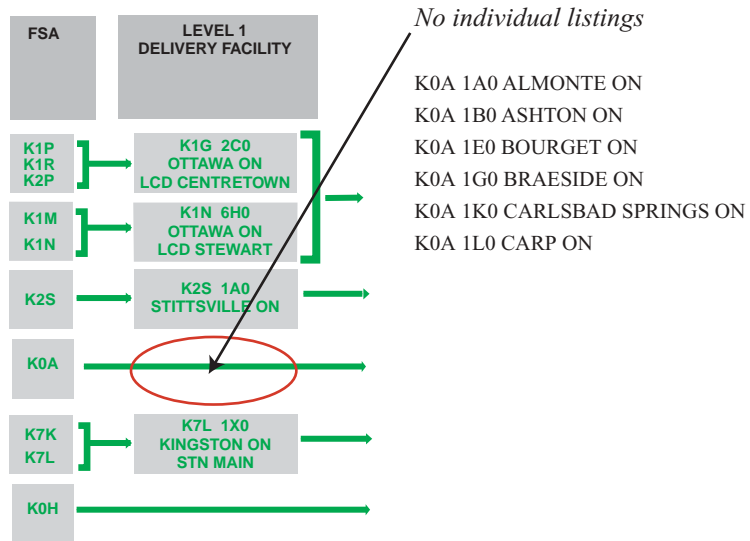| FSA	LEVEL 1 DELIVERY FACILITY		*No individual listings*
			K0A 1A0 ALMONTE ON
			K0A 1B0 ASHTON ON
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN		K0A 1E0 BOURGET ON
			K0A 1G0 BRAESIDE ON
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART		K0A 1K0 CARLSBAD SPRINGS ON
			K0A 1L0 CARP ON
K2S	K2S 1A0 STITTSVILLE ON		
K0A			
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		
K0H			

City Consolidation – Level 2

Some Urban Delivery Facilities can consolidate to a City Level 2:
K1G 0A0
Ottawa ON

Figure 18

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			K0A 9Z0 OTTAWA ON FWD
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	
K0A				
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

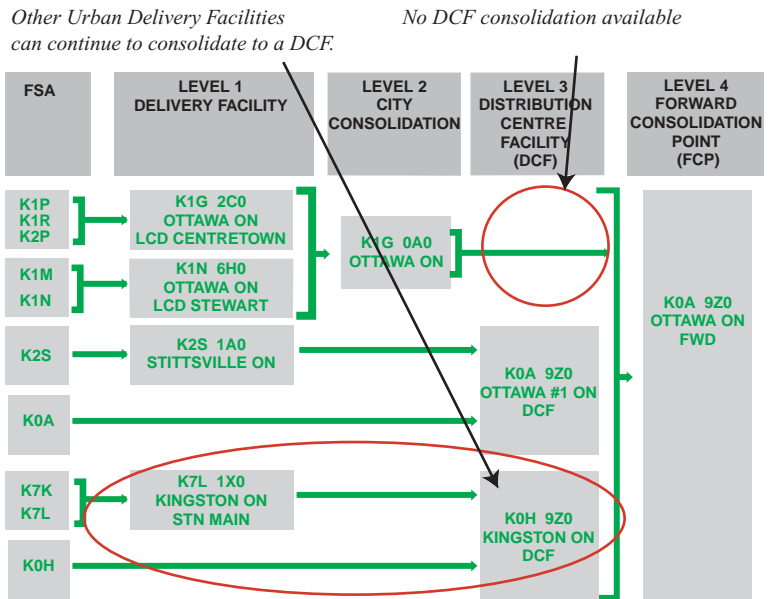## DCF – Level 3

For some Urban Delivery Facilities, mail does not consolidate to a DCF.

Figure 19

Other Urban Delivery Facilities can continue to consolidate to a DCF.

No DCF consolidation available

The major urban centres with no DCF consolidation are:

Halifax (including Dartmouth)	Windsor
Saint John	Winnipeg
Moncton	Regina
Québec	Saskatoon
Montréal	Calgary
Ottawa	Edmonton
Toronto (and Greater Toronto area)	Vancouver
Hamilton	Victoria
London	

Stittsville was a Rural Delivery Facility that has now been urban postal coded. Delivery Facilities such as Stittsville are listed individually as a Level 1 Delivery Facility on the NPS.
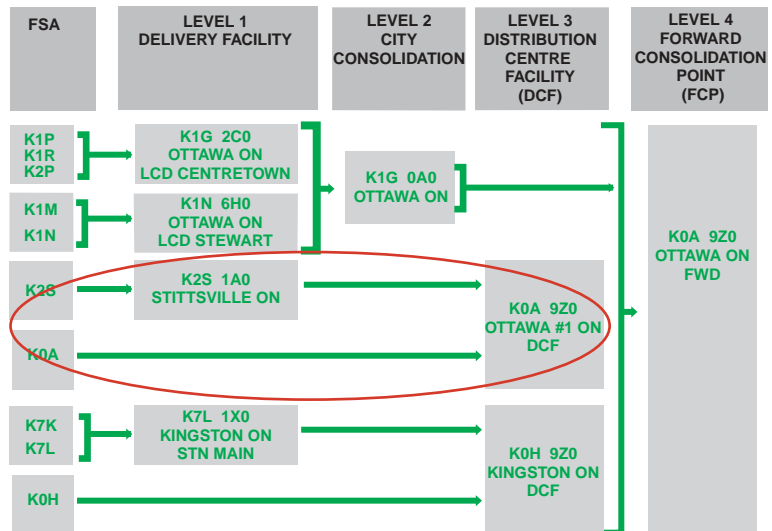
Figure 20
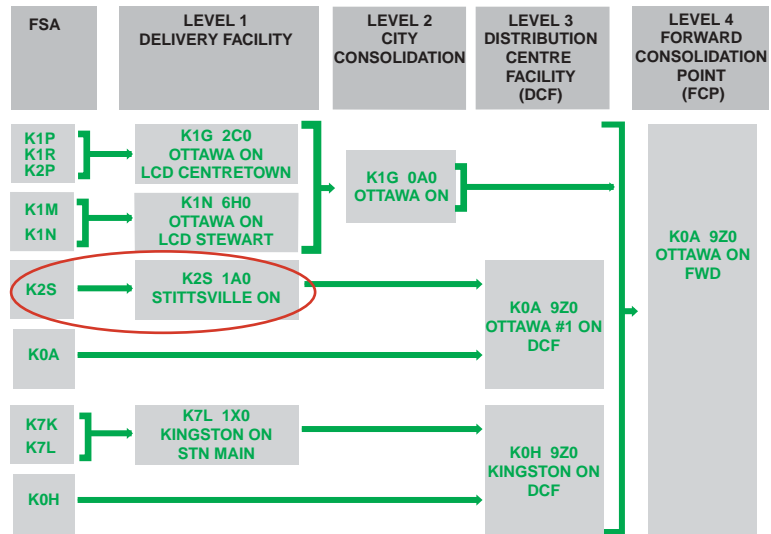
If there are insufficient volumes for Stittsville to fill a container, KOA – Rural Delivery Facility groupings can be combined with Stittsville to fill a container to:

K0A 9Z0
OTTAWA #1 ON
DCF

Figure 21

If you cannot access Levels 1, 2 or 3, mail can be consolidated to the FCP Level 4:

K0A 9Z0
OTTAWA ON
FWD

Figure 22

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
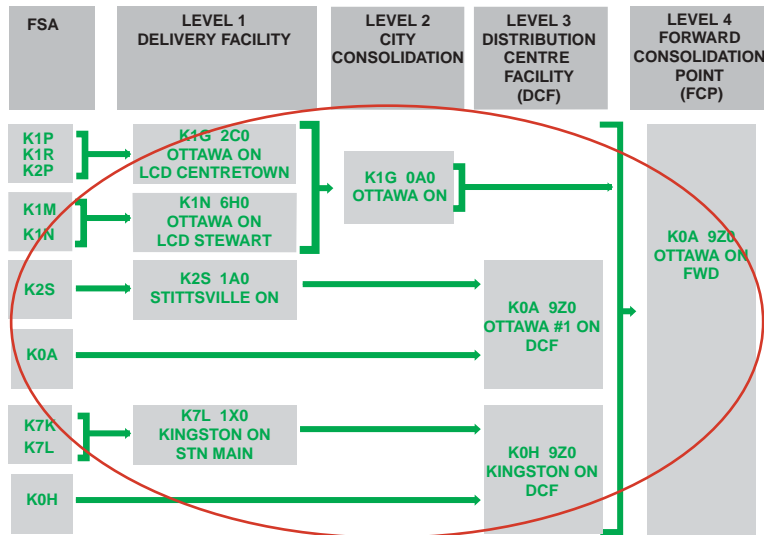
Containers – Flats Tub

Other hard-sided containers may be used upon prior Canada Post approval.

The basic type of hardsided containers used for the movement of Book Presort is a flats tub. All containers must be deposited with lids unless other local arrangements have been made.

Figure 23
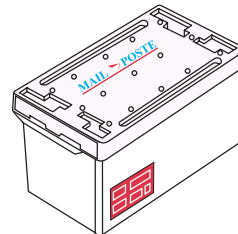
Flats Tub

CONTAINER SPECIFICATIONS					
CONTAINER TYPE	WEIGHT	LENGTH	WIDTH	MAX. WEIGHT CAPACITY (INCLUDING CONTAINER)	HEIGHT
Flats Tub	1.7 kg	405 mm	240 mm	25 kg	303 mm

Levels of Containerization (Flats Tub)

This decision tree indicates the levels of containers for Book Presort.

Urban Mail   **Rural Mail**

(Min. 10 pieces) Delivery Facility (Level 1) — YES → Urban Delivery Facility container

Rural Delivery Facility container ← YES — (Min. 10 pieces) Delivery Facility (Level 1)

NO ↓

(Min. 10 pieces) City (Level 2) — YES → City

NO (right side, Level 1) ↓

NO ↓

(Min. 10 pieces) DCF* (Level 3) — YES → (Min. 10 pieces) DCF (Level 3) ← YES — (Min. 10 pieces) DCF (Level 3)

NO ↓   NO ↓

(Min. 10 pieces) FCP (Level 4) — YES → (Min. 10 pieces) FCP (Level 4) ← YES — (Min. 10 pieces) FCP (Level 4)

NO ↓   NO ↓

Residue (The last residue container has no minimum number of pieces)

*City consolidates to the DCF where DCF access is permitted (as per the NPS).

Labelling the Containers

Correct labelling is essential to ensure that mail is directed to the appropriate work centre within a Canada Post facility.
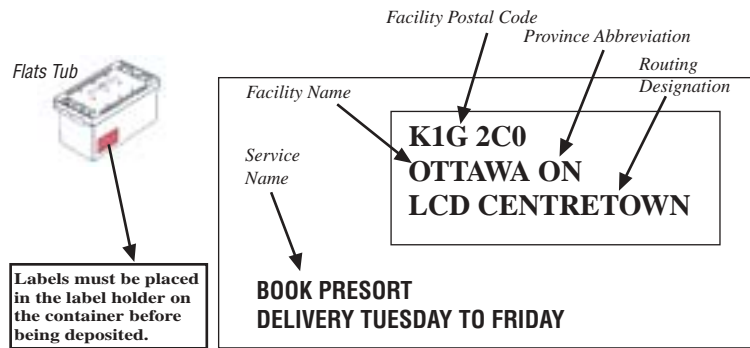
Book Presort labels must be white with black lettering and include the following information:
- **Service Name** (Book Presort)
- **Delivery Tuesday to Friday**

The following NPS routing information must be present on a container label:
- **Facility Postal Code**
- **Facility Name**
- **Province abbreviation** (e.g. ON, MB, SK)
- **Routing designation** (e.g. STN, LCD)

Figure 25

This table shows how containers are to be labelled.

CONTAINER CONTENTS	NPS ROUTING INFORMATION
Urban Delivery Facility	Urban Delivery Facility – Level 1
Rural Delivery Facility	Rural Delivery Facility – Level 1
City	City – Level 2
Urban and/or Rural Delivery Facility Groupings (within the same DCF)	Distribution Centre Facility (DCF) – Level 3
DCF's within the same area	Forward Consolidation Point (FCP) – Level 4
Residue	Office of Deposit FWD *Abbreviation* Residue

The label requirements for Residue containers will remain "Office of Deposit" FWD abbreviated and the word "Residue". However, in certain areas, your Canada Post representative may request that you label the Residue containers to the Office responsible for processing the Residue mail.

NPS Routing Information for a Level 1 – Urban Delivery Facility
Figure 26

MAKE UP LEVEL	NPS ROUTING
1	K1G 2C0 OTTAWA ON LCD CENTRETOWN
2	K1G 0A0 OTTAWA ON
3	K0A 9Z0 OTTAWA #1 ON DCF
4	K0A 9Z0 OTTAWA ON FWD

LEVEL 1 - Delivery Facility

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY	LEVEL 4 FORWARD CONSOLIDATION POINT
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	K0A 9Z0 OTTAWA ON FWD
K0A				
K7K K7L	K7L 1X0 KINGSTON ON SUCC MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

NPS Routing Information for a Level 1 – Rural Delivery Facility
Figure 27

MAKE UP LEVEL	NPS ROUTING
1	K0A 1A0 ALMONTE ON
2	K1G 0A0 OTTAWA ON
3	K0A 9Z0 OTTAWA #1 ON DCF
4	K0A 9Z0 OTTAWA ON FWD

LEVEL 1 - Rural Delivery Facility (Not listed individually on the hard copy of the NPS) Rural Delivery Facilities should be identified by all six (6) characters of the Postal Code e.g. K0A 1A0, Almonte ON.

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY	LEVEL 4 FORWARD CONSOLIDATION POINT
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	K0A 9Z0 OTTAWA ON FWD
K0A	K0A 1A0 ALMONTE ON			
K7K K7L	K7L 1X0 KINGSTON ON SUCC MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

NPS Routing Information for a Level 2 – City Consolidation
Figure 28

MAKE UP LEVEL	NPS ROUTING
1	K1G 2C0 OTTAWA ON LCD CENTRETOWN
2	K1G 0A0 OTTAWA ON
3	K0A 9Z0 OTTAWA #1 ON DCF
4	K0A 9Z0 OTTAWA ON FWD

LEVEL 2 - City Consolidation

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY	LEVEL 4 FORWARD CONSOLIDATION POINT
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	K0A 9Z0 OTTAWA ON FWD
K0A				
K7K K7L	K7L 1X0 KINGSTON ON SUCC MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

NPS Routing Information for a Level 3 – Distribution Centre Facility
Figure 29

MAKE UP LEVEL	NPS ROUTING
1	K1G 2C0 OTTAWA ON LCD CENTRETOWN
2	K1G 0A0 OTTAWA ON
3	K0A 9Z0 OTTAWA #1 ON DCF
4	K0A 9Z0 OTTAWA ON FWD

LEVEL 3 - Distribution Centre Facility

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY	LEVEL 4 FORWARD CONSOLIDATION POINT
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	K0A 9Z0 OTTAWA ON FWD
K0A				
K7K K7L	K7L 1X0 KINGSTON ON SUCC MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

NPS Routing Information for a Level 4 – Forward Consolidation Point
Figure 30

MAKE UP LEVEL	NPS ROUTING
1	K1G 2C0 OTTAWA ON LCD CENTRETOWN
2	K1G 0A0 OTTAWA ON
3	K0A 9Z0 OTTAWA #1 ON DCF
4	K0A 9Z0 OTTAWA ON FWD

LEVEL 4 - Forward Consolidation Point

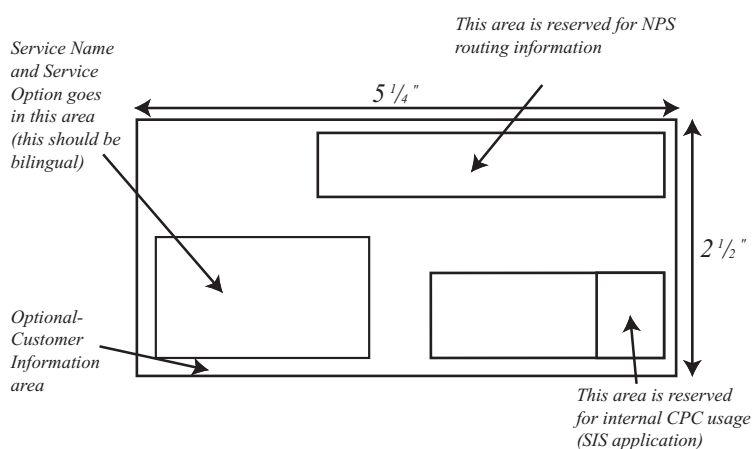| FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY	LEVEL 4 FORWARD CONSOLIDATION POINT
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	K0A 9Z0 OTTAWA ON FWD
K0A				
K7K K7L	K7L 1X0 KINGSTON ON SUCC MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

Customer produced container label

- This guideline provides the Customers with the flexibility to produce their own labels.
- The minimum size is 5 1/4″ width x 2 1/2″ Height (133 mm x 64 mm)
- The paper specifications are white in color and must be a minimum thickness .006 inches which is equivalent to 140 M.
- The lettering should be in black ink with a minimum font Times New Roman #12 in bold.
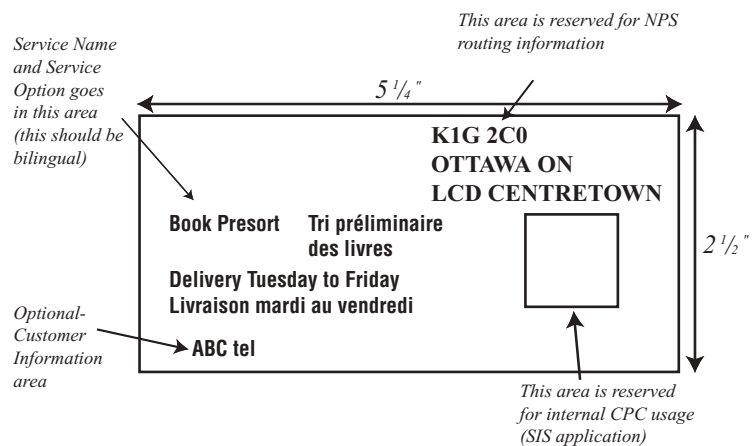
Special Instructions:

- Print one side only
- labels must fit into label holder and be easily extracted from the label holder
- labels should be in bilingual format

Figure 31

Service Name and Service Option goes in this area (this should be bilingual)

This area is reserved for NPS routing information

5 ¹/₄ ″

2 ¹/₂ ″

Optional-Customer Information area

This area is reserved for internal CPC usage (SIS application)

EXAMPLE
Figure 32

Service Name and Service Option goes in this area (this should be bilingual)

This area is reserved for NPS routing information

5 ¹/₄ ″

**K1G 2C0
OTTAWA ON
LCD CENTRETOWN**

**Book Presort   Tri préliminaire
des livres**

**Delivery Tuesday to Friday
Livraison mardi au vendredi**

2 ¹/₂ ″

Optional-Customer Information area

ABC tel

This area is reserved for internal CPC usage (SIS application)

Monotainer/Pallet Make-up

A monotainer holds 24 Flats tubs.

Monotainers and Pallets

For Book Presort, customers may use monotainers for the consolidation.

If you choose to presort your flats tub according to the NPS, pallets and when available, monotainers may be used.
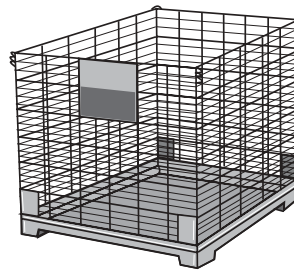
Monotainer Requirements

- A monotainer has a length of 1322 mm, a width of 1067 mm and a depth of 1115 mm.
- The maximum weight is 900 kg, including the weight of the monotainer (97 kg). Contents may be piled up to 25 mm below the top of the monotainer.
- Each monotainer must contain at least 12 Flats Tub for mail destined within the previous or 18 Flat Tub for mail destined outside the province of deposit.

NOTE: When sorting Book Presort into monotainers, they must be brick-piled.

Each monotainer of **presorted mail** must be at least 75% full by height.

Figure 33

Pallet Requirements

Pallets must allow four-way entry by a Canada Post forklift and two-way entry by a Canada Post pallet jack.

- Pallets normally measure 1.22 m long by 1.02 m wide and 150 mm in height.
- Pallets must have a load capacity of 900 kg, including the weight of the pallet.
- For pallets and their loads, the minimum load height is 500 mm and maximum load height is 1.5 m including the height of the pallet.
- Each pallet must contain at least 12 Flats Tub but must not contain more than 32 Flats Tub.
- Stretch-wrapping is required to secure containers to the pallet. It must encompass both the pallet and the pallet load.
- Stretch-wrapping must be done three (3) times around both the load and pallet.

Figure 34

Stretch-wrapped pallet

Monotainer/Pallet Make-up

If you choose to use monotainers or pallets to transport your flats tub, they must be identified as follows:

- **Service Name** (BOOK PRESORT)
- **Delivery Tuesday to Friday**

Sample label.

Font size should be large enough to encompass the entire label with the destination plant visibly predominant over the other information.

Figure 35

216 mm (8.5") longueur

BOOK PRESORT

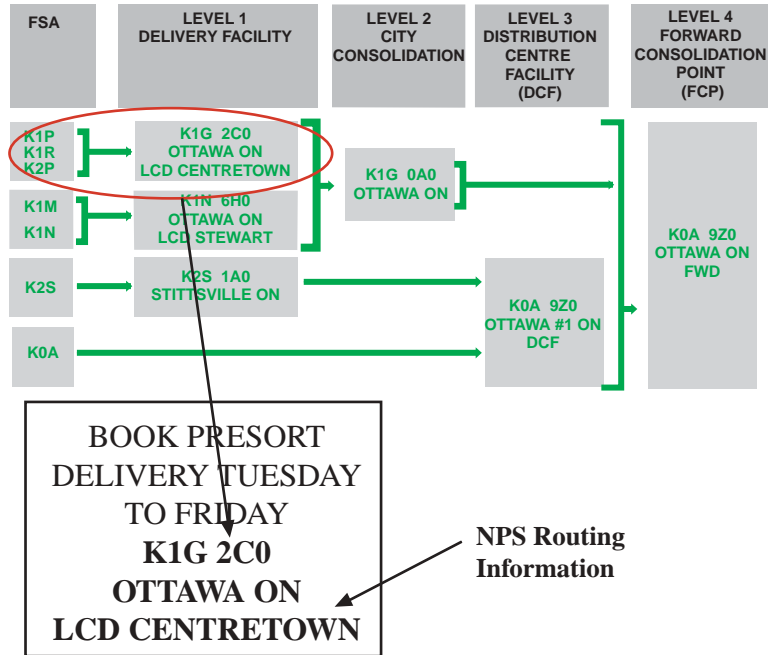DELIVERY TUESDAY TO FRIDAY

279 mm (11") largeur

To presort your Book Presort into monotainers/pallets or flats tub, the following pages show how to use the NPS for consolidation.

Monotainer/Pallet Make-up (NPS Consolidation)

If you have sufficient volumes for K1P, K1R or K2P, make a Level 1 Delivery Facility monotainer/pallet.
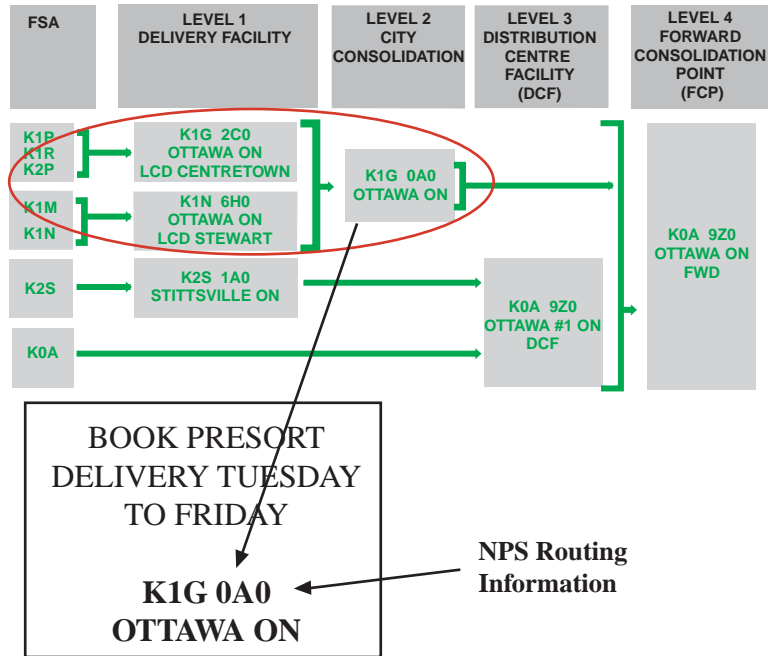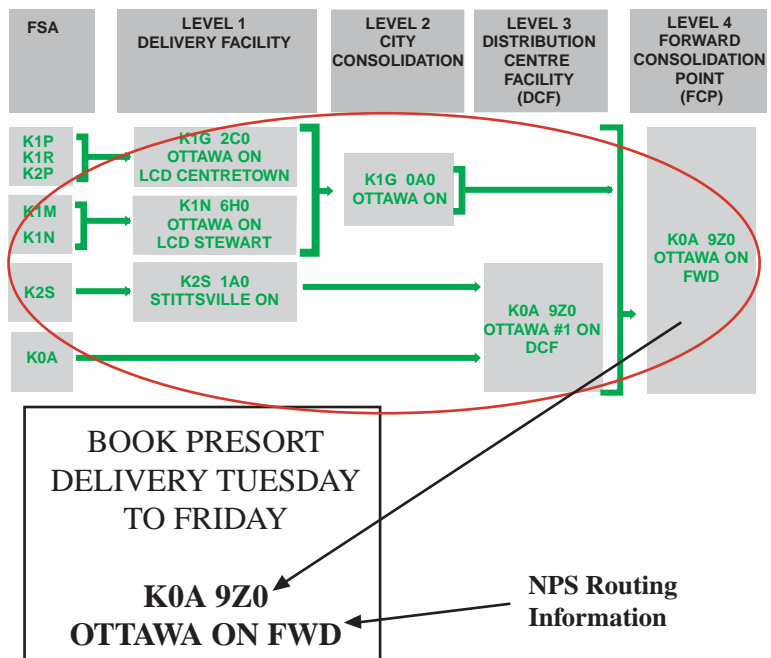
Sample illustration of the NPS

Figure 36

If not, consolidate with K1M & K1N to make a Level 2 City Consolidation monotainer⁄pallet.
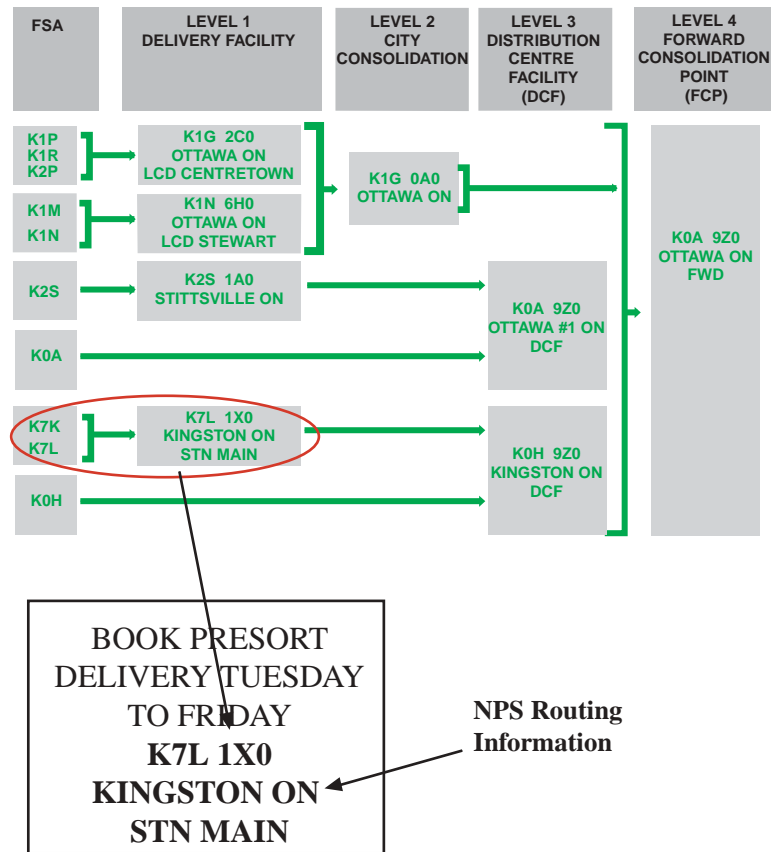
Figure 37

If not, consolidate with K2S & KOA to make a Level 4 (FCP) monotainer⁄pallet.
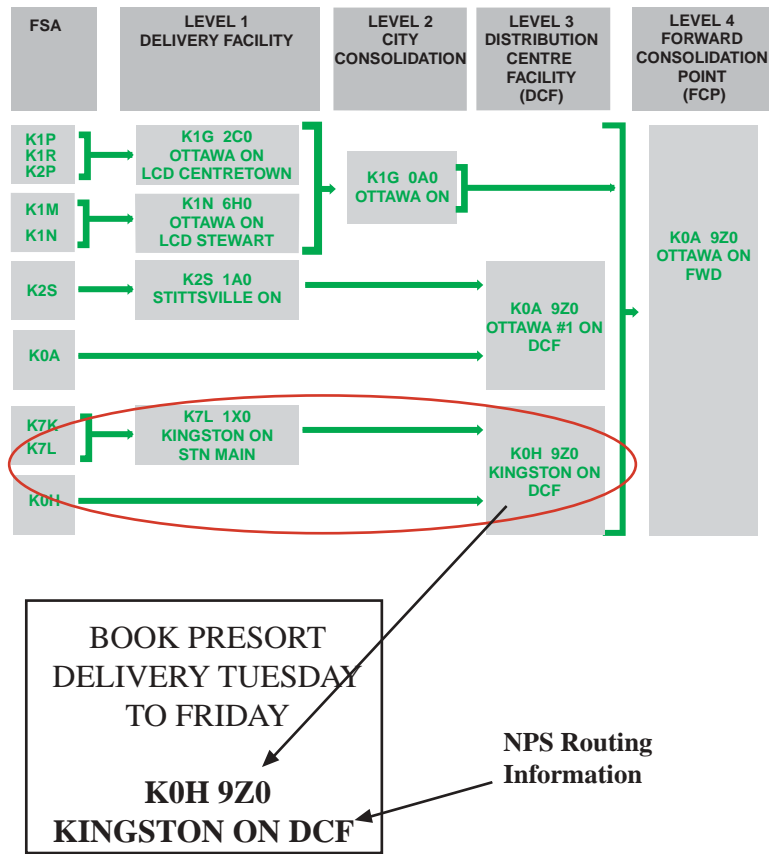
Figure 38

If you have sufficient volumes for K7K and K7L, make a Level 1 Delivery Facility monotainer/pallet.

Figure 39

If not, consolidate volumes with KOH to make a Level 3 (DCF) monotainer / pallet.

Figure 40

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		K0A 9Z0 OTTAWA ON FWD
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	
K0A				
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

BOOK PRESORT
DELIVERY TUESDAY
TO FRIDAY

**K0H 9Z0
KINGSTON ON DCF**

NPS Routing
Information

If not, consolidate with K1P, K1R, K2P, K1M, K1N or K2S and KOA to make a Level 4 (FCP) monotainer/pallet.

Figure 41

FSA	LEVEL 1 DELIVERY FACILITY	LEVEL 2 CITY CONSOLIDATION	LEVEL 3 DISTRIBUTION CENTRE FACILITY (DCF)	LEVEL 4 FORWARD CONSOLIDATION POINT (FCP)
K1P K1R K2P	K1G 2C0 OTTAWA ON LCD CENTRETOWN	K1G 0A0 OTTAWA ON		K0A 9Z0 OTTAWA ON FWD
K1M K1N	K1N 6H0 OTTAWA ON LCD STEWART			
K2S	K2S 1A0 STITTSVILLE ON		K0A 9Z0 OTTAWA #1 ON DCF	
K0A				
K7K K7L	K7L 1X0 KINGSTON ON STN MAIN		K0H 9Z0 KINGSTON ON DCF	
K0H				

BOOK PRESORT
DELIVERY TUESDAY
TO FRIDAY

**K0A 9Z0
OTTAWA ON FWD**

NPS Routing Information
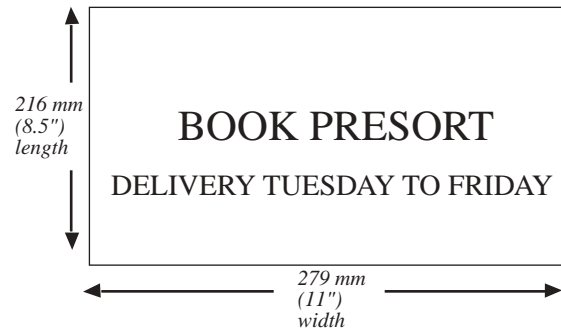
Remaining containers that could not be consolidated to levels 1 to 4 of the NPS can be placed on a monotainer/pallet and labelled as follows:
• **Service Name** (BOOK PRESORT)
• **Delivery Tuesday to Friday.**

Figure 42

216 mm (8.5") length

BOOK PRESORT

DELIVERY TUESDAY TO FRIDAY

279 mm (11") width

Labelling Monotainers/Pallets

Labelling ensures that mail is directed to the appropriate work centre within a Canada Post facility.

Each label must be white with black lettering and must include the following information:
- **Service Name** (BOOK PRESORT)
- **Delivery Tuesday to Friday.**

The following NPS routing information is required on a monotainer/pallet label:
- **Facility Postal Code** (e.g. KOA 9ZO)
- **Facility Name** (e.g. Ottawa #1)
- **Province Abbreviation** (e.g. ON)
- **Routing Designation** (e.g. DCF)

Font size should be large enough to encompass the entire label with the destination plant visibly predominant over the other information.

Figure 43
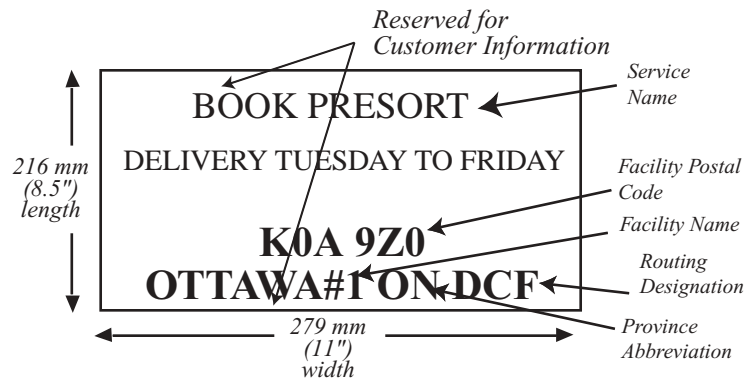
It is required that two labels be attached to opposite sides of the monotainer/pallet in case one becomes obscured.

Figure 44