

# Preparing



## Delivery Facility Presort

## IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
<b>Amendment v1.0</b>	<b>Posted on November 18, 2016</b>	<b>Effective on January 16, 2017</b>
No updates.		

### Changes and enhancements introduced in 2016:

AMENDMENT/REVISION	POSTED DATE	EFFECTIVE DATE
<b>Revision v1.2</b>	<b>Posted on April 1, 2016</b>	<b>Effective on April 1, 2016</b>
Updated the Letterflatainer (LFT) height dimension.		<a href="#">Section 2.2.1 "Acceptable container options"</a>
<b>Revision v1.1</b>	<b>Posted on January 15, 2016</b>	<b>Effective on January 15, 2016</b>
Clarified that any Publications Mail item that does not fit within a Flats tub may be Brick-piled.		<a href="#">Section 3.2.1 "Levels of groupings"</a>

When there is an amendment or a revision to the document, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version 2.0, 3.0)
- a revision increases the second digit in the version (e.g., version 1.1, 1.2)
- the version number restarts at 1.0 every January of a given year.

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# PREPARING

The “Preparing” module provides detailed information that you will need when preparing your mail items prior to depositing your mailings at a Canada Post facility. Information in this module includes grouping and bundling your items acceptable containers and shipping units, container fill and labelling requirements and brick-piling.

It is your obligation to meet all the requirements outlined in your Customer Agreement.

**NOTE:** The figures in this document are used for illustration only.

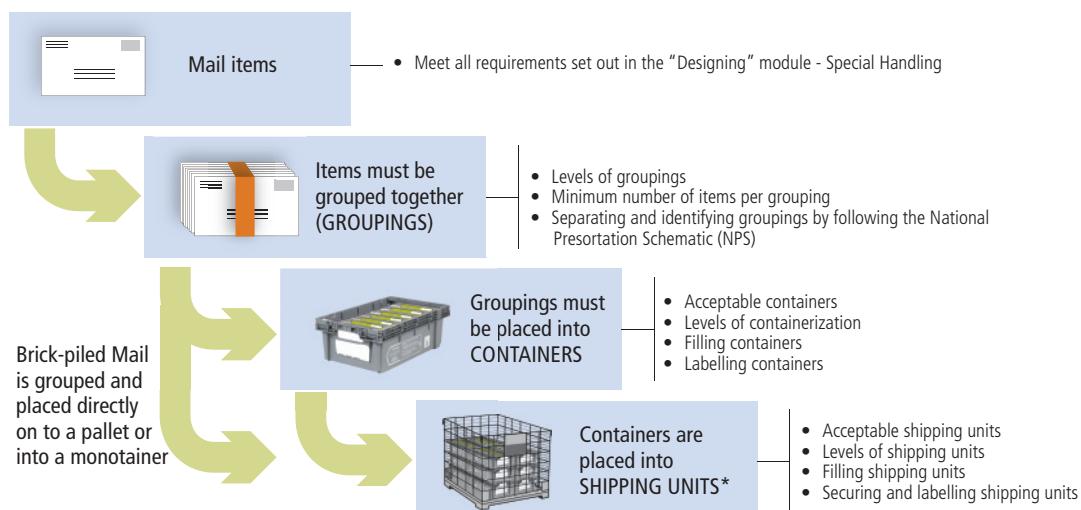
## 1 MAIL PREPARATION OPTION FOR DELIVERY FACILITY PRESORT

The Delivery Facility Presort is a mail preparation and presortation option that allows mailers to sort their mail items by using presortation software (SERP) recognized by Canada Post or manually sort their mail items according to the National Presortation Schematic (NPS).

**Mail Preparation** is the process of preparing containers and shipping units for a common destination. It involves labelling groupings, containers and shipping units in such a way that Canada Post can bypass various processing steps and facilities within its mail distribution network.

**Brick-piled Mail** is a method used to secure mail items without containers onto a pallet or in a monotainer. Pallets and monotainers can be used for transportation (as a single unit) of mail items from the customer’s location to an approved Canada Post facility where the mail will be deposited.

### 1.1 Delivery Facility Presort Overview



#### Requirements

- be accompanied by an *Order (Statement of Mailing)* prepared, transmitted electronically by using Canada Post’s Electronic Shipping Tools (EST) or manually.
- At least 50 items\* per *Order (Statement of Mailing)*. No minimum volume requirement for mailings containing qualified for Delivery Facility Presort Regional Rural\*\* and/or Local Rural items [even if some Delivery Facility Presort National items are included on the *Order (Statement of Mailing)*]
- Sample of the mail item at the time of deposit is mandatory.
- Address Accuracy: required for over 5,000 items.
- Deposited in Canada for delivery in Canada.

\* You may deposit less than the minimum volume required provided that the difference is paid at the applicable phantom price. The phantom price is only available for single deposits - it is not available on partial mailings.

\*\* In order to qualify for this price category, at least 50% of the total addressed copies in the mailing must be either Regional Rural or a combination of Local Rural and Regional Rural. Otherwise, Delivery Facility Presort National prices will apply to the nominal Regional Rural portion of the mailing.

## 2 BEFORE YOU START

Delivery Facility Presort mail must be presorted, grouped and containerized.

### 2.1 Presortation options

#### PRESORTATION USING SOFTWARE EVALUATION RECOGNITION PROGRAM (SERP)

Our Software Evaluation and Recognition Program (SERP) exists to evaluate the accuracy of presortation software programs. SERP is open to all in-house or commercial software developers who would like their software to be recognized by Canada Post.

For more information, to have your software evaluated or to find a list of approved software vendors by Canada Post, please visit [canadapost.ca/presortationsoftware](http://canadapost.ca/presortationsoftware).

The software does the following:

- sorts mail items by their Postal Code<sup>OM</sup>, and
- groups mail items by a common destination according to the National Presortation Schematic (NPS).

#### PRESORTATION DONE MANUALLY

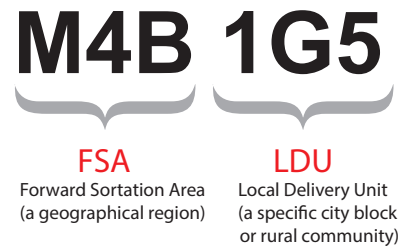
The mail item can be manually:

- sorted by their Postal Code<sup>OM</sup>, and
- grouped by a common destination according to the National Presortation Schematic (NPS).

#### 2.1.1 POSTAL CODE

The Postal Code is a six-character alphanumeric code in the form of ANA NAN, in which “A” represents a letter of the alphabet, and “N” represents a number. It is an integral part of every postal address in Canada, and was designed to help sort mail, both mechanically and manually.

**NOTE:** Rural areas are identified by a zero in the FSA (e.g., M0L 3K2).



For more detailed information, please visit [Section 5 of Addressing Guidelines](#) in the *Canada Postal Guide*.

#### 2.1.2 NATIONAL PRESORTATION SCHEMATIC (NPS)

The National Presortation Schematic (NPS) indicates how mail is distributed through specific Canada Post facilities. It lists all Forward Sortation Areas (FSAs) and shows how to consolidate mail into groupings and containers. The four NPS levels of consolidation are:

LEVEL 1 - DF	LEVEL 2 - CITY	LEVEL 3 - DCF	LEVEL 4 - FCP
Delivery Facility	City	Distribution Centre Facility	Forward Consolidation Point

**NOTE:** Any mail items that cannot be consolidated to one of these four levels will be consolidated as Residue.

Canada Post updates the NPS monthly to reflect the changing inventory of Canadian addresses. These monthly updates also appear in presortation software recognized by Canada Post. For more detailed information, please visit [canadapost.ca/nps](http://canadapost.ca/nps).

## 2.2 Containerization

Containerization is the process of packaging the mail for shipment. Mail item groupings are placed into containers suitable for handling through Canada Post's processes. These containers are then labelled and placed into shipping units (pallets or monotainers) suitable for handling through our transportation network.

**NOTE:** Containers are not used when Brick-piling Mail. Mail items are secured directly onto a pallet or in a monotainer - See [Section 3.4.4 "Preparing pallets or monotainers for Brick-piling"](#).

You may enquire about or order our equipment (containers and shipping units) by contacting the National Equipment Container Facility (NECF) order desk, by telephone at 905-565-0480, by fax at 905-564-6830, by email at [necfteo@canadapost.ca](mailto:necfteo@canadapost.ca) or through a Regional Equipment Coordinator.


The supply of Canada Post equipment is dependent on conditions and availability. In instances where Canada Post equipment is not available, Canada Post pre-approved customer-supplied containers (e.g.: cardboard boxes) and/or pallets must be used.



LIST OF REGIONAL EQUIPMENT COORDINATORS			
<b>Atlantic</b>	<b>Nova Scotia/ PEI:</b> Halifax Tel: 902-494-4001 EXT 44707 <b>New Brunswick:</b> Moncton Tel: 506-381-5347 Saint John Tel: 506-653-5270 <b>St. John's NL:</b> wayne.power@canadapost.ca sharilee.way@canadapost.ca	<b>Québec</b>	<b>Montréal:</b> Tel: 514-345-7369 Fax: 514-345-7388
<b>Huron Rideau</b>	<b>Ottawa:</b> Tel: 613-734-1431 Fax: 613-734-1479 Email: equipmentline.ompp@canadapost.ca <b>Hamilton:</b> National Equipment Container Facility (NECF): Tel: 905-565-0480 Fax: 905-564-6830 Email: necfteo@canadapost.ca <b>London:</b> Tel: 519-473-6738	<b>Prairie</b>	<b>Winnipeg:</b> Tel: 204-987-5100 EXT 72045 <b>Edmonton:</b> Tel: 780-945-2600 Ext 53292 FAX: 780-945-2608 <b>Calgary:</b> Tel: 403-974-2000 EXT 42170
<b>Greater Toronto Area</b>	National Equipment Container Facility (NECF): Tel: 905-565-0480 Fax: 905-564-6830 Email: necfteo@canadapost.ca	<b>Pacific</b>	<b>Vancouver:</b> Tel: 604-276-5538

**NOTE:** Canada Post's equipment may only be used when using Canada Post's products or services. It remains our exclusive property. Personal use is not permitted. You are responsible for ensuring that the equipment remains in good condition, reasonable wear-and-tear accepted.

### 2.2.1 ACCEPTABLE CONTAINER OPTIONS

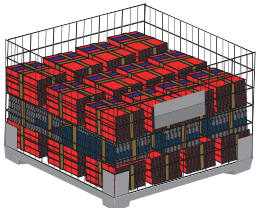
Container dimensions are the measurements inside the container. Imperial equivalents are provided for convenience only.


ACCEPTABLE CANADA POST-SUPPLIED CONTAINERS	SIZE AND WEIGHT				
	CONTAINER WEIGHT (WITHOUT LID)	LENGTH	WIDTH	HEIGHT	MAX. WEIGHT (INCLUDING MAIL, CONTAINER AND LID)
<b>Letterflatainer (LFT):</b> For Standard items  <p>Letterflatainers (LFTs) are designed in such a way that lids are not required.</p>	0.995 kg (2.2 lb.)	394 mm (15.6 in.)	244 mm (9.6 in.)	156 mm (6.1 in.)  [with lid]	22.7 kg (50 lb.)

ACCEPTABLE CANADA POST-SUPPLIED CONTAINERS	SIZE AND WEIGHT				
	CONTAINER WEIGHT (WITHOUT LID)	LENGTH	WIDTH	HEIGHT	MAX. WEIGHT (INCLUDING MAIL, CONTAINER AND LID)
<p><b>Flats tub:</b> For Oversize items</p>  <p>Flats tubs should be deposited with lids. In the event lids are not available, we recommend cardboard separators be used between each level of flats tubs to minimize the risk of damage to your mail items.</p>	1.7 kg (3.7 lb.)	405 mm (15.9 in.)	240 mm (9.4 in.)	303 mm (11.9 in.)	22.7 kg (50 lb.)
ACCEPTABLE CUSTOMER-SUPPLIED CONTAINERS					
<p><b>Cardboard Box:</b> For Standard and Oversize items</p>  <p>Customer-supplied cardboard containers must:</p> <ul style="list-style-type: none"> <li>• meet the requirements outlined in this guide</li> <li>• have lids and be sturdy to withstand handling during processing</li> <li>• meet the dimensions outlined above in order to be compatible with the presortation software results.</li> </ul>					

### 2.2.2 ACCEPTABLE SHIPPING UNIT OPTIONS

Imperial equivalents are provided for convenience only.

ACCEPTABLE SHIPPING UNITS	SIZE AND WEIGHT				
	WEIGHT	LENGTH	WIDTH	MAX. HEIGHT AND WEIGHT (INCLUDING MAIL AND SHIPPING UNIT)	
<p><b>Monotainer</b></p> 	97 kg (213.8 lb.)	1.322 m (52 in.)	1.067 m (42 in.)	Height:	1.115 m (43.8 in.)
				Weight:	900 kg (1,984.2 lb.)

ACCEPTABLE SHIPPING UNITS	SIZE AND WEIGHT			
	WEIGHT	LENGTH	WIDTH	MAX. HEIGHT AND WEIGHT (INCLUDING MAIL AND SHIPPING UNIT)
Pallet (plastic and wood)  	9 kg (19.8 lb.)  Is the weight of a plastic pallet supplied by Canada Post. The minimum ordering quantity for plastic pallets is 40 units.	1.22 m (48 in.)	1.02 m (40 in.)	Height: 1.5 m (59 in.)  Weight: 900 kg (1,984.2 lb.)

#### PALLET CONSTRUCTION SPECIFICATIONS

Pallets must conform to:

- ▶ ASTM - D1185 - [Standard Test Methods for Pallets and related Structures Employed in Materials Handling and Shipping](#)
- ▶ ISO-8611 - [Pallets for Materials Handling - Flat Pallets - Part 3: Maximum Working Loads](#)
- ▶ [Uniform Standard for Wood Pallets by National Wooden Pallet & Container Association \(USA\)](#).

Pallet must be built so their bottom deck boards do not obstruct entry by a forklift; should be accessible by a forklift on all four sides and by a hand jack on two side

Openings for forks must be:

- ▶ at least 102 mm (4") in height on the sides of the pallet without bottom deck boards; and
- ▶ at least 89 mm (3.5") in height on the sides with bottom deck boards

Critical dimensions of mail handling equipment:

- ▶ distance across forks: max. 686 mm (27 in.)
- ▶ distance between forks: min. 204 mm (8 in.)
- ▶ height of the lowered fork: max. 89 mm (3.5 in.)

#### ADDITIONAL WOODEN PALLET REQUIREMENTS

- the block design is recommended
- must be able to withstand temperatures of -40°C to 40°C, and severe weather conditions
- must not have critical defects (i.e. exposed nails, significant splits, missing wood, decay or damaged parts)
- the top surface must be flat allowing for safe loading and unloading of mail without tipping or sliding

## 3 MAIL PREPARATION AND PRESORTATION

The mail presortation and preparation process requires:

1. **Sequencing mail items** by Postal Code as per the National Presortation Schematic (NPS).
2. **Grouping and identifying mail items** for a common destination and placing them in a specific (address-based) order.
3. **Placing groupings in containers** - groupings with a common destination are placed into containers in a specific order. For Brick-piling mail items, step 3 is not required.
4. **Placing containers or Brick-piled mail items in shipping units** - containers with a common destination are placed into shipping units (monotainers or pallets).



### 3.1 Sequencing mail items

Start by sequencing your mailing by Postal Codes according to the National Presortation Schematic (NPS).

SEQUENCING MAIL OPTIONS	
<p>1. Customers may use presortation software recognized by Canada Post to presort their mailings, or</p> <p>2. Customers may use a spreadsheet application, such as Microsoft Excel, in conjunction with the NPS to presort their mailings (see <a href="#">Appendix A</a>).</p>	

### 3.2 Grouping and identifying mail items

All items in a mailing must be part of a grouping. All groupings (except Residue) must have a minimum of six items. If this minimum requirement is not met, the items are consolidated to the next level.

#### 3.2.1 LEVELS OF GROUPINGS

TYPE OF GROUPINGS	GROUPING PROCESS
<b>NPS Level 1 - Delivery Facility (DF)</b>	Group all items delivered from the same postal station or letter carrier depot (a DF grouping).
<b>NPS Level 3 - Distribution Centre Facility (DCF)</b>	Group all items delivered in the same area, such as a city and surrounding area (a DCF grouping).
<b>NPS Level 4 - Forward Consolidation Point (FCP)</b>	Group all items delivered in the same province (an FCP grouping).
<b>Residue</b>	Place all remaining items into a Residue grouping.

**NOTE:** Publications Mail items that do not fit within a Flats tub, may be Brick-piled up to level 5 (Residue) when depositing at a Receipt Verification Unit (RVU). Customers must ensure that the pallet is labelled as “Residue” and submit the container labels with the *Order (Statement of Mailing)* when depositing the mail.

#### 3.2.1.1 Using presortation software (SERP) to create groupings

The software begins by creating all possible DF groupings. Then:

- if not enough items remain to create a DF grouping, it will create all possible DCF groupings
  - if not enough items remain to create a DCF grouping, it will create all possible FCP groupings
    - for all items that cannot be grouped at any other level, it will create Residue groupings.

For each grouping it creates, the software also determines the sequence of the mail items within the grouping.

#### 3.2.1.2 Preparing and creating groupings manually

Refer to [Appendix B](#) for illustration on how to group your mailing for deposit.

#### 3.2.2 SEPARATING AND IDENTIFYING GROUPINGS

Once your mail has been presorted, make sure it can withstand handling. Preserve the integrity of your groupings by separating them in their containers, using one of the following acceptable methods:

- **Bundling**
- **Separator cards**
- **Edgemarking**

Mail items within groupings must all face the same direction.

### 3.2.2.1 Bundling

A bundle is a group of mail items identified and secured together by strapping (e.g., elastic bands, string, or plastic straps) or by shrink-wrapping.

BUNDLING REQUIREMENTS		
TYPE OF MAILING	MAX. BUNDLE THICKNESS	MIN. NUMBER OF ITEMS PER BUNDLE
<ul style="list-style-type: none"> <li>Standard</li> </ul>	100 mm (4 in)	six
<ul style="list-style-type: none"> <li>Oversize</li> </ul>	200 mm (8 in)	

When a bundle exceeds the maximum thickness and there are sufficient items to create a full second bundle, it is preferable to split the total number of items into two equal bundles, rather than create one full bundle and one very small bundle. For example, if there is a Standard bundle of 52 items with a thickness of 125 mm, make two bundles of 26 items. When bundles exceed the maximum thickness of 200 mm, it is preferable to make two evenly divided bundles.

**NOTE:** The maximum thickness takes precedence over the minimum number of items. The last Residue bundle has no minimum number of items, although it still must follow the specifications for maximum thickness per bundle.

### IDENTIFYING BUNDLE

#### BUNDLING LABELS

When using **bundling** as a separation method, DCF, FCP and Residue bundles must be identified with a bundle label (also called a facing slip). DF bundles do not require labels.

DCF	FCP	RESIDUE

#### ROUTING INFORMATION ON BUNDLE LABELS

<ul style="list-style-type: none"> <li>Postal Code of the DCF, as per the NPS (e.g. KOK 920)</li> <li>name of the DCF (e.g., BELLEVILLE ON DCF)</li> <li>service option (Delivery Facility Presort)</li> </ul>	<ul style="list-style-type: none"> <li>Postal Code of the FCP, as per the NPS (e.g., KOA 920)</li> <li>name of the FCP with the forward abbreviation FWD (e.g., OTTAWA ON FWD)</li> <li>service option (Delivery Facility Presort)</li> </ul>	<ul style="list-style-type: none"> <li>name of the deposit facility (e.g., OTTAWA ON)</li> <li>the word "RESIDUE"</li> <li>service option (Delivery Facility Presort)</li> </ul>
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Additional information may appear above or below the routing information as long as the routing information is more prominent.

### SECURING BUNDLE OPTIONS

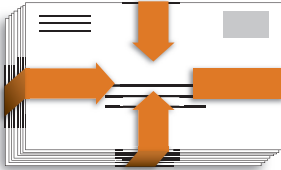
#### OPTION 1 - STRAPPING

The **strapping material** must be strong and tight enough to hold the bundle together, without the contents sliding, when held vertically.

TYPE OF MAILING	STRAPPING REQUIREMENT
<ul style="list-style-type: none"> <li>Standard</li> <li>Oversize [only for bundles placed in Level 1 (DF) containers]</li> </ul>	<p>Single strapping</p>

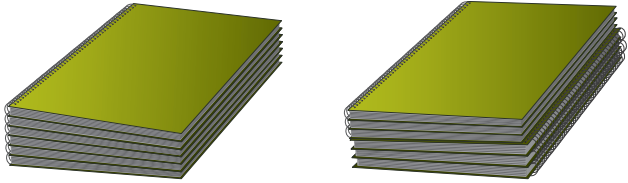
**OPTION 1 - STRAPPING**

The **strapping material** must be strong and tight enough to hold the bundle together, without the contents sliding, when held vertically.

TYPE OF MAILING	STRAPPING REQUIREMENT
<ul style="list-style-type: none"> <li>• Oversize</li> </ul> <p><b>NOTE:</b> Except for bundles placed in Level 1 (DF) containers</p>	 <p>Double strapping</p>

**OPTION 2 - SHRINK-WRAPPING**

**Shrink-wrapping** is an acceptable method of bundling for Oversize items.

SHRINK-WRAPPING REQUIREMENT	
<ul style="list-style-type: none"> <li>• The plastic used for shrink-wrapping must be strong enough to ensure the bundles remain secured during handling.</li> </ul>	<p>If your mail items are bound using spines, to create an even bundle, you may place the bottom half of the bundle with its spines facing the opposite way than the top half of the bundle.</p>  <p>Acceptable Preferred</p>

**3.2.2.2 Separator cards**

Separator cards may also be used to indicate breaks between groupings.

**SEPARATOR CARDS MUST:**

- be made of thin, rigid cardboard of any colour (a weight of 120 to 160 grams per square metre)
- extend at least 20 mm above the mail items
- be at least 155 mm wide
- be placed in front of the first mail item in each grouping. If a grouping is too large to fit into one container, a second separator card is required at the front of the second container.



When using **separator cards** as a separation method, each DCF, FCP and Residue grouping must be identified on the part of the separator card visible above the mail items. The following information must be provided:

FOR DCF GROUPINGS	FOR FCP GROUPINGS	FOR RESIDUE GROUPINGS
<ul style="list-style-type: none"> <li>• Postal Code of the DCF, as per the NPS (e.g., KOK 9Z0)</li> <li>• name of the DCF (e.g., BELLEVILLE ON DCF), and</li> <li>• the service option Delivery Facility Presort.</li> </ul>	<ul style="list-style-type: none"> <li>• Postal Code of the FCP, as per the NPS (e.g., KOA 9Z0)</li> <li>• name of the FCP with the forward abbreviation FWD (e.g., OTTAWA ON FWD)</li> <li>• the service option Delivery Facility Presort</li> </ul>	<ul style="list-style-type: none"> <li>• name of the deposit facility(e.g., OTTAWA ON)</li> <li>• the word "Residue"</li> <li>• the service option Delivery Facility Presort</li> </ul>

### 3.2.2.3 Edgemarking

Edgemarking is an acceptable way of separating groupings within a container. Edgemarking means applying ink or paint to the top edge of a mail item. Edgemarks are only applied to the first item in each grouping.

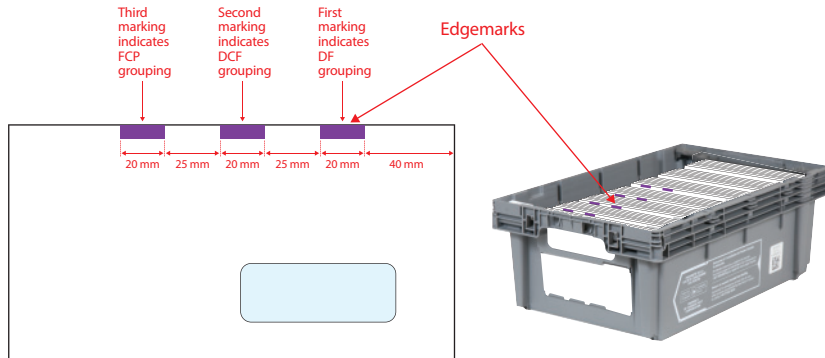
#### EDGEMARKING REQUIREMENTS

The following requirements must be met:

- their colour significantly contrasts with that of the mail item
- the same colour is used for edgemarking the entire mailing
- the edgemarking begins approximately 40 mm from the upper-right edge of the mail item.

The edgemarks should be approximately 20 mm long, separated by a gap of approximately 25 mm:

- the marking nearest the upper-right edge indicates a Delivery Facility (DF) grouping
- the additional markings indicate Distribution Centre Facility (DCF) and Forward Consolidation Point (FCP) groupings.



**NOTE:** It is acceptable for DCF and FCP groupings to have only two marks, but the marks must be in the DF and DCF locations.

## 3.3 Placing groupings in containers

Delivery Facility Presort groupings must be deposited in containers. Groupings in containers must all face the same direction.

### 3.3.1 LEVELS OF CONTAINERS

Groupings inside containers must be physically separated by one of the three acceptable methods - bundling, separator cards, or edgemarking. It is important to maintain the integrity of the presortation when groupings are placed into containers.

LEVELS OF CONTAINERS (ALSO REFERRED TO AS CONSOLIDATION LEVELS)	CONTAINERIZATION PROCESS
NPS Level 1 - Delivery Facility (DF)	Groupings to be delivered on routes in the same letter carrier depot.
NPS Level 2 - City	Groupings to be delivered in the same area, such as a city and surrounding area.
NPS Level 3 - Distribution Centre Facility (DCF)	Groupings to be delivered in the same area, such as a city and surrounding area.
NPS Level 4 - Forward Consolidation Point (FCP)	Groupings to be delivered in the same province.
Residue	Remaining groupings.

#### 3.3.1.1 Using presortation software (SERP) to containerize groupings

The software begins by creating all possible DF containers. Then:

- if not enough groupings remain to create a DF container, it will create all possible City or DCF containers
  - if not enough groupings remain to create City or DCF containers, it will create all possible FCP containers
  - for groupings that cannot be containerized at any other level, it will create Residue containers.

The software will also determine the appropriate order of groupings within each container.

#### 3.3.1.2 Containerizing groupings manually

Containers are created by putting together groupings that have a common destination and/or sortation level within Canada Post's network of mail processing and delivery facilities.

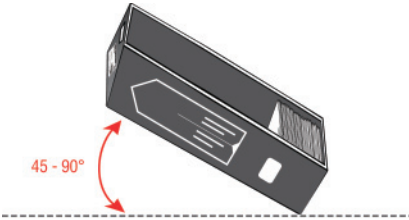

Groupings placed in containers must meet the consolidation requirements set out in the National Presortation Schematic (NPS). The level of consolidation will vary depending on the mail volume.

You begin by creating all possible DF containers. Then:

- if not enough groupings remain to create a DF container, create all possible City or DCF containers
  - if not enough groupings remain to create City or DCF containers, create all possible FCP containers
    - for groupings that cannot be containerized at any other level, create Residue containers.

### 3.3.2 FILLING CONTAINERS

MINIMUM REQUIREMENTS FOR FILLING CONTAINERS			
CONSOLIDATION LEVEL	IF ONLY 1 CONTAINER TO A DESTINATION,	IF MULTIPLE CONTAINERS TO A DESTINATION	
	FILL TO A CAPACITY OF:	ALL CONTAINERS EXCEPT THE LAST, FILL TO A CAPACITY OF:	LAST CONTAINER, FILL TO A CAPACITY OF:
Level 1 - DF	50%	95%	No Minimum
Level 2 - City	70%		
Level 3 - DCF	70%		
Level 4 - FCP	50%		
Residue	No Minimum		


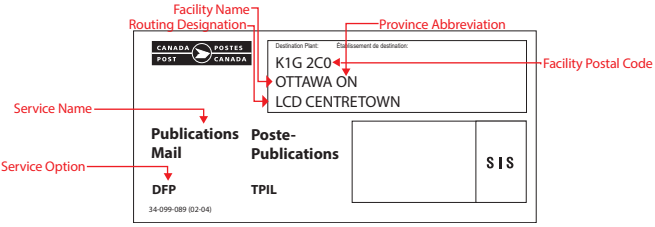
ASSESSING CONTAINER FILL	PRESERVING INTEGRITY OF MAIL PREPARATION
<p>To assess how full your container is, tip it on its short end at a 45-90° angle. Once its contents have been compressed by their own weight, measure the length of space occupied against the total length of the container. Express this ratio as a percentage, then compare it with our minimum requirements for that type of container.</p> 	<p>For any container with less than 95% of capacity, when using:</p> <ul style="list-style-type: none"> <li>• <b>separator cards</b> or <b>edgemarking</b> as a separation method, you must use packing.</li> <li>• <b>bundle with strapping</b> as a separation method, we recommend adding packing.</li> </ul> 

**NOTE:** Customers depositing Delivery Facility Presort mailings to rural or retail offices (non-RVU) that cannot meet the minimum fill requirement for one container, have the option to deposit one container with no minimum fill requirement, or deposit loose bundles (double-strapped or shrink-wrapped bundles) at the rural post office or retail counter during normal business hours.

### 3.3.3 LABELLING CONTAINERS

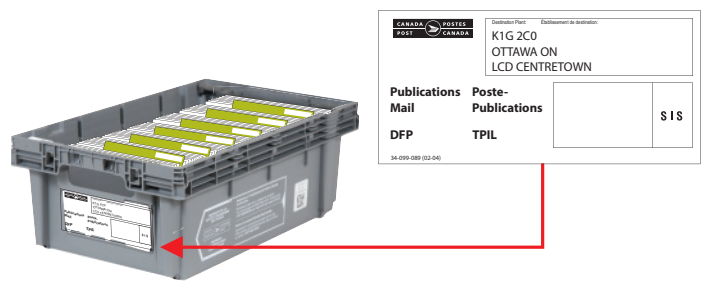
All containers must be labelled with their destination details using routing information from the National Presortation Schematic (NPS). Correctly labelling your containers will ensure your mail is directed to the appropriate work centre within a Canada Post facility.

Container labels must be bilingual and must include the following details :

ROUTING INFORMATION	OPTIONAL 2D BARCODED LABEL (SERP GENERATED)
<ul style="list-style-type: none"> <li>the service name (e.g., Publications Mail/Poste-publications)</li> <li>the service option (Delivery Facility Presort/Tri préliminaire par installation de livraison)</li> <li>the following NPS routing information (on all but Residue containers):                             <ul style="list-style-type: none"> <li>the facility Postal Code (e.g., K1G 2C0)</li> <li>the facility name (e.g., OTTAWA)</li> <li>the province, in abbreviated form (e.g., ON), and the routing destination (e.g., LCD Centretown).</li> </ul> </li> </ul>	
<p><b>NOTE:</b> Labels for Residue containers must contain the facility name and the word "Residue."</p>	<p style="text-align: center;"><b>EXAMPLE OF LABEL (NOT SERP GENERATED)</b></p>  <p><b>NOTE:</b> The National Presortation Schematic (NPS) does not provide the Rural Delivery Facility details that are required on the container label. These Rural Delivery Facility Postal Codes can be found in the destination address on the mail item (addressee's Postal Code) or at Canada Post - Urban and rural delivery area counts and maps under provincial "Rural Counts".</p>

#### PLACEMENT OF LABEL ON A CONTAINER

If you are using Canada Post-supplied containers, insert container labels into the label holder prior to depositing your mailing.



**NOTE:** If you are using customer-supplied cardboard containers, affix a container label on the side of each container. You can order self-adhesive labels online at [canadapost.ca/obc](http://canadapost.ca/obc) under form number 33-086-732 or by telephone at 1-888-550-6333.

#### BARCODED CONTAINER LABELS

Delivery Facility Presort	Delivery Facility Presort (Time-committed)
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**NOTE:** For customers using SERP software to prepare their Delivery Facility Presort mailing, a 2D barcoded container label will automatically be generated. Labelling the container with a 2D barcoded label is optional.

### 3.4 Placing containers or Brick-piled mail items in shipping units

Use of monotainers or pallets is optional for Delivery Facility Presort mailings. Shipping units (monotainers and pallets - also referred to as skids) are used to group containers or to Brick-pile Mail intended for one *Order (Statement of Mailing)* or bound for the same destination (e.g., all mail items for Vancouver arrive on one pallet). This reduces the handling and helps ensure timely delivery.

**Brick-piled Mail** is a method used to secure mail items without containers onto a pallet or in a monotainer. Pallets and monotainers can be used for transportation (as a single unit) of mail items from the customer’s location to an approved Canada Post facility where the mail will be deposited.

BRICK-PILED MAIL ITEMS	
CATEGORY	SPECIFICATIONS
Oversize items	<ul style="list-style-type: none"> <li>all spines are faced in the same direction (when applicable)</li> <li>each bundle is shrink-wrapped or double-strapped</li> <li>the height of each bundle cannot exceed:                             <ul style="list-style-type: none"> <li>200 mm (8 inches) for Oversize mail</li> </ul> </li> </ul>

#### 3.4.1 LEVELS OF SHIPPING UNITS

Canada Post encourages the consolidation of containers to monotainers or pallets, as per the National Presortation Schematic (NPS).

LEVELS OF CONSOLIDATION	
NPS Level 1 - Delivery Facility (DF)	Containers in shipping units must meet the consolidation requirements set out in the National Presortation Schematic (NPS). The level of consolidation will vary depending on the destination of the container.  <b>NOTE:</b> If containers are not consolidated within the shipping units as per the NPS, then the shipping unit label must be identified as Residue.
NPS Level 2 - City	
NPS Level 3 - Distribution Centre Facility (DCF)	
NPS Level 4 - Forward Consolidation Point (FCP)	
Residue	

##### 3.4.1.1 Using presortation software (SERP) to prepare shipping units

The software begins by creating all possible DF shipping units. Then:

- if not enough containers remain to create a full DF shipping unit, it will create all possible City or DCF shipping units
  - if not enough containers remain to create City or DCF shipping units, it will create all possible FCP shipping units
    - for all remaining containers that cannot be consolidated to any NPS level, it will create Residue shipping units.

##### 3.4.1.2 Preparing and identifying shipping units manually

You begin by creating all possible DF shipping units. Then:

- if not enough containers remain to create a full DF shipping unit, create all possible City or DCF shipping units
  - if not enough containers remain to create City or DCF shipping units, create all possible FCP shipping units
    - for all remaining containers that cannot be consolidated to any NPS level, create Residue shipping units.

### 3.4.2 FILLING SHIPPING UNITS

TYPE OF SHIPPING UNIT	FILLING SHIPPING UNITS REQUIREMENTS		
	DESTINATION	MINIMUM	MAXIMUM
Pallet	Any (when using containers)	<ul style="list-style-type: none"> <li>18 letterflainers (LFTs), or</li> <li>12 flats tubs, or</li> <li>500 mm (excluding height of pallet)</li> </ul>	<ul style="list-style-type: none"> <li>48 letterflainers (LFTs), or</li> <li>32 flats tubs, or</li> <li>1.5 m (including height of pallet)</li> </ul>
	Brick-piled Mail	<ul style="list-style-type: none"> <li>for Local - height 150 mm - one row or weight 90 kg</li> <li>for Forward - height 300 mm or weight 180 kg</li> </ul>	<ul style="list-style-type: none"> <li>Height: 1.5 m</li> <li>Weight: 900 kg (Canada Post pallet weighs 9 kg)</li> </ul>
Monotainer	Mail destined within the province of deposit	<ul style="list-style-type: none"> <li>18 letterflainers (LFTs), or</li> <li>12 flats tubs</li> <li>Brick-piled mail - 50% of the height</li> </ul>	<ul style="list-style-type: none"> <li>48 letterflainers (LFTs), or</li> <li>24 flats tubs or contents may be piled up to 25 mm below the top of the monotainer</li> <li>Brick-piled mail - Height: 1.115 m; Weight: 900 kg</li> </ul>
	Mail destined outside the province of deposit	<ul style="list-style-type: none"> <li>27 letterflainers (LFTs), or</li> <li>18 flats tubs</li> <li>Brick-piled mail - 75% of the height</li> </ul>	

### 3.4.3 PREPARING PALLETS FOR CONTAINERS

#### PALLETS

All pallets must be securely fastened and structurally sound. To preserve the integrity of your mailing, ensure that:

- three layers of stretch-wrapping are applied around the pallet and its load, or
- cross-strapping is applied.

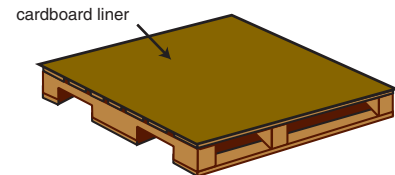
**NOTE:** If using plastic pallets, it is recommended to apply four cross straps encompassing both the pallet bottom and the containers. Metal strapping is not permitted.



### 3.4.4 PREPARING PALLETS OR MONOTAINERS FOR BRICK-PILING

#### PALLETS

Place a pallet right side up and line the bottom of the pallet with a suitable cardboard liner to cover the holes.





**BUILDING ROWS ON PALLETS OR IN MONOTAINERS**

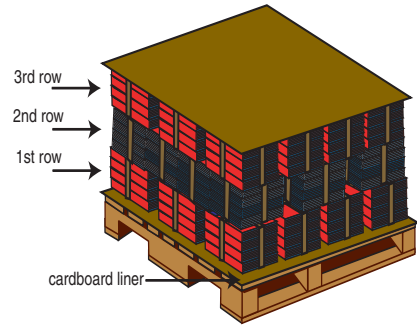
In the first row, place bundles of mail lengthwise along the length of the pallet or monotainer. The entire pallet must be covered by bundles of mail. The centre of the pallet must not be left empty. In the second row, place bundles of mail lengthwise along the width of the container

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 150 mm (Local) or 300 mm (Forward), not including the pallet.

Pallets with loads that exceed 500 mm in height must have a cardboard liner at the halfway mark to prevent load separation during transport. If a load is only 500 mm, it should be stable enough that a halfway liner is not necessary. When a cardboard liner is used, face the bundles above and below the cardboard liner the same way instead of opposite length/width-wise.

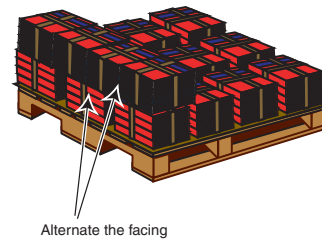
- \* delivery and induction are performed within the same province.



**NOTE:** Level 2 Brick-piling must have a separator sheet between delivery facilities.

To ensure a stable load for mail with spines, a cardboard liner is required for each new row, whether pallets or monotainers are being used. Alternate the facing of spines for each row; that is, turn the books 180 degrees instead of 90 degrees as with other types of mail.

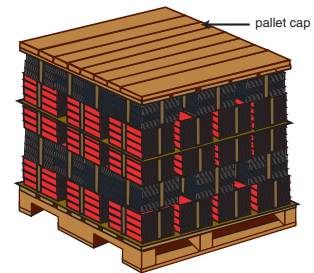
Keep adding rows until they reach the maximum height or the maximum weight, whichever comes first. For a pallet load, the maximum height including base and pallet cap is 1.5 m. A pallet cap should be made of wood (sturdy paper or cardboard is also acceptable).



**SECURE THE PALLET**

Completed pallets are to be capped on top of the load.

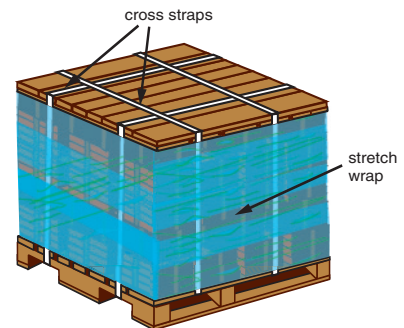
**NOTE:** The design of monotainers makes it unnecessary to further secure the contents if the bundles have been brick-piled properly.



All pallets must be securely fastened and structurally sound. To preserve the integrity of your mailing, ensure that:

- three layers of stretch-wrapping are applied around the pallet and its load, or
- cross-strapping is applied (Metal strapping is not permitted).

**NOTE:** When the mail items are irregularly shaped or have a glossy finish and may slide around, four cross straps must be applied encompassing both the pallet cap and bottom to ensure the load is secure. For all other mailings, the four cross straps are optional, but highly recommended for additional security of all loads.



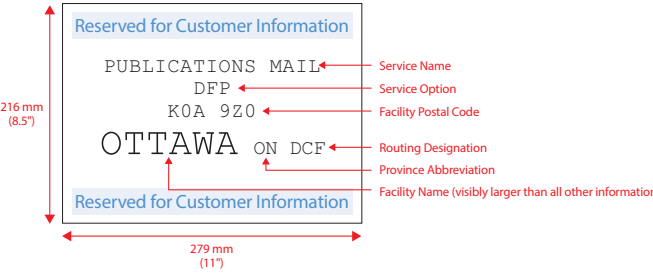
### 3.4.5 LABELLING SHIPPING UNITS

All pallets and monotainers must be labelled. This will ensure that your mail is directed to the appropriate facility within Canada Post's network. An optional 2D barcoded shipping unit label is available for customers using SERP software to prepare their mailing. We recommend that the *Order (Statement of Mailing)* number be written on the label.

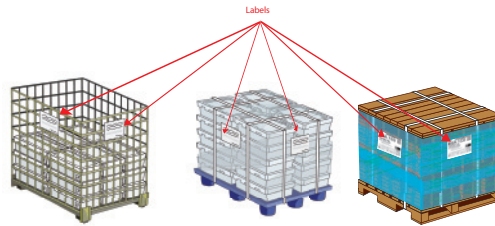
#### LABELS SPECIFICATIONS

Labels must be white and meet the following requirements:

- measure 216 mm high by 279 mm wide (8.5 in. x 11 in.) in letter landscape or letter portrait format. Labels may also be prepared in legal portrait format 216 mm x 355 mm (8.5 in. x 14 in.)
- be printed in black in a font size large enough to occupy the entire label prominently display the facility name (which must be visibly larger than all other information)
- be visible on two sides on the pallet or monotainer.

ROUTING INFORMATION	EXAMPLE OF SHIPPING LABEL
<ul style="list-style-type: none"> <li>• the service name (Publications Mail)</li> <li>• the service size / item (Delivery Facility Presort)</li> <li>• the following NPS routing information (on all but Residue pallets or monotainers):                             <ul style="list-style-type: none"> <li>▸ the Postal Code of the Canada Post deposit facility (e.g., KOA 9Z0)</li> <li>▸ the name of the facility (e.g., OTTAWA)</li> <li>▸ the province, in abbreviated form (e.g., ON), and the routing designation (e.g., DCF)</li> </ul> </li> </ul> <p><b>NOTE:</b> Labels for Residue monotainers or pallets and all labels generated without the use of SERP software must display the name of the deposit facility and the word "Residue".</p>	 <p>The diagram shows a rectangular label with a height of 216 mm (8.5") and a width of 279 mm (11"). The label content is as follows:</p> <ul style="list-style-type: none"> <li>Top: Reserved for Customer Information</li> <li>Service Name: PUBLICATIONS MAIL</li> <li>Service Option: DFP</li> <li>Facility Postal Code: KOA 9Z0</li> <li>Routing Designation: OTTAWA ON DCF</li> <li>Province Abbreviation: ON</li> <li>Facility Name (visibly larger than all other information): OTTAWA</li> <li>Bottom: Reserved for Customer Information</li> </ul> <p>Red arrows point from the labels on the right to the corresponding text on the label.</p>

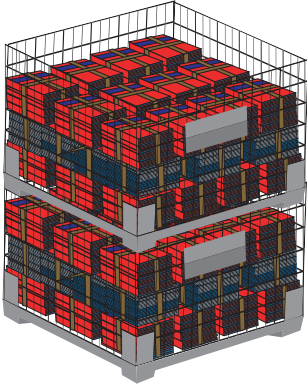
#### TWO SIDES OF THE PALLET OR MONOTAINER MUST BE LABELLED



**NOTE:** For customers wishing to include other internal directives on the shipping containers, a label colour different than white is recommended.

### 3.4.6 STACKING PALLETS OR MONOTAINERS

Multiple pallets going to the same destination, as per the National Presortation Schematic (NPS), may be stacked on top of each other as long as they are secured together with straps. Stacking 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).

PALLET	MONOTAINDER
Two pallets strapped together must not exceed 1.5 m in height or 900 kg in weight.	Two monotainers stacked together must not exceed 1,800 kg; each monotainer must not exceed 900 kg.
	

# APPENDIX A

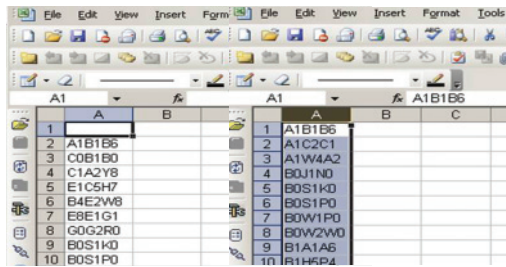
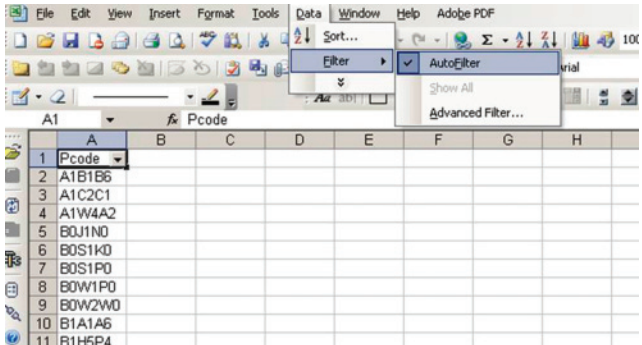
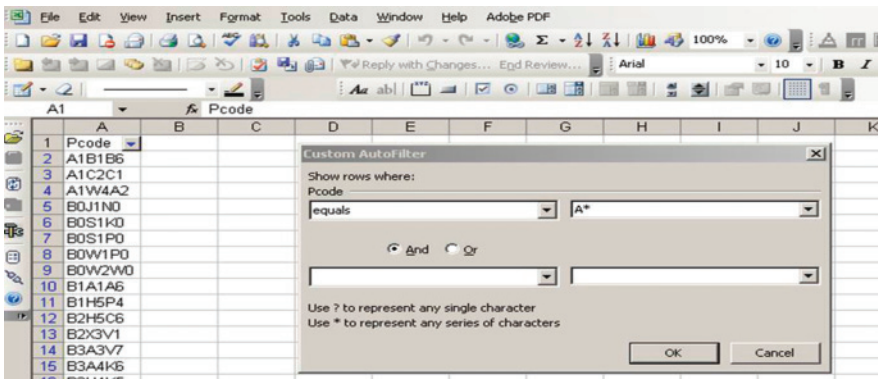
## USING A SPREADSHEET APPLICATION TO SEQUENCE YOUR MAILING LIST

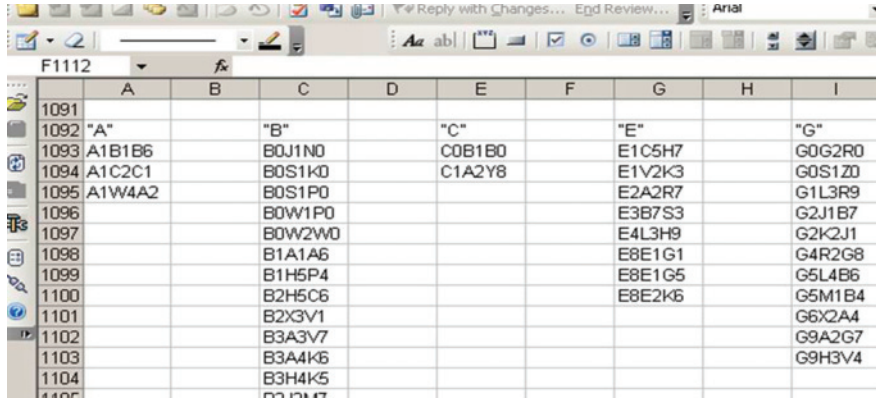
You may use a spreadsheet application, such as Microsoft Excel, to sequence your mailing list by Postal Code.

**NOTE:** Sort functions within spreadsheet applications enable alphanumeric sequencing. While the ordering of the National Presortation Schematic (NPS) is primarily alphanumeric, its sequencing will slightly differ from your spreadsheet sequencing outcome. For this reason, all alphanumerically sequenced mailings must also be matched against the most current version of the NPS.

The following example is provided for illustration only. It demonstrates how you can use Microsoft Excel 2003 to sequence your mailing list. The sort function may vary depending on what software application is used.

If you are using Microsoft Excel, follow these steps:

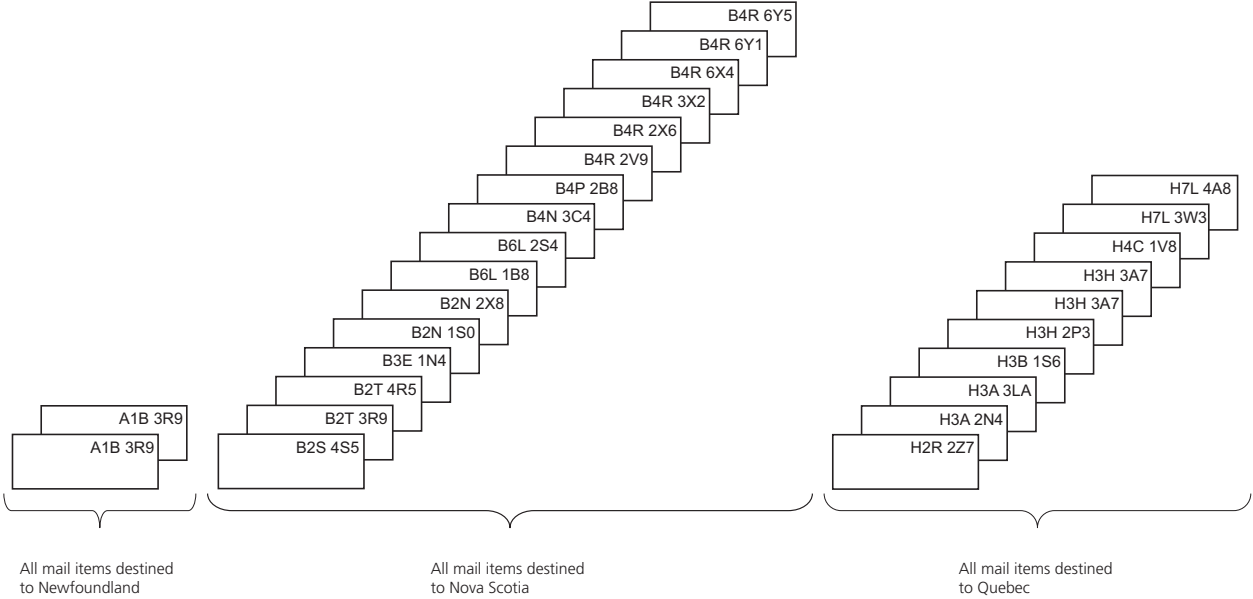
STEPS	ILLUSTRATION
<ol style="list-style-type: none"> <li>1. Open a new spreadsheet.</li> <li>2. List all of your Postal Codes in column 'A'.</li> <li>3. Highlight column 'A' and sort it in ascending order.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Create column heading above your Postal Code data (for example, 'Pcode').</li> <li>5. Select cell 'A1', then select 'Data', 'Filter', 'AutoFilter' from the main menu. A button featuring a downward arrow will appear in cell 'A1'. This will be used to sort the Postal Codes by their first letter.</li> </ol>	
<ol style="list-style-type: none"> <li>6. Click on the downward arrow and select "Custom...". In the Custom AutoFilter window, set the filter criteria as, "Show rows where: Pcode equals A*".</li> </ol>	

STEPS	ILLUSTRATION																																																																																																																																																						
<p>7. Select 'OK'. The filter will be applied. Only the Postal Codes that start with an 'A' will be displayed in column 'A'. Highlight the Postal Codes, then 'Copy' and 'Paste' them below all the Postal Codes in column 'A'. Follow the same process to filter the Postal Codes by other alpha characters (B, C, E, G, J, etc.).</p>	 <table border="1" data-bbox="597 195 1471 598"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr><td>1091</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1092</td><td>"A"</td><td></td><td>"B"</td><td></td><td>"C"</td><td></td><td>"E"</td><td></td><td>"G"</td></tr> <tr><td>1093</td><td>A1B1B6</td><td></td><td>B0J1N0</td><td></td><td>C0B1B0</td><td></td><td>E1C5H7</td><td></td><td>G0G2R0</td></tr> <tr><td>1094</td><td>A1C2C1</td><td></td><td>B0S1K0</td><td></td><td>C1A2Y8</td><td></td><td>E1V2K3</td><td></td><td>G0S1Z0</td></tr> <tr><td>1095</td><td>A1W4A2</td><td></td><td>B0S1P0</td><td></td><td></td><td></td><td>E2A2R7</td><td></td><td>G1L3R9</td></tr> <tr><td>1096</td><td></td><td></td><td>B0W1P0</td><td></td><td></td><td></td><td>E3B7S3</td><td></td><td>G2J1B7</td></tr> <tr><td>1097</td><td></td><td></td><td>B0W2W0</td><td></td><td></td><td></td><td>E4L3H9</td><td></td><td>G2K2J1</td></tr> <tr><td>1098</td><td></td><td></td><td>B1A1A6</td><td></td><td></td><td></td><td>E8E1G1</td><td></td><td>G4R2G8</td></tr> <tr><td>1099</td><td></td><td></td><td>B1H5P4</td><td></td><td></td><td></td><td>E8E1G5</td><td></td><td>G5L4B6</td></tr> <tr><td>1100</td><td></td><td></td><td>B2H5C6</td><td></td><td></td><td></td><td>E8E2K6</td><td></td><td>G5M1B4</td></tr> <tr><td>1101</td><td></td><td></td><td>B2X3V1</td><td></td><td></td><td></td><td></td><td></td><td>G6X2A4</td></tr> <tr><td>1102</td><td></td><td></td><td>B3A3V7</td><td></td><td></td><td></td><td></td><td></td><td>G9A2G7</td></tr> <tr><td>1103</td><td></td><td></td><td>B3A4K6</td><td></td><td></td><td></td><td></td><td></td><td>G9H3V4</td></tr> <tr><td>1104</td><td></td><td></td><td>B3H4K5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	1091										1092	"A"		"B"		"C"		"E"		"G"	1093	A1B1B6		B0J1N0		C0B1B0		E1C5H7		G0G2R0	1094	A1C2C1		B0S1K0		C1A2Y8		E1V2K3		G0S1Z0	1095	A1W4A2		B0S1P0				E2A2R7		G1L3R9	1096			B0W1P0				E3B7S3		G2J1B7	1097			B0W2W0				E4L3H9		G2K2J1	1098			B1A1A6				E8E1G1		G4R2G8	1099			B1H5P4				E8E1G5		G5L4B6	1100			B2H5C6				E8E2K6		G5M1B4	1101			B2X3V1						G6X2A4	1102			B3A3V7						G9A2G7	1103			B3A4K6						G9H3V4	1104			B3H4K5						
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1096			B0W1P0				E3B7S3		G2J1B7																																																																																																																																														
1097			B0W2W0				E4L3H9		G2K2J1																																																																																																																																														
1098			B1A1A6				E8E1G1		G4R2G8																																																																																																																																														
1099			B1H5P4				E8E1G5		G5L4B6																																																																																																																																														
1100			B2H5C6				E8E2K6		G5M1B4																																																																																																																																														
1101			B2X3V1						G6X2A4																																																																																																																																														
1102			B3A3V7						G9A2G7																																																																																																																																														
1103			B3A4K6						G9H3V4																																																																																																																																														
1104			B3H4K5																																																																																																																																																				
<p>8. Once the Postal Codes have been initially sorted by their first letter, apply filters to each Postal Code list to further determine groupings. For example, apply the data AutoFilter to the "B" Postal Codes column (column 'C', cell 'C1092'), then apply the Custom Autofilter criteria that begins with B0*. Repeat this process for the Postal Codes (B1*, B2*, ... B9*), with the NPS grouping parameters applied to determine the groupings for the DF or DCF levels.</p>																																																																																																																																																							
<p>9. In the example above, since there are not enough items with 'A' and 'C' Postal Codes to make FCP groupings, these items will be considered Residue. Further filtering as per the NPS will be required to determine if DF or DCF groupings can be created for items with 'B', 'E', 'G' and 'H' Postal Codes. If there are not enough items to create a DF grouping, they will have to be consolidated to the DCF or FCP levels as per the NPS.</p>																																																																																																																																																							

# APPENDIX B

Separating mail items by areas of destination

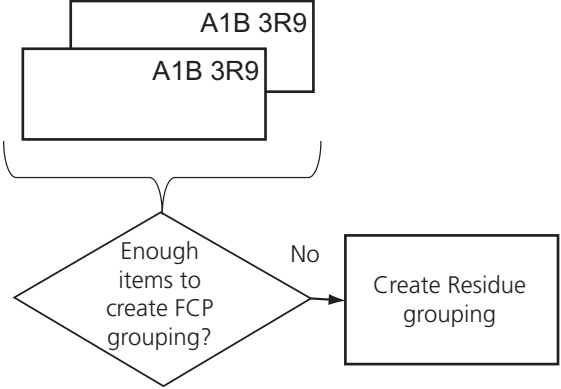
**BEGIN BY SEPARATING MAIL ITEMS BY THEIR PROVINCE OR DISTRICT OF DESTINATION**



**NOTE:** Mail items must be sequenced within each grouping created.

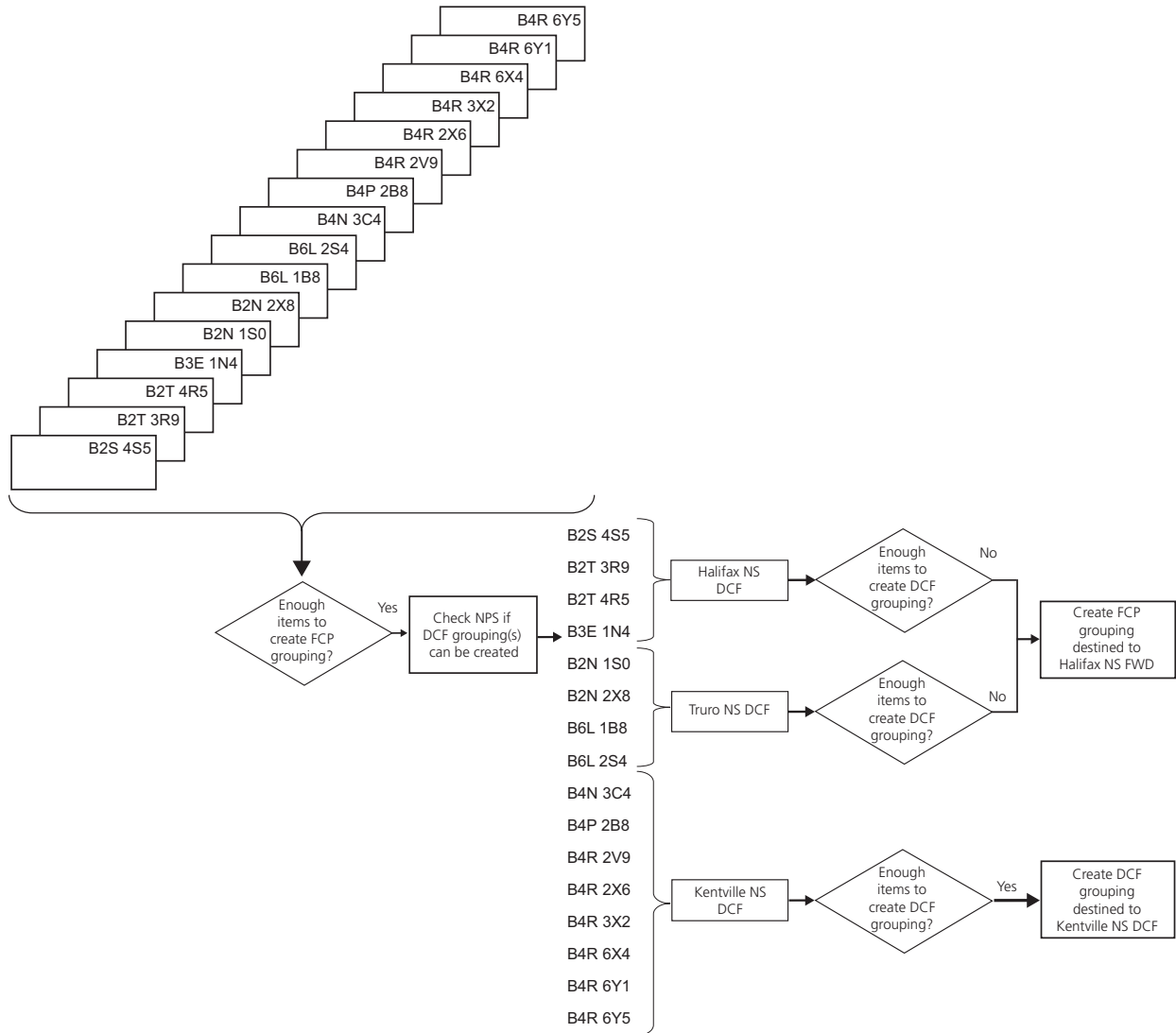
**THEN...**

If there are not enough items to create an FCP grouping, create Residue grouping; however, if there are enough items to create an FCP grouping, check the NPS if DCF grouping(s) can be created.



**THEN...**

If there are not enough items to create a DCF grouping, create FCP grouping; however, if there are enough items to create a DCF grouping, check the NPS if DF grouping(s) can be created.



**THEN...**

If there are not enough items to create a DF grouping, create a DCF grouping or consolidate to FCP or Residue groupings; however, if there are enough items to create a DF grouping, create DF grouping(s).

