**UNITED STATES POSTAL SERVICE**

## MAINTAINING THE RURAL CARRIER ROUTE LISTING REPORT

Welcome to the Route Listing Report, also known as the Edit Sheet.  The information visible on the report page enables Delivery and Address management personnel to maintain all the varied information possible for each delivery point address, in order to achieve the highest possible completeness and accuracy in our Postal Service™ addressing data repository.  Address Management System (AMS) data is essential for ZIP+4® coding directories, mail processing sortplans which product Delivery Point Sequence mail, and customer products, so maintaining the highest quality possible is critical.  AMS contains every ZIP Code and every delivery point to which the USPS makes a delivery.  Carriers are responsible for keeping the information in the Route Listing Report current.  Consequently it is important for carriers to understand all elements of an address and to review the Route Listing Report for accuracy after it has been updated by AMS.

The Route Listing Report heading displays the ZIP Code, the Carrier Route ID (CRID) and bundle type.  Each row on the report is an individual delivery address, with the columns displaying the information corresponding to each address.  If the contents of any given field exceed the allocated column width the text will wrap to the following line.

## UPDATE PROCEDURES

Examples of common edit book maintenance functions are shown on the following pages.  Normally Edit Book submission for the purpose of incorporating route and address changes are made at the time the change occurs.  It is expected new addresses are recorded on at least a monthly basis.  More frequent submissions may be necessary where delivery additions and deletions are extensive.

On the Route Listing Report, business and residential deliveries are primarily used, but they may also be classified as "commercial" when describing delivery points that include a home office that does business from a residence.  When a home also serves as an office, this **will not** count as two delivery points unless the proper planning authorities approve separate addressing.

Customers residing on a rural route line of travel and receive PO Box delivery in lieu of rural delivery are not included in the rural box count and their residence is not recorded on the carrier's Route Listing Report.  Every point/address where mail is delivered must be accounted for by a record on the Route Listing Report.

Please note the CBU delivery type replaces the previously used NDCBU.

The Usage Code field contains information on whether the delivery is considered a residential or business delivery.  It also contains new indicators for deliveries which have both residential and business characteristics. RC will designate a mixed delivery that is primarily residential, and BC a primarily business address.  The RC or BC designations are only used when there is a signage present to indicate the business or residential status.

The No-Stat indicator contains the values Y and C.  C indicates a delivery point not currently receiving mail and will be supplied to mailers.  The carrier is not expected to make the distinction between Y and C. This choice will be made by AMS personnel.

Carriers will record box additions and deletions on Route Listing Reports included in the Edit Book.  When the Route Listing Report is submitted to AMS for maintenance, carriers will record box additions, deletions and changes on the Maintenance worksheet.  This sheet may be contained in

the Route Listing Report and must be taken out and kept at the carrier case when the Route Listing Report has been submitted to AMS for updating.

## ADDING A NEW DELIVERY

The Route Listing Report for a route must contain every delivery which receives mail along the route.  The carrier will indicate a new delivery as shown below, by drawing a line to insert the new delivery in sequence, and by indicating the appropriate information for the new delivery.  Ensure streets are spelled out completely and all information is correct.  Writing "add" in the SEQ# column indicates the action required.     *Note: Adding a new delivery requires management approval.*

USPS OS-6889 — U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM — DATE: 11
SAN MATEO IRSSC — ROUTE LISTING REPORT
REPORT LFAZZOPZ — PAGE:

ZIP CODE: 00303 — ROUTE: R004 — BUNDLE TYPE: TWO BUNDLE HORIZONTAL

| SEQ # | PRIMARY ADDRESS | COMPLETE STREET NAME | SECY ABBR | SECY UNIT # | DELV TYPE | USG CODE | NO STAT | VAC IND | ADDR SORT | L CELL | F | S I | DR OP | NON DOW | CO NG | RLY # | STR- DEF | HI- DEF | HI- EXA | FIRM UNIQ | ADDITIONAL INFO |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 1521 | S MAIN ST | | | OTH | R | | | | 1 | 1 | | | | 09 | 4311 | 4326 | 4326 | | |
| 0 1476 | | | | OTH | R | | | | 1 | 1 | | | | | 4310 | 4325 | 4325 | | |
| Add 85 — 0 79 | QUAYLE ST  Quayle St | | Curb | CURB | R | Y | | 1" | 1 | 1 | | | | | 3206 | 4335 | 4335 | | |
| 0 800 | S MAIN ST | | | CURB | BC | Y | | | 1 | 1 | | | | | 3916 | 3883 | 3883 | | BOBS FISH |
| 0 802 | | | | CURB | B | Y | | | 1 | 1 | | | | | 3916 | 4013 | 4013 | | GAS |
| 0 806 | | | | CURB | B | Y | | | 1 | 1 | | | | | 3916 | 2600 | 2600 | | MOVIE RENTS |
| 0 808 | | | | CURB | R | Y | | | 1 | 1 | | | | | 3916 | 2603 | 2603 | | |
| 0 810 | | | | CURB | R | Y | | | 1 | 1 | | | | | 3916 | 2602 | 2602 | | |
| 1 1600 | S CAMPUS DR | | | CURB | BC | | | | 2 | 2 | | | | | 0062 | | | 0070 | |
| 2 291 | SCHOOL ST | STE | 1 | CENT | R | | | | 1 | 1 | | | | | 3434 | 3465 | 3465 | | 1-2 |
| 3 291 | | STE | 2 | CENT | R | | | | 0 | 0 | | | | | 3434 | 3465 | 3465 | | |

## DELETING A DELIVERY

The carrier will indicate a delivery to be deleted by drawing a line completely through the proper row on the Route Listing Report, as show in the example.  Writing "delete" in the SEQ# column and state why the deletion is necessary indicates the action required.

 Note: Do not delete and re-add addresses to modify delivery sequence.  This has a negative effect on customer addressing products and their ability to update their address list.

A No-Stat code may be used in place of deleting an address in the case of renovation, demolitions or expansions.

USPS OS-6889 — U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM — DATE: 11
SAN MATEO IRSSC — ROUTE LISTING REPORT
REPORT LFAZZOPZ — PAGE:

ZIP CODE: 00303 — ROUTE: R004 — BUNDLE TYPE: TWO BUNDLE HORIZONTAL

| SEQ # | PRIMARY ADDRESS | COMPLETE STREET NAME | SECY ABBR | SECY UNIT # | DELV TYPE | USG CODE | NO STAT | VAC IND | ADDR SORT | L CELL | F | S I | DR OP | NON DOW | CO NG | RLY # | STR- DEF | HI- DEF | HI- EXA | FIRM UNIQ | ADDITIONAL INFO |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 1521 | S MAIN ST | | | OTH | R | | | | 1 | 1 | | | | 09 | 4311 | 4326 | 4326 | | |
| 0 1476 | | | | OTH | R | | | | 1 | 1 | | | | | 4310 | 4325 | 4325 | | |
| 0 79 | QUAYLE ST | | | CURB | R | Y | | | 1 | 1 | | | | | 3206 | 4335 | 4335 | | |
| 0 800 | S MAIN ST | | | CURB | BC | Y | | | 1 | 1 | | | | | 3916 | 3883 | 3883 | | BOBS FISH |
| Delete — 0 802 | | | | CURB | B | Y | | | 1 | 1 | | | | | 3916 | 4013 | 4013 | | GAS |
| 0 806 | | | | CURB | B | Y | | | 1 | 1 | | | | | 3916 | 2600 | 2600 | | MOVIE RENTS |
| 0 808 | | | | CURB | R | Y | | | 1 | 1 | | | | | 3916 | 2603 | 2603 | | |
| 0 810 | | | | CURB | R | Y | | | 1 | 1 | | | | | 3916 | 2602 | 2602 | | |
| 1 1600 | S CAMPUS DR | | | CURB | BC | | | | 2 | 2 | | | | | 0062 | | | 0070 | |
| 2 291 | SCHOOL ST | STE | 1 | CENT | R | | | | 1 | 1 | | | | | 3434 | 3465 | 3465 | | 1-2 |
| 3 291 | | STE | 2 | CENT | R | | | | 0 | 0 | | | | | 3434 | 3465 | 3465 | | |

## CHANGING A DELIVERY

The information contained in the Edit Book for all deliveries must be current and correct.  The carrier edits the information on an existing delivery by drawing a red line through the information to be changed, and writing the correct information in red next to the lined-out field.  Make sure the changes are clear and legible.  Note:  Do not change primary (house number) or secondary (apt/ste number) addresses to resequence the route.  Only change addresses when the entry in the Edit Book is incorrect.

ZIP CODE:  00303      ROUTE:  R004          BUNDLE TYPE:    TWO BUNDLE HORIZONTAL

| SEQ # | PRIMARY ADDRESS | COMPLETE STREET NAME | SECY ABBR | SECY UNIT | DELV TYPE | USG CODE | NO STAT | VAC IND | ADDR SORT | L CELL | F | S I | DR OP | NON DOW | CO NC | RLY # | STR- DEF | HI- DEF | HI- EXA | FIRM UNIQ | ADDITIONAL INFO |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1521 | S MAIN ST | | | OTH | R | | | | 1 | 1 | | | | 09 | | 4311 | 4326 | 4326 | | |
| 0 | 1476 | | | | OTH | R | | | | 1 | 1 | | | | | | 4310 | 4325 | 4325 | | |
| 0 | 79 | QUAYLE ST | | | CURB | R | Y | | | 1 | 1 | | | | | | 3206 | 4395 | 4395 | | |
| 0 | 800 | S MAIN ST | | | CURB | BC | Y | | | 1 | 1 | | | | | | 3916 | 3883 | 3883 | | BOBS FISH |
| 0 | 802 | | | | CURB | B | Y | | | 1 | 1 | | | | | | 3916 | 4013 | 4013 | | GAS |
| 0 | 806 | | | | CURB | B | Y | | | 1 | 1 | | | | | | 3916 | 2600 | 2600 | | MOVIE RENTS |
| 0 | 808 | | | Oth | CURB | R | Y | | | 1 | 1 | | | | | | 3916 | 2603 | 2603 | | |
| 0 | 810 | | | | CURB | R | | | | 1 | 1 | | | | | | 3916 | 2602 | 2602 | | |
| 1 | 1600 | S CAMPUS DR | | | CURB | BC | | | | 2 | 2 | | | | | | 0062 | | | 0070 | |
| 2 | 291 | SCHOOL ST | STE | 1 | CENT | B | | | | 1 | 1 | | | | | | 3434 | 3465 | 3465 | | 1-2 |
| 3 | 291 | | STE | 2 | CENT | R | | | | 0 | 0 | | | | | | 3434 | 3465 | 3465 | | |

## CHANGING THE SEQUENCE OF DELIVERIES

Changing sequence of delivery requires management approval.  The sequence of delivery indicated on the Route Listing Report must match the actual order used by the regular carrier on normal work days. The carrier changes the delivery sequence by indicating the deliveries to be moved with brackets and indicating the new location by drawing an arrow line from the brackets to the new point in the delivery sequence.  The example shows 1024 and 1196 S Main St being moved to between 898 and 812 S Main St.

| SEQ | PRIMARY | STREET NAME | SECY ABBR | SECY UNIT | DELV | USG | NO STAT | VAC | ADDR | L | F | S | DR | NON | CO | RLY | STR | HI | HI | FIRM | ADDITIONAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16 | 898 | S MAIN ST | | | OTH | B | Y | | | 1 | 2 | | | | | 1 | 3916 | | | 4000 | |
| 17 | 812 | | | | CURB | B | | | | 1 | 1 | | | | | | 3916 | 2604 | | | OFFICE |
| 18 | 812 | | STE | A | OTH | B | | | | 0 | 0 | | | | | | 3916 | 2604 | | | |
| 19 | 812 | | STE | B | OTH | B | | | | 0 | 0 | | | | | | 3916 | 2604 | | | |
| 20 | 812 | | STE | C | OTH | B | | | | 0 | 0 | | | | | | 3916 | 2604 | | | |
| 21 | 812 | | STE | D | OTH | R | | | | 0 | 0 | | | | | | 3916 | 2604 | | | |
| 22 | 906 | | | | CURB | B | Y | Y | | 2 | 2 | | | | | | 3918 | | | | |
| 23 | 934 | | | | CURB | B | Y | | | 1 | 2 | | | | | | 3918 | | | | |
| 24 | 1024 | | | | OTH | RC | | | | 2 | 2 | | | | | | 4302 | | | | |
| 25 | 1196 | | | | OTH | B | Y | | | 2 | 2 | | | | | | 4304 | | | | |
| 26 | 1236 | | | | OTH | B | Y | | | 1 | 2 | | | | | | 4306 | | | | |
| 27 | 1250 | | | | OTH | B | | | | 2 | 2 | | | | | | 4306 | | | | |

This method should be used primarily for making minor corrections to delivery sequence.  Adjustment worksheets should be used when extensive changes are needed.

Contact your local Address Management Systems office for further information on maintaining Route Listing Reports.

Timely maintenance of Route Listing Report information is critical to the continued success of USPS delivery operations.

## Database Accuracy

### How is the Database Kept Accurate and Up-to-Date?

Address Management Systems personnel maintain the database from information submitted by delivery units. Each route in a delivery unit has a Route Listing Report, listing information on every possible delivery on that route, in delivery sequence.

An Edit Book provides a place for the Route Listing Report and includes instructions on keeping the Route Listing Report accurate. The Edit Book and Route Listing Report are important documents.
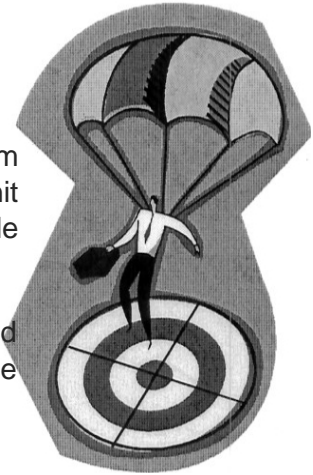
### How is the Database Checked for Accuracy?

Street Reviews are performed from time to time on selected routes in each district to validate delivery sequence information and to ensure that all possible delivery addresses are identified and included in the Address Management files. Internal reviews by trained reviewers are conducted on an ongoing basis.

### Delivery Unit Responsibility

Make sure your Route Listing Report is accurate. Every route is provided with an Edit Book containing a current Route Listing Report. It is important to always use the current Route Listing Report to make changes and send it along with the Edit Book to AMS.

### What Affects Accuracy?

- New growth, new deliveries or route extensions
- Deleted deliveries
- Firms with their own ZIP+4 Codes that move
- Delivery points vacant over 90 days
- Changes in delivery sequence
- Route adjustments
- Delivery customers who rent PO Boxes and receive no delivery at the street address
- Corrections/changes to primary and secondary addresses
- Changes in Delivery Point Attributes
- Change in relay location
- Changes to drops

## Edit Book Key

A Route Listing Report is a hardcopy printout of every delivery point on a route. The most current Route Listing Report should be used as a reference for all AMS updates. AMS updating is done by correcting the information listed on the Route Listing Report in **RED** and submitting the changes to the AMS office. A sample Route Listing Report can be found in the forms section of this book.

## How to Read a Route Listing Report

### SEQ# - *Sequence Number*

The sequence number indicates the position of the delivery on the carrier's line of travel. The sequence number is automatically assigned by the system. Deliveries which are handed off to another route appear at the beginning of the listing with a "0" sequence number. This column also includes the New Row Indicator, the Equipment Break Indicator, and the Blank Cell Indicator if entered. The New Row Indicator displays on the first delivery of a new row as an "R" followed by the row number. The Equipment Break Indicator shows an "L," "F," or "LF" depending on whether the address is the first in a new piece of equipment for letter (L), flat(F), or both (LF) cases. The Blank Cell Indicator displays as "BC" for each row that is inserted as a blank following the tagged delivery. Blank cells allow room for new deliveries to be added without disturbing the rest of the case layout. (note – the Blank Cell Indicator only shows for rows/cells inserted behind a specific delivery point)

### PRIMARY ADDRESS#- *Primary Address Number*

The second column is where the street number, rural route box number or PO Box number is listed. It could be blank if the previous delivery point uses the same number and they both share the same letter cell. This is the address number given to the delivery point as its OFFICIAL address.

### COMPLETE STREET NAME

The next column is where the proper, official street name is placed. This includes all pre- directionals and post-directionals (these are the terms the Postal Service uses to refer to the part of the address that gives directional information) and suffixes. In areas that use rural box number addresses (for example RR 2 BOX 56) the rural route number will be found in this column. For the PO Box addresses, PO Box would be used as the complete street name.

### SECY ABBR- *Secondary Abbreviation*

The column entitled "Secy Abbr" identifies the type of secondary address, when required. Some "Secy Abbr" items will require a corresponding "Unit No" (unit number). Abbreviations are used to identify the type of secondary address. See Pub 28 for a complete listing.

**SECY UNIT**# - *Secondary Unit Number*

The "Secy Unit#" column is used for the secondary address. Building management generally assigns secondary addresses. This can be an alpha (letter) or a numeric (number) value or a combination of both (alpha-numeric and numeric-alpha). This column is associated with the "Secy Abbr" column.

Example: An apartment has secondary unit numbers of 100-104 running consecutively. The "Secy Abbr" would be "APT" for apartment, and the "Unit No" would be 100 on the first line, 101 on the second line, 102 on the next line, then 103 and 104.

Note: List each secondary address individually. A unit number of 100-104 for this example would not be accepted. These units must be listed individually to receive proper credit for all possible deliveries. Be sure that each individual line on the Route Listing Report represents a possible delivery for the carrier route.

While you must not inflate your Possible Delivery (PD) counts with false numbers, do not leave out any PDs for which your delivery unit should be receiving credit. Care must be taken to insure that the secondary unit numbers are correct. Duplicate addresses may not be assigned in AMS. In situations where separate living quarters or separate businesses exist at a single primary address and each receives mail in its own receptacle, secondary designators must be used. In some cases, such as APT or STE, the correct designator is obvious. Generally, it is preferable to have the building owner or manager assign secondary addresses. In some locations secondary addresses are assigned by local planning authorities. Designators assigned should reflect the situation as accurately as possible. When entering a unit number, it must be the unit number actually assigned to the unit. Do not write in 1 - 8 when the actual apartment or suite numbers are 1014 - 1021 or A- H or 1A- 8C. If the building owner or manager declines to do so, local delivery unit management will need to assign a secondary designator and number for the purpose of separating mail.

**DELIVERY POINT ATTRIBUTES**

The Delivery Point Attributes are alpha indicators displayed in five columns that identify the type and mode of delivery.

The delivery type code categorizes the delivery point and describes the mod of delivery:

**Delivery Type Code (DELV TYPE)**

The delivery type code categorizes the delivery point and describes the mode of delivery. Valid values include:

> **OTH** – Other
> **CENT** – Centralized
> **CBU** - Cluster Box Unit
> **CURB** – Curbline
> **SDWK** – Sidewalk
> **IDA** – Internal Drop Address

**Usage Code (USG CODE)**

The usage codes show the type of delivery, Residential or Business, as it is recorded and ultimately totaled for delivery statistics. RC will designate a mixed delivery that is primarily residential, and BC a primarily business address. The RC or BC designations are only used when there is a signage present to indicate the business or residential status.

Valid values include:

**R** – Residential
**RC** – Residential combined with business
**B –** Business
**BC –** Business combined with some residential
**X –** No-Stat/blank

**No-Stat Indicator (NO STAT)**

The No-Stat indicator describes whether the address is counted as a possible delivery. This field is blank for possible deliveries.

Valid values include:

**C** – CDS No-Stat.  Addresses intended to receive mail that do not currently receive individual delivery service from USPS.

**Y** – Other non-delivered addresses
**Note**:  Other types of No-Stats such as defaults, old LACS address, and sortation-only records do not generally appear on the Route Listing Report.

Vacant Over 90 days – Removing and adding "vacants" should be one of the simplest and quickest changes on the Route Listing Report. The address counts as a possible delivery.  A long-term vacant address does not count as a possible delivery on a rural route.  Rural routes enter a **C** in the No-Stat column for vacant addresses.

No Delivery (No-Stat) – Delivery has never been established at this address, or the delivery point no longer exists as a possible delivery.  The address does not count as a possible delivery.

**Vacant Indicator (VAC IND)**

The Vacant indicator shows whether an address has been unoccupied for over 90 days.  The field is blank for addresses currently receiving delivery.  The only valid value is **Y** (vacant address). The Vacant indicator must be removed when delivery has been reestablished.

## ADDRESS SORT CODE (ADDR SORT)

The Address Sort Code provides information used by both the mailers and USPS automated mail processing equipment to sort mail.

Valid values include:

**H** – Firm Holdout
**T** – PO Box Throwback
**A** – Accelerated reply mail
**V** – High volume delivery point

## LETTER AND FLAT CELL SIZES (L/F CELL)

The cell size values indicate the size of the separation for the address on the carrier case labels. Flat cell sizes are ignored for 1 bundle cases. Valid values include:

**½** - One half inch separation
**1 – 9** – One to nine inch separation
**F** – Ten inch separation
**#** - A delivery that appears on the route listing report, but which is completely suppressed from the carrier case labels.

## SEASONAL INDICATOR (S)

The Seasonal indicator signifies an address is unoccupied and does not receive delivery for a given period each year. The valid values are **Y** (seasonal address) and **E** (educational facility).

## DROP COUNT  (DROP)

The Drop count indicates the number of businesses or families serve by a drop delivery or other multi-service delivery points.

## DAY OF THE WEEK NON-DELIVERY  (NON DOW)

This field displays a code which indicates the address does not receive mail one or more days each week.  The code is based on the days indicated.

## CONGRESSIONAL DISTRICT (CONG)

The Congressional district ID is a standard number identifying a geographic area within a state served by a member of the US House of Representatives.  The first delivery will always have an entry.  The field will then remain blank until a new district is entered.

## RELAY (RLY #)

This field displays information about relay points and park points.  An address which is indicated as the first delivery in a relay will display a system-generated sequential number

in this field corresponding to the relay number appearing on the carrier case labels.  Park points are indicated with a **P** in this field.

If a delivery address is both a park point and the first delivery in a relay, the relay number will override the park point indicator, but the case labels will display both indicators.

**ZIP+4 CODES**

**Street Default (STR-DEF) –** The ZIP+4 for the block face or address range.

**High-rise Default (HI-DEF) –** The ZIP+4 default for a building.

**High-rise Exact (Hi-EXA) –** The ZIP+4 for the specific secondary address or group of secondary addresses.

**Firm Unique (FIRM UNIQ) –** A ZIP+4 Code assigned to a specific business entity at a specific address.

**ADDITIONAL INFO**

This field contains information (company name, apartment numbers, notes) to be printed on the carrier case labels to aid the carrier in casing and delivering mail.  If the secondary unit numbers are not in this column they will not print on the carrier case labels.  Check with your district AMS office to learn if the Auto Fill option is used.

**ALTERNATE ZIP/ROUTE (ALTERNATE ZIP/RTE)**

This field indicates addresses that are schemed to one ZIP Code/carrier route combination and delivered by another.  These include scheme handoffs and parent/child routes.

**SAMPLE EDIT BOOK PAGE**

MPS 05-6889
SAN MATEO ISSSC
REPORT LPA220P2

U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM
ROUTE LISTING REPORT

DATE: 2/26/2006
PAGE: 1

ZIP CODE: 77703    ROUTE: R123    BUNDLE TYPE: ONE BUNDLE

| SEQ # | PRIMARY ADDRESS | COMPLETE STREET NAME | SECY ADDR | SECY UNIT | DELV TYPE | USG COD | NO STAT IND | VAC ADDR SORT | L P 6 CELL | I | DR DOM | MON CO NO | CO RLY # | STR-/ DEP | HI- DEP | HI- EXA | FIRM UNI | ADDITIONAL INFO | ALTERNATE ZIP / RTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **R1 | | | | | | | | | | | | | | | | | | | |
| 17 | | S MAIN ST | | | OTH | B | | | 1 | | | | | 580 | | | | | |
| 21 | | | | | OTH | B | | | 1 | | | | | 580 | | | | ACE HDWR | |
| 34 | | | | | OTH | B | | | 1 | | | | | 580 | | | | DINER | |
| 410 | | | | | OTH | B | | | 1 | | | | | 580 | | | | BARBER | |
| 54 | | ELM ST | | | OTH | B | Y | | 1 | | | | | 580 | | | | | |
| 61010 | | | | | OTH | R | | | 1 | | | | | 581 | | | | AMOCO | |
| 71055 | | | | | OTH | R | | | 1 | | | | | 581 | | | | | |
| 8104 | | 6 MAIN ST | | | OTH | B | | | 1 | | | | | 580 | | | | | |
| 9112 | | | | | OTH | B | | | 1 | | | | | 580 | | | | | |
| 10123 | | | | | OTH | B | | | 1 | | | | | 580 | | | | | |
| 11113 | | | | | OTH | B | | | 3 | | | | | 580 | | | | | |
| 12101 | | ELM ST | | | OTH | BC | C | | 1 | | | | | 580 | | | | 5812 | |
| 13904 | | | | | OTH | R | Y | | 1 | | | | | 580 | | | | MORNINGER | |
| 14913 | | | | | OTH | R | Y | | 1 | | | | | 581 | | | | RITE AID | |
| 15927 | | | | | OTH | R | | | 3 | | | | | 581 | | | | | |
| 16901 | | E 3RD AVE | | | OTH | RC | | | 1 | | | 1 | | 580 | | | | LAWNMOWERS | |
| 17907 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 18913 | | | | | OTH | R | | | 1 | | | | | 580 | | 581 | | | |
| 19913 | | | APT 1 | | OTH | R | | | | | | | | 580 | | 581 | 1-4 | | |
| 20913 | | | APT 2 | | CBN | R | | | | | | | | 580 | | 581 | | | |
| 21913 | | | APT 3 | | CBN | R | | | | | | | | 580 | | 581 | | | |
| 22928 | | | APT 4 | | CBN | R | | | | | | | | 580 | | 561 | | | |
| 23924 | | | | | OTH | R | | | | | | | | 580 | | | | | |
| 24912 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 25900 | | WARREN BLVD | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 26204 | | | | | OTH | R | | | 1 | | | | | 580 | | | 1-4 | | |
| 27306 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 28208 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 29207 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 30405 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 31203 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 32892 | | E 2ND AVE | | | OTH | R | | | 1 | | | | | 580 | | | | | |
| 33884 | | | | | OTH | R | | | 1 | | | | | 580 | | | | | |

**KEY ITEMS FOR RURAL/HIGHWAY CONTRACT ROUTE LISTING REPORT UPDATES**

1. Enter all new addresses on the Route Listing Report. Include correct primary address number as well as correct spelling for street names and directionals/suffixes, enter secondary address information as well as unit number as appropriate. Also include correct **DELV TYPE** and **USG CODE** (see #6) as well as the cell size number.

2. Delete all nonexistent delivery addresses.

3. Place a **C** in the **NO STAT** (no delivery) column for:
   a. Any address that becomes vacant no later than 90 days after the vacancy occurs
   b. Any address that exists on the route but the customer receives all mail in a PO Box
   c. Any new address no yet receiving delivery

4. Place a **Y** in the **NO STAT** column for:
   a. Addresses where trailers have been removed from their pad for more than 90 days
   b. Suites/Buildings that have been consolidated into one delivery but you still want the old addresses to remain on the Route Listing Report and labels.
   c. Any address that is occupied but mail is not delivered, the customer refuses delivery, or all mail is returned to the sender.
   Note: Remove the **C** or **Y** when delivery starts/resumes for the above addresses

5. **DROPS**: For deliveries receiving mail for more than one address in a mailbox, for the address receiving delivery in the **DROP** column indicate the number of addresses delivered to the box. Code the remaining addresses with a **C** in the **NO STAT** column and a delivery type of **K** – Internal Drop Address, if the addresses are left on the Route Listing Report.
   \*\*\* Remove the number from the **DROP** column and **C** as appropriate from the **NO STAT** column and **K** from the Del Type column, if delivery is established at separate addresses.

6. Indicate the type of delivery in the **DELV TYPE** and **USG CODE** columns:

| DELV TYPE | USG CODE |
|---|---|
| **CURB** – Curbline Mail is delivered from the vehicle (other than at a CBU) | **R** = Residential Delivery |
| **CBU** – Cluster Box Unit mail is delivered to a cluster box | **RC** = Primarily residence but has a business, ex. Lawn mower repair |
| **CENT** – Central – Apartment style boxes that require an arrow key | **B** = Business Delivery |
| **OTH** – Any delivery not defined in the above three categories | **BC** = Primarily a business but has a residence/apartment using the same address To Use RC or BC usage codes, a sign or some other visible reference MUST exist at the delivery point to validate the use of the combination coding. |
| **IDA** – Internal Drop Address – Address delivered as part of a drop but represents a separate entity within the drop | |

If a business exists at a residence and no visible reference is evident, code the delivery point as a residence.

7.  If you want addresses to be recorded on the Route Listing Report but not printed on the case labels, enter an **80** in the **L/F CELL** column.

8.  For the major line of travel changes (anything which cannot be clearly indicated by drawing arrows) please use the **SEQ #** from the far left column on the Route Listing Report to indicate the correct line of travel.

9.  A **1** or other number in the **NON DOW** column indicates mail is held out of DPS through Station Inputs (WebEES) because the delivery point is closed one or more days of the week.

USPS 05-6889
SAN MATEO II
REPORT LFA2-

ZIP CODE: 59100      ROUTE: R001      BUNDLE TYPE: ONE BUNDLE

**R1

| SEQ # | PRIMARY ADDRESS | COMPLETE STREET NAME | SECY ABBR | SECY UNIT | DELV TYPE | USG CODE | NO STAT | VAC IND | ADDR SORT | L CELL | F I | S DR OP | DR NON DOW NG | CO RLY # | STR-DEF | HI-DEF | HI-EXA | FIRM UNIQ | ADDITIONAL INFO | ALTERNATE ZIP / RTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 820 | N GLENDALE ST | | | CURB | OTH | B | | | 7 | | | | | 2025 | | | 2049 | FOLGERS DIST | |
| 2 914 | | | | CURB | B | C | | | 2 | | | | | 1921 | | | | BOX 121 | |
| 3 13 | RIVERSIDE CIR | | | CURB | B | | | 1 | | | | | | 1809 | | | | | |
| 4 17 | OTH / RES / 1 CELL | | | CURB | R | Y | T | 1 | | | | | | 1809 | | | | PART OF 13 | |
| 5 21 | ADD: 19 RIVERSIDE CIR | | | CURB | R | | | 1 | | | | | | 1809 | | | | | |
| 6 23 / 26 | | | | CURB | R | | | 1 | | | | | | 1808 | 1812 | 1812 | A | | |
| 7 8 | | APT A | CENT | R | | | 1 | | | | | | 1808 | 1812 | 1812 | B DROP AT A | | |
| 8 8 | | APT B | CENT | R | C | | 1 | | | | | AL | 1808 | 1812 | 1812 | C | | |
| 9 8 | | APT C | CENT | R | | | 1 | | | | | | 1808 | 1812 | 1812 | | | |
| 10 1002 | N GLENDALE ST | STE 1 | CBU | B | | | 1 | | | | P | | 1935 | 1937 | 1937 | 1 KB DESIGNS | | |
| 11 1002 | | STE 2 | CBU | B | | | 1 | | | | | | 1935 | 1937 | 1937 | 2 TRI ACCESS | | |
| 12 1002 | | STE 3 | CBU | B | | | 1 | | | | | | 1935 | 1937 | 1937 | 3 HAIRPORT | | |
| 13 27 | MOSS LN | | | CURB | R | | | 1 | | | | | 1935 | 1937 | 1937 | | | |
| 14 25 | | | | CURB | R | | | 2 | | | | | 1807 | | | 4/7/06 | | |
| 15 39 | YELLOWSTONE AVE | | | CURB | R | | | 2 | | | | | 1810 | | | | | |
| 16 43 | | | | CURB | R | C | | 1 | | | | | 1810 | | | | MT MADE | |
| 17 45 | | | | CURB | R | | | 1 | | | | | 1810 | | | | | |
| 18 966 | CICO LN | | | CURB | R | | B | 1 | | | | | 1808 | | | | | |
| 19 964 | | | | CURB | R | | | 1 | | | | | 1808 | | | | | |
| 20 942 | | | | CURB | R | | | 1 | | | | | 1808 | | | | | |
| 21 820 | | | | CURB | R | | | 3 | | | | | 1808 | | | | EB CHEMICAL | |

MOVE
REVERSE
DELETE

---

# Quick Reference Guide – RURAL & HC ROUTES – Updating the Route Listing Report

ALWAYS USE RED
PLEASE !!!

**To ADD** a delivery point, draw an arrow where the delivery will be inserted, include all necessary column information. For multiple adds, use the add sheet in the Edit Book.

**To DELETE** a delivery point, draw a line through the entire address and write DELETE.

**To CHANGE** any item, draw a line through just the item (do not obliterate) and write the correction next to it.

**To REVERSE** delivery points, draw a bracket next to the addresses and print REVERSE.

**To MOVE** delivery points, draw a line around the address(es) to move and continue a line between the correct addresses to insert. Complete by writing MOVE. For complex moves, draw a line around the address(es) to move and indicate the line number that they should follow. Then draw an arrow after the target address and indicate which line numbers are to be inserted. *DO NOT use "ADD" and "DELETE" to MOVE* addresses. Use the Line of Travel Worksheet for difficult or multiple moves.

**VERIFY and UPDATE DELIVERY POINT ATTRIBUTES** - To update, insert the correct information in the blank space or draw a red line through the incorrect information and insert the correct information.

**DELV TYPE** – OTH=Other, CENT=Centralized, CBU=NBU/NDCBU/CBU, CURB=Curbline.

**USG CODE** – R = Residential, B = Business.

**NO STAT** - Enter Y=No Stat to indicate known addresses that have never received delivery or delivery points which have had a status change such as absorbed by another address, converted to storage, vacant lot, etc. Enter C=No Stat to indicate delivery points vacant over 90 days. PO Box throwback records and records that are part of a drop.

**ADDR SORT** - Enter T to indicate ALL mail is delivered to a PO Box and NO mail is delivered to the street. Used in conjunction with the C No Stat indicator. PO Box information should be included in the Additional Info column.

*In all cases, if you are not sure how to update the Route Listing Report (Edit Book), CLEARLY write out the situation!!*

*Refer to the Edit Book for detailed information.*

## C2    Secondary Unit Designators

| Description | Approved Abbreviation |
|---|---|
| Apartment | APT |
| Basement | BSMT** |
| Blank, unable to determine* | |
| Building | BLDG |
| Department | DEPT |
| Floor | FL |
| Front | FRNT** |
| Hanger | HNGR |
| Key | KEY |
| Lobby | LBBY** |
| Lot | LOT |
| Lower | LOWR** |
| Office | OFC** |
| Penthouse | PH** |
| Pier | PIER |
| Rear | REAR** |
| Room | RM |
| Side | SIDE** |
| Slip | SLIP |
| Space | SPC |
| Stop | STOP |
| Suite | STE |
| Trailer | TRLR |
| Unit | UNIT |
| Upper | UPPR** |

Requires the poundsign (#) to be used on the mailpiece.
Does not require a Secondary RANGE to follow.

March 23, 2004

DISTRICT MANAGERS

SUBJECT: Use of Edit Books on Rural Routes

In January 1997 a memorandum was sent to all district managers concerning the use of Edit Books on rural routes. This memorandum included revisions to Handbook PO-603 and a series of questions and answers addressing rural carrier concerns regarding use of the Edit Book and the CLASS labels.

Attached are revisions to those questions and answers. These have been revised following consultation between the Postal Service and the National Rural Letter Carriers' Association. Several questions have been deleted because they no longer apply to the Edit Book process and many answers remain unchanged. Questions concerning the use of "B", "N", and "V" codes have been placed first, as these seem to be causing the greatest concern among rural carriers.

If you have any questions concerning this matter, please contact Robert West at (202) 268-3551 or Cathy Perron at (202) 268-4130.

Philip F. Knoll, Jr.
Acting Manager
Delivery Support

Attachment

cc: Managers, Delivery Programs Support (Areas)

# RURAL ROUTE EDIT BOOK

**1. When is "B" (for P.O. Box), "N" (for non-delivery) and "V" (for vacant) used in the 1621 code block for rural routes?**

Customers residing along a rural route line of travel who receive P.O. Box delivery in lieu of rural delivery are not included in the rural box count and their residence is not recorded on the edit sheet with a "B" code. Therefore, the "B" code is not utilized on rural routes. Addresses that are on the route line of travel but not delivered, such as local P.O. Box customers, shall be recorded as code "N". However, deliveries recorded with an "N" will appear on both the edit sheet and case labels. To suppress the address from the carrier case labels, the use of cell sizes with the following standards will cause the address not to print on the labels, but will be retained on the edit sheet.

- 80-vacant addresses
- 81-PO Box throwbacks
- 82-internal addresses (gated communities)
- 83-future deliveries

All of the 80+ entries to the cell size field will appear with a pound sign (#) in cell size on edit sheets.

Because the use of a "V" code signifies a vacant address and these addresses are not recorded in rural delivery until the vacancy is in excess of 90 days, the "V" code will not be used on rural routes. Once the vacancy is in excess of 90 days, the "N" code would be recorded and the 80 cell size noted, maintaining the address on the edit sheet, but not on the case label.

**2. Will carriers be required to have non-delivery locations; i.e., a permanently vacant house, people who have post office boxes, etc., included in the Edit Books and listed on the case labels?**

While it is desirable to have all addresses on a rural route line of travel included in the Edit Book, there is no requirement for these addresses to appear on the case labels. As stated in the answer to question 1 above, addresses that exist on the rural route line of travel but are not delivered by the carrier must be coded with an "N" in the 1621 column. Use of the appropriate 80 entry in the cell size field will keep this address from appearing on the case label. In those instances where the carrier is required to complete a review of the Edit Book and record all non-delivery locations, compensation will be provided in the form of auxiliary assistance or by utilizing Form 8127.

**3. When the Edit Book is returned to the delivery unit, is it to be kept at the carrier's case so that changes can be entered daily?**

Yes. The Edit Book is normally kept at the carrier's case for easy access. The Edit Book does not have to be specially secured within a post office however, they may only be removed from the office for official business use such as maintenance, route inspections, etc. The edit sheets within the Edit Book may not be duplicated except for purposes authorized by management.

**4. Can rural carriers cut and write on CLASS case labels?**

Rural carriers who utilize the customer name to assist them in casing the mail may write the customer name(s) on CLASS labels. To ensure easy access to the CLASS labels, rural routes are not required to utilize the plastic label guards which restrict access to the labels limiting their ability to write new addresses or customer names on the labels. However, if the new self-adhesive labels are utilized these must be placed on the outside of the plastic label guard. Cutting of labels is generally prohibited unless the carrier casing equipment being used will not accommodate CLASS labels (case ledges/separations do not conform to Address Management Service office product capability) or the case requires new labels immediately and cutting is the only solution to have the labels in proper order or sequence. Carriers concerned about cutting labels may do so where multiple addresses are being added and labels must be shifted to allow for the new deliveries to be placed in the appropriate location on the line of travel. Care should be taken to ensure blank spaces are left where new deliveries have a potential to be added in the near term and to minimize the need to cut labels.

**5. Are rural carriers going to be required to complete the "Add Sheet" in the Edit Book?**

No. The carrier will normally not be required to complete the Add Sheet. The Add Sheet is usually utilized when large groups of new deliveries are added to the route all at once. As an example, a manager may want to add an apartment project to a route but will flag the new deliveries with an "N" code until such time as the carrier reports the customers are moving in. There is also a Line of Travel (LOT) Worksheet that is intended to be used for route adjustments and carrier line of travel changes. This information is normally completed by the manager or a designated individual. Rural carriers will write new delivery information on the Maintenance Worksheet during those periods that the Edit Book is at the AMS unit, being input and having new labels generated. However, if carriers are required to complete the Add Sheet, appropriate compensation for this type of work must be provided at the time it occurs. This compensation could be in the form of auxiliary assistance or by utilizing Form 8127.

**6. Are carriers required to make corrections on edit sheets for changes due to route adjustments?**

No. Carriers will normally not make edit sheet changes associated with route adjustments. This is a management responsibility. If carriers are required to make route adjustment changes on the edit sheets, appropriate compensation for this type of work must be provided at the time it occurs. This compensation could be in the form of auxiliary assistance or by utilizing Form 8127.

**7. Who is responsible for making changes (and maps) because of a new street on the route?**

Management is responsible for making these changes. If carriers are required to make map changes, appropriate compensation for this type of work must be provided at the time it occurs. This compensation could be in the form of auxiliary assistance or by utilizing Form 8127.

**8. Will names be printed on CLASS labels if they were included in the additional information block?**

Only carriers that ordered customer names with their initial CLASS label order will have the names printed on their labels by address management. Names will not be added at a later date unless management determines that it is necessary to include a name(s) on the label for clarification purposes for a specific individual address or group of addresses. Names may be discontinued from the labels when the carrier initially ordering names leaves the route. Carriers not eligible for pre-printed names on the CLASS labels may hand write names on the labels or use some form of stick-on label applied to the CLASS labels to annotate the names.

**9. By what means will a record of additions or deletions of deliveries be kept?**

Carriers will record box additions and deletions on the edit sheets included in the Edit Book. When the Edit Book is submitted to Address Management Systems (AMS) for maintenance, carriers will record box additions, deletions and changes on the Maintenance Worksheet. This sheet may be contained in the Edit Book and must be taken out and kept at the carrier case when the Edit Book has been submitted for revision. When the new Edit Book is received, carriers will copy all changes from the Maintenance Worksheet onto the new edit sheets in the Edit Book. Copies of the Route Summary Pages may be kept to ensure that changes in the number of boxes on the route are properly recorded on the front of PS Form 4240, Rural Carrier Time Sheet, and submitted on PS Form 4003, Official Rural Route Description. The average weekly time associated with additional work required for all forms contained in the Edit Book will be built into the route evaluation to ensure appropriate compensation. While Edit Book work may not be performed during the mail count period, an average weekly time associated with the additional work required will be recorded as appropriate.

**10. Does completing the edit sheets only apply to routes receiving automated mail?**

No. The Edit Book process and edit sheets will be used on all rural routes.

**11. Because red ink is supposed to be used on edit sheets, will pens be provided?**

Annotations made to the edit sheets should be made in red ink. Red ink is suggested because it is more noticeable to the persons inputting the data. If necessary, other colors may be used. However, these colors should contrast with the black print on the white pages of the edit sheets. Red pens will be provided wherever Edit Books are in use. Carriers are not responsible for providing red pens.

**12. Are there any plans to use the edit sheets to trigger an interim adjustment?**

No. The address management database does not interface with the route information data base used for payroll purposes.

**13. Is there an understanding that management must return the edit sheets, new labels, summary sheets, etc. in a timely manner and in the order submitted?**

Yes. Management expects to be able to process most Edit Books in approximately 15 days. Each Edit Book contains a tracking sheet which will show when a book was submitted to AMS and when it was returned. Books will generally be processed in order of receipt unless a special change is required in a particular office/zone which would cause that office to be expedited.

**14. If not returned in a timely manner, will the carrier be compensated for any extra work required by the delay in management's action?**

While the Edit Book is away being processed, carriers will track changes on the Maintenance Sheet. If the books are processed in a timely manner, a minimal number of addresses should be on these add/delete sheets and the transfer of this data to the new edit sheet and the new case labels should be minimal. If processing has been delayed so long that the new labels and new edit sheets would require extensive reworking to make them usable, then compensation for the carriers' additional efforts should be provided. This compensation could be in the form of auxiliary assistance or by utilizing Form 8127.

**15. What criteria would management normally use to determine to have the carrier do the edit sheets on an as needed basis?**

Normally Edit Book submission for the purpose of incorporating edit sheet changes should be made at the time the change occurs. It is expected that when a new address(es) is recorded it should be submitted at least on a monthly basis. More frequent submissions might be necessary where delivery additions and deletions are extensive.

**16. Will management be allowed to have carriers review the edit sheets each week?**

Weekly review of edit sheets will not be required where the carrier properly maintains the Edit Book and appropriate worksheets.

**17. How will carriers be compensated for reviewing the edit sheets?**

An average weekly time required for the Edit Book and associated worksheet additions, deletions and reviews will be included in Column R time for the route during the mail count.

**18. What is the summary or history sheet?**

The route History sheet is actually the Route Summary Sheet, which is usually included as the last page of the edit sheet for a route. The Route Summary Sheet includes the most current route data as reflected by the edit sheet, at the time it is returned to that office.

# Edit Book Functions Outlined

Carrier responsibilities in the use of the edit book have been outlined in several national publications to wit:

1. Entry of new addresses in correct delivery order and marking vacant deliveries appropriately are the basic duties associated with the edit book in addition to 'turning' the edit book in as necessary.
2. Changing codes as they occur.
3. Maintaining delivery order when labeling cases has always been a carrier responsibility (all carriers who work the route) though the order to replace all labels on a periodic basis is a compensable event.
4. The time associated with adding names and/or information in the remarks section is not a compensable event unless required by management nor are names required on labels.
5. The maintenance of a separate log and roster of customers is not required per PO 603.230 when street addressing is used. If required by management, this would be additional work.
6. The review of the order of the edit book is a compensable event if performed by the carrier since no such procedure existed with the former method of recording and deleting information.
7. Use of the edit book as a reference to verify PO Box delivery is not a required procedure nor is the carrier required to maintain that information.
8. Attaching the Route History to the 4240 when submitting the edit book is part of the instructions and if required by management that the carrier perform this function, a compensable event.
9. Updating the 4003 at time of submission by management is the appropriate procedure and not a carrier function.
10. Time spent doing compensable functions need be recorded as the process takes place throughout the year to insure proper credit at count.
11. Any reviews associated with the edit book at the time of submission should amount to the carrier signing the route history sheet signifying that all new deliveries and vacant deliveries have been made and that any changes to delivery order properly recorded – the last item a compensable event which need be recorded at the time in the remarks section so proper credit is given during mail count. The initial entry of a delivery as well as activating/deactivating of deliveries is compensable to the point of getting the edit book and finding the place to record the information (the balance is work that was performed on the back of the 4240).
12. The edit book is the carrier's responsibility and management is not to do the work, though, it is noted that management is to review the edit book when submitted for accuracy and changes made during that review need be discussed with the carrier at the time.

| U.S. Postal Service® **Rural Carrier Trip Report** *(See instructions for completing form on reverse)* | Post Office™, State and ZIP +4® | Guarantee Period | | Pay Period(s) | | |
|---|---|---|---|---|---|---|
| | | From | Thru | No. | From | Thru |

### Regular Carrier / Regular Relief Carrier / Regular Rural Carrier

| Regular Carrier | | Regular Relief Carrier | | Cumulative Total Work Hours | | Regular Rural Carrier | |
|---|---|---|---|---|---|---|---|
| Name | EIN | Name | EIN | | | Hours | Hundredths |
| | | | | | Beginning of PP | | |
| | | | | | Current PP | | |
| | | | | | End of PP | | |

### Official Schedule of Carrier / Actual Number

| Reports | Leaves | Returns | Ends | Regular Boxes | Central Boxes | Stops | Auth Dism Del | Families | Businesses |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

### DELIVERY DATA

| Route No. | Length *(Miles)* | Classification | Weekly Route Standard Hrs./Mins. | Weekly Hours *(Evaluated)* | Daily Hours *(Evaluated)* | Boxes Vacant Over 90 Days |
|---|---|---|---|---|---|---|
| | | ☐ "L"  ☐ M  ☐ J  ☐ Aux  ☐ Non "L"  ☐ H  ☐ K | | | | |

| | Residential | | | | Business | | | | Det Box/ NPU |
|---|---|---|---|---|---|---|---|---|---|
| | Other | Curb | NDCBU | Other Central | Other | Curb | NDCBU | Other Central | |
| | | | | | | | | | |

**REMARKS** *(Explain any failure to serve the entire route; include miles actually served. Also, state cause for any deviation from schedule. If regular carrier was absent, give name of relief. If more space is needed, use reverse of this form.)*

### Carrier's Daily Time Record / Management Daily and Weekly Verifications

| Day of Week | Date | Rptd. at Post Office | Left Office to Serve Route | Rtnd. to Post Office | Comp. Work at Post Office | Lunch Period Actual Time | Total Actual Daily Hours and Hundredths (Less Lunch) Regular | Total Actual Daily Hours and Hundredths (Less Lunch) Relief | Daily Overtime | Regular Carrier Weekly Work Hours | Relief Carrier Weekly Work Hours | Initials of Manager Verifying Entries |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| **P/P Week 1** Sat. | | | | | | | | | | | | |
| Mon. | | | | | | | | | | Weekly Overtime | | |
| Tues. | | | | | | | | | | | | |
| Wed. | | | | | | | | | | | | |
| Thur. | | | | | | | | | | Week 1 | Week 1 | |
| Fri. | | | | | | | | | | | | |
| **Week 2** Sat. | | | | | | | | | | | | |
| Mon. | | | | | | | | | | Weekly Overtime | | |
| Tues. | | | | | | | | | | | | |
| Wed. | | | | | | | | | | | | |
| Thur. | | | | | | | | | | Week 2 | Week 2 | |
| Fri. | | | | | | | | | | | | |
| **P/P Week 1** Sat. | | | | | | | | | | | | |
| Mon. | | | | | | | | | | Weekly Overtime | | |
| Tues. | | | | | | | | | | | | |
| Wed. | | | | | | | | | | | | |
| Thur. | | | | | | | | | | Week 1 | Week 1 | |
| Fri. | | | | | | | | | | | | |
| **Week 2** Sat. | | | | | | | | | | | | |
| Mon. | | | | | | | | | | Weekly Overtime | | |
| Tues. | | | | | | | | | | | | |
| Wed. | | | | | | | | | | | | |
| Thur. | | | | | | | | | | Week 2 | Week 2 | |
| Fri. | | | | | | | | | | | | |

I certify that this report is correct, and that entries have been made promptly daily.

I certify that all entries have been completed and verified.

| Carrier's Signature | Date *(MM/DD/YYYY)* | Postmaster or Designated Supervisor's Signature | Date *(MM/DD/YYYY)* |
|---|---|---|---|
| | | | |

# INSTRUCTIONS

All entries shall be in ink.  Complete one copy and retain at Post Office™.

**Postmaster or Designated Supervisor shall:**

- Complete all information blocks on the upper portion of the form.
- Complete Columns 7-12 on a daily or weekly basis, as appropriate.
- See that the carrier makes appropriate entries for each delivery trip in columns 1-6 and the REMARKS column.
- Determine total actual daily workhours and minutes and, using USPS® Notice 30, Conversion Table, or facsimile, convert this time to hours and hundreths and enter the time in Columns 7-8.  Entries in Columns 9-11 must also be shown in hours and hundreths.
- Record the CUMULATIVE TOTALS for actual hours worked by the regular carrier for the 52-week guarantee period (as specified in the Agreement), and not on the basis of calendar or fiscal year.
- Record daily overtime for all actual time worked in excess of 12 hours a day or 8 hours a day, whichever is appropriate (National Agreement).  Authorized overtime hours worked during prescribed Christmas period shall be identified by circling the entry in column 9.
- Record weekly overtime for all hours and hundreths worked in excess of 56 or 40 in a week, whichever is appropriate (National Agreement), in the open blocks in Columns 10 and 11.
- Enter A/L, S/L, etc., in Column 7 when the regular carrier is on annual leave, sick leave, etc., enter hours worked each day by the relief carrier in Column 8.
- Submit amended PS Form 4003 if unnecessary travel can be eliminated or when otherwise required.
- During the pay period, if a sufficient number of boxes are added to or subtracted from the route to trigger a change in the route's evaluation, adjust the carrier's compensation as required in Article 9 2.C.10.
- Close out the PS Form 4240 and begin a new sheet of the Guarantee Period.

**Carrier Shall:**

- Make daily entries in Columns 1-6 and the REMARKS column.
- If additional space is required for REMARKS, use the ADDITIONAL INFORMATION space below; precede remarks by date(s) where appropriate.
- Record information regarding the changes (increase or decrease) in the number of boxes, stops, families, official route miles, etc., in the space below as the changes occur.

| Names of Post Offices Supplied by Locked Pouch: | | |
|---|---|---|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Use this information to update "DELIVERY DATA" when the next PS Form 4240 is prepared.

| Date | Boxes/Stops (+) or (-) | Box #, Street Address, Apt./Suite # and Customer's Name | Residential | | | | Business | | | | Det Box/ NPU |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Other | Curb | NDCBU | Other Central | Other | Curb | NDCBU | Other Central | |
| | | | | | | | | | | | |
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Additional Information: