

card rates, regardless of the actual rate claimed or class of mail. Package labels are required in less-than-full trays.

b. For mail in overflow AADC trays, in mixed AADC trays, and in a less-than-full working tray. Appropriate package labels are required in these trays.

1.5 No Packaging

Packaging may not be used for larger than card-size pieces, except that:

a. Mail in overflow trays must be packaged and labeled correctly as for the corresponding trays (mail in a less-than-full tray for the entry SCF must be sorted and labeled as 3-digit packages).

b. Mail in AADC trays may be packaged, and mail in mixed AADC trays must be packaged into AADC packages.

1.6 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation and may be marked "ZIP+4" or "5-digit ZIP+4" (as appropriate). No marking is required on Periodicals.

1.7 Carrier Route

ZIP+4 rate mail and carrier route presort (or walk-sequence) rate mail may not be included in the same mailing or reported on the same mailing statement.

* * * * *

[In 2.2b and 2.3, replace "second-class" with "Periodicals"; no other change to 2.0 or 3.0. Revise succeeding sections as follows:]

4.0 RESIDUAL MAIL

Pieces remaining after packages and trays are prepared under 2.0 or 3.0 are residual (nonqualifying) mail. Residual Periodicals or Standard Mail must be prepared as follows:

a. All pieces must be sorted by AADC area using L804 (or, for automated site mailings, L803).

b. Quantities of 10 or more pieces for an AADC area must be prepared as an AADC package (or, if possible, a full AADC tray). Packaging is not required in full AADC trays. AADC packages of fewer than 10 pieces are not permitted.

c. All AADC packages must be trayed in AADC or mixed AADC trays. Pieces remaining after preparing full AADC trays and AADC packages must be placed in separate working trays.

d. Pieces in less-than-full AADC overflow trays and in all mixed AADC trays must be packaged and labeled as AADC packages using a pink Label A or OEL. Separator cards are not permitted.

e. Pieces in working trays must be grouped by AADC area. Pieces in a less-

than-full working tray must be prepared in working packages up to 6 inches thick making as few packages as possible without regard to AADC breaks. Separator cards are not permitted. Label packages in less-than-full working trays with either a facing slip marked "WORKING" or "WKG" or the optional endorsement line "WORKING".

f. A piece count listing must be provided for all residual pieces that shows by tray level and AADC area (listed by numeric AADC code from the labeling list in L804 or, for automated site mailings, L803) the number of pieces eligible for each rate and the number of pieces with and without a ZIP+4 code.

g. Tray size:

(1) AADC: required full trays; one less-than-full overflow tray permitted per destination per mailing.

(2) Mixed AADC: required full trays; one less-than-full tray permitted.

(3) Working: required full trays; one less-than-full tray permitted.

h. Residual presort sequence and Line 1 labeling:

(1) AADC (required); use L804 (or, for automated site mailings, L803) for Line 1.

(2) Mixed AADC (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and SCF code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

(3) Working (required); for Line 1 use MXD, followed by the applicable entry SCF name, state, and ZIP Code from L002, Column A (facilities identified with three bullets), or Column B, except use L805 for mail entered by the mailer at an ASF or BMC.

i. For Line 2: class (PERIOD or NEWS (as applicable), or STD), followed by:

(1) For AADC trays: AADC ZIP+4 PRESORT.

(2) For mixed AADC trays: ZIP+4 PRESORT PKGS.

(3) For working trays: ZIP+4 WORKING or ZIP+4 WKG.

5.0 DOCUMENTATION

5.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M891" must be placed at the top and, as appropriate, "Automated Site" (if prepared under 3.0).

* * * * *

5.4 Standards

Documentation must include residual pieces and meet the basic standards in

P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must also be documented under M210.

* * * * *

5.6 ZIP Code Option

Under the ZIP Code option, individual entries for each type of tray destination must be listed sequentially by ZIP Code: by 5-digit ZIP Code for 5-digit trays; by lowest assigned 5-digit ZIP Code for city trays (Periodicals only); by 3-digit ZIP Code for 3-digit and SCF trays; by the 3-digit AADC code (preceded by "AADC") in L804 (or L803 for automated sites) for AADC, mixed AADC, and working trays. Volume in overflow trays must be included in the corresponding entry even though there is a list of overflow trays.

5.7 Tray Label Option

Under the tray label option, individual entries for each tray must be listed sequentially by the unique tray number on each label or by Line 1 on the label. The contents of each overflow tray is reported as an individual entry even though there is a list of overflow trays. Each tray entry must be subdivided as needed to report volume sequentially by ZIP Code in the tray: by 5-digit ZIP Code for 5-digit trays; by lowest assigned 5-digit ZIP Code for city trays (Periodicals only); by 3-digit ZIP Code for 3-digit and SCF trays; by the 3-digit AADC code (preceded by "AADC") in L804 (or L803 for automated sites) for AADC, mixed AADC, and working trays.

5.8 Line Entries

Under either option, each entry must report ZIP+4 coded (including delivery point barcoded) and uncoded pieces by each rate for which specific numbers of pieces are eligible, and a cumulative total for the segment through that entry. As applicable, data on each line must be broken down further:

a. In Periodicals mailings, to separately report in-county and outside-county pieces, and Level G/J1 and Level H/J3 rates.

b. In Standard Mail, to separately report pieces at each destination entry rate.

5.9 Subtotals and Summaries

Each column of data must be subtotaled at the end of each segment of the report and a summary must list data for the entire mailing, including the residual. The summary must include:

a. The number of pieces with a ZIP+4 code or delivery point barcode, the number without, the total number of