



STANDARD OPERATING PROCEDURE



Sequence Mailings in a FSS Environment

PURPOSE:

The purpose of this document is to provide instructions for the proper handling of Sequenced Mailings in an FSS environment.

Sequence Mails are identified as ECRWSH (Enhanced Carrier Route Walk Sequence High-Density), ECRWSS (Enhanced Carrier Route Walk Sequence Saturation) and EDDM (Every Door Direct Mail)

Definitions

ECRWSH – More than 125 pieces but less than 95% coverage of the route

ECRWSS – More than 95% coverage of the route but not necessarily 100%

EDDM – Non-Addressed mailing. The carrier delivers one piece to every delivery

Park & Loop Routes

- Park & Loop routes are not required to carry more than 3 bundles. In an FSS environment that consists of Residual Cased Volume, DPS & FSS
- When a P & L route has a sequence mailing(s) the following process is to be followed
 - The carrier cases all residual mail
 - The first bundle of the sequence mailing is to be placed on the ledge.
 - As the carrier pulls the residual mail from the case they grab a piece of the sequence mail.
 - *If the route has multiple sequence mailing, the first bundle of each mailing is placed on the ledge.*
 - *As the carrier pulls the residual mail from the case they grab a piece of the sequence mail from each pile.*

Mounted Routes

- Mounted Routes have no limit on the number of bundles they can deliver daily
 - Collating is not needed on mounted routes.
 - Mounted routes take the sequence mailing(s) directly to the street
 - They load the mailing into the vehicle and work that mail with the residual, DPS and FSS
 - Multiple Sets
 - The carrier places the first bundle of each mailing where they have easy access. The most efficient way is to place the first bundle of each set within the residual tray, DPS tray or FSS tray.
 - As they get to the delivery point they grab a piece from each bundle and the DPS, FSS and residual

Centralized Delivery (CBU's, Apartment Buildings)

- These routes also have no limit on the number of bundles they can deliver daily
 - Collating is not needed on mounted routes
 - Mounted routes take the sequence mailing(s) directly to the street
 - At the point of delivery (CBU, Apartment) the carrier "Grabs & Go's" (take a handful. If the next piece of mail in the bundle is for the next stop they take what they have. There is no need to ensure you only have what is needed. Take extra.)

Local management must make the decision on what mail to collate based on volume. For example, if a route has 100-200 pieces of FSS and the sequence mailing consists of 400+ pieces it would be a cost savings to collate the FSS with the residual cased volume.

Under no circumstance should a sequence mail be cased in an FSS environment. FSS routes average 200 pieces of residual cased mail daily. When these routes case a sequence mailing and then pull down, you will see that the mailing that has been pulled down and is exactly as it was before the carrier cased the mail.

*EDDM are never cased. It is not possible to case EDDM. There is no address.

The above SOP is in effect immediately in all FSS zones. August 2014