

**Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC**

Subject:	<b>Load Leveling of Standard Mail Test Standard Operating Procedure Southern Maryland P&amp;DC</b>
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The USPS will be conducting a Load Leveling of Standard Mail Test at Southern MD P&DC beginning with receipt of mail starting 16:01 Thursday, December 5th, 2013.

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## Load Leveling of Standard Mail Test Standard Operating Procedure Southern MD P&DC

### **Purpose**

The objective of this test is to evaluate the impact on volumes delivered by carriers to the home across days of the week by making changes to the processing and dispatch of Destination SCF (DSCF) Standard Mail.

### **Scope**

This test will focus on DSCF (206-207) Standard Mail letters and flats processing across all tours at the Southern MD P&DC. ***This applies to DSCF Standard Mail drops at the Southern MD P&DC only, including Co-mail and Co-palletized containers.***

***During the Load Leveling of Standard Mail Test period, Southern MD P&DC will not advance any color coded mail to the Delivery Units (DU) for Day 1 delivery, except to those units designated to hold the Standard Mail for delivery on the programmed day of delivery according to the affixed color code. The Southern MD P&DC will process mail for delivery based on the actual color code tag.***

### **Outside the Scope of the Test**

The test **does not** include Standard Mail arriving at the Southern MD P&DC from or via the Washington NDC or any DNDC designated Standard Mail.

This test **does not** include Bound Printed Matter (BPM).

This test **does not** include Enhanced Carrier Route Mail (Marriage Mail).

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**Day Specific Color Code Application**

**Week One Startup**

1. For Standard Mail dropped on Thursday December 5th at 16:01 until Friday December 6th at 16:00, the delivery expectation is no later than Tuesday December 10th.
2. For Standard Mail dropped on Friday December 6th at 16:01 until Sunday December 8th at 16:00, the delivery expectation is no later than Wednesday December 11th.
3. For Standard Mail dropped on Sunday December 8th at 16:01 until Thursday December 12th at 16:00, the delivery expectation will be the same as it is currently.

**Week Two**

4. For Standard Mail dropped on Thursday December 12th at 16:01 until Friday December 13th at 16:00, the delivery expectation is no later than Tuesday December 17th.
5. For Standard Mail dropped on Friday December 13th at 16:01 until Sunday December 15th at 16:00, the delivery expectation is no later than Wednesday December 18th.
6. For Standard Mail dropped on Sunday December 15th at 16:01 until Thursday December 19th at 16:00, the delivery expectation will be the same as it is currently.

**Subsequent Weeks**

Color coding of volumes for subsequent weeks will follow the same application procedures. Southern MD P&DC will provide daily Color Code Load Leveling notifications to advise their employees of the daily test plan.

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### **Operational Procedures**

During the test period, Headquarters, Area, and local personnel are to be mobilized on the workroom floor in key critical locations where DSCF Standard Mail for the Southern MD P&DC (206-207) is handled. In general, these key critical locations include the facility entry location where the color code tag is applied, followed by mail preparation for processing and distribution for delivery. Key critical areas are described below in more detail.

Each Load Leveling Test team member will be responsible for providing pertinent observations regarding the DSCF Standard Mail flowing through the system. The team will complete a Compliance Checklist and conduct Standard Mail counts each day during the test period. Daily Standard Mail Count Sheets and Compliance Checklists will be filed in a folder and retained for a period of time to be determined.

### **Test Observation Locations/Operations - Key Critical Areas**

- Dock/BMEU entry point
- Destination SCF Mail Arrival
- Destination NDC Mail Arrival
- Pallet staging
- CBF APBS bundle processing
- Staged Carrier Route bundles
- Staged 5-Digit cross-dock pallets
- Dispatch Carrier Route bundles
- AFSM100 3-Digit and 5-Digit flat processing
- Non-Auto flats zones
- Low Cost Tray Sorter
- 3-Digit letter processing
- Non-Auto letter zones
- DPS processing
- Dispatch

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### **Dock/BMEU Entry Point**

Upon arrival of drop shipments, Southern MD P&DC personnel will unload and stage Standard Mail on the dock, apply the appropriate Delivery Color Code tag per the Day Specific Color Code Application procedures described above, recording the arrival time and date on the tag. A Load Leveling Test Team member will validate the application of the tags at the Standard Mail drop ship location on the dock.

All 5-digit cross-dock pallets and carrier route volumes will be color coded as noted above and then will be staged in the designated facility holding area. Mail which is held in the holding area will be released for dispatch to delivery units as follows: "Blue" volumes will be released on Saturday, "Orange" volumes will be released on Monday, "Green" volumes will be released on Tuesday, "Violet" volumes will be released on Wednesday, "Yellow" volumes will be released on Thursday, and "Pink" volumes will be released on Friday. These volumes will be released for dispatch on mid-day transportation.

The only exception to this procedure will be for 5-digit cross-dock pallets and carrier route containers for offices designated to hold their own volume for processing to achieve delivery on the programmed day of delivery per affixed color code. These offices are: Bowie, Capital Heights, Forestville, Fort Washington, Greenbelt, Hyattsville, Largo, Laurel, Upper Marlboro, and Waldorf.

### **Destination NDC Mail Arrival**

Standard Mail from the Washington NDC, which includes Tier 1 Standard Mail, is not included in the scope of the Load Leveling Test. DNDC Standard Mail should already be color coded by the Washington NDC upon arrival at the P&DC. As a result, the Southern MD P&DC will continue to advance the Destination NDC mail as they currently do. To eliminate any potential confusion with the color coded mail from DSCF drops, the Load Leveling Test Team will apply "Advance Color Code Tags" (see Appendix A) upon arrival of the NDC Standard Mail volumes at the Southern MD P&DC.

### **Pallet Staging**

Drop ship Standard Mail pallets will be color coded upon arrival at the dock and loaded for transport to the Capital Beltway Facility (CBF) for APBS processing. Additional space may be required at CBF for staging Standard Mail with different color code commitments. The Load Leveling Team will ensure that Southern MD P&DC does not advance color codes for processing.

### **APBS Bundle Processing**

The Load Leveling Team will ensure that the Standard Flat Mail for the APBS will be processed according to the designated color code commitment. A test team member will validate the processing to ensure that all bundles with an appropriate color code tag are identified and processed within the operating plan. The test team member will ensure that later color codes are not advanced.

All SCF / ADC / 3-Digit Standard bundle pallets will be processed on the APBS as a batch, based on color code. STD pallets will be processed as the first APBS run on tour 2 as follows: "Blue" on Thursday, "Orange" on Friday, "Green" on Saturday and Sunday, "Violet" on Monday, "Yellow" on Tuesday and "Pink" on Wednesday. Once processed, 3-Digit and AFSM100 146 containers will be staged for loading and dispatch to Southern MD P&DC.

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Each day, 5-Digit Standard Mail containers and sacks for dispatch to Delivery Units on the following day will be staged in the P&DC designated holding area. These volumes will be released to delivery from the holding area for dispatch to Delivery Units on the day prior to the day of delivery based on the color code. Specifically, “Blue” containers will be released on Saturday, “Orange” containers will be released on Monday, “Green” containers will be released on Tuesday, “Violet” containers will be released on Wednesday, “Yellow” containers will be released on Thursday, and “Pink” containers will be released on Friday (see chart below). Volumes will be released for load and dispatch on mid-day transportation.

Day of Week	Hold Color	Release Color
Saturday	Orange	Blue
Sunday	N/A	N/A
Monday	Green	Orange
Tuesday	Violet	Green
Wednesday	Yellow	Violet
Thursday	Pink	Yellow
Friday	Blue	Pink

The Southern MD P&DC may, based on existing mail volume, elect not to hold blue mail on Friday. If so, they will dispatch this mail during Tour 2 on Friday with the pink mail.

**Staged Carrier Route Standard Mail Bundles**

Carrier Route (CRT) Standard Mail flat bundles that arrive early cannot be advanced to the DU. CRT Standard Mail that arrives early will be staged in the facility holding area, except for volumes for those delivery units designated to hold their own volumes. These offices are: Bowie, Capital Heights, Forestville, Fort Washington, Greenbelt, Hyattsville, Largo, Laurel, Upper Marlboro, and Waldorf.

**Staged 5-Digit Cross-Dock Standard Mail Pallets**

5-Digit Standard Mail pallets for cross-dock to the DU that arrive early cannot be advanced to the DU. 5-Digit Cross-dock Standard Mail pallets will be staged in the facility holding area.

**Dispatch Carrier Route Bundles**

CRT Standard Mail flat bundles will be processed on T2 of the preceding color code day. Test team members will ensure that the appropriate color coded mail is staged in the facility holding area for release and dispatch to delivery units. Test team members will validate/verify that there are no advanced color codes released for dispatch.

**AFSM100 3-Digit and 5-Digit Flat Processing**

The Load Leveling Team will ensure that the Standard 3-Digit and 5-Digit flat mail is properly color coded. Test team members will ensure that the appropriate color coded mail is staged and processed based on the test SOP, and that there is no color code mail advanced for processing to the DU.

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3-Digit STD volume will be processed as soon as it is available from the APBS – “Blue” on Friday, “Orange” on Saturday, “Green” on Monday, “Violet” on Tuesday, “Yellow” on Wednesday, and “Pink” on Thursday.

### **Non-Auto Flat Zones**

The Load Leveling Team will ensure that the Standard Mail flats for the Non-Auto zones are appropriately color coded and tagged for processing in the Manual Bullpen area for dispatch the day before the color code day. The test team will ensure that the Southern MD P&DC does not advance color codes.

### **AFSM 100 Carrier Route Processing**

AFSM100 carrier route sort programs will be run on the day prior to intended delivery. Standard volumes will be processed with First-Class Mail and Periodicals Mail as follows. “Blue” Standard Mail will be processed on Sunday, “Orange” on Monday, “Green” on Tuesday, “Violet” on Wednesday, “Yellow” on Thursday and “Pink” on Friday.

The Load Leveling Team will ensure that the secondary zones processed on the AFSM100 are appropriately color coded and processed to meet the color code day of delivery. The test team will ensure that the Southern MD P&DC does not advance color codes.

### **Low Cost Tray Sorter**

Color coded letter trays inducted onto the Low Cost Tray Sorter (LCTS) must be monitored closely to ensure that the color code is maintained as the trays are sorted into the containers set up on the machine. The color codes applied to sweep side containers on the LCTS must match the color code of Standard Mail being inducted on the LCTS. The test team will ensure that the Southern MD P&DC does not advance color codes.

### **3-Digit Letter Processing**

The Load Leveling Team will ensure that the 3-Digit/SCF sort programs and the DBCS and DIOSS sort programs process appropriately color coded letter mail. The test team will ensure that the Southern MD P&DC does not advance color codes.

### **Manual Bullpen**

Manual bullpen operations will continue as normal with one exception – Standard Mail letters and flats generated from DBCS and AFSM100 Standard Mail primary programs will be identified and staged by color code for breakdown and dispatch in the manual bullpen on the day prior to delivery. These letters and flats will be appropriately identified and staged in the facility holding area prior to release for processing and dispatch.

### **Non-Auto Letter Zones**

The Load Leveling Team will ensure that the standard letter mail for Non-Auto zones processed on the Standard Mail primary sort programs is appropriately color coded for dispatch to the DU. This volume will be released to delivery units the day prior to the color code day applied. The test team will ensure that the Southern MD P&DC does not advance color codes.

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## **DPS Processing**

The Load Leveling Team will ensure that the DPS first pass letter mail is appropriately color coded to meet the delivery color code commitment. If it is determined that volume is expected to exceed capacity on specific days during the test period, DPS Standard Mail will be advanced as follows: "Orange" into "Blue", "Green" into "Orange", and "Violet" into "Green". The volumes to be advanced will be determined by In-Plant Support based on DPS volume projections. This will be the only DSCF Standard Mail that will be advanced during the test. The Load Leveling Test Team will apply the advanced color code over the actual color code tag on the identified DPS zone container. The test team will ensure that the Southern MD P&DC does not advance any volume not specifically described above.

## **Dispatch**

The Load Leveling Test Team will ensure that all Standard Mail is dispatched timely for color code day of delivery. The test team will ensure that the Southern MD P&DC does not advance color codes.

## **Test Site Positional Responsibilities**

### **Headquarters Load Leveling Team**

- Create SOP for site
- Observe and report on compliance of Southern MD P&DC test plan
- Provide National Support Technicians (NST) to maintenance
- Provide equipment to support the test locally

### **Southern MD P&DC**

- Normal processing and distribution of Standard Mail outside the scope of this test
- Create test plan for Daily Color Code Load Leveling
- Revise Local RPGs to process Standard Color Code Mail during test
- Modify scheduling and staffing to accommodate test plan
- Assign staging areas for mail being tested
- Administer Daily Service Talk re: Color Code Load Level briefing for employees
- Manage staging of mail in designated facility holding area and timely release to delivery units

## **Maintenance**

Provide local Maintenance support and ensure optimum performance and availability of Mail Processing Equipment through the test period.

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**Southern MD Load Leveling Transition Plan – Return to Normal Processing**

Upon completion of the load leveling test, Southern MD P&DC will return to Day Zero Standard Mail Processing. The end date of the test has not been determined at this time. Once the end date is determined, the transition will be planned for return to normal processing over a weekend period.

**Letters**

**TBD**

**Flats**

**TBD**

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## **Reference Information**

### **Mailer Prepared MIXED CLASS FLAT MAILINGS**

Mailers may combine Periodicals and Standard Mail on pallets and in bundles and enter it as mixed class Co-mail or Co-palletized Mail.

- Mixed class Co-mail – pieces for more than one Periodicals publication title along with Standard Mail flats can be placed into a Carrier-Route bundle, 5-Digit or 5-Digit Scheme bundle, 3-Digit or 3-Digit Scheme bundle.
- Mixed class Co-palletized – mailers combine Standard Mail flats and Periodicals flats within the same bundle and combine bundles of Standard Mail flats and bundles of Periodicals flats on the same pallet.
- **Standard Mail service standards apply to all Periodicals flats entered in a combined mailing as described above.**
- Co-mail and Co-palletized containers are color coded as indicated in the National Color Code Policy.

### **PQ 1, FY 2014 Start the Clock (STC) Rules**

When a Drop Shipment is entered at an NDC, SCF, or ADC one of the following is used to determine Actual Entry Time (AET) based on whether the Appointment Arrival Time is early, on-time, or late:

- Surface Visibility (SV) Unload Scan Date/Time
- IMDAS Container Unload Scan Date/Time
- FAST Scheduled Appointment Date/Time
- FAST Appointment Unload Start Date/Time

Appointments are categorized as early, on-time or late as follows:

- Early: When the Appointment Arrival Time is before the FAST Scheduled Appointment Time
- On-time: When the Appointment Arrival Time is less than 30 minutes after the FAST Scheduled Appointment Time
- Late: When the Appointment Arrival Time is 30 minutes or more after the FAST Scheduled Appointment Time

### **Metrics**

- WebMCRS
- Standard DSCF SPD/WIP
- F1 MODS Work Hours & Overtime Hours
- 24-Hour Clock
- Weekly BPI
- WebEOR tracking for Operations 146, 437, and 918
- City Carrier Delivered Volume, Office Hours, Street Hours, and Overtime Percentage
- City Carriers returning after 17:00, after 18:00, and after 19:00
- City Carrier Cased Flats and Cased Flats less 146 volume
- City Carrier Delivered Parcels

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### **FAST Appointment Schedule Summary**

Appendix B is a summary of the current FAST appointments for the Southern MD P&DC for a portion of the test period.

### **Mail Transport Equipment**

The Southern MD P&DC will require additional All Purpose Containers (APCs) to support the increased segregation of mail during the test period.

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APPENDIX A – ADVANCE COLOR CODE TAG EXAMPLES IN REDUCED SIZE

<b>RECEIPT DATE:</b> _____					
<b>TIME:</b> _____					
<b>STANDARD MAIL</b>	<b>STANDARD MAIL</b>	<b>STANDARD MAIL</b>	<b>STANDARD MAIL</b>	<b>STANDARD MAIL</b>	<b>STANDARD MAIL</b>
<b>ADVANCE for DELIVERY ON</b>					
<b>MONDAY (BLUE)</b>	<b>TUESDAY (ORANGE)</b>	<b>WEDNESDAY (GREEN)</b>	<b>THURSDAY (VIOLET)</b>	<b>FRIDAY (YELLOW)</b>	<b>SATURDAY (PINK)</b>
<small>SOUTHERN MD P&amp;DC CAPITAL HGTS MD 20730</small>					

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**APPENDIX B – FAST APPOINTMENT SCHEDULE SUMMARY**

Date	Total Schd. Appts.	Count of Pallets Containing					Cross Dock Containing					Bedloaded Units				
		Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total Units
12/07/13	22	6	13	75	24	118	0	0	21	0	21	0	1	0	58	59
12/08/13	3	0	0	6	3	9	0	0	0	0	0	0	0	0	0	0
12/09/13	33	6	13	181	164	364	0	0	0	0	0	0	1	5	0	6
12/10/13	21	6	8	23	51	88	0	0	0	0	0	0	1	0	20	21
12/11/13	20	6	12	48	24	90	0	0	0	0	0	0	3	0	20	23
12/12/13	23	8	14	22	61	105	0	0	0	0	0	0	1	0	20	21
12/13/13	17	6	19	27	35	87	0	0	0	0	0	0	1	0	20	21
12/14/13	13	6	11	12	11	40	0	0	0	0	0	0	1	0	58	59
12/15/13	3	0	0	6	3	9	0	0	0	0	0	0	0	0	0	0
12/16/13	17	6	12	27	137	182	0	0	0	0	0	0	1	0	0	1
12/17/13	15	6	8	12	32	58	0	0	0	0	0	0	1	0	20	21
12/18/13	18	6	12	28	15	61	0	0	0	0	0	0	3	0	20	23
12/19/13	17	6	12	15	17	50	0	0	0	0	0	0	1	0	20	21
12/20/13	16	6	19	27	33	85	0	0	0	0	0	0	1	0	20	21
12/21/13	12	6	11	11	8	36	0	0	0	0	0	0	1	0	58	59
12/22/13	3	0	0	6	3	9	0	0	0	0	0	0	0	0	0	0
12/23/13	18	6	12	67	138	223	0	0	0	0	0	0	1	0	0	1
12/24/13	15	6	8	11	34	59	0	0	0	0	0	0	1	0	20	21
12/25/13	15	6	12	27	4	49	0	0	0	0	0	0	3	0	20	23
12/26/13	15	6	12	12	9	39	0	0	0	0	0	0	1	0	20	21
12/27/13	16	6	19	27	33	85	0	0	0	0	0	0	1	0	20	21
Total	332	110	227	670	839	1,846	0	0	21	0	21	0	24	5	414	443

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**APPENDIX C – MAILER NOTIFICATION BLOG**

The United States Postal Service will be conducting an operations test at the Capital District plants beginning with receipt of mail on December 5<sup>th</sup>. The objective of this test is to evaluate the changes to volumes, delivered by carriers to the home, across days of the week by making changes to the processing and dispatch of destination SCF Standard Mail. In today’s environment it is estimated that approximately 38% of all commercial mail is delivered to the home on Monday.

1. For Standard Mail dropped on Thursday at 1600 until Friday at 1600, the delivery expectation is no later than **Tuesday**.
2. For Standard Mail dropped on Friday at 1600 until Sunday at 1600, the delivery expectation is no later than **Wednesday**.

Any questions regarding this test should be directed to Rick Baxter at 202-701-5323 or at [rick.l.baxter@usps.gov](mailto:rick.l.baxter@usps.gov).

During this test, it is our intent that Intelligent Mail Barcoded (IMB) Standard Mail processed at the Capital District plants will be excluded from official full service measurement

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color code for Wednesday until 1600	Color code for Thursday until 1600	Color code for Friday until 1600	Collor code for Saturday until 1600	All Day is color coded for Monday	Color code for Monday until 1600	Color code for Tuesday until 1600
1600 - Thurs Violet	1600 - Fri Yellow	1600- Sat Pink	1600 - Monday		1600 - Tues Orange	1600 - Wed Green

**Capital District test**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color code for Wednesday until 1600	Color code for Thursday until 1600	Color code for Friday until 1600	Color code for Saturday until 1600	Color code for Monday until 1600	Color code for Tuesday until 1600	All day is color coded for Wednesday
1600 - Thurs Violet	1600 - Fri Yellow	1600- Sat Pink	1600 - Monday Blue	1600 - Tues Orange	1600 - Wed Green	

## **APPENDIX D – NATIONAL COLOR CODE POLICY DEFINITIONS FOR STANDARD MAIL**

### **National Color Code Policy for Standard Mail**

#### **Objective**

The objective of this policy is to ensure the timely processing, dispatch, and delivery of Standard Mail within established service standards.

#### **General Principles and Definitions**

1. A service standard is defined as “a stated goal for service achievement for each mail class.” Service standards serve as the benchmark for measuring service performance. Color coding procedures provide a guide to help maintain service goals for Standard Mail.
2. The critical entry time (CET) is the latest time a minimal amount of mail can be received at designated induction points in the postal network in order for it to be processed and dispatched in time to meet service standards.
3. If the Postal Service accepts a mailing before the posted CET for that day, the day of receipt is designated as the arrival date. If the mailing is accepted after the CET, the mailing will have an arrival day of the following applicable processing day. The application of color code tags to Standard Mail is based upon the date and time of receipt in relation to the facility’s approved operating plan. In all color code applications, the actual calendar date and time of arrival will be recorded on each tag applied.
4. Outgoing Standard Mail is defined as Standard Mail that originates in one facility, and is dispatched to another facility outside the origin’s service area for processing and delivery.
5. Turnaround Standard Mail volume is defined as Standard Mail generated from an outgoing operation for processing and delivery within the facility’s service area. Once identified, the Turnaround volume carries with it the established delivery commitment. Delivery Color Code tags are applied to Turnaround volume according to each facility’s Delivery color code matrix based upon the original entry date and time of the mail, not the extraction date or time.
6. Destinating Standard mail is defined as Standard Mail arriving for processing and final point of delivery within the facility’s service area.
7. If Standard Mail is mixed with a higher class of mail (e.g., First-Class Mail) in such a manner as it loses its identity, the Standard Mail must be considered upgraded and treated as the higher class of mail.

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8. Standard Mail will be processed in sequence according to the color code commitment, with the oldest mail processed first. Delayed mail received from upstream facilities or operations should be queued to be processed in front of Standard Mail with a later commitment.
9. Holidays will not change the application of color codes.
10. Anytime Standard Mail is sent back upstream (back-flowed) for delivery point sequencing (DPS), automated carrier route processing, or other processing, the mail must retain the original color code and delivery schedule as if it had remained in the downstream unit.
11. When Standard Mail is discovered in a facility, upon or after its initial receipt, without a color code or incorrectly identified with multiple color codes, and it cannot be reasonably determined what the color code should be, the following procedures must be followed:
  - If Standard Mail is identified with multiple color codes, then the oldest color code is assumed to be correct, even if the clearance, processing, or delivery date has passed.
  - If Standard Mail is observed without any color code at all, then it is to be color coded with the same clearance, processing, or delivery color code as the oldest mail in the unit at the time of its discovery.
  - If Standard Mail is observed without any color code at all, and there is no other mail in the unit at the time of its discovery, then it is to be color coded with the current day's clearance, processing, or delivery color code and treated as if it were delayed.

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**APPENDIX E – COLOR CODE TEST PERIOD CALENDAR – DEC 2013**

<b>December - 2013</b>		<b>Test Days</b>	<b>DSCF Entry STD at Southern MD P&amp;DC that receives a Delivery Color Code</b>			
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	MON Blue
	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
Until 16:00	Until 16:00	Until 16:00	Until 16:00			
WED Green	WED Green	THU Violet	FRI Yellow			
16:01>	16:01>	16:01>	16:01>			
WED Green	THU Violet	FRI Yellow	SAT Pink			

**PQ 1, FY 2014 Start the Clock (STC) Rules**

When a Drop Shipment is entered at an NDC, SCF, or ADC one of the following is used to determine Actual Entry Time (AET) based on whether the Appointment Arrival Time is early, on-time, or late:

- \*Surface Visibility (SV) Unload Scan Date/Time
- \*IMDAS Container Unload Scan Date/Time
- \*FAST Scheduled Appointment Date/Time
- \*FAST Appointment Unload Start Date/Time

Appointments are categorized as early, on-time or late as follows:

- \*Early: When the Appointment Arrival Time is before the FAST Scheduled Appointment Time
- \*On-time: When the Appointment Arrival Time is less than 30 minutes after the FAST Scheduled Appointment Time
- \*Late: When the Appointment Arrival Time is 30 minutes or more after the FAST Scheduled Appointment Time

**Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC**

**APPENDIX E – COLOR CODE TEST PERIOD CALENDAR – JANUARY 2014**

January 2014		Test Days	DSCF Entry STD at Southern MD P&DC that receives a Delivery Color Code			
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>1</b>	<b>2</b>	<b>3</b>
				Until 16:00	Until 16:00	Until 16:00
				SAT Pink	MON Blue	TUE Orange
				16:01>	16:01>	16:01>
				MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green
<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00	Until 16:00
WED Green	WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange
16:01>	16:01>	16:01>	16:01>	16:01>	16:01>	16:01>
WED Green	THU Violet	FRI Yellow	SAT Pink	MON Blue	TUE Orange	WED Green

**PQ 1, FY 2014 Start the Clock (STC) Rules**

When a Drop Shipment is entered at an NDC, SCF, or ADC one of the following is used to determine Actual Entry Time (AET) based on whether the Appointment Arrival Time is early, on-time, or late:

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- \*Early: When the Appointment Arrival Time is before the FAST Scheduled Appointment Time
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- \*Late: When the Appointment Arrival Time is 30 minutes or more after the FAST Scheduled Appointment Time

## Load Leveling of Standard Mail Test Standard Operating Procedure Southern MD P&DC

### APPENDIX F – COMPLIANCE CHECKLIST

Southern MD P&DC Load Leveling Test Compliance Checklist

Score:

0.00%

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Questions		Yes	No	N/A	Comments
<b>Delivery Color Codes - Platform</b>					
1	Is the correct standardized Delivery Color Code tag applied at the platform to all destinating drop shipped Standard Mail based upon the CET?				
2	Is destinating Standard Mail from the NDC performing Tier 1 functions for the plant arriving with a delivery color code attached?				
3	Has the date and time of entry been completed properly on all applied Delivery Color Code tags?				
4	Are cross-dock pallets properly identified, color coded, and routed in house for staging in the facility hold area?				
5	Are Carrier Route containers from the CBF properly identified, received with color codes attached, and routed in house for staging in the facility hold area?				
6	Were all containers dispatched on Tour 2 to delivery units as planned?				
<b>Delivery Color Codes - APPS &amp; Platform</b>					
7	Are the Delivery Color Code commitments being maintained in the staging area at the APBS?				
8	Is the correct color code commitment being processed, and mail with later color code commitments held and not advanced (commingled)?				
9	Are the Delivery Color Code commitments being maintained at the APBS sweepside on containers for downstream operations or dispatch?				
10	Are the Delivery Color Codes properly applied to downstream dispatch containers?				
11	Are all Carrier Route containers generated on the APBS for dispatch properly color coded and returned from the CBF to the P&DC holding area?				
<b>AFSM100</b>					
12	Are all containers of 3-Digit and 5-Digit Standard Mail staged for the AFSM100 properly color coded?				
13	Is all color coded 3-Digit volume processed by commitment with no advancement (commingling)?				
14	Are Non-Auto zones containers generated by the 3-Digit sort program containerized, properly color coded, and tagged for the manual bullpen on the appropriate day?				
15	Is all color coded 5-Digit volume processed by commitment with no advancement (commingling) to the delivery unit?				
<b>Low Cost Tray Sorter</b>					
16	Are all sweep side containers on the LCTS properly color coded to match the volume being inducted, and no other color code volume is advanced (commingled)?				
17	Are all containers staged for down stream operations properly color coded, including date and time of entry?				
<b>DIOSS/DBCS 3-Digit Processing</b>					
18	Are all sweep side containers on the DIOSS/DBCS properly color coded to match the volume being sorted, and no other color code volume is advanced (commingled)?				
19	Are Non-Auto zones containers generated by the 3-Digit sort program containerized, properly color coded, and tagged for the Manual Bullpen Area on the appropriate day?				
<b>DPS Processing</b>					
20	Is the volume processed to meet scheduled delivery day with no advancement (except as planned) of color codes?				
21	Are only the containers that are planned for advancement properly identified and color coded by the test team prior to processing?				
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Score</b>		<b>0.00%</b>			

**Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC**

**APPENDIX G – SOUTHERN MD P&DC STANDARD MAIL COUNT SHEET**

Southern MD P&DC Standard Mail Count Sheet

Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Time: \_\_\_\_\_

<b>DSCF - Plant Entry / Drop Ship Volumes</b>								
<b>Platform Area - Flat Bundles</b>								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit						
Trailer								
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								

<b>Platform Area - Letter Trays</b>								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit						
Trailer								
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								

<b>P&amp;DC Hold Area - Flat Bundles</b>								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit						
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								

<b>P&amp;DC Hold Area - Letters</b>								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit						
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								

**Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC**

Low Cost Tray Sorter - Swim Lanes - Trays to Process on Sorter							892 MXD STATES	
Container	Color Code		Color Code		Color Code		Clearance Color Code	
	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	MXD	MXD
Pallet								
OTR								
Gaylord								
Wire								
Hamper								
APC								

AFSM 100 Flat Staging								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit 146						
Wire								
APC								
Hamper								
Pallet								
Gaylord								
OTR								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit 146						
Wire								
APC								
Hamper								
Pallet								
Gaylord								
OTR								

DBCS Areas								
DBCS Staging Areas 894, 896, & DPS							892 MXD STATES	
Container	Color Code		Color Code		Color Code		Clearance Color Code	
	SCF / 3-Digit	5-Digit 896/918	SCF / 3-Digit	5-Digit 896/918	SCF / 3-Digit	5-Digit 896/918	MXD	MXD
OTR								
OTR								
APC								
APC								
Nutting Truck								
Hamper								

We will convert pallets and gaylords to 3 foot increments for simplification of reporting purposes.

Thus a 1 ft. pallet and a 2 ft. pallet will be reported as one 3 ft. pallet.

Rolling stock will be reported in terms of ¼ increments.

A half full OTR will equal a full APC

Observations:

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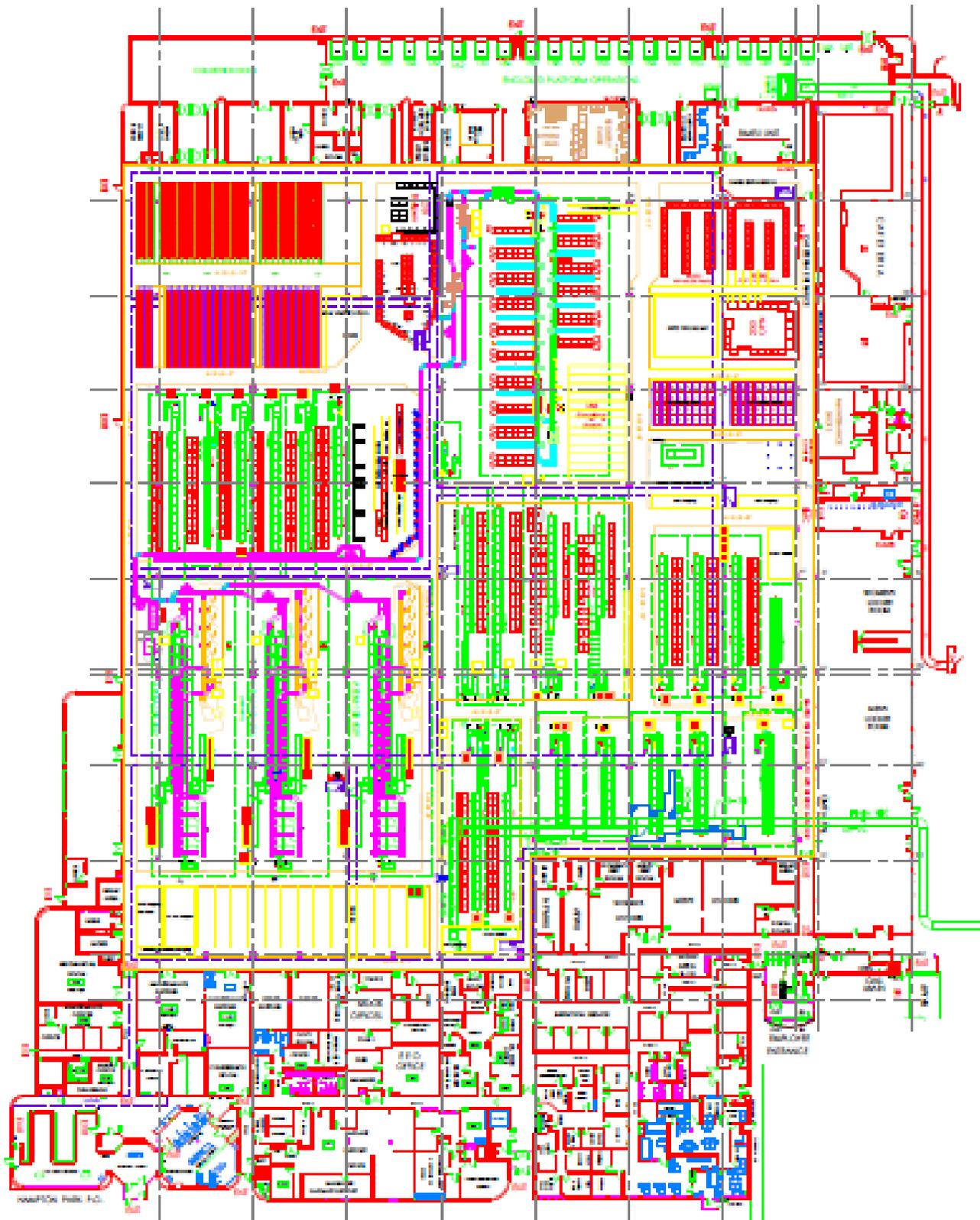
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Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC

APPENDIX H – SOUTHERN MD P&DC FLOOR LAYOUT



**Load Leveling of Standard Mail Test Standard Operating Procedure  
Southern MD P&DC**

**APPENDIX I – SERVICE TALK**

**HQ Processing Operations / Southern MD P&DC  
Load Leveling Test - Service Talk**

**Load Leveling of Standard Mail Volume – Test & Evaluation**

The USPS will be conducting an operations test at the Southern MD P&DC to *evaluate the changes to volumes delivered across days of the week by making changes to the processing and dispatch of destination SCF Standard Mail.*

The test will start with the receipt of Standard Mail beginning at 16:01 on Thursday December 5, 2013. Instead of color coding this mail “Blue” as we normally would, we will color code this mail “Orange”. All Standard Mail received between 16:01 on Thursday and 16:00 on Friday will be color coded “Orange”. *This mail will be prepped and processed for Tuesday delivery.* For the purposes of the test, we will control the processing and dispatch of this mail to ensure that it is not available to delivery units for delivery prior to Tuesday, December 10, 2013.

Starting at 16:01 on Friday, December 6, 2013 and continuing through 16:00 Sunday, December 8, 2013, all Standard Mail received will be color coded “Green”. (Note: In this test we will have two days of “Green” rather than two days of “Blue”. That’s the major change that we think will allow us to level the flow of mail to delivery). “Green” mail will be prepped and processed for Wednesday delivery. As with the “Blue” & “Orange” mail, we will control the processing and dispatch of this mail to ensure that it is not available to delivery units for delivery prior to Wednesday, December 11, 2013.

*That’s the extent of the color code changes.* Starting at 16:01 on Sunday and continuing through 16:00 on Wednesday, we will color code as we normally do, identifying the mail as “Violet”, “Yellow” and “Pink” on each successive day. The color-coding process described above will repeat itself beginning on Wednesday, December 11, 2013 for the second week.

Beyond color coding of the mail, the biggest difference between the test period and normal processing operations is that we will be closely controlling the flow of mail to match the *expected delivery day (based on the color code)* to the *actual delivery day* – “Blue” on Monday, “Orange” on Tuesday, “Green” on Wednesday, “Violet” on Thursday, “Yellow” on Friday and “Pink” on Saturday. To do this, we will be staging mail prior to processing in some cases and we will be holding mail prior to dispatch. Our goal for this test is to deliver 100% of Standard Mail on time (neither early or late) by providing mail to delivery units just in time to meet our Standard Mail customers’ delivery expectations.

“Normal” Color Code Application

RECEIVED	BLUE/WHITE	BLUE	ORANGE	GREEN	VIOLET	YELLOW	PINK
	WED 16:01 - THU 16:00	THU 16:01 - FRI 16:00	FRI 16:01 - SAT 16:00	SAT 16:01 - SUN 16:00	SUN 16:01 - MON 16:00	MON 16:01 - TUE 16:00	TUE 16:01 - WED 16:00

“Test Period” Color Code Application

RECEIVED	BLUE	ORANGE	GREEN	VIOLET	YELLOW	PINK
	WED 16:01 - THU 16:00	THU 16:01 - FRI 16:00	FRI 16:01 - SUN 16:00	SUN 16:01 - MON 16:00	MON 16:01 - TUE 16:00	TUE 16:01 - WED 16:00