

Docket No. N2014-1

LIBRARY REFERENCE USPS-LR-N2014-1/1

***Standard Operating Procedures: South Jersey District
Destination SCF Standard Mail Load Leveling Operations Test***

RELATING TO THE TESTIMONY OF WITNESS MALONE (USPS-T-1)

PREFACE

PURPOSE: USPS-LR-N2014-1/1 provides information relating to the two-week Destination SCF Standard Mail Load Leveling Operations Test in the South Jersey District, conducted from September 11, 2013 to September 26, 2013. This Category 2 library reference is associated with the testimony of, and sponsored by, witness Malone (USPS-T-1).

PREDECESSOR DOCUMENT: None.

CONTENT: This library reference consists of the Standard Operating Procedures for the South Jersey District Destination SCF Standard Mail Load Leveling Operations Test. This document includes a statement of the purpose and scope of the test. It describes how the South Jersey Processing & Distribution Center applied a new color code paradigm to attempt to level Destination SCF Standard Mail delivery more evenly through the week. It describes how Postal Service officials monitored the implementation of the operations test.

**Load Leveling of Standard Mail Test SOP
Revised September 18, 2013**

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Policy Tracking Number:	
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Functional Responsibility:	Headquarters Network Operations
Development, Distribution and Updates:	Headquarters Processing Operations Linda Malone, Manager Processing Operations
Revision Date:	September 18, 2013

The USPS in collaboration with MTAC Work Group 157 (Load Leveling of Volumes) will be conducting a two week operations test at the South Jersey P&DC beginning with receipt of mail starting **16:01 Wednesday, September 11th, 2013 through dispatch to Delivery Units of the mail for Thursday delivery, September 26th, 2013.**

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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 (080-084) Standard Mail letters and flats processing across all tours at the South Jersey P&DC. ***This applies to DSCF Standard letter and flat Mail drops at the South Jersey P&DC only, including Comail and Copalletized containers.***

During the Load Leveling of Standard Mail Test period, South Jersey P&DC will not advance any color coded mail to the Delivery Units (DU) for Day 1 delivery. The South Jersey 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 South Jersey P&DC from or via the Philadelphia 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

1. For Standard Mail dropped on Wednesday September 11th at 1600 until Thursday September 12th at 1600, the delivery expectation is no later than Monday September 16th. No blue/white color codes will be applied. Blue mail may be advanced for Saturday delivery if determined to be necessary by the South Jersey P&DC Management team.
2. For Standard Mail dropped on Thursday September 12th at 1600 until Friday September 13th at 1600, the delivery expectation is no later than Tuesday September 17th.
2. For Standard Mail dropped on Friday September 13th at 1600 until Sunday September 15th at 1600, the delivery expectation is no later than Wednesday September 18th.
3. For Standard Mail dropped on Sunday September 15th at 1600 until Thursday September 19th at 1600, the delivery expectation will be the same as it is currently.

Week Two

4. For Standard Mail dropped on Wednesday September 18th at 1600 until Thursday September 19th at 1600, the delivery expectation is no later than Monday September 16th. No blue/white color codes will be applied.
5. For Standard mail dropped on Thursday September 19th at 1600 until Friday September 20th at 1600, the delivery expectation is no later than Tuesday September 24th.
6. For Standard Mail dropped on Friday September 20th at 1600 until Sunday September 22nd at 1600, the delivery expectation is no later than Wednesday September 25th.
7. For Standard Mail dropped on Sunday September 22nd at 1600 Thursday September 26th at 1600, the delivery expectation will be the same as it is currently.

The South Jersey P&DC will use the daily Color Code Load Leveling Service Talk to advise their employees of the daily test plan. The daily briefing sheet is provided by the HQ test team.

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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 South Jersey P&DC (080-084) 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 in more detail below.

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 Compliance Checklists for each tour and conduct two Standard Mail counts per tour, seven days a week during the test period. The test team will provide 24/7 dock coverage. Test team personnel assigned to tour 3 will conduct a Standard Mail count at 16:00 each day and provide that data to all test team members and the South Jersey P&DC management team. Team personnel will also complete Individual Trailer Tracker forms and Trailer Tracker Logs. Standard Mail Count Sheets, Compliance Checklists, Individual Trailer Tracker forms, and Trailer Tracker Logs will be filed in a separate folder for each day and retained for a period of time to be determined.

All Test Team members will participate in a daily teleconference at 21:00 each day of the test. The meeting will focus on any critical issues regarding the operational pinch points.

Test Observation Locations/Operations - Key Critical Areas

- Dock/BMEU entry point
- Destination NDC Mail Arrival
- Pallet staging
- APPS bundle processing
- Staged Carrier Route bundles on trailers
- Staged 5-Digit cross-dock pallets on trailers
- Dispatch Carrier Route bundles
- AFSM100 3-Digit and 5-Digit flat processing
- FSS flat processing
- Non-Auto flats zones
- Super Sort processing
- High Speed Tray Sorter
- 3-Digit letter processing
- First Class Break-Up
- Non-Auto letter zones
- DPS processing
- Dispatch

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Dock/BMEU Entry Point

Upon arrival of drop shipments, South Jersey P&DC personnel will unload and stage the mail on the dock, apply the appropriate delivery color code tag per the Day Specific Color Code Application procedures described above and notate the time and date on the tag. A Load Leveling Test Team member will be on hand to validate the application of the tags at the Standard drop ship location on the dock.

All 5-digit cross-dock pallets will be color coded as noted above and then will be loaded on a trailer in bay 43. Each trailer will contain one color only, will be properly identified and sealed, entered on the trailer tracking log and moved to an available trailer slot in the range of 65-75. These trailers will be moved back to the platform to be unloaded and dispatched to delivery units on the day prior to the day of delivery based on the color code. Specifically, "Blue" trailers will be unloaded on Saturday, "Orange" trailers will be unloaded on Monday, "Green" trailers will be unloaded on Tuesday, "Violet" trailers will be unloaded on Wednesday, "Yellow" trailers will be unloaded on Thursday and "Pink" trailers will be unloaded on Friday.

The only exception to this procedure will be for 5-digit pallets for FSS zones – Cherry Hill 08002, 08003 & 08034 and Haddonfield 08033. These pallets will be color coded and cross docked to Trenton as per normal procedure.

Destination NDC Mail Arrival

Standard mail from the Philadelphia NDC, which includes Tier 1 and Tier 2 Standard Mail, is not included in the scope of the Load Leveling Test. DNDC Standard Mail should be already color coded by the Philadelphia NDC. As a result, the South Jersey 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 HQ Load Leveling Test Team will apply "Advance Color Code" tags (see Appendix K) immediately upon mail arrival and during the unloading of the NDC trucks on the South Jersey dock (dock doors 58 – 63). Appendix J shows the Philadelphia NDC arrival times at South Jersey P&DC.

Pallet Staging

Drop ship pallets will be color coded upon arrival at the dock and moved into the plant for staging near the APPS. The Load Leveling Team will ensure that the pallets will be stacked to optimize floor space utilization. Load Leveling will require additional space for staging Standard Mail with different color code commitments. The Load Leveling Team will ensure that South Jersey P&DC does not advance color codes for processing.

APPS Bundle Processing

The Load Leveling Team will ensure that the Standard Flat mail for the APPS will be processed according to the designated color code commitment. A test team member will be on hand to 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 APPS as a batch, based on color code. STD pallets will be processed as the first APPS run on tour 2 as follows: Blue on Friday,

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Orange on Saturday, Green on Monday, Violet on Tuesday, Yellow on Wednesday and Pink on Thursday. Once processed, 3-Digit and AFSM100 Super Sort wires will be moved to designated staging lanes as normal and wires for FSS zones will be dispatched to Trenton as normal.

Each day, 5-Digit wires and sacks for dispatch to Delivery Units on the following day will be loaded into trailers in bays 60-63. No trailers will be loaded on Sunday. Each trailer will contain one color only, will be properly identified and sealed, entered on the trailer tracking log and moved to an available trailer slot in the range of 65-75. These trailers will be moved back to the platform to be unloaded and dispatched to Delivery Units on the day prior to the day of delivery based on the color code. Specifically, “Blue” trailers will be unloaded on Saturday, “Orange” trailers will be unloaded on Monday, “Green” trailers will be unloaded on Tuesday, “Violet” trailers will be unloaded on Wednesday, “Yellow” trailers will be unloaded on Thursday and “Pink” trailers will be unloaded on Friday (see chart below). Load time will be at the end of the APPS run for approximately two hours. Off-load time will be late on Tour 1 or early on Tour 2, as soon as bays 60 – 63 are available.

Day of APPS Processing	Load Color	Off-load 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 South Jersey P&DC may, based on existing mail volume, elect not to stage blue mail in trailers on Friday. If so, they will dispatch this mail during Tour 2 on Friday with the pink mail.

The HQ Load Leveling Team will provide South Jersey P&DC with Trailer Load Plans based on dock bay assignments and volume. This will include an estimate of the number of trailers needed for staging mail each day for future dispatch.

During off-loading, the contents of the staging trailers will be moved to the appropriate dock bays for the mid-morning dispatches to the Delivery Units. The 5-Digit sacks and APPS reject bundles will be transported to the First Class Break-Up (FCBU) for distribution.

Delaware will process their own STD pallets beginning on Friday, September 13. The last run of STD Delaware pallets in South Jersey will be on Thursday, September 12.

Staged Carrier Route Bundles on Trailers

Carrier Route (CRT) flat bundles that arrive early cannot be advanced to the DU. CRT mail that arrives early will be staged on trailers at dock spaces #60-63. The trailers will be identified, sealed, and tagged with a color code placard **before** they are moved out to the yard. The following information is required to be logged for each trailer with staged standard mail:

- Exact location of the trailer in the yard
- Trailer number

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- Trailer seal number
- Trailer content (mail count of pallets, wires, or other containers)
- Trailer Color Code
- Trailer load and unload times

The Load Leveling Team will assist the South Jersey team and track trailers in the yard by conducting multiple yard checks throughout each tour.

Staged 5-Digit Cross-Dock Pallets on Trailers

5-Digit Pallets for cross-dock to the DU that arrive early cannot be advanced to the DU. Cross-dock pallets will be staged on a trailer located at dock space #43. The trailers will be identified, sealed, and tagged with a color code placard before they are moved out to the yard. The following information is required to be logged for each trailer with staged standard mail:

- Exact location of the trailer in the yard
- Trailer number
- Trailer seal number
- Trailer content (mail count of pallets, wires, or other containers)
- Trailer Color Code
- Trailer load and unload times

The Load Leveling Team will assist the South Jersey team and track trailers in the yard by conducting multiple yard checks throughout each tour.

Dispatch Carrier Route Bundles

The Load Leveling Team will ensure that the Standard CRT flat bundles are processed on T2 of the preceding color code day. The test team members will ensure that the appropriate color coded mail is staged and loaded onto the appropriate truck for dispatch to the DU. In addition, the test team members will validate/verify that there are no advanced color codes loaded.

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. Test team members will also ensure that there is no color code mail advanced for processing to the DU.

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

FSS Flat Processing

The FSS processing site for the South Jersey P&DC is the Trenton P&DC. The only FSS mail within the scope of the test is the DSCF FSS Standard Mail (Cherry Hill PO) dropped at the South Jersey P&DC. All Standard FSS Mail will be color coded at the South Jersey P&DC and transported to

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the Trenton P&DC for FSS processing to achieve delivery as specified in the Load Leveling plan (see Appendix D).

Non-Auto Flats 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 First-Class Break-Up area for dispatch the day before the color code day. The test team will ensure that the South Jersey P&DC does **not** advance color codes.

Super Sort Processing

AFSM100 Super Sorts will be run on the day prior to intended delivery, with the exception being "Orange" volume which will be processed on Sunday and staged for dispatch on Monday, tour 2. "Blue" will be processed on Saturday, "Orange" on Sunday, "Green" on Tuesday, "Violet" on Wednesday, "Yellow" on Thursday and "Pink" on Friday. All "Orange" volume finalized on Sunday will be staged at the L4 pole and held for dispatch on Monday, tour 2.

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

High Speed Tray Sorter

Color coded letter trays inducted onto the High Speed Tray Sorter (HSTS) 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 on the HSTS containers must match the color code of the containers being inducted. The test team will ensure that the South Jersey P&DC does **not** advance color codes. South Jersey P&DC will induct letter trays into the High Speed Tray Sorter (HSTS) as they do today; by color code, processing all available mail. Supervisors and Operators must monitor closely to ensure that each color code is segregated as the trays are sorted into the appropriately color coded containers set up on the machine. The color codes on the HSTS sweep-side containers must match the color code of the containers being inducted.

South Jersey P&DC has developed and loaded sort programs for Standard trays by color code. This will help identify over-capacity conditions on DPS sort programs and make the appropriate adjustments. It is critical that all trays be run on the appropriate sort program. Sort programs are named based on the color code and are available for selection on the HSTS GUI screen.

3-Digit Letter Processing

The Load Leveling Team will ensure that the MMP sort programs and the DIOSS/no codes sort program 483shn59 processes appropriately color coded letter mail. The test team will ensure that the South Jersey P&DC does **not** advance color codes.

First Class Break-Up

FCBU operations will continue as normal with one exception – Standard Letters and Flats generated from DBCS 893 and AFSM100 463 programs will be identified and staged by color code for breakdown and dispatch in the FCBU unit on the day prior to delivery. These letters and flats will be appropriately

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identified and staged in the area where we normally stage pallets of sleeves. Sleeves will be moved to the dispatch staging area adjacent to the MTE work cell.

Non-Auto Letter Zones

The Load Leveling Team will ensure that the standard letter mail for Non-Auto zones is processed on the MMP sort program 893shn59. This mail must be appropriately color coded for dispatch to the DU the day before the color code day. The test team will ensure that the South Jersey P&DC does **not** advance color codes.

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. Based on preliminary volume estimates, South Jersey P&DC expects volume to exceed capacity on Tuesday, Wednesday and Thursday during the two week test period. Based on these projections, DPS Standard mail will be advanced as follows: "Orange" into "Blue", "Green" into "Orange", and "Violet" into "Green". The volumes will be determined by In-Plant Support based on DPS volume projections and HSTS tray counts by color code. This will be the only mail that will be advanced during the test. The HQ 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 South Jersey P&DC does **not** advance any volume not specifically described above.

Dispatch

The Load Leveling Team will ensure that all mail is dispatched timely for color code day of delivery. The test team will ensure that the South Jersey P&DC does NOT advance color codes.

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Test Site Positional Responsibilities

Headquarters Load Leveling Team

Create SOP for site
Create daily Load Leveling of Standard Mail Daily Service Talk
Observe and report on compliance of South Jersey P&DC test plan
Provide National Support Technicians (NST) to maintenance (if necessary)
Provide necessary equipment to support the test locally, (i.e. trailers and rolling stock)

South Jersey P&DC

Normal processing and distribution of mail
Create test plan for Daily Color Code Load Leveling test
Revise Local Operating Plan 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 to employees daily
Manage trailer loading, staging in tarmac spaces # 65-75, and unloading

Maintenance

An NST will be on-site to provide local Maintenance support and ensure optimum performance and availability of Mail Processing Equipment through the test period.

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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 comail or copalletized Mail.

- Mixed class comail – 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, etc.
- Mixed class copalletized – 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.**
- Comail and copalletized containers are color coded as indicated in the National Color Code Policy.

Start the Clock (STC) Rules

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

- SV Unload Scan Date/Time
- FAST Appointment Unload Start Date/Time
- FAST Actual Arrival Time (FAST Actual Appointment Date/Time)
- FAST Scheduled Appointment 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 at or 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 DSF SPD/WIP
- MODS Work Hours
- Clerk and Mailhandler Overtime
- 24-Hour Clock
- Daily BPI

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MODS Workhour Operations Numbers

Special operation numbers have been designated for activity specifically related to the Load Leveling Test project. Craft employees should use Operation 510, LDC 89 (Headquarters Projects, Non-Supervisory). EAS employees should use Operation 480, LDC 88 (Headquarters Projects, Supervision). Only duties outside the normal requirements of the operation should be charged to these operation numbers. There are no changes to the operation numbers for activity unrelated to the test.

FAST Appointment Schedule Summary

Appendix M is a summary of the current FAST appointments for the South Jersey P&DC for a portion of the test period. South Jersey P&DC will provide the team with a daily update.

Mail Transport Equipment

The South Jersey P&DC will require up to five Mail Transport Equipment Center (MTEC) trailers per day to prevent the unprocessed Mail Transport Equipment (MTE) from creating congestion in the designated mail staging areas during the Load Leveling Test. South Jersey will also require sufficient wire containers and general purpose mail containers (GPMC) to support the increased segregation of mail during the test period.

Daily Communication Plan

The HQ Test Team will conduct a daily status teleconference to include all implementation test team members from HQ and South Jersey P&DC. The purpose of the daily call will be to escalate and discuss critical issues associated with the test as they arise on a daily basis. Netmeeting dial-in information will be shared with the attendees prior to the first teleconference.

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APPENDIX A – MAILER NOTIFICATION BLOG

The USPS in concert with MTAC work group 157 (Load Leveling of volumes) will be conducting a two-week operations test at the South Jersey P&DC beginning with receipt of mail on September 12th through delivery of the mail on September 26th. 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.

For the above-referenced 2-week period and only for Standard Mail entered at the South Jersey P&DC (SCFs 080-084), the following rules will apply:

Week One

1. For Standard Mail dropped on Thursday September 12th at 1600 until Friday September 13th at 1600, the delivery expectation is no later than **Tuesday** September 17th.
2. For Standard Mail dropped on Friday September 13th at 1600 until Sunday September 15th at 1600, the delivery expectation is no later than **Wednesday** September 18th.
3. For Standard Mail dropped on Sunday September 15th at 1600 until Thursday September 19th at 1600 the delivery expectation will be the same as it is currently.

Week Two

4. For Standard mail dropped on Thursday September 19th at 1600 until Friday September 20th at 1600, the delivery expectation is no later than **Tuesday** September 24th.
5. For Standard Mail dropped on Friday September 20th at 1600 until Sunday September 22nd at 1600, the delivery expectation is no later than **Wednesday** September 25th.
6. For Standard Mail dropped on Sunday September 22nd at 1600 Thursday September 26th at 1600, the delivery expectation will be the same as it is currently.

Any questions regarding this test should be directed to Prat Shah at 404-792-3195 or at Prathmesh.s.shah@usps.gov.

During this test, it is our intent that Standard Mail processed at the South Jersey plant will be excluded from official full service measurement

Current Processing

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	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

South Jersey 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 Purple	1600 - Fri Yellow	1600- Sat Pink	1600 - Monday Blue	1600 - Tues Orange	1600 - Wed Green	

APPENDIX B – NATIONAL COLOR CODE POLICY 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 C – COLOR CODE TEST PERIOD CALENDAR / MATRIX / DMF

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

*** Special note for Start the Clock Rules for Full Service Measurement:**

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

- * SV Unload Scan Date/Time
- * FAST Appointment Unload Start Date/Time
- * FAST Actual Arrival Time (FAST Actual Appointment Date/Time)
- * FAST Scheduled Appointment 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 at or 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.

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APPENDIX D – SOUTH JERSEY P&DC DAILY OPERATIONAL GUIDE FOR TEST PERIOD

South Jersey Standard Mail Color Code "Load Leveling" Test

Begin: Wednesday, September 11 @ 16:00

End: Wednesday, September 25 @ 16:00

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

F L A T S	5-Digit Cross-Dock Pallets - STAGE in trailer @ bay 43 for later dispatch (Double Stacked Pallets)	WED 17:00 - THU 17:00	THU 17:00 - FRI 17:00	FRI 17:00 - SUN 17:00	SUN 17:00 - MON 17:00	MON 17:00 - TUE 17:00	TUE 17:00 - WED 17:00
	3-Digit Working Pallets - STAGE for APPS Processing (Double Stacked Pallets - Side 2 / Side 1)	WED 16:00 - FRI 06:30 187 Pallets 1,496 SQ FT	THU 16:00 - SAT 06:30 284 Pallets 2,272 SQ FT	FRI 16:00 - MON 06:30 262 Pallets 2,096 SQ FT	SUN 16:00 - TUE 06:30 157 Pallets 1,256 SQ FT	MON 16:00 - WED 06:30 144 Pallets 1,152 SQ FT	TUE 16:00 - THU 06:30 140 Pallets 1,120 SQ FT
	APPS Bundle Processing	FRI 06:30 - 10:30 17,088 Bundles	SAT 06:30 - 11:30 25,933 Bundles	MON 06:30 - 11:30 23,923 Bundles	TUE 06:30 - 09:30 14,374 Bundles	WED 06:30 - 09:30 13,168 Bundles	THU 06:30 - 09:30 12,765 Bundles
	STAGE Wires of CR Bundles from APPS on Trailers for Later Dispatch (Double stacked / 60 bays)	132 WIRES 5 TRAILERS	200 WIRES 7 TRAILERS	184 WIRES 6 TRAILERS	111 WIRES 4 TRAILERS	101 WIRES 4 TRAILERS	98 WIRES 4 TRAILERS
	Dispatch 5-digit Cross-Dock Pallets and Wires of CR bundles from APPS	SAT T2	MON T2	TUE T2	WED T2	THU T2	FRI T2
	3-Digit Processing (Normal)	FRI	SAT/SUN	SUN/MON	MON/TUE	TUE/WED	WED/THU
	Non-auto zones - FCBU *	Tag for FCBU & Stage for dispatch on SAT	Tag for FCBU & Stage for dispatch on MON	Tag for FCBU & Stage for dispatch on TUE	Tag for FCBU & Stage for dispatch on WED	Tag for FCBU & Stage for dispatch on THU	Tag for FCBU & Stage for dispatch on FRI
	AFSM100 "Super-Sort" Processing	SAT/SUN 109,162 Pieces	SUN (Hold **) & MON 165,669 Pieces	TUE 152,826 Pieces	WED 91,824 Pieces	THU 84,119 Pieces	FRI 81,550 Pieces
	FSS (Trenton)	SUN	MON	TUE	WED	THU	FRI
	Dispatch	MON T1	TUE T1	WED T1	THU T1	FRI T1	SAT T1

L T R S	HSTS Tray Processing (Run each color on proper scheme)	WED / THU	THU / FRI	FRI / SAT / SUN	SUN / MON	MON / TUE	TUE / WED
	3-DIGIT PROCESSING (Including DIOSS / no-codes - 483SHN59)	THU	FRI	SAT / SUN	MON	TUE	WED
	Non-auto zones (893SHN59) - FCBU *	Hold at sleeve staging area for FCBU on SAT	Hold at sleeve staging area for FCBU on MON	Hold at sleeve staging area for FCBU on TUE	Hold at sleeve staging area for FCBU on WED	Hold at sleeve staging area for FCBU on THU	Hold at sleeve staging area for FCBU on FRI
	DPS PROCESSING	SAT / SUN 6.1M 918/919	SUN & MON 4.8M 918/919	MON & TUE 4.8M 918/919	TUE & WED 4.8M 918/919	THU 918/919 4.8M	FRI 4.8M 918/919
	DISPATCH	MON T1	TUE T1	TUE / WED T1	WED / THU T1	FRI T1	SAT T1

* Stage in tray sleeve staging Area for FCBU

** Stage at L4 Pole for Dispatch on Monday, Tour 2

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APPENDIX E – COMPLIANCE CHECKLIST

South Jersey P&DC Load Leveling Test Compliance Checklist

Score:

0.00%

Name: _____

Date: _____

Time: _____

No	Questions	Yes			Comments
		No	N/A		
Delivery Color Codes - Platform					
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 held for loading on a staging trailer at dock # 43?				
5	Are the number of cross-dock pallets being loaded on staging trailers recorded on the Trailer Tracking sheet?				
6	Is each Trailer Tracking sheet completed with all required information and filed for later use when the trailer is to be unloaded?				
7	Is each Trailer Tracking sheet completed and filed when the trailer is unloaded?				
8	Are all containers accounted for at off-load and properly staged for Tour 2 dispatch?				
9	Were all containers dispatched on Tour 2 to delivery units as planned?				
10	Were all NDC containers color coded by the team for the advanced color code?				
Delivery Color Codes - APPS & Platform					
11	Are the Delivery Color Code commitments being maintained in the swim lanes at the APPS?				
12	Is the correct color code commitment being processed, and mail with later color code commitments held and not advanced (commingled)?				
13	Are the Delivery Color Code commitments being maintained at the APPS sweep side on containers for downstream operations or dispatch?				
14	Are the Delivery Color Codes properly applied to downstream dispatch containers?				
15	Are all Carrier Route containers generated on the APPS for dispatch properly color coded and routed to the staging trailers on the platform?				
16	Are carrier route containers being loaded on staging trailers recorded on the Trailer Tracking sheet?				
17	Is each Trailer Tracking sheet completed with all required information and filed for later use when the trailer is to be unloaded?				
18	Is each Trailer Tracking sheet completed and filed when the trailer is unloaded?				
AFSM100					
19	Are all containers of 3-Digit and 5-Digit Standard Mail staged for the AFSM100 properly color coded?				
20	Is all color coded 3-Digit volume processed by commitment with no advancement (commingling)?				
21	Are Non-Auto zones containers generated by the 3-Digit sort program containerized, properly color coded, and tagged for the First-Class Breakup Area on the appropriate day?				
22	Is all color coded 5-Digit and Super-Sort volume processed by commitment with no advancement (commingling) to the delivery unit?				
High Speed Tray Sorter					
23	Are all sweep side containers on the HSTS properly color coded to match the volume being inducted, and no other color code volume is advanced (commingled)?				
24	Are all containers staged for down stream operations properly color coded, including date and time of entry?				
DIOSS/DBCS 3-Digit Processing					
25	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)?				
26	Are Non-Auto zones containers generated by the 3-Digit sort program containerized, properly color coded, and tagged for the First-Class Breakup Area on the appropriate day?				
DPS Processing					
27	Is the volume processed to meet scheduled delivery day with no advancement (except as planned) of color codes?				
28	Are only the containers that are planned for advancement properly identified and color coded by the test team prior to processing?				
Totals		0	0	0	0
Score		0.00%			

Other Comments:

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APPENDIX F – SOUTH JERSEY P&DC STANDARD MAIL COUNT SHEET

South Jersey P&DC Standard Mail Count Sheet					Date:	Time:		
					Name:			
DSCF - Plant Entry / Drop Ship Volumes					Volumes received from the NDC			
Platform Area - Flat Bundles								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit
Trailer								
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								
Platform Area - Letter Trays								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit
Trailer								
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								
APPS Staging - Flat Bundles - Side 1 and Side 2, Swim Lane & Kanban								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit
Pallet								
Gaylord								
OTR								
Wire								
Hamper								
APC								
AFSM 100 Flat Staging								
Container	Color Code		Color Code		Color Code		Color Code	
	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit	SCF / 3-Digit	5-Digit
Wire								
APC								
Hamper								
Pallet								
OTR								

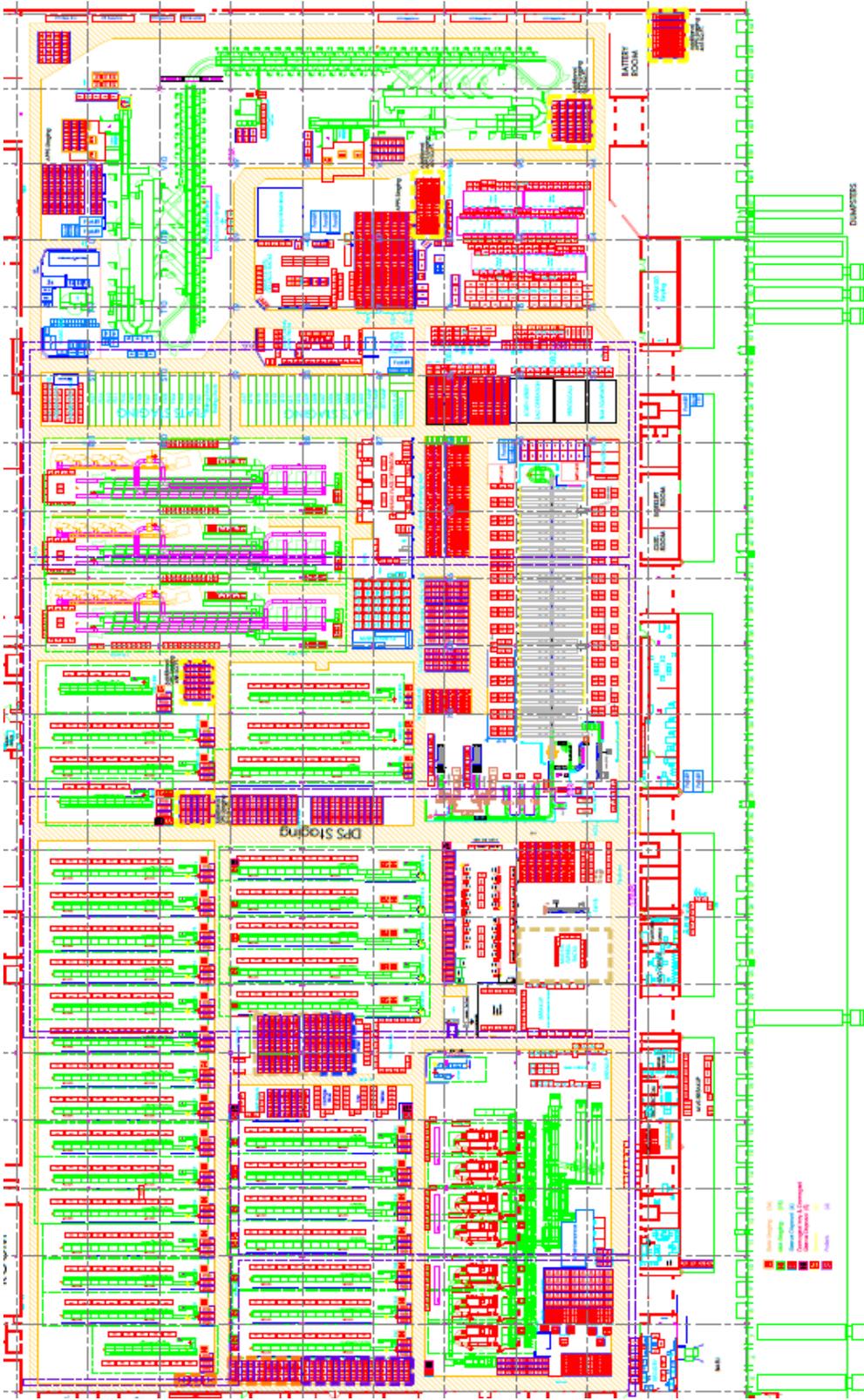
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Appendix G – Yard Check Sheet

Yard Check Log		
Date:		
Time:		
Tour:		
Name:		
Space #	Trailer #	Seal # or Empty
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		

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APPENDIX H – SOUTH JERSEY P&DC FLOOR LAYOUT



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APPENDIX I – DESTINATION NDC MAIL ARRIVAL

Inbound Transportation - 19Z to 080					
Origin	Dest	Route	Trip	LV	AR
19Z	080	192JJ	822	2340	0030
19Z	080	192JJ	824	0030	0120
19Z	080	192JJ	826	0130	0220
19Z	080	192JJ	614	1645	1745
19Z	080	192JJ	602	1740	1830
19Z	080	192JJ	604	1820	1910
19Z	080	08038	32	1915	2005
19Z	080	192JJ	606	2000	2050
19Z	080	192JJ	816	2005	2055
19Z	080	192JJ	608	2040	2130
19Z	080	192JJ	818	2120	2210
19Z	080	192JJ	610	2125	2215
19Z	080	192JJ	612	2200	2250
19Z	080	08038	42W	2215	2305
19Z	080	192JJ	820	2220	2310

APPENDIX J – ADVANCE COLOR CODE TAG

RECEIPT
DATE:
TIME:
STANDARD
MAIL
ADVANCE for
DELIVERY ON
MONDAY
(BLUE)
SOUTH JERSEY P&DC
BELLMWR NJ 08031

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APPENDIX K – SERVICE TALKS

DAY 1

Load Leveling of Standard Mail Volume – Test & Evaluation

The USPS, in concert with the Standard Mail Industry, will be conducting a two-week operations test at the South Jersey 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 **16:00 on Wednesday, September 11, 2013.** Instead of color coding this mail “Blue/White” as we normally would, we will color code this mail “Blue”. All STD Mail received between 16:00 on Wednesday and 16:00 on Thursday will be color coded “Blue”. **This mail will be prepped and processed for Monday 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 Monday, September 16, 2013.** We will go more into that later.

Starting at 16:00 on Thursday, September 12 and continuing through Friday, September 13 at 16:00, all Standard Mail received will be color coded “Orange”. This mail will be prepped and processed for Tuesday delivery. As with the “Blue” 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 Tuesday, September 17, 2013.

Starting at 16:00 on Friday, September 13 and continuing through **Sunday**, September 15, 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 out 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, September 18, 2013.

That’s the extent of the color code changes. Starting at 16:00 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, September 18 for a second week.

Effective at 16:00 on Wednesday, September 25, we will return to our “normal” color-coding and processing procedures. See the color-coding chart below to compare “normal” procedures to “test” procedures.

"Normal" Color Coding Application

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

Test Period - Wednesday, September 11, 2013 @ 16:00 through Wednesday, September 25, 2013 @ 16:00

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

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. We will be providing briefings on a daily basis to outline plans to meet these goals.

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This service talk will be posted at all time clocks along with the attached one-page plan for receipt, processing, staging and dispatch. Daily machine run plans will also be provided. Stay tuned for further updates and details of plans for color coding, staging, processing and dispatch.

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APPENDIX L – FAST APPOINTMENT SCHEDULE SUMMARY

Date	Total Sched. 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
9/11/2013	42	51	31	207	146	435	0	0	0	0	0	0	54	20	81	155
9/12/2013	37	51	13	65	129	258	0	0	0	0	0	0	54	11	64	129
9/13/2013	32	3	23	123	156	305	0	3	0	3	6	0	50	0	70	120
9/14/2013	17	3	7	38	61	109	0	0	0	1	1	0	50	0	64	114
9/15/2013	6	0	0	15	20	35	0	0	0	0	0	0	11	11	30	52
Total	134	108	74	448	512	1142	0	3	0	4	7	0	219	42	309	570