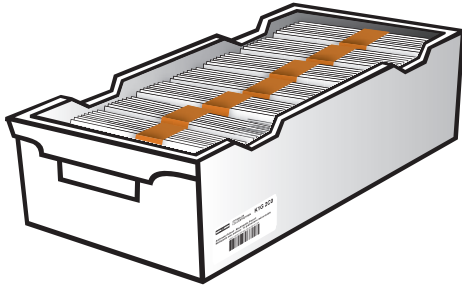


Figure 14: Groupings Facing the Same Direction

3.2.1 LEVELS OF CONTAINERS

The presortation software will determine which container levels are possible for a given mailing.

The acceptable levels of containers (also referred to as consolidation levels) are:

1. NPS Level 1 - Delivery Facility (DF)
2. NPS Level 2 - City
3. NPS Level 3 - Distribution Centre Facility (DCF)
4. NPS Level 4 - Forward Consolidation Point (FCP)
5. Residue.

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. For example, a container may consist of:

- groupings to be delivered on routes in the same letter carrier depot (a DF container)
- groupings to be delivered in the same area, such as a city and surrounding area (a City container or DCF container)
- groupings to be delivered in the same province (an FCP container)
- remaining groupings (a Residue container).

When you prepare a container for its destination, it must be adequately filled to meet our minimum requirements (see [section 3.2.2 "Filling Containers"](#)).

The presortation software will determine which consolidation levels are possible for a given mailing. 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.

Groupings inside containers must be physically separated by one of the three acceptable methods - bundling, separator cards, or edgemarking.

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.

3.2.2 FILLING CONTAINERS

Containers must be sufficiently filled to meet our minimum requirements, as shown in Table 8.

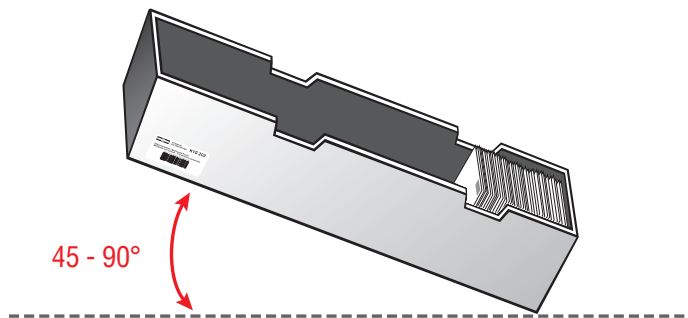
Table 8: Minimum Requirements for Filling Containers

CONSOLIDATION LEVEL	IF ONLY 1 CONTAINER TO A DESTINATION, FILL TO A CAPACITY OF:	IF MULTIPLE CONTAINERS TO A DESTINATION	
		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%	95%	No Minimum
Level 3 - DCF	70%	95%	No Minimum
Level 4 - FCP	50%	95%	No Minimum
Residue	No Minimum	95%	No Minimum

NOTE 1: To assess how full your container is, tip it on its short end at a 45-90° angle (as shown in Figure 15). 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.

2: No container may exceed 22.7 kg (50 lbs) in weight.

Figure 15: Assessing Container Fill

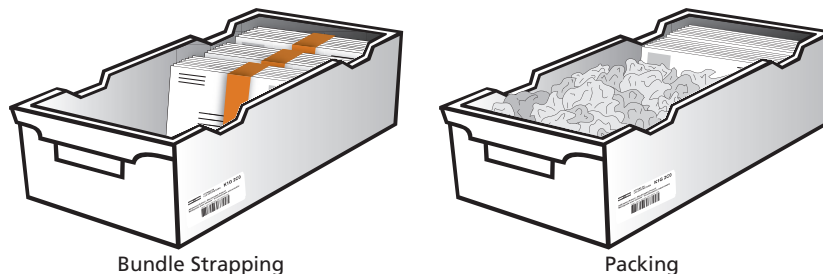


3.2.3 PRESERVING INTEGRITY OF MAIL PREPARATION

When using separator cards or edgemarking as a separation method, for any container less than full (less than 95% of capacity), you must ensure the integrity of your mail preparation by using packing, as shown in Figure 16.

If you use bundling as a separation method, no packing is required since bundle strapping will ensure the integrity of your mail preparation.

Figure 16: Less than Full Container



3.2.4 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.

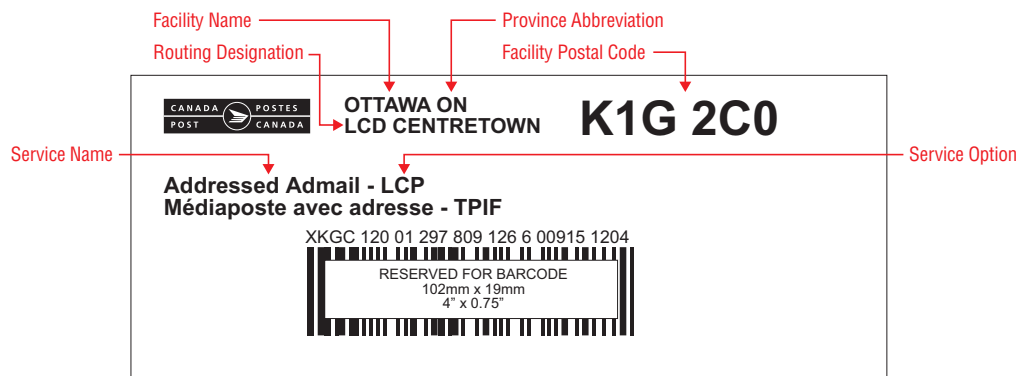
The presortation software will provide the information you need to print on container labels. These labels must be bilingual and must include the following details (see Figure 17):

- the service name (e.g., Addressed Admail/Médiaposte avec adresse)
- the service option (LCP/TPIF)
- the following NPS routing information (on all but Residue containers):
 - the facility Postal Code (e.g., K1G 2C0)
 - the facility name (e.g., OTTAWA)
 - the province, in abbreviated form (e.g., ON), and
 - the routing destination (e.g., LCD Centretown).

Use of bar coded container labels for LCP mailings is mandatory.

Ensure that the content of the label matches that of the container.

Figure 17: Container Label



NOTE: Labels for Residue containers must contain the facility name and the words "FWD" and "Residue."

3.2.4.1 Labelling Containers

If you are using Canada Post-supplied **containers**, insert container labels into the label holder prior to depositing your mailing to a Canada Post facility (see Figure 18).