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Brick-piling Mail

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BRICK-PILING MAIL

Canada Post has made every reasonable effort to ensure the information provided in this Guide is accurate at the time of publication. For further details, Customers should refer to their Agreement and other sources. See section 1.3 “Information Sources” on page 3 for other information sources.

1 OVERVIEW

1.1 Who Should Use This Guide

This Guide is for Canada Post Customers to explain what they need to do to “brick pile” mail for deposit for the following services:

- Addressed Admail
- Catalogue Mail
- Publications Mail
- Incentive Lettermail – for this service, only Oversize (O/S) annual/financial reports may be Brick-piled
- Unaddressed Admail – can only be directed to an Urban Delivery Facility or a Rural Delivery Facility (NPS Level 1), whether the mail items are O/S or Short and Long (S/L)

1.1.1 WHAT IS BRICK-PILING?

Brick-piling is a process for securing Oversize (O/S) mail (and for Unaddressed Admail only, for Short and Long (S/L) mail as well) onto a wooden pallet (as shown in Figure 1) or in a monotainer (as shown in Figure 2). The pallets or monotainers are used to transport, as a single unit, presorted or Machineable Mail from the mailer’s plant to Canada Post processing facilities.

Figure 1: Pallet Showing Brick-piling

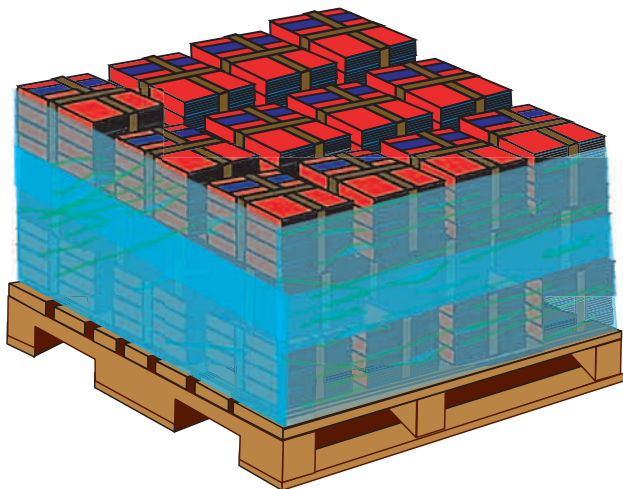
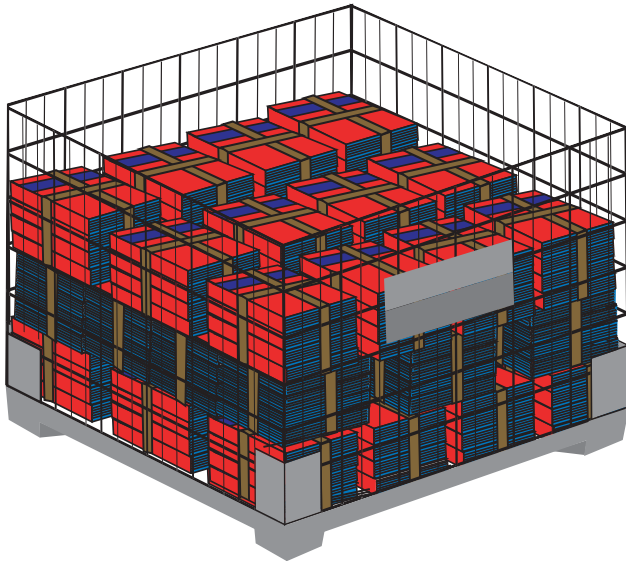


Figure 2: Monotainer Showing Brick-piling



1.2 Requirements for Brick-piling

Before the Customer brick piles mail, the mail items must meet any requirements specified in the Agreement with Canada Post, as well as the appropriate service requirements and mail preparation option, such as reliability read rate, size and weight. Consult the appropriate *Customer Guide* (see section 1.3 “Information Sources” on page 3).

The Customer must supply the wooden pallets, which must meet Canada Post specifications (as shown in Table 1). The Customer can obtain monotainers from Canada Post; during peak periods (such as Christmas), however, the necessary number of monotainers may not be available.

Table 1: Pallet and Monotainer Specifications

CATEGORY	PALLET	MONOTAINDER
Length	1.22 m	1.322 m
Width	1.02 m	1.067 m
Height	1.5 m	1.115 m
Maximum weight (including mail and container)	900 kg	900 kg (monotainer is 97 kg)
Requirements	<ul style="list-style-type: none"> • minimum load height: 500 mm (not including the height of the pallet) Maximum load height: 1.5 m (including height of the pallet - base and cap) • stretch-wrapping required three times around the pallet as well as the pallet load • must allow four-way entry by a Canada Post forklift and two-way entry by a Canada Post pallet jack 	<ul style="list-style-type: none"> • minimum load height: presorted mail must fill at least 50% of the height of the monotainer for mail destined within the province of deposit and 75% of the height for mail destined outside the province of deposit • maximum load height: contents may be piled up to 25 mm below the top of the monotainer

NOTE : If the mail items are heavy, the weight of the load determines what is a complete pallet or monotainer: the mail and container together cannot weigh more than 900 kg.

1.3 Information Sources

This *Mail Preparation and Presortation Guide* forms part of the Agreement noting that the *Canada Postal Act and Regulations* takes precedence, then the Customer's Agreement, then the *Customer Guide*, then the *Canada Postal Guide*.

Table 2: Quick Reference Chart

INFORMATION SOURCES	WEB ADDRESSES
<i>Address Accuracy Program Customer Guide</i>	www.canadapost.ca/am
Addressed Admail support documents	www.canadapost.ca/aasupportdocuments
Artwork for postal indicia and container labels	www.canadapost.ca/postalservices
Catalogue Mail support documents	www.canadapost.ca/catsupportdocuments
<i>Canada Post Act and Regulations</i>	laws.justice.gc.ca/en/C-10/index.html
<i>Canada Postal Guide</i>	www.canadapost.ca/postalguide
Canadian Postal Standards	www.canadapost.ca/postalstandards
<i>Customer Guide</i> (including all amendments)	www.canadapost.ca/customer_guides
Glossary of Canada Post terms	www.canadapost.ca/postalservices
Incentive Lettermail support documents	www.canadapost.ca/ilmsupportdocuments
<i>Mail Preparation and Presortation Guides</i>	www.canadapost.ca/mailpreparation
Publications Mail support documents	www.canadapost.ca/pmsupportdocuments
Unaddressed Admail support documents	www.canadapost.ca/uasupportdocuments

2 WHAT YOU NEED TO KNOW BEFORE YOU START

2.1 Steps for Brick-piling Pallets

Complete the following steps:

1. **Prepare the Bundles (Step 1)** – The Customer is responsible for ensuring the content of the bundles have already been sorted according to the appropriate service requirements and mail preparation option.
2. **Place the Bundles on the Pallet or Monotainer (Step 2)** – Cardboard liners help to stabilize the loads.
3. **Secure the Pallet and, If Possible, Double-stack Pallets or Monotainers (Step 3)** – Canada Post may refuse deposit of improperly secured pallets.
4. **Label the Brick-piled Pallet or Monotainer (Step 4)** – Correct labelling ensures that mail items is directed to the appropriate work centre within a Canada Post facility and/or to a downstream plant.
5. **Deposit the Mailing (Step 5)** – The Customer needs to deposit the mail at an approved site and bring properly completed documentation.

3 PREPARE THE BUNDLES (STEP 1)

Prepare bundles to Canada Post specifications. See Table 3 for more information.

Table 3: Mail Bundle Specifications

CATEGORY	SPECIFICATIONS
Presorted Mail with Spines	<ul style="list-style-type: none"> • all spines are faced in the same direction • each bundle is shrink-wrapped or double-strapped • the height of each bundle cannot exceed: <ul style="list-style-type: none"> ▸ 200 mm (8 inches) for O/S mail ▸ 100 mm (4 inches) for S/L mail
Other Presorted Mail	<ul style="list-style-type: none"> • each bundle is shrink-wrapped or double-strapped • the height of each bundle cannot exceed: <ul style="list-style-type: none"> ▸ 200 mm (8 inches) for O/S mail ▸ 100 mm (4 inches) for S/L mail
Machineable Mail	<ul style="list-style-type: none"> • each bundle is loosely piled and cannot be strapped • the height of each bundle cannot exceed: <ul style="list-style-type: none"> ▸ 200 mm (8 inches) for O/S mail ▸ 100 mm (4 inches) for S/L mail

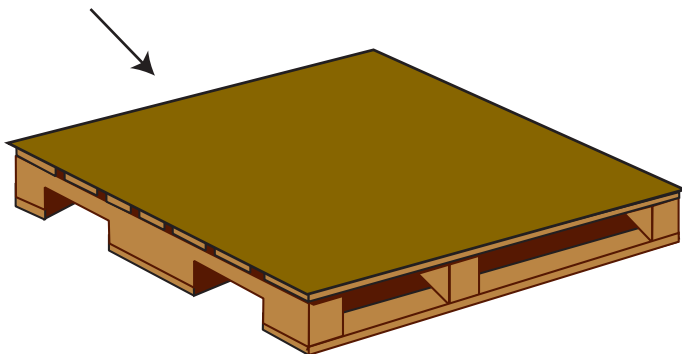
4 PLACE THE BUNDLES ON THE PALLET OR MONOTAINER (STEP 2)

4.1 Preparing Pallets and Monotainers

Place a pallet right side up and line the bottom of the pallet with a suitable cardboard liner (as shown in Figure 3) to cover the holes.

Figure 3: Pallet Showing Bottom Lined with a Cardboard Liner

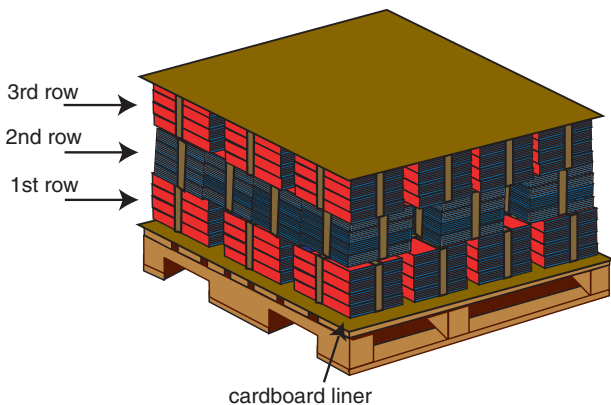
cardboard liner



4.2 Building Rows

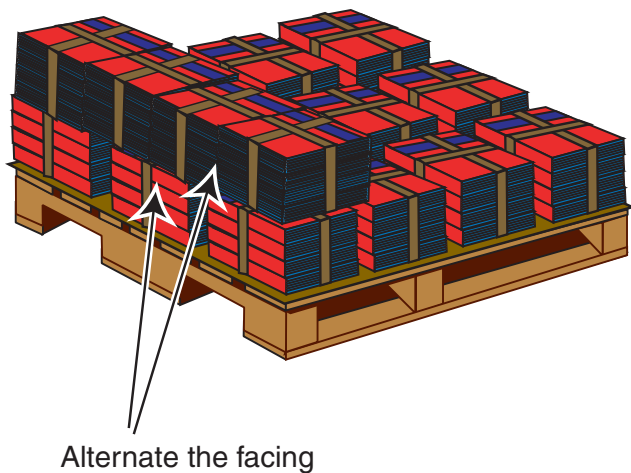
- in the first row, place bundles of mail lengthwise along the length of the pallet or monotainer. In the second row, place bundles of mail lengthwise along the width of the container (as shown in Figure 4). Continue alternating the direction of the bundles in each row to ensure that the bundles maintain an even surface and to ensure the load remains stable during handling
- keep adding rows of bundles until they reach at least 500 mm (not including the pallet base)
- pallets with loads that exceed 500 mm in height must have a cardboard liner at the halfway mark (as shown in Figure 4) to prevent load separation when the pallet is transported. If a load is only 500 mm, it should be stable enough that a halfway liner is not necessary. When the Customer uses a cardboard liner, face the bundles above and below the cardboard liner the same way (as shown in Figure 4) instead of opposite length-/width-wise
- to ensure a stable load for all Brick-piled Machineable Mail (which cannot be strapped or shrink-wrapped), a cardboard liner is required for each new row

Figure 4: Pallet Showing Placement of Cardboard Liner and Bundles



- to ensure a stable load for mail with spines, a cardboard liner is required for each new row, whether the Customer is using pallets or monotainers. Alternate the facing of spines for each row (as shown in Figure 5); that is, turn the books 180 degrees instead of 90 degrees as with other types of mail

Figure 5: Alternating the Facing of Spines for Each Row



- when using a monotainer for presorted mail, place a cardboard liner on the bottom and between each row
- keep adding rows until they reach the maximum height or the maximum weight, whichever comes first. For a pallet load, the maximum height including base and pallet cap (as shown in Figure 6) is 1.5 m. A pallet cap should be made of wood, but sturdy paper or cardboard are also acceptable.

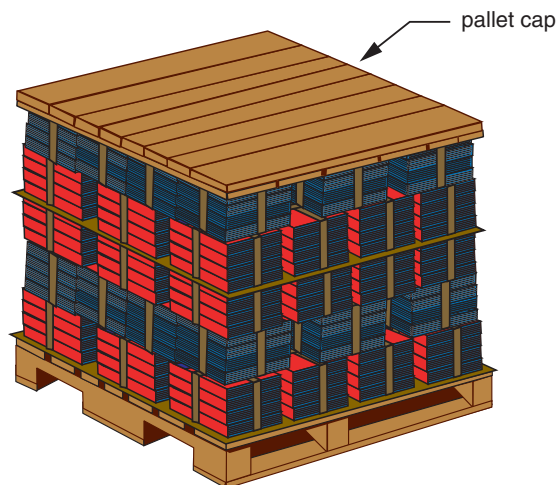
5 SECURE THE PALLET AND, IF POSSIBLE, DOUBLE-STACK PALLETS OR MONOTAINERS (STEP 3)

5.1 Secure the Pallet

The design of monotainers makes it unnecessary to further secure the contents if the Customer has brick piled them properly.

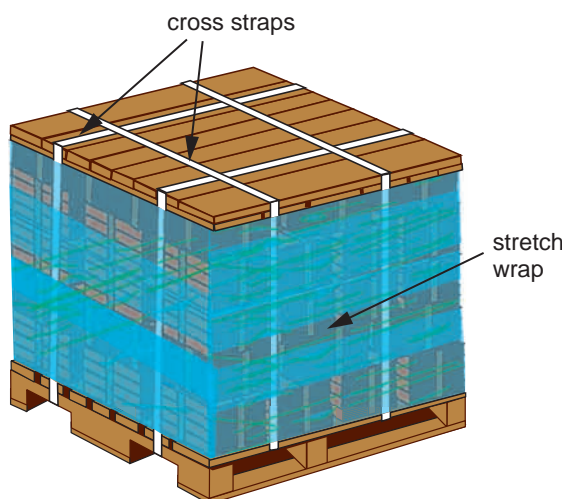
- cover completed pallets by placing a pallet cap on top of the load (as shown in Figure 6)

Figure 6: Capped Pallet



- apply three layers of stretch wrap around both the pallet cap and bottom pallet (as shown in Figure 7) to ensure that both are firmly secured by the stretch wrap and to prevent any movement of the mail bundles on the pallets.

Figure 7: Stretch-wrapping Applied Three Times around the Pallet, the Pallet Cap and the Base



When the mail items are irregularly shaped or have a glossy finish and may slide around, the Customer must also apply four cross straps encompassing both the pallet cap and bottom (as shown in Figure 7).

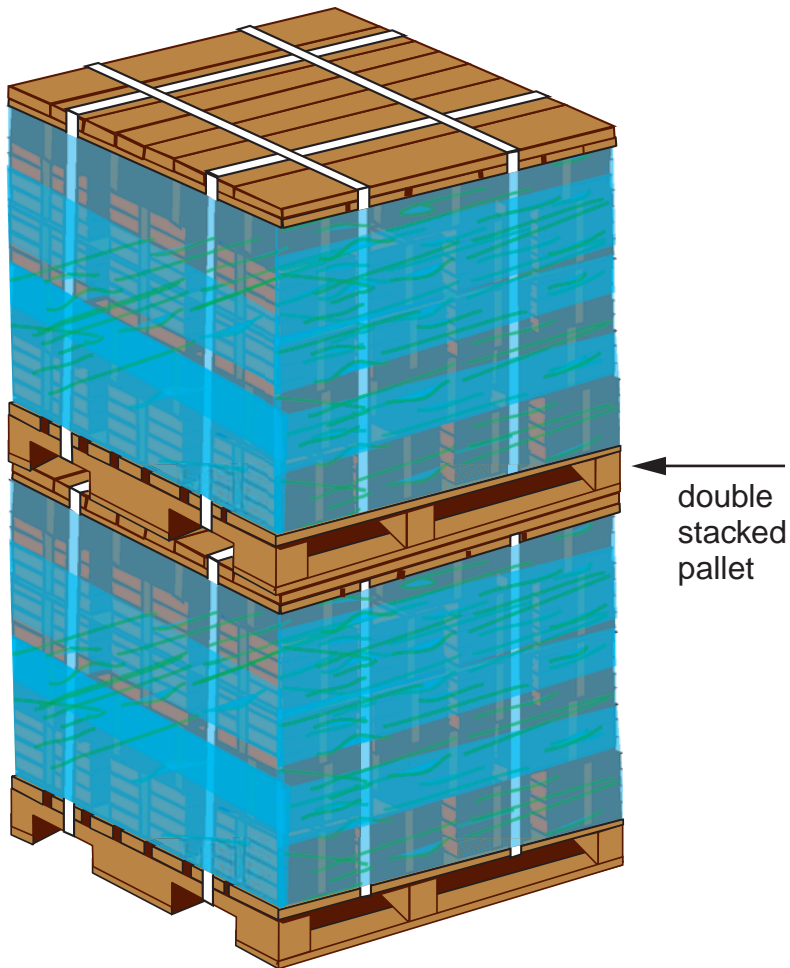
NOTE 1: The four cross straps are optional, but highly recommended for additional security of the load.

2: Canada Post may refuse improperly secured pallets.

5.2 Double-stacking Pallets

Once a pallet load has been secured, the Customer may double-stack it with another secured pallet load and then strap the two pallets together (as shown in Figure 8). Double-stacking loads during storage and transportation uses warehouse space more efficiently. For example, where there are two pallets – one going to Vanier Station and one going to Merivale depot – these two pallets may be strapped together and identified to Ottawa (City Consolidation). These two pallets strapped together still must not exceed the 900 kg weight limitation and/or the 1.5 m height limitation.

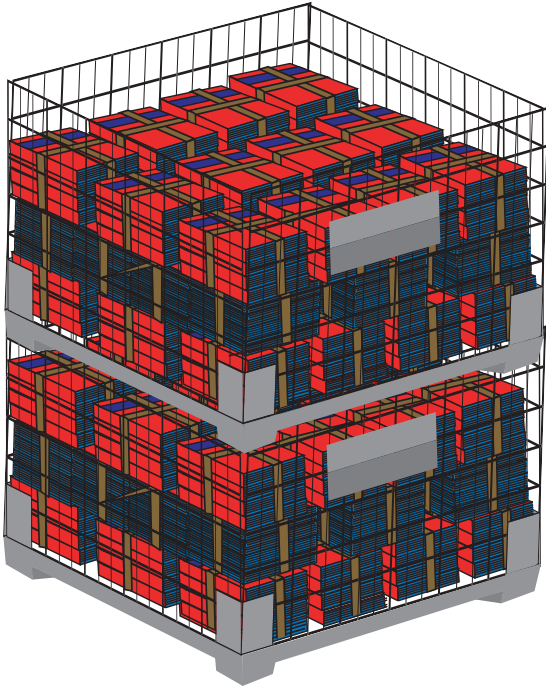
Figure 8: Double-stacked Pallets



5.3 Double-stacking Monotainers

Monotainers are designed to be double-stacked. Unlike double-stacked pallets, double-stacked monotainers each must not exceed the 900 kg weight, so their combined weight can reach 1800 kg. Double-stacking loads during storage and transportation uses warehouse space more efficiently. For example, where there are two monotainers – one going to Vanier Station and one going to Merivale depot – these two monotainers may be double-stacked and identified to Ottawa (City Consolidation).

Figure 9: Double-stacked Monotainers



6 LABEL THE BRICK-PILED PALLET OR MONOTAINER (STEP 4)

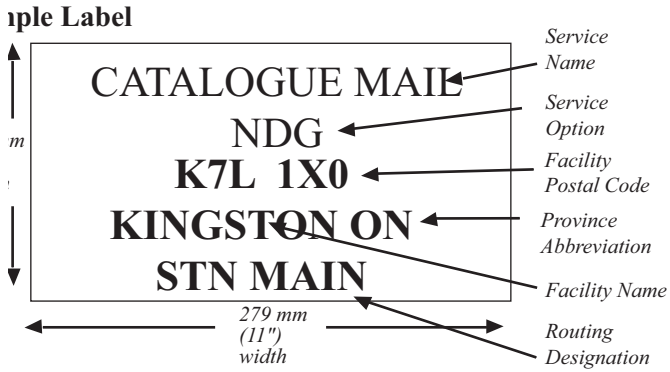
Labelling all of the presorted pallets or monotainers ensures that mail is directed to the appropriate work centre within a CPC facility and/or to a downstream plant.

Each label must be 216 mm x 279 mm (8.5" x 11"), be white with black lettering and must include the following information (as shown in Figure 10):

- Service Name (e.g., Catalogue Mail)
- Service Option (e.g., NDG) (if applicable)
- National Presortation Schematic (NPS) routing information:
 - facility postal code (e.g., K7L 1X0)
 - facility name (e.g., Kingston)
 - province abbreviation (e.g., ON)
 - routing designation (e.g., STN MAIN)

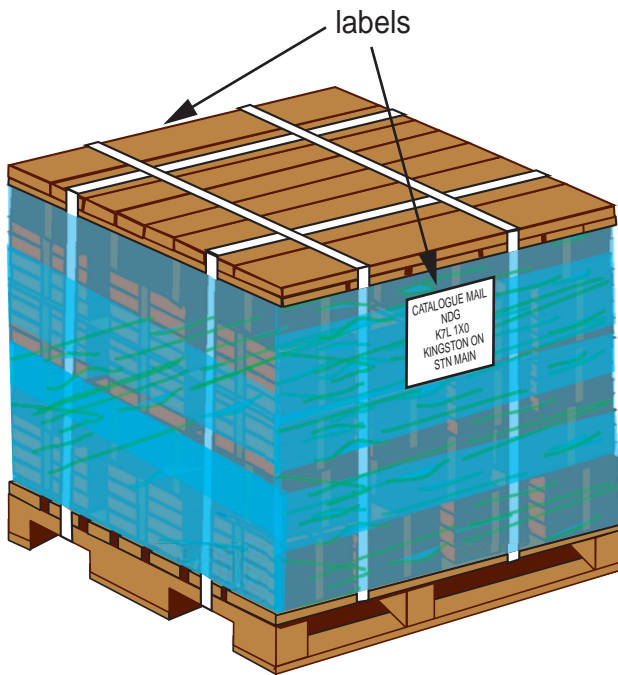
The font size should be large enough to fill the entire label, with the routing information visibly predominant in bold type (as shown in Figure 10).

Figure 10: Pallet or Monotainer Label



Attach two labels to two sides of each pallet or monotainer (as shown in Figure 11).

Figure 11: Labels Attached to Two Sides of a Pallet or Monotainer



7 DEPOSIT THE MAILING (STEP 5)

Only certain types of Canada Post facilities can accept deposits for specific types of services that have been brick piled. See Table 4 for more information.

Table 4: Facilities That Accept Brick-piling

CATEGORY		NPS LEVEL 1 (DELIVERY FACILITY)	NPS LEVEL 2 (CITY)	NPS LEVEL 3 (DCF)	NPS LEVEL 4 (FCP)	RESIDUE	MECHANIZED PLANT
Incentive Lettermail							
Machineable	O/S	N/A	N/A	N/A	N/A	N/A	YES
Addressed Admail							
Letter Carrier Presort (LCP)	O/S	YES	YES	With approval	With approval	With approval	N/A
National Distribution Guide (NDG) Presort	O/S	YES	YES	With approval	With approval	With approval	N/A
Machineable	O/S	N/A	N/A	N/A	N/A	N/A	YES
Catalogue Mail	O/S	YES	YES	With approval	With approval	With approval	N/A
Publications Mail							
Letter Carrier Presort (LCP)	O/S	YES	YES	With approval	With approval	With approval	N/A
NDG Presort	O/S	YES	YES	With approval	With approval	With approval	N/A
Machineable	O/S	N/A	N/A	N/A	N/A	N/A	YES
Unaddressed Admail	O/S & S/L	YES	NO	NO	NO	NO	NO

With approval = only with prior Canada Post approval, per deposit, based on density

NPS = National Presentation Schematic

DCF = Distribution Centre Facility

FCP = Forward Consolidation Point