

20.4 Use of Flat Trays (Optional)

20.4.1 General

When using this option (see 22.7 and 25.5), mailers must prepare mailpieces in flat trays with green lids. Flat Tray Sizes

Flat tray sizes are as follows:

- a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.
- b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

20.4.2 Flat Tray Preparation

Mailers using this option must prepare flat trays subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation (double stacks of mail are allowed). Once the required minimum volume is reached to allow or require preparation of a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. Trays must not be so full that the mailpieces inhibit adequate closure or covering of the contents.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. When pieces remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC destination, an additional tray to the destination must be prepared if the remaining pieces reach the required volume. If the remaining volume is below the required minimum, the pieces must be moved to the next tray level that meets the minimum volume.
- f. Each flat tray must be covered with a green lid. Each covered flat tray must be secured with two straps placed tightly around the width (shorter dimension) of the tray.

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