

containing only residual AADC packages; nor in full working trays under 6.2 and 6.3.

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1.5 Marking

Standard Mail must be marked "Nonprofit Organization" or the authorized abbreviation, and may be "marked" Barcoded." No marking is required on Periodicals.

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[In 4.1a, 4.2a, 5.2a, 5.3a, and 5.4b, replace "second-class" with "Periodicals"; delete the parenthetical "optional for . . ." in 4.1b and 4.2b; no other change to 2.0 through 5.0.]

6.0 RESIDUAL MAIL

6.1 Definition

Pieces remaining after packages and trays are prepared under 2.0 through 5.0 are residual (nonqualifying) mail. Residual Periodicals and Standard Mail must be prepared under an option in 6.2 and 6.3. All residual mail must be presented under 6.6.

6.2 Options

Residual Periodicals and Standard mail must be prepared under one of these options and in accordance with 6.3.

a. **Separate AADC Preparation.** Residual mail is trayed separately from qualifying mail. Groups of 10 or more residual pieces to an AADC area in L804 are placed in AADC trays and mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. Residual pieces in mixed AADC trays and in less-than-full AADC trays must be prepared and labeled as AADC packages. Remaining groups of fewer than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 6.3.

b. **Intermixed SCF/AADC Preparation.** Some residual mail is trayed with qualifying mail. Groups of 10 or more residual pieces to the same AADC area in L804 are packaged by AADC and placed in AADC trays (with qualifying mail) and in mixed AADC trays. AADC trays are required if there are enough pieces to fill a tray, but less-than-full AADC trays are permitted. AADC trays containing only residual AADC packages are allowed. Mixed AADC trays are limited to residual AADC packages. At the mailer's option, residual mail may be packaged by 3-digit ZIP Code and placed in SCF trays (remaining pieces sorted by AADC). A less-than-full tray for the entry SCF containing only residual packages is allowed. Remaining groups of fewer

than 10 pieces to an AADC are placed in separate working trays. Packages and trays must be prepared under 6.3.

6.3 Required Preparation

Subject to 6.1 and 6.2, residual mail must be prepared as follows:

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d. Tray presort sequence and Line 1 labeling:

[In 6.3d(4) and 6.3(5), delete "second- and third-class."]

e. Line 2: class (PERIOD, NEWS, or STD), followed by:

(1) On 3-digit and SCF trays (option 6.2b only): ZIP+4 PRESORT.

(2) ON AADC trays: AADC ZIP+4 PRESORT.

(3) On mixed AADC trays: ZIP+4 PRESORT PKGS.

(4) On working trays: ZIP+4 WORKING of ZIP+4WKG.

[Delete current 6.4 and 6.5; renumber current 6.6 as 6.4, no change in text.]

7.0 DOCUMENTATION

7.1 Mailing Statement

A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The endorsement "M895" must be placed at the top.

7.2 Standards

Documentation must include residual pieces and must meet the basic standards in P012 and those below. Abbreviated documentation may be provided under M896. Combined mailings of Periodicals publications must be documented under M210.

7.3 When Not Required

Documentation under 7.4 through 7.8 is not required if each piece in the mailing is correctly delivery point barcoded and either has postage affixed at the exact rate for which it qualifies; or is of identical weight, the pieces in each tray are subject to the same rate, and the trays for each rate are segregated when presented to the USPS.

7.4 Segmentation, Labeling

Documentation must be segmented and labeled by qualification tier (e.g., presort and residual). Each tier must be further segmented by type of package/grouping (5-digit, AADC, as applicable) under 7.5, or have all represented 3- and 5-digit ZIP Codes (and AADC codes for residual mail under 6.2 and 6.3) reported in a continuous sequential list under 7.6 within each tier listing. Under either option, data must be presented as shown in 7.7 and 7.8.

7.5 Type of Package Option

If the report is segmented by type of package, for each type, individual entries for each destination must be ordered sequentially by ZIP Code: by 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), by the applicable 3-digit AADC code in L804 (AADC entries must be preceded by "AADC").

7.6 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 6.2 and 6.3, by the applicable 3-digit AADC code in 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.

7.7 Line Entries

Under either option, each entry must separately report DPBC pieces, correctly ZIP+4 coded non-DPBC pieces (meeting the standards in C830), and other 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 subdivided 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.

7.8 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 DPBC, the number without, the total number of pieces in the mailing, a and the percentage with DPBCs.

b. Each rate (or weight increment, combination of rate and discount, or other variable in 7.7), the number of pieces at each rate, the total postage at each rate, and the total postage for the mailing. (For Periodicals mailings,