







Key Mail Preparation and Presortation Requirements for Alternate Container Options

This overview outlines key differences between mail preparation and presortation for bags and alternate container options for non-machineable Addressed Admail™ and Publications Mail™. *

If you are converting...

From	To	Consider the Following*:
 <p data-bbox="94 846 147 873">Bags</p>	 <p data-bbox="358 842 581 894">Canada Post-supplied Hardsided Containers</p>	<ul style="list-style-type: none"> • Lettainers must be used for Short and Long (S/L) items. Flats tubs must be used for Oversize (O/S) items. • Single strapping is acceptable for Short and Long (S/L) items and Oversize (O/S) items placed in Level 1 (DF) containers. • Groupings may be separated using separator cards or edgemarking. • Groupings must be sequenced and consolidated according to the National Presortation Schematic (NPS) and must face the same direction in a container. • Specific fill requirements apply to hardsided containers depending on their level of consolidation. • Packing may be required for partially filled containers, to preserve the integrity of mail preparation (except when bundled). • Containers must have lids, except those in a Level 1 (DF) monotainer.
 <p data-bbox="94 1352 147 1379">Bags</p>	 <p data-bbox="428 1352 545 1379">Brick-Piling</p>	<ul style="list-style-type: none"> • Brick-piling is acceptable for Oversize (O/S) items (LCP and NDG Presort). • Brick-piling is acceptable for all levels of consolidation except for Residue. • Bundles must be placed in rows directly on the bottom of the pallet or monotainer. Specific segregation and fill requirements apply to mailings in a monotainer or pallet depending on their level of consolidation and destination. • Pallets must be capped on top and secured with at least three (3) layers of stretch-wrapping to prevent any movement of the mail. • Labelling is required for the pallet or monotainer only (container labels are not required for brick-piled mailings).
 <p data-bbox="94 1753 147 1780">Bags</p>	 <p data-bbox="363 1738 610 1791">Cardboard Boxes and Cardboard Lettainers</p>	<ul style="list-style-type: none"> • Boxes used for Short and Long (S/L) LCP mailings must be 535 mm (length) x 251 mm (width) x 156 mm (depth) and for Oversize (O/S) LCP items, must measure 405 mm (length) x 240 mm (width) x 303 mm (depth). Boxes used for S/L or O/S NDG Presort mailings cannot exceed these dimensions. • Boxes must be identified as [CPC supplied] hardsided containers when using the Electronic Shipping Tools (EST) and presortation software programs. • Boxes may be used in conjunction with lettainers or flats tubs, provided the same type of container is used for each destination facility. • Boxes must meet all requirements applicable to hardsided containers (see above).

* This overview is not an exhaustive listing and should not be relied upon as such. Please refer to the applicable *Mail Preparation and Presortation Guides* for complete requirements. Canada Post accepts no liability for direct or indirect losses resulting from errors or omissions in this information.