

Rural Carrier Guide to Edit Book Maintenance

Edit Book Maintenance is essential for:

- **Capturing New Deliveries**
- **Correcting Out of Sequence Deliveries**
- **AMS Matching the 4003 – Line of Travel**
- **Managing Active & Vacant Deliveries**
- **Non-Delivery Day Customers**
- **Generating New Case Labels**

*****Must be maintained monthly – if you have no changes in a specific month, then notify your manager and they will report it to the appropriate department.**

AMS Route Summary Page (This will accompany new edit sheets)

Case Equipment									
Case	1	2	3	4	5	6	7	8	9
Equip	144	124	144						
Mode	Lbs	Lbs	Lbs						
Shelves	6	6	6						
Cells	240	240	240						
Totals									
Lbs = 720 Both = 0 Flats = 0									

Allocated Case Cells								
Row	1	2	3	4	5	6	7	Total
Letter	119	118	119	118	118	98	0	690
Flat	0	0	0	0	0	0	0	0
3982/CFPS	1	1	1	1	1	11	0	16
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	1	0	1	1	0	0	3
Used	120	120	120	120	120	109	0	709
Unassigned	0	0	0	0	0	11	0	11
Available	120	120	120	120	120	120	0	720
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

(Del/Pt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next Del/Pt at the end of the case)

(All other blank cells)

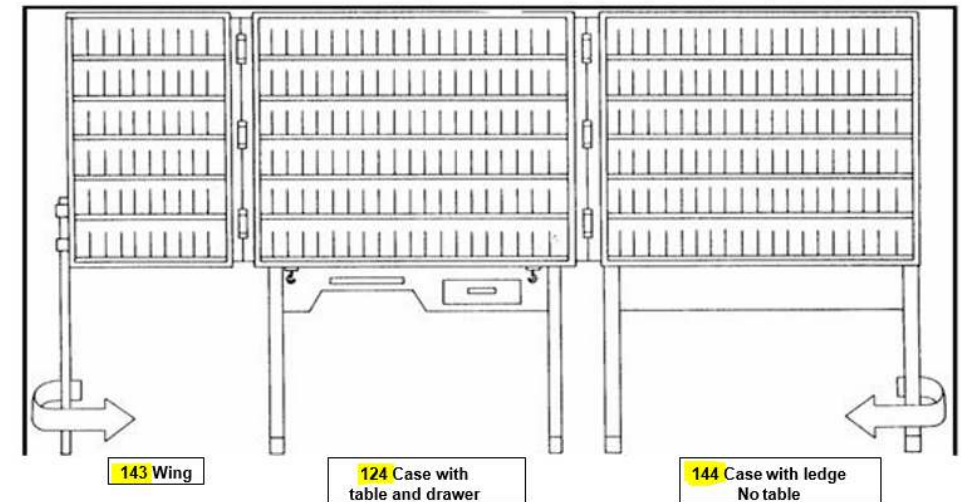
(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)

1621 Type	--RESIDENTIAL--				-RES- TOTAL	--BUSINESS--				-BUS- TOTAL	--PO BOX--		TOTAL
	1 OTHER	2 CURB	3 CBU	4 CENT		5 OTHER	6 CURB	7 CBU	8 CENT		9 RES	10 BUS	
Possible Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active w/Drops	0	607	0	0	607	0	4	0	0	4	0	0	611

Drop Stops = 14 NoStops = 106 Vacancies = 0 PO Box Throwbacks = 0 Inbound = 0 Outbound = 0 Seasonal Deliveries = 0

Case Equipment Section:

- Verify your casing equipment configuration is correct by making sure it has the right number of pieces, and that they are in the right order. Shelving is normally set at either 4, 5 or 6 shelves. *****This is essential to case labels printing correctly and will significantly reduce time spent on cutting and taping new labels*****



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Insufficient	0	1	0	1	1	0	0	3
Used	120	120	120	120	120	109	0	709
Unassigned	0	0	0	0	0	11	0	11
Available	120	120	120	120	120	120	0	720
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

(DelPl Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPl at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)

Delivery Counts By 1621 Type													
1621 Type	--RESIDENTIAL--				-RES- TOTAL	--BUSINESS--				-BUS- TOTAL	--PO BOX--		TOTAL
	1 OTHER	2 CURB	3 CBU	4 CENT		5 OTHER	6 CURB	7 CBU	8 CENT		9 RES	10 BUS	
Possible Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active w/Drops	0	607	0	0	607	0	4	0	0	4	0	0	611

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Allocated Case Cells Section:

- Displays the cell utilization per shelf. Each full shelf has 40 cells and the wing shelf has 20 cells, so depending on the equipment and number of shelves, the Total Available will vary.
- Each shelf should have the 1st cell designated for the COARS/ 3982 Labels.
- 10 cells are reserved at the end for CFS.

Delivery Count Section:

- This section provides a summary of Active Deliveries, and they are split several ways. It will show Residential vs. Business deliveries, and then the 4 types for each.
- The 4 types are Curb, CBU, Cent and Other (More information on following pages).
- ***Active Delivery Total from this Summary Page must match the 4003 to ensure your **evaluation and salary** is correct. Submitting changes for your edit book is only half of the process, the 4003 **must be submitted** to generate a new 4241-A***.

ZIP CODE: 12589

ROUTE: R003

BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELL	S I	DR OP	NDD SMTWHS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE	
**R1																				
1 8		BEL AIR DR	APT	2	CURB	R				1							8901	MARTINES		
2 8			APT	1	CURB	R				2							8901	CAMPBELL/VANSPANJE		
3 7			APT	2	CURB	R				1							8900	CORBETT/STROUD		
4 7			APT	1	CURB	R				1							8900	KEYER		
5 6			APT	2	CURB	R				2							8901	CARRON/HYLAND/LANE		
6 6			APT	1	CURB	R				1							8901	ROLLMAN		
7 5			APT	2	CURB	R				1							8900	VILLAFANE		
8 5			APT	1	CURB	R				1							8900	MORETTI/FUOCO		
9 2			APT	2	CURB	R				1							8901	GRANIER		
10 2			APT	1	CURB	R				1							8901	WOODRUFF		
11 1			APT	2	CURB	R				1							8900	RIVERA/SHELTON		
12 1			APT	1	CURB	R				1							8900	ACKER/MATOS		
13 931		ORCHARD DR			CURB	R				1							2994	ROGERS		
14 304		NEW HURLEY RD			CURB	R				1				19			4136	VAZQUES		
15 312					CURB	R				2							4136	FRIEDLE		
16 316					CURB	R		C		1							4136			
17 315					CURB	R				2							4104	GUERCIO/LAST STOP LIGHT		
18 317					CURB	R		C									4104			
19 335					CURB	R				1							4104	GLEMBOCKI/STONE		
20 401					CURB	R		C									4138			
21 24		KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER		
22 30					CURB	R				2							4102	BOCCANFUSO/SUMMERFORD		
23 48					CURB	R				2							4102	DONOHUE/CLAVIN		
24 56					CURB	R				2							4102	VANDUSER C		
25 60					CURB	R				1							4102	ATKINS		
26 70					CURB	R				1							4102	QUICKSELL		
27 74					CURB	R				1							4102	PELO/CAMM		
28 80					CURB	R		C		#							4102			
29 82					CURB	R				1							4102	GUFLE/CHIMG		
30 84					CURB	R				1							4102	WASHER/FELDMAN		
31 104					CURB	R				1							4142	HENRY/PETROCELL		

Delivery Type Section:

- Please verify that your deliveries are coded correctly. There are 4 possible choices:
 - CURB** – Traditional Mailbox that you would drive up to.
 - OTHER** – A delivery that is a dismount and the mail is brought inside, such as a school or business.
 - CBU** – CBUs that are posted on a pedestal.
 - CENT** – CBUs that are recessed into a wall.

ZIP CODE: 12589 ROUTE: R003 BUNDLE TYPE: ONE BUNDLE

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	2 8		APT	1	CURB	R				2							8901	CAMPBELL/VANSPANJE	
	3 7		APT	2	CURB	R				1							8900	CORBETT/STROUD	
	4 7		APT	1	CURB	R				1							8900	KEYER	
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	6 6		APT	1	CURB	R				1							8901	ROLLMAN	
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	16 316				CURB	R	C			1							4136		
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	18 317				CURB	R	C										4104		
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	23 48				CURB	R				2							4102	DONOHUE/CLAVIN	
	24 56				CURB	R				2							4102	VANDUSER C	
	25 60				CURB	R				1							4102	ATKINS	
	26 70				CURB	R				1							4102	QUICKSELL	
	27 74				CURB	R				1							4102	PELO/CAMM	
	28 80				CURB	R	C			#							4102		
	29 82				CURB	R				1							4102	GUFLE/CHIMG	
	30 84				CURB	R				1							4102	WASHER/FELDMAN	
	31 104				CURB	R				1							4142	HENRY/PETROCELL	

Usage Code Section:

- Please verify that your deliveries are coded correctly. There are 2 possible choices:

- R** – Residential
- B** – Business.

No Stat Section:

- Please verify that your deliveries are coded correctly.
- Blank** – Stat/Occupied
 - C** – CDS/Vacant over 90 days (Only for Rural).
 - Y** – Same as a C, but meant for City Delivery.
- ***C or Y, delivery is not counted towards active box counts***.

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Vacant Indicator Section:
 Should be blank, only for City Delivery.

Seasonal Indicator Section:
 Should be blank, except for 3 offices with Seasonal Delivery (12533, 12701 and 12788).

Drop Section:

- Will be blank in most scenarios, but indicates that there is a 2nd or 3rd family at the address.
- Example: Drop 2 is a home with 1 mailbox, but has 2 families. This will notify mailers to increase your Box Holders by 1, so the address would get a 2nd Red Plum.

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ROUTE: R003

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Non-Delivery Day Section:

- Each day of the week is a choice. The mail we be pulled from the DPS on the designated day.
- Just write in the day of the week to have the mail pulled from the DPS.
- Not for holds, only Businesses that are closed on the same day every week.
- Examples:
 - 1) **S** – Saturday could be a business or school.
 - 2) **F** – Friday could be a Town Hall that is either closed or closes before the carrier would arrive.

ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
	8901	MARTINES	
	8901	CAMPBELL/VANSPANJE	
	8900	CORBETT/STROUD	
	8900	KEYER	
	8901	CARRON/HYLAND/LANE	
	8901	ROLLMAN	
	8900	VILLAFANE	
	8900	MORETTI/FUOCO	
	8901	GRANIER	
	8901	WOODRUFF	
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	4102	PELO/CAMM	
	4102		
	4102	GUFLE/CHING	
	4102	WASHER/FELDMAN	
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Address Marker Section:

- 1) **H** – Approved Hardship. It should also be listed on the route’s dismount worksheet and renewed each year. Local management must submit Hardship forms to Operations.
- 2) **DNA** – Door Not Accessible.
- 3) **NSL** – No Secure Location.

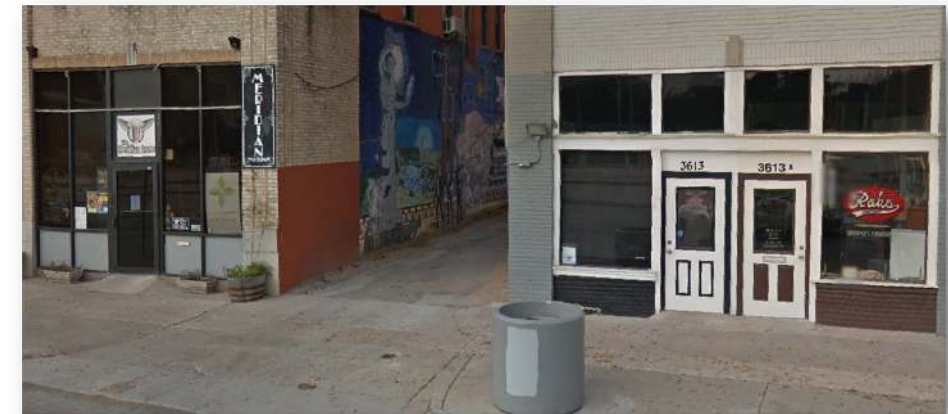
Door Not Accessible:

- Addresses where we cannot knock on a door to deliver.
- Situation where we cannot physically get to the residence/building
- Driveways exceeding .5 mile rule
- Gated residence



No Secure Location:

- We can access the door but we will not leave a package due to security concerns



ZIP CODE: 12589

ROUTE: R003

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Additional Info Section:

- This is where you would update the customer's name that would display on the case labels.
- Space is limited, so prioritize which names to list.
- Updated case labels are a great resource for the newer RCAs.

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ROUTE: R003

BUNDLE TYPE: ONE BUNDLE

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4 7			APT	1	CURB	R				1								8900	KEYER	
5 6			APT	2	CURB	R				2								8901	CARRON/HYLAND/LANE	
6 6			APT	1	CURB	R				1								8901	ROLLMAN	
7 5			APT	2	CURB	R				1								8900	VILLAFANE	
8 5			APT	1	CURB	R				1								8900	MORETTI/FUOCO	
9 2			APT	2	CURB	R				1								8901	GRANIER	
10 2			APT	1	CURB	R				1								8901	WOODRUFF	
11 1			APT	2	CURB	R				1								8900	RIVERA/SHELTON	
12 1			APT	1	CURB	R				1								8900	ACKER/MATOS	
13 931		ORCHARD DR			CURB	R				1								2994	ROGERS	
14 304		NEW HURLEY RD			CURB	R				1					19			4136	VAZQUES	
15 312					CURB	R				2								4136	FRIEDLE	
16 316					CURB	R		C		1								4136		
17 315					CURB	R				2				2				4104	GUERCIO/LAST STOP LIGHT	
18 317					CURB	R		C										4104		
19 335					CURB	R				1								4104	GLEMBOCKI/STONE	
20 401					CURB	R		C										4138		
21 24		KINGSVIEW RD			CURB	R				2								4102	OBRIEN/VADUSER	
22 30					CURB	R				2								4102	BOCCANFUSO/SUMMERFORD	
23 48					CURB	R				2								4102	DONOHUE/CLAVIN	
24 56					CURB	R				2								4102	VANDUSER C	
25 60					CURB	R				1								4102	ATKINS	
26 70					CURB	R				1								4102	QUICKSELL	
27 74					CURB	R				1								4102	PELO/CAMM	
28 80					CURB	R		C		#								4102		
29 82					CURB	R				1								4102	GUFLE/CHING	
30 84					CURB	R				1								4102	WASHER/FELDMAN	
31 104					CURB	R				1								4142	HENRY/PETROCELL	

Cell Size Section:

- Most address are either a Cell 1 or 2 for spacing, and can be more or less based on the specific route, volume and space in the office.
- Make sure every delivery point has a designated cell size.
- To the left, you can see 335 and 401 New Hurley Rd with a box around their information. 401 New Hurley Rd is blank for the cell size and will have a 0 in the program. When a delivery point has a 0, it will merge with the previous address. *The label will print as 335-401.*

ZIP CODE: 12589 ROUTE: R003 BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECV ABBR	SECV UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDS SORT	L CELL
**R1										
18		BEL AIR DR	APT	2	CURB	R				1
28			APT	1	CURB	R				2
37			APT	2	CURB	R				1
47			APT	1	CURB	R				1
56			APT	2	CURB	R				2
66			APT	1	CURB	R				1
75			APT	2	CURB	R				1
85			APT	1	CURB	R				1
92			APT	2	CURB	R				1
102			APT	1	CURB	R				1
111			APT	2	CURB	R				1
121			APT	1	CURB	R				1
13931		ORCHARD DR			CURB	R				1
14304		NEW HURLEY RD.			CURB	R				1
15312					CURB	R				2
16316					CURB	R		C		1
17315					CURB	R				2
18317					CURB	R		C		
19335					CURB	R				1
20401					CURB	R		C		
2124		KINGSVIEW RD			CURB	R				2
2230					CURB	R				2
2348					CURB	R				2
2456					CURB	R				2
2560					CURB	R				1
2670					CURB	R				1
2774					CURB	R				1
2880					CURB	R		C		#
2982					CURB	R				1
3084					CURB	R				1
31104					CURB	R				1

Additional Cell Size Info:

- 1) 80** – This designation means that the address is Vacant well over 90 days and **you do not want the address label printed.**
- 1) 81** – This designation is for street customers that have **only a PO BOX in the same office and do not receive street delivery.**
- 1) 83** – This designation is for future deliveries. An example would be a new development that is partially dedicated and the other future deliveries have already been identified by AMS & 911.
- 1) 89** - This designation is to annotate a structure that no longer exists. Example: Business may expand and purchase an adjoining lot, condemn the building and level the lot to create an additional parking lot.

Cell Sizes 80, 81, 83 & 89 will appear as a # sign on your next set of edit sheets, and **the case label for this address will not print.** This is a great way to clear out labels that had to be cut out, and will free up additional space for active customers at the same time.

IMPORTANT: This information must match to ensure your Evaluation/Salary is CORRECT!

***Updating your Edit Book is only half of the process. Once your edit book has been corrected, your manager must also submit your 4003 / Line of Travel with the updated box count changes. This will ensure you are properly evaluated and receiving the correct salary.

The 1st image is from the AMS Summary page that accompanies your edit sheets. The 2nd image is from the route's 4003 – Line of travel.

***Take the (Other+Curb) from AMS Summary = 4003 Regular Boxes. *Take (CBU+Cent) from AMS Summary = 4003 Central Boxes.**

Obviously customers are constantly moving, but in order for the 4003 to be processed, the District can only approve when the variance is 1 or less between the 2 programs. In the example below, you can see that the 71 Other + 27 Curb to the 98 Regular Boxes on the 4003. And the AMS Summary page has 515 CBUs accounted for and the 4003 has 516, which would be accepted because the total box count has a variance of 1 or less. *****If your route serves more than 1 zip code, you will have more than 1 AMS Summary page and will need to add all the boxes from each page to match the 4003 – Line of Travel*****

Delivery Counts By 1621 Type

1621 Type	--RESIDENTIAL--			4	CENT	-RES- TOTAL	--BUSINESS--			8	CENT	-BUS- TOTAL	--PO BOX--		TOTAL
	1 OTHER	2 CURB	3 CBU				5 OTHER	6 CURB	7 CBU				9 RES	10 BUS	
Possible Delv	71	27	515		0	613	0	0	0	0	0	0	0	0	613
Active Delv	71	27	515		0	613	0	0	0	0	0	0	0	0	613
Active w/Drops	71	27	515		0	613	0	0	0	0	0	0	0	0	613

Drop Stops = 0 NoStats = 20 Vacancies = 0 PO Box Throwbacks = 0 Inbound = 0 Outbound = 0 Seasonal Deliveries = 0

10/27/2018 (Seq 1)		47:22		Hardship *		Remeasured *		Seasonal Route *				
Vehicle Stops	Route Miles	Regular Boxes	Central Boxes	Weekly Dismounts	Weekly Dismount Distance	CBU NDCBU Coll Comp	Parcel Locker	Vehicle Data		Option Election	Locked Pouch	
								GOV	EMA		Total No	Avg Dly Wt
22	12.50	98	516	138	4710	32	38		X	-	0	0