

63 Route Procedures

631

Delivery of Parcel Post

- 631.1 Determine if someone is available at the address by ringing the doorbell or knocking on the door.
- 631.2 While waiting for customer to respond, scan the parcel to verify whether:
 - a. A receipt is required.
 - b. Postage due or other charges are to be collected.
 - c. A return receipt is requested.
 - d. Delivery is restricted.
 - e. The carrier release endorsement is used.
- 631.3 Prepare receipts as explained in chapters 2 and 3.
- 631.4 Obtain receipts and collect funds and data as explained in chapter 3 for special services mail. If a data collection device has been assigned to your route, see subchapter 23 for appropriate scanning procedures.
- 631.5 If the parcel cannot be delivered for any reason, follow the procedures in chapter 3.
- 631.6 Endorse the article appropriately and return it to the office.
- 631.7 See subchapter 23 for appropriate scanning procedures.

632 Relay and Collection Schedule

The relay and collection schedule lists the order in which relays are delivered to relay boxes and mail is collected from street boxes, mail chutes, and other collection points. Observe schedule and report any deviations and/or curtailments on Form 1571.

633 Delivering Relays and Collecting Mail

- 633.1 Proceed to first relay point on schedule for which there is a relay.
- 633.2 Remove empty sacks from relay boxes and deposit relay. Make certain that each box is securely locked. Fold sack with cord and fastener in the fold and stack neatly in truck.
- 633.3 Proceed with your assignment according to your instructions or schedule.
- 633.4 When a plastic collection test card has been deposited at any collection point, withdraw the plastic card from the mail during collection and hand to your designated manager on arrival at the office.

634 Delivery of First-Class to Firms

Deliver First-Class firm mail as prescribed by local instructions.