

AADC packages and AADC groups (in working trays) under 5.2 and 5.3, by the applicable 3-digit AADC code in L803 (for automated site mailings) or L804 (AADC entries must be preceded by "AADC").

6.6 Sequential List Option

If the report is a sequential list, individual entries for each destination must be ordered sequentially by ZIP Code within each tier, regardless of package type: by 5-digit ZIP Code for 5-digit packages, by lowest assigned 5-digit ZIP Code for city packages (Periodicals only), by 3-digit ZIP Code for 3-digit packages, and, for AADC packages and AADC groups (in working trays) under 5.2 and 5.3, by the applicable 3-digit AADC code in L803 (for automated site mailings) or L804. AADC entries must be preceded by the prefix "AADC." For Periodicals only, listings for 5-digit, city, and 3-digit packages must be preceded by the prefixes 5DG, CTY, and 3DG, respectively.

6.7 Line Entries

Under either option, each entry must separately 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.

6.8 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 pieces in the mailing, and the percentage with ZIP+4 codes or delivery point barcodes.
- b. Each rate (or weight increment, combination of rate and discount, or other variable in 6.7), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings, postage rates and computed totals may be omitted.)
- c. For postage-affixed mailings, further detail must be added as needed to account for the value of postage

affixed, if less than the applicable amount and the net due, to yield the correct total postage.

M893 Barcoded Tray-Based Letter-Size Mailings

[Text of current M814, revised to apply only to Barcoded Preferred Periodicals publications and Nonprofit Standard Mail.]

1.0 BASIC STANDARDS

1.1 Standards

Preferred Periodicals and Nonprofit Standard Mail claimed at a Barcoded presort rate must be prepared as a tray-based mailing under 1.2 through 1.7, 2.0 through 4.0, or as a package-based mailing under M894 or M895. Grouping, packaging, labeling, and traying are subject to M010 through M030.

1.2 Grouping

Grouping is required for pieces for the same 3-digit ZIP Code prefix in SCF trays, and for pieces for the same AADC area in working trays under 3.0. Grouping by ZIP Code is not required in 5-digit, city, or 3-digit trays.

1.3 Packaging

Packaging is required:

- a. For mailings consisting entirely of pieces that qualify by size for First-Class 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.

1.4 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 full trays).
- b. Mail in a less-than-full tray for the entry SCF must be sorted and labeled as 3-digit packages.
- c. Mail in AADC trays may be packaged and mail in mixed AADC trays must be packaged into AADC packages.
- d. Mail in a less-than-full working tray under 3.0 must be packaged.

1.5 5-Digit Trays

Only pieces with correct DPBCs may be presorted to 5-digit trays. Other pieces for the same ZIP Code must be sorted to successive trays as appropriate. Preparation of 5-digit trays is required only for mail claimed at the 5-digit Barcoded rate.

1.6 Marking

Standard Mail must be marked "Nonprofit Organization" or the

authorized abbreviation and may be marked "Barcoded." No marking is required on Periodicals.

1.7 Carrier Route

Barcoded 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.

1.8 Heavy Letter Mail

Each tray of heavy letter mail (as defined in C810) must be identified by a flag (similar to a separator card) clearly marked "HEAVY LETTER MAIL" and placed in front of the contents of the tray. Each pallet, general purpose mail container, or other equipment used to transport trays of heavy letter mail must be labeled "HEAVY LETTER MAIL," in letters not less than 1/2 inch high on white or light-colored stock not smaller than 8 by 11 inches, on two adjacent sides of the pallet or other equipment.

[In 2.2b, replace "second-class" with "Periodicals"; no other change to 2.0.]

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3.0 RESIDUAL MAIL

Pieces remaining after packages and trays are prepared under 2.0 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.
- 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