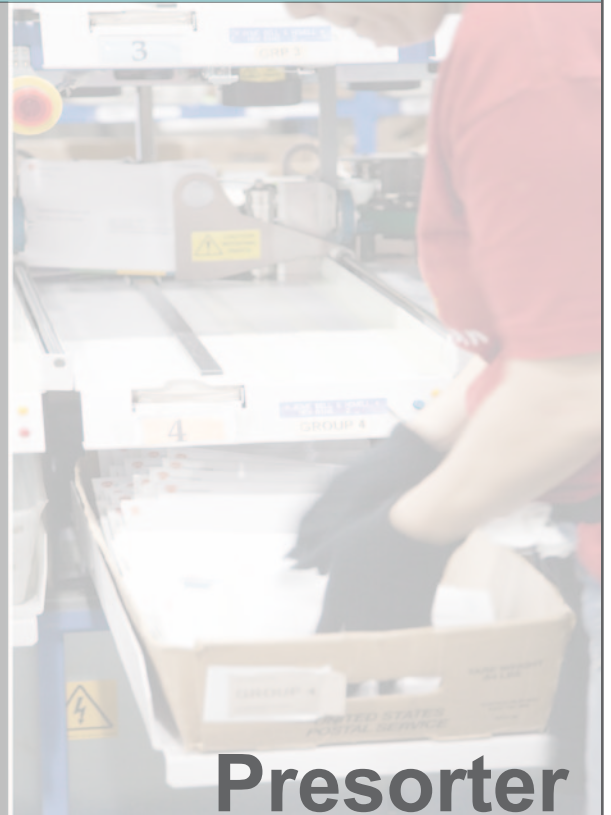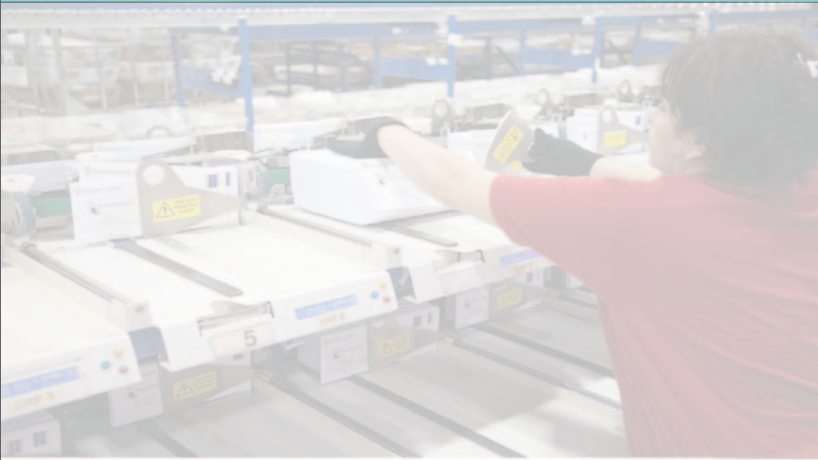# Best Practices

Presorter

Presorter Training Checklist

Objective – The objective is for the trainee to receive consistent training and hands-on experience to effectively perform their job and receive their certification, thereby improving productivity and prepare letter mailings that meet or exceed Postal Service processing standards. This checklist is to be utilized in conjunction with the Presorter Best Practices and on-the-job training.

Overview – Operating center's designated trainer will ensure that the following areas are reviewed before the Presorter trainee begins training on the production floor.

- ☐ Review Business Support Website *(Resource: Intranet)*
  - Review Presort 101 *(Resource: Presort 101 and Videos)*
  - Provide Presort Services Overview *(Resource: Presort Services Operations Overview)*
- ☐ Tour of Facility
- ☐ Review Presorter Best Practices
- ☐ Introduce job aids specific to job
- ☐ Introductions to coworkers, supervisors and managers

On-the-Job Training – The designated trainer(s) will ensure the following job functions associated with the designated shift hours are explained and effective training is completed through job shadowing with an experienced Presorter.

- ☐ Set Up
  - Restock Supplies
  - Clear Bins
  - Tray Labels **(See Job Aid)**
  - Sort Plan/Transition
- ☐ Mailing Characteristics **(See Job Aids)**
  - Return Address
  - Mailing Address
  - Meter Imprint Indicia/Permit Imprint Indicia characteristics
  - Identifier/Rate Code characteristics
  - Barcode characteristics
  - ZIP Code sprayed
  - Move Update Solutions
- ☐ Automation Compatibility
  - Critical Errors
  - Notice 67 Template/Letter-Size Mail Dimensional Standards Template **(See Job Aid)**
- ☐ Tray Label **(See Job Aids)**
  - Characteristics
  - Placement
- ☐ Mail Processing Stages

- First Pass
- Second Pass
- Mail Exchange
- ☐ Sweeping
  - Mail Orientation
  - Postage Codes **(See Job Aid)**
  - Machine Jams/Machine Problems **(See Job Aid)**
  - Barcodes **(See Job Aid)**
  - Automation vs. Machinable
  - Overflow Bin
- ☐ Final Mail Preparation
  - Tray Capacity
  - Overflow Tray
  - Mail Qualifications/150 Piece Rule **(See Job Aid)**
- ☐ Exceptions
  - Rejects
  - Out of Scheme
  - Single Piece
  - Loop Mail
- ☐ Communication
- ☐ Safety

Quality Training – During training, the designated trainer(s) will ensure the MPTQM Coordinator reviews the following topics to reinforce the importance of quality and TQM.

- ☐ TQM - Quality Assurance, Overview of Standards, TQM Board, Incentive Program (Seeking Eagles)

Follow Up

Start Date:

		One Week	One Month	90 Day Review
☐	Trainee Follow Up	☐	☐	☐
☐	Presorter Quiz Date			
☐	Certification Assessment Date			
☐	Certificate Received			☐
☐	Presorter Job Qualification Date			

*If trainee fails to meet certification/qualification requirements, consult with management.

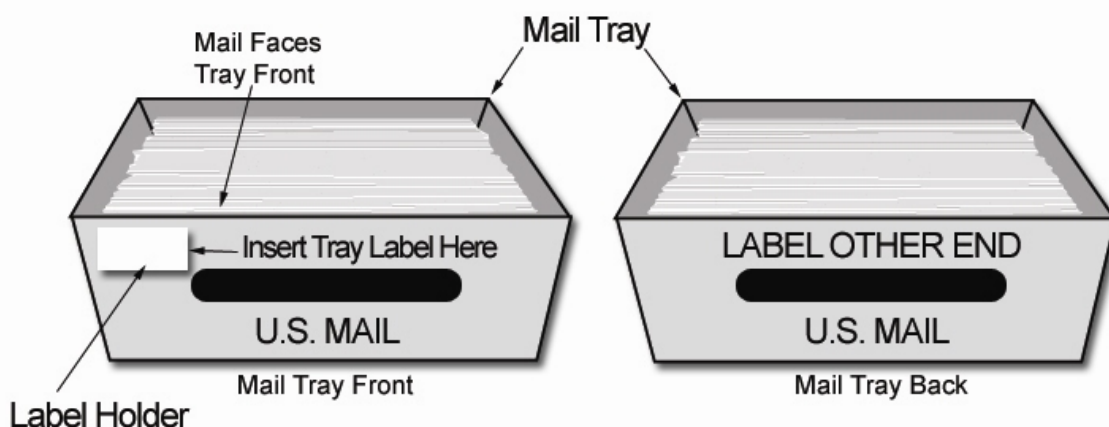|			
Employee Name	Date	Trainer's Signature	Date
Employee Signature	Date	Management Signature	Date

Best Practices - Presorter

The Presorter position fulfills a critical role in Presort Services operations. During the sweeping process it is vital that the Presorter is in compliance with the Total Quality Management (TQM) program and ensures that the quality of mail is in line with the TQM and USPS standards. By complying with the standards, the chances of producing defective mail products are significantly reduced.

Mailpieces are fed through the selected Multi-line Optical Character Reader (MLOCR) sorter. The machine's camera(s) will read the address on each mailpiece, locate the address in the machine's computer and translate it into a numeric ZIP + 4 Code; subsequently, spraying the corresponding delivery point barcode onto the mailpiece. A Presorter ensures that the mail continuously flows from the MLOCR's sorting bins to the correct mail trays.

I – Set Up

- ███
  - ███
  - ███

  - ███
  personnel.

Mail Faces Tray Front — Mail Tray — Insert Tray Label Here — U.S. MAIL — Mail Tray Front — Label Holder — LABEL OTHER END — U.S. MAIL — Mail Tray Back

II – Mail Characteristics

Mail characteristics relate to the design of a letter or mailing package such as the form (size of the envelope, use of graphics, etc.) placement of the features (return address, mailing address, etc.) and any additional markings (barcodes, identifiers, etc.). **(See Job Aids)**

- Return Address
- Mailing Address
- Meter Imprint Indicia/Permit Imprint Indicia characteristics
- Identifier/Rate Code characteristics
- Barcode characteristics
- ZIP Code sprayed
- Ancillary Services
  - Move Update Solutions

Presorted First-Class Mail Metered Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189
— Return Address

Two Dimensional Barcode
Meter ID
PRESORTED FIRST CLASS — Slug
UNITED STATES POSTAGE
PITNEY BOWES — Provider Logo / Provider Name
$00.384 — Postage Amount
02 1A
1234567890 DEC 12 2013
Device ID
MAIL FROM ZIPCODE 68127 — Licensing Post Office

Charles Customer
10110 I Street
Omaha, NE 68127-1189
— Mailing Address

Machine ID   Camera Type
I A S Z S 3 B   68127
Month Designator   Postage Code   ZIP Code

Intelligent Mail barcode must be decoded by a hand scanner.

Presorted Standard Mail Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189
— Return Address

Permit Imprint ——→
PRSRT STD
U.S. POSTAGE
PAID
OMAHA, NE
Permit No. 1234

Charles Customer
10110 I Street
Omaha, NE 68127-1189
— Mailing Address

Machine ID   Camera Type
I A S Z S P I   68127
Month Designator   Postage Code   ZIP Code

Intelligent Mail barcode must be decoded by a hand scanner.

Move Update Solutions

The Move Update Solutions that are utilized by PBPS are vendor-licensed automated systems that update

denoted with a dash (-) or an asterisk (*) in the identifier/rate code.

III – Automation Compatibility

When sweeping mail, look for discrepancies by identifying and removing defective mailpieces with any of the following characteristics which are considered critical errors:

- Unsealed, empty, or envelopes sticking together
- Physically non-mailable (size, shape, dimensions, etc. for the processing categories)
- Non-automation compatibility (barcode clear zone, windowed address location, or windows in which the full address may not be legible)*
- Mixed affixed postage rate, short paid pieces, foreign mail
- Damaged mail, mail missing postage or mail with no visible address should be placed in the return to customer area

- Improper or missing endorsement
- Illegible meter number, meter date and/or metered postage
- Mail with no barcode or double feeds (may be returned to the Machine Operator or may be placed with the rejects separated by rate)
- Mixed postage types within a job order (metered, permit imprint, precanceled)
- Unreadable or inaccurate barcodes (tilted, slanted, spotty, etc.)
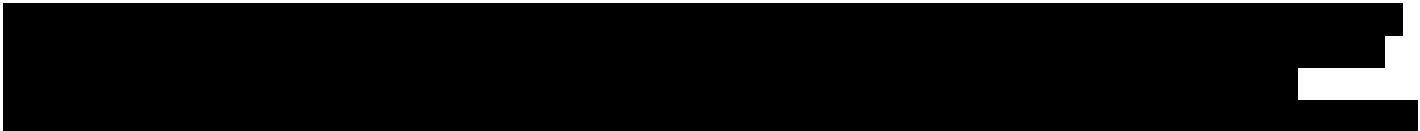
critical errors.

*The notice 67 template is used for designing card-size and letter-size mail for automated processing. **(See Job Aid)**

IV – Tray Label

To ensure proper sortation and routing by the USPS, processing mail trays through PostalOne!® or other systems require proper placement of label holder and the following: **(See Job Aid)**

- Print quality of tray label must be legible.
- All tray labels must have a barcode.
- Only one tray label per label holder on each mail tray.
- Replace damaged label holders.

FIRST-CLASS MAIL TRAY LABEL

POSTAL DESTINATION —— OMAHA NE
CONTENT IDENTIFIER —— FCM LTR 5D BC
MAILER INFORMATION —— PBPS - OMAHA NE 681   000116   68107 AUTO —— ZIP CODE
—— MAILER ID

681072421 000116 030 428771

HUMAN READABLE BARCODE INFORMATION

STANDARD MAIL TRAY LABEL

OMAHA NE
STD LTR BC 5D SCHEME
PBPS - OMAHA NE 681   000116   68117 AUTO

681175411 000116 030 428761

SECOND PASS MAIL TRAY LABEL

BIN 3

00000000030000000000000

V – Mail Processing Stages

███████

██

██████████

██
██

████████████

██
██
██
███ .
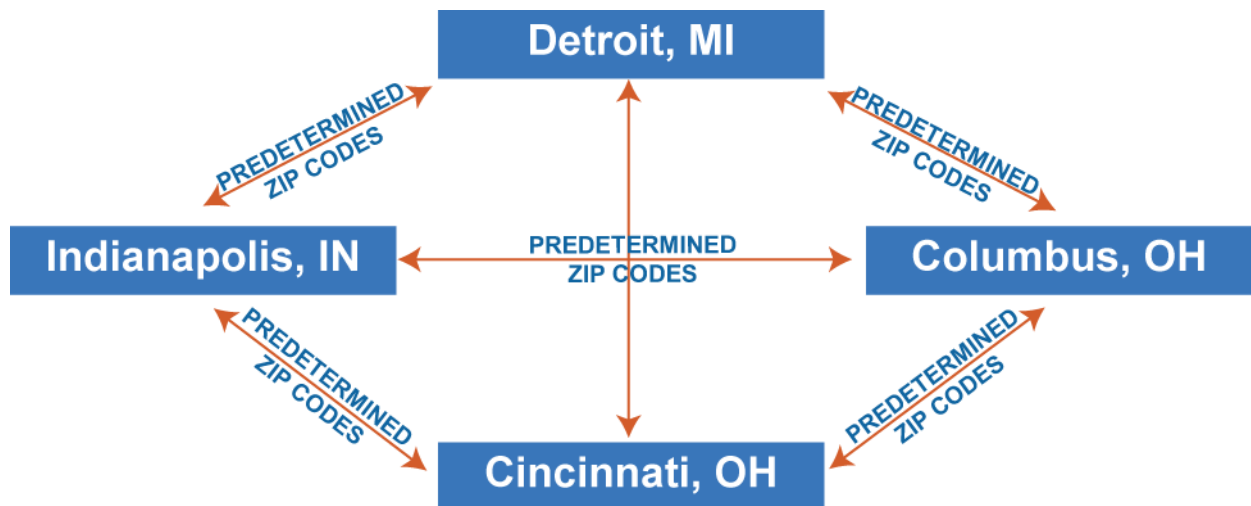
VI – Sweeping

- Carefully remove mail stack from sorter bin.
- Compare ZIP Code in mail stack with ZIP Code on the tray label prior to placing the mailpieces in the tray.

Machine Jams/Machine Problems

- No person operating the sorting machine shall start the machine until the Presorter or other employee who is working on the jam, visibly signals that it is all clear to start.
- Undamaged mail removed from a machine jam or the end bin with no barcodes must be given to the Machine Operator or placed with the corresponding First Pass rejects.
- Barcoded mail removed from jams or the end bin should be placed in the correct tray or in the resort tray so that it can be processed under the appropriate job number or no count.
- In order to prevent the machine from jamming or shutting down, sorter bins must be swept in a timely manner.
- Gently remove mailpiece jams by pulling mail backward and upward to avoid damaging the mail or the machine. **(See Job Aid)**
- Reoccurring jams in the same area could be an indicator of a more serious problem. Notify the Machine Operator.

Barcodes

- ██
- ██
- ██

Automation Mail vs. Machinable Mail

- Automation mail is mail that the MLOCR was able to obtain an 11-digit lookup. The MLOCR was able to read the entire address and assign an 11-digit delivery point barcode to that mailpiece.
- Machinable mail is mail that the MLOCR was only able to obtain a 5-digit lookup. The MLOCR was not able to read the entire address, but it was able to read a portion of the address to assign a 5-digit Routing Code (which represents only the ZIP Code).

   **Note: 11-digit and 5-digit Intelligent Mail® barcodes look the same – the only way to distinguish them is to decode them with a hand scanner.

Overflow Bin

When a sorting bin becomes filled to capacity, mail for that filled bin will be routed to a designated overflow bin. This mail must be sorted to the correct tray and/or given to the Machine Operator. The location of the overflow bin varies with the type of machine. Consult with the Machine Operator on the location of the overflow bin.

- With some sorting machines the overflow bin is referred to as the end bin.

VII – Final Mail Preparation

- Ensure that the correct tray label is used for the processed mail, e.g., First-Class or Standard Mail,
██
██
██ should be labeled with the
correct group and placed in the correct APC or designated location.

- When Second Pass has been completed, a copy of the Qualification Report, or breakdown list, will be given to each person responsible for "breaking down" 5-digit, 3-digit, AADC, and Mixed AADC mail. Mail will then be identified, trayed, and labeled as appropriate.
- Trays must be stacked neatly with the label facing forward.
- ███ to check the end bin and/or overflow bins for mailpieces.

Mail Qualifications

All automated mailpieces are sorted to one of the following mail qualification levels: 5-digit, 3-digit, AADC or Mixed AADC. Qualification levels are determined when mail processing is complete, based on the 150 piece rule. **(See Job Aid)**

- To qualify at the 5-digit level there **MUST** be 150 pieces or more per ZIP Code/scheme in a tray.
- To qualify at the 3-digit level there **MUST** be 150 pieces or more per ZIP Code/scheme in a tray.
- To qualify as an AADC in the mailing there **MUST** be 150 pieces or more per ZIP Code/scheme in a tray. (AADC-**Automated Area Distribution Center**-Postal Center that sorts mail for a large area.)

    **Note: All of the above qualification levels are optional; none are required by the USPS. However, the postage discounts achieved are based on how finely the mail is sorted – the finer the sort, the deeper the discount.

- If the mail does not qualify as a 3-digit, 5-digit, or an AADC then the mail is considered Mixed AADC, which is also referred to as Working Mail or Mixed Mail.

VIII – Exceptions

Rejects

██

- ██

- ███

- ██ into trays, requiring additional postage to be mailed at full rate. Mail with the same day's date on it may be separated and held for redate or an upgrade.
    - ██
- ████████████████████████████████████ the customer.

Out of Scheme

Out ███
████████████████████████████████ a large quantity of mail diverting to this bin, notify the Machine Operator immediately.

Single Piece

Single ███
██
████████████████████████████ of 100 must be separated with a paper divider or rubber banded for USPS verification purposes.

Loop Mail

Mail that ██
█████████████████████████████ (addressee) to whom the mail is being sent. Notify the Machine Operator if any loop mail is observed.

IX – Communication

- Alert the Machine Operator to stop processing immediately when a critical error is detected.
- Unsealed envelopes should be sealed and returned to the appropriate tray or the resort tray at the front of the machine. If there is a large number, notify the Machine Operator.
- Excessive barcoded rejects from First Pass should be brought to the Machine Operator's attention immediately.
- Notify the Machine Operator when a jam has been cleared to resume mail processing.
- Presorters are required to report any discrepancies found to a Machine Operator and/or Supervisor who will determine the magnitude of the issue and ensure that all corrective action is taken to resolve the discrepancy.
- Presorters are responsible for communicating any problems with the mail or the machine to the Machine Operator and/or Supervisor.
- Presorters should always ask for assistance if needed.
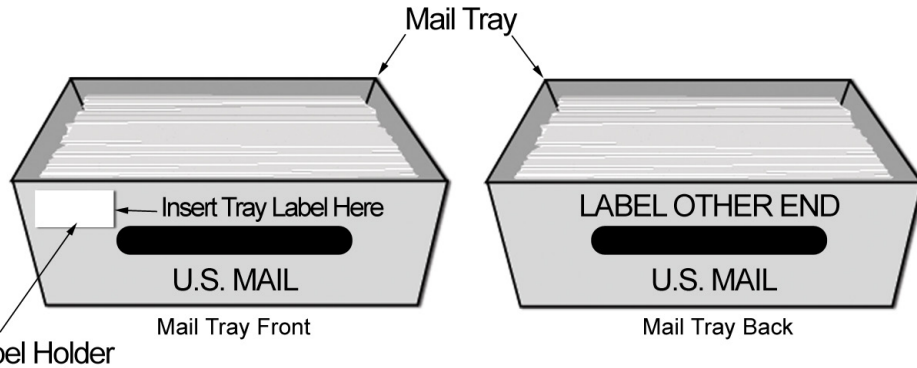
X – Safety

General Safety

- Follow all Operating Center safety guidelines.
- Proper lifting techniques **MUST** be used to prevent injuries.
- Do not wear loose jewelry or clothing that could get caught in the machines.
- Keep work areas clean of any debris.
- Unsafe behavior or improper use of equipment may result in disciplinary action.

See the Glossary for listing of terms.

Pitney Bowes — Presort Services

Labels should always be placed in a clean label holder on the upper left-hand side of the tray. The label holders should be placed horizontally (left/right), not vertically (up/down). The tray label must match the ZIP Codes on the mail in the tray.

Mail Tray

Insert Tray Label Here

Label Holder

U.S. MAIL

Mail Tray Front

LABEL OTHER END

U.S. MAIL

Mail Tray Back

GOOD TRAY LABEL

BAD TRAY LABELS

DOUBLE INSERTED

HALF INSERTED

VISIBLE MARKINGS

MISSING

WRONG SIDE

PLACE LABEL HOLDER HERE

TORN LABEL OR HOLDER

VERTICAL

10-Digit

10/24

TARE WEIGHT .84 LBS

UNITED STATES POSTAL SERVICE

3CMTEQ-08-B-0041 ERIS 74C MM SEPT 09

Total Quality Management

Presorted First-Class Mail Metered Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Two Dimensional Barcode

Meter ID

UNITED STATES POSTAGE

Provider Logo →

PITNEY BOWES ← Provider Name

$00.38⁴ ← Postage Amount

PRESORTED FIRST CLASS

Slug →

02 1A
1234567890   DEC 12 2013
MAIL FROM ZIPCODE 68127 ← Licensing Post Office

Device ID

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S 3 B   68127
ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

Presorted First-Class Mail Permit Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Permit Imprint →

PRESORTED
1ST CLASS
U.S. POSTAGE
PAID
OMAHA, NE
Permit No. 1234

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S P 1   68127
                ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Precanceled First-Class Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Precanceled →
Stamp

USA

PRESORTED FIRST-CLASS

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S S 2   68127
ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

Pitney Bowes
Presort Services

Presorted Standard Mail Metered Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Two Dimensional Barcode

Meter ID

UNITED STATES POSTAGE

Slug →

PRESORTED STANDARD

PITNEY BOWES

$00.28²

Provider Logo ←
Provider Name ←
Postage Amount ←

02 1A
1234567890
Device ID

MAIL FROM ZIPCODE 68127 ← Licensing Post Office

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S R M   68127
                 ZIP Code
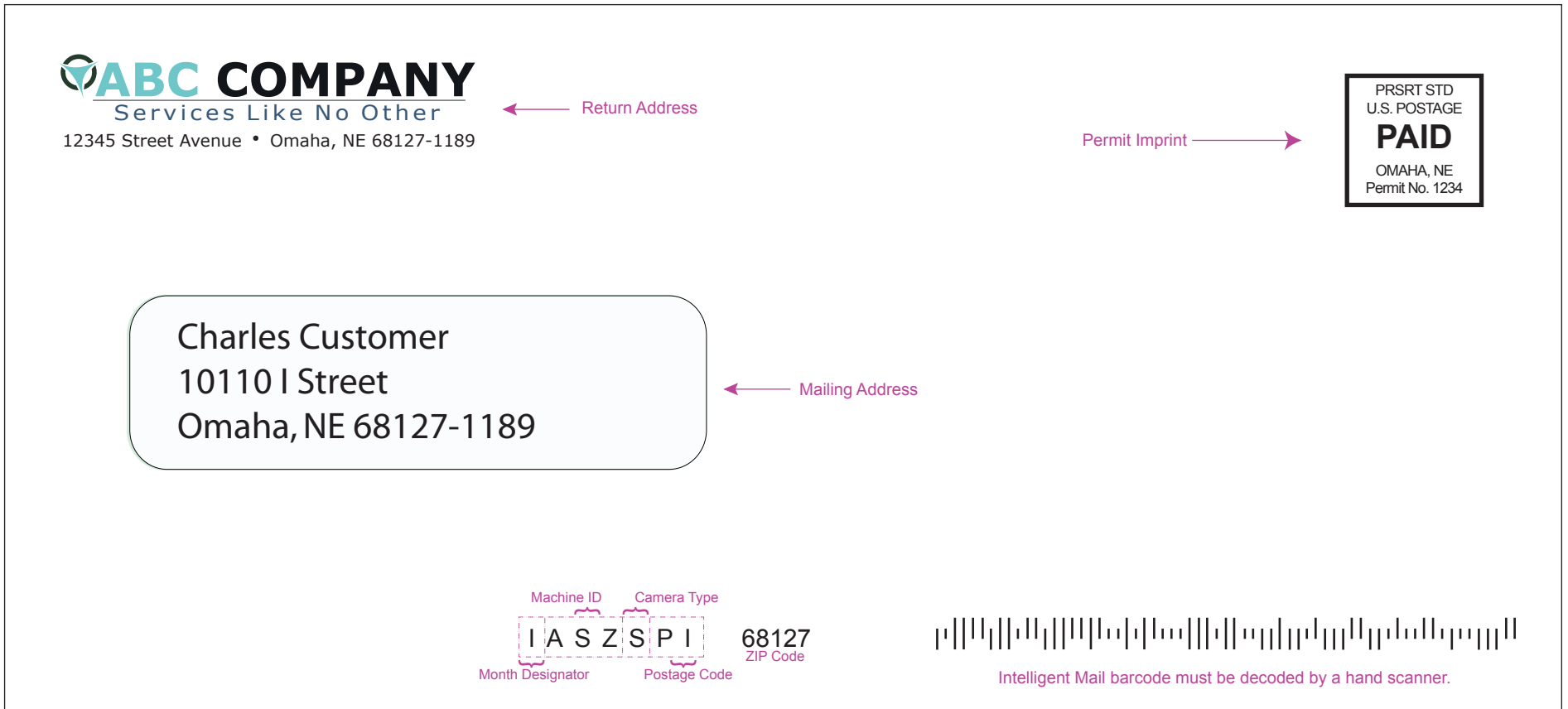
Month Designator   Postage Code

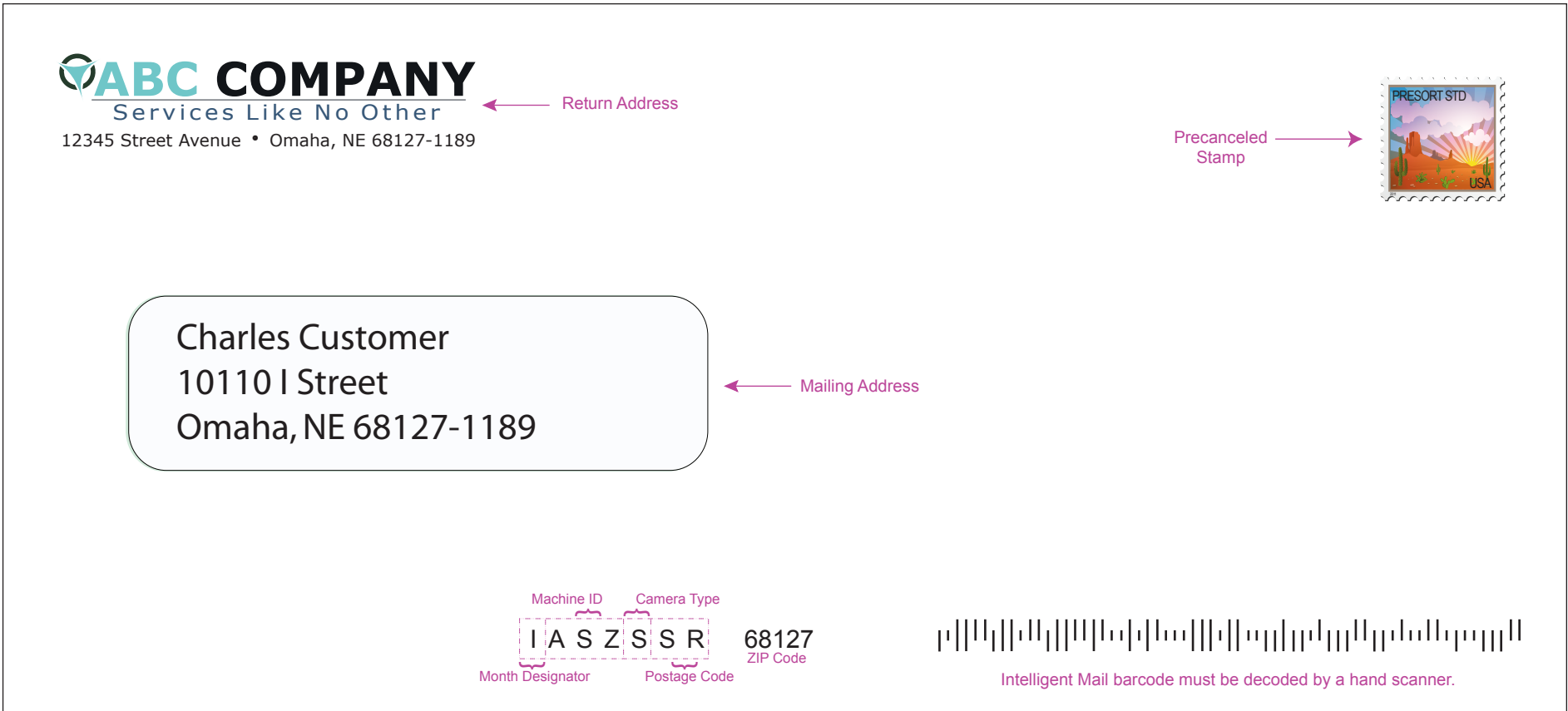Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

Presorted Standard Mail Permit Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Permit Imprint →

PRSRT STD
U.S. POSTAGE
PAID
OMAHA, NE
Permit No. 1234

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S P I   68127
                 ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

Precanceled Standard Envelope

ABC COMPANY
Services Like No Other

12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Precanceled → PRESORT STD
Stamp   USA

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S S R   68127
                  ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Nonprofit Metered Envelope

ABC COMPANY
Services Like No Other

12345 Street Avenue • Omaha, NE 68127-1189

Return Address

Two Dimensional Barcode

Meter ID

NONPROFIT ORGANIZATION

Slug

UNITED STATES POSTAGE

Provider Logo

PITNEY BOWES

Provider Name

02 1A
1234567890

Device ID

$00.17⁸

Postage Amount

MAIL FROM ZIPCODE 68127

Licensing Post Office

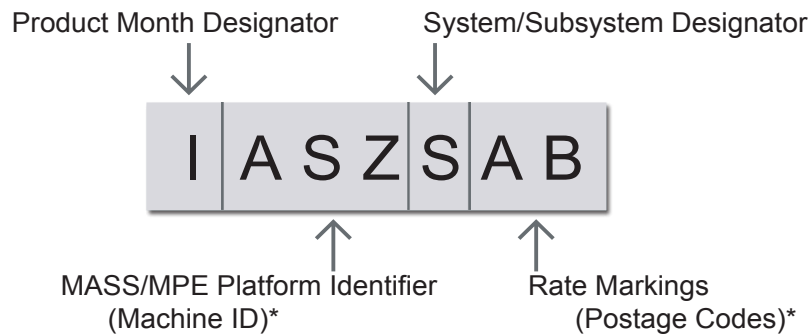Charles Customer
10110 I Street
Omaha, NE 68127-1189

Mailing Address

Machine ID   Camera Type

I A S Z S N 9   68127

ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

Nonprofit Permit Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

NON PROFIT ORG
U.S. POSTAGE
PAID
OMAHA, NE
Permit No. 1234

Permit Imprint →

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S N I   68127
ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Total Quality Management

PitneyBowes
Presort Services

Precanceled Nonprofit Envelope

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

← Return Address

Precanceled →
Stamp

USA

NONPROFIT ORG.

Charles Customer
10110 I Street
Omaha, NE 68127-1189

← Mailing Address

Machine ID   Camera Type

I A S Z S S N   68127
                 ZIP Code

Month Designator   Postage Code

Intelligent Mail barcode must be decoded by a hand scanner.

Identifier/Rate Code (7-characters)

Product Month Designator | System/Subsystem Designator

I A S Z S A B

MASS/MPE Platform Identifier (Machine ID)* | Rate Markings (Postage Codes)*

*Presort Services Term

Identifier/Rate Code – A code representing seven-characters printed by the MLOCR machine on the bottom of the mailpiece. A product month, system identifier (MASS/Move Update), a manufacture code and a rate marking make up the seven-character imprint. The Identifier/Rate Code is sprayed to the left of the barcode on the mailpiece.

Product Month Designator – The first character position of the identifier representing the product month of the ZIP+4. File installed with the system's lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character beginning with the letter "A" for January, "B" for February, "C" for March, etc., through the letter "L" for the month of December. This product month designator is always printed along with the barcode, regardless of whether the system is equipped with a Move Update box or the operational mode used when the mail is run. The CASS report (PS Form 3553) will continue to be generated and presented at the time of acceptance.

MASS/MPE Platform ID (Machine ID)* – The second, third, and fourth character positions uniquely identify the certified system (MASS or Move Update) responsible for the ZIP+4 assignment. One machine may have 2 identifiers. One for the MLOCR lookup system and one for the Move Update lookup system.
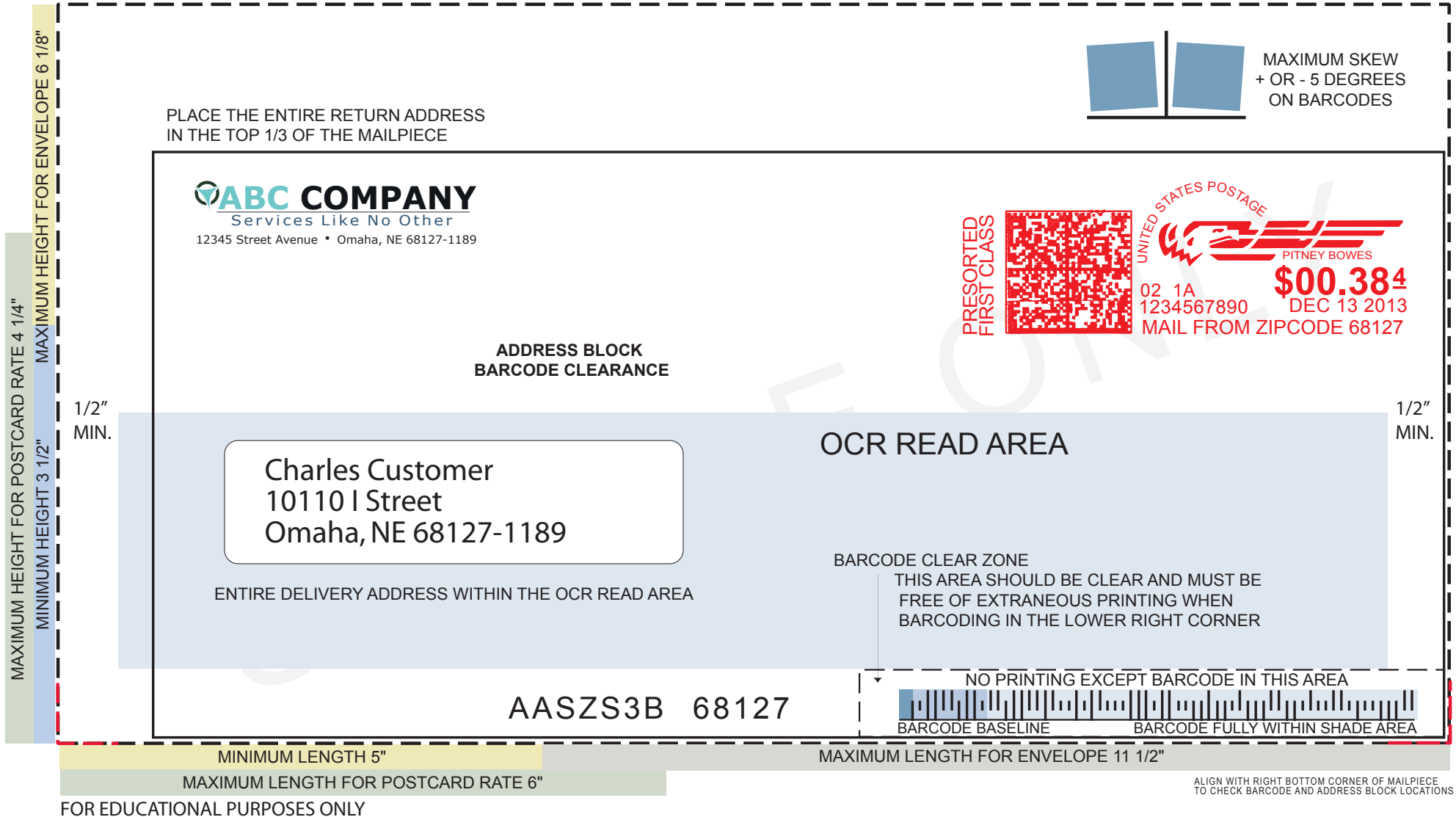
System/Subsytem Designator (Manufacturer Code) – The fifth character position is assigned at the manufacturer's discretion. Within limitations, (see below), the manufacturer determines the character set to be used and like the product month designator, is always printed regardless of the Move Update operational mode. This permits the manufacturer to assign a character indicating various lookup systems/subsystems working in tandem. The character (U,V,W,X,Y and Z) are reserved by the USPS for future use.

Rate Markings (Postage Codes)* – The last 2 characters identify the postage payment type, rate level affixed (or metered and precanceled stamps), and weight (for First-Class, permit imprint pieces). It can be determined from these characters whether the mailpiece has been profiled correctly in the mailer's system.

*Presort Services Term

MAXIMUM HEIGHT FOR ENVELOPE 6 1/8"

MAXIMUM HEIGHT FOR POSTCARD RATE 4 1/4"

MINIMUM HEIGHT 3 1/2"

MAXIMUM SKEW
+ OR - 5 DEGREES
ON BARCODES

PLACE THE ENTIRE RETURN ADDRESS
IN THE TOP 1/3 OF THE MAILPIECE

ABC COMPANY
Services Like No Other
12345 Street Avenue • Omaha, NE 68127-1189

**ADDRESS BLOCK
BARCODE CLEARANCE**

PRESORTED
FIRST CLASS

UNITED STATES POSTAGE

PITNEY BOWES
$00.38⁴

02 1A
1234567890   DEC 13 2013
MAIL FROM ZIPCODE 68127

1/2"
MIN.

OCR READ AREA

1/2"
MIN.

**Charles Customer
10110 I Street
Omaha, NE 68127-1189**

ENTIRE DELIVERY ADDRESS WITHIN THE OCR READ AREA

BARCODE CLEAR ZONE
THIS AREA SHOULD BE CLEAR AND MUST BE
FREE OF EXTRANEOUS PRINTING WHEN
BARCODING IN THE LOWER RIGHT CORNER

NO PRINTING EXCEPT BARCODE IN THIS AREA

AASZS3B 68127

BARCODE BASELINE   BARCODE FULLY WITHIN SHADE AREA

MINIMUM LENGTH 5"

MAXIMUM LENGTH FOR ENVELOPE 11 1/2"

MAXIMUM LENGTH FOR POSTCARD RATE 6"

ALIGN WITH RIGHT BOTTOM CORNER OF MAILPIECE
TO CHECK BARCODE AND ADDRESS BLOCK LOCATIONS

FOR EDUCATIONAL PURPOSES ONLY

Total Quality Management

PitneyBowes
Presort Services

FIRST-CLASS MAIL TRAY LABEL

POSTAL DESTINATION → OMAHA NE
CONTENT IDENTIFIER → FCM LTR 5D BC
MAILER INFORMATION → PBPS - OMAHA NE 681

68107
AUTO

000116

ZIP CODE ←
MAILER ID ←

681072421 000116 030 428771

HUMAN READABLE BARCODE INFORMATION

STANDARD MAIL TRAY LABEL

AADC OMAHA NE
STD LTR AADC BC
PBPS - OMAHA NE 681   000116

680
AUTO

680005451 000116 010 191911

STANDARD MAIL TRAY LABEL

LINCOLN NE
STD LTR 3D MACH
PBPS - OMAHA NE 681   000116

685
AUTO

685005551 000116 010 189921

STANDARD MAIL TRAY LABEL

OMAHA NE
STD LTR BC 5D SCHEME
PBPS - OMAHA NE 681   000116

68131
AUTO

681315411 000116 010 191601

CONTENT IDENTIFIER NUMBER (CIN)	
3D	THREE DIGIT
5D	FIVE DIGIT
AADC	AADC TRAY
BC	BAR CODE
FCM	FIRST-CLASS MAIL
LTR	LETTER
MACH	MACHINABLE
STD	STANDARD MAIL
WKG	WORKING MAIL

Process Flow	24-Digit Barcode Data Elements (Label Type 1)																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Customer-to-Processing Plant (Mailer)	ZIP Code 3- or 5-digit					CIN			Processing Code	6-digit Mailer ID						8-digit Serial Number								Label Type 1

Pitney Bowes Presort Services

First-Class Letters

5B	.360	.360	.610
3B	.384	.384	.634
AB	.384	.384	.634
MB	.405	.405	.655
MP	.433	.433	.683
MP	.281 Postcard		
P1	1 oz. Permit Postcard		
P1	1 oz. Permit		
P2	2 oz. Permit		
P3	3 oz. Permit		

Standard - Regular

	None	NDC	SCF
R5	.247	.214	.204
R3	.266	.233	.223
RA	.266	.233	.223
RM	.282	.249	N/A
R8	.274	.241	.231
R9	.290	.257	N/A
SR	Precancelled Stamp		
PI	1 - 3.3 oz. Permit		

Standard - Non-Profit

	None	NDC	SCF
N5	.135	.102	.092
N3	.154	.121	.111
NA	.154	.121	.111
NM	.170	.137	N/A
N8	.162	.129	.119
N9	.178	.145	N/A
SN	Precancelled Stamp		
NI	1 - 3.3 oz. Permit		

Please refer to the <u>LAST</u> two characters on the left side of the barcode printed at the bottom of the envelope.

Total Quality Management — Finding, Preventing, Measuring, Fixing

Machine Jams

1. Gently remove mailpiece jams by pulling mail backward and upward to avoid damaging the mail or the machine.
2. Sweeping the sorter bins in a timely manner will greatly reduce the chance of mailpieces jamming due to filled sorter bins.
3. Undamaged mail removed from a machine jam must be sorted to the correct tray.
4. Mailpieces that are damaged in a jam must be returned to the customer.
5. Notify the Machine Operator when a jam has been cleared to resume mail processing.

Mail Jam
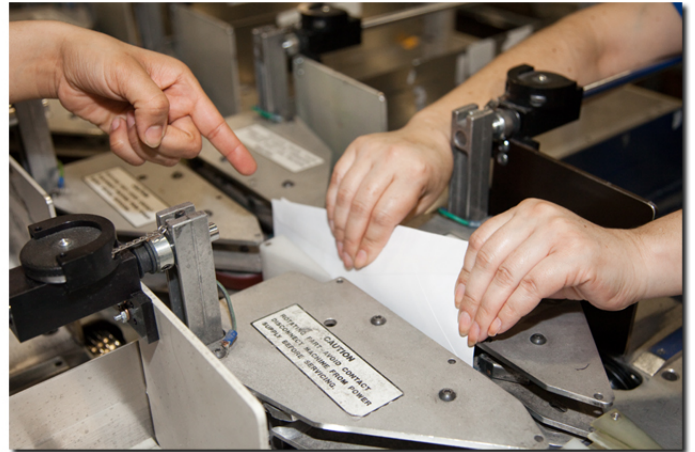
Pull Backward

Pull Upward

Free/Clear Mail

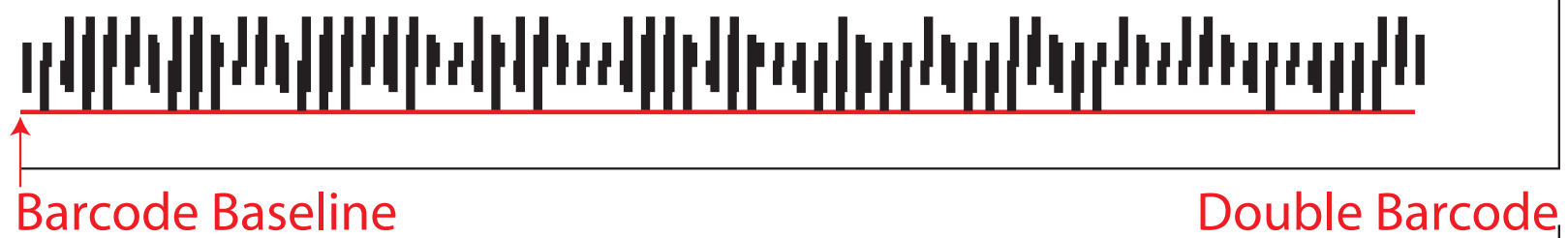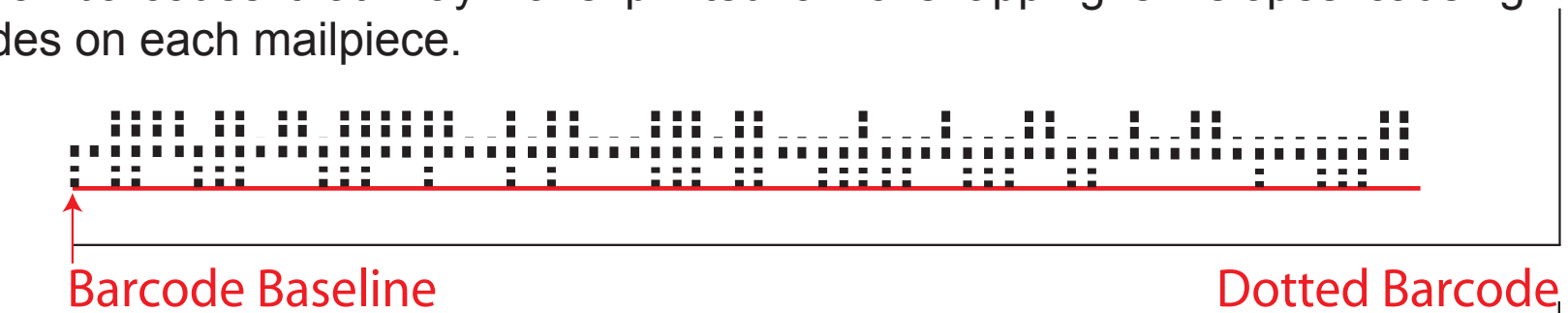## GOOD BARCODES

Barcodes should be checked for clear printing, appropriate height, correct position and clear background.

Barcode Baseline   Good Barcode
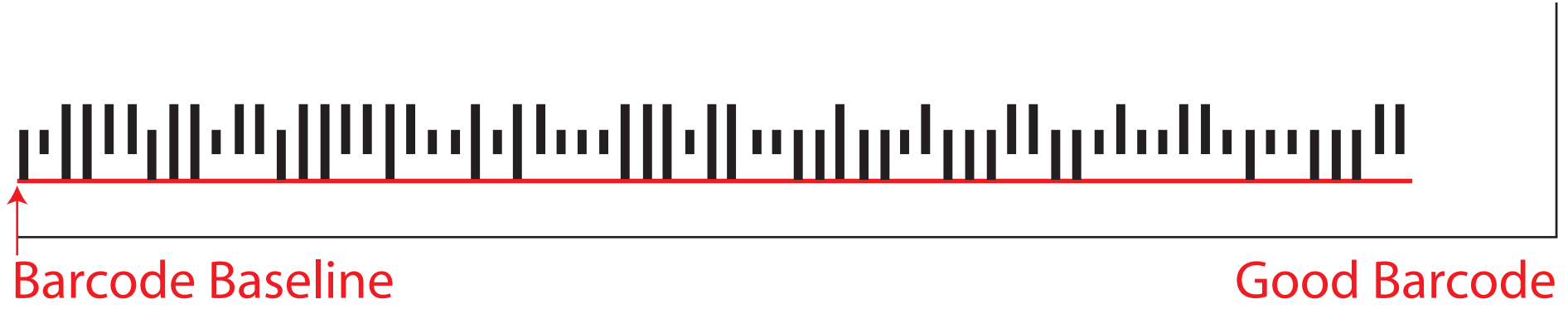
BAD BARCODES

Barcodes should **NOT** have: smearing, dirt, over-spraying, fading, spotting, fragmentation or be too close together, too tall, too short, too wide, too narrow, skewed, tilted and/or patterned. Look for barcodes that may have printed on overlapping envelopes causing incomplete barcodes on each mailpiece.
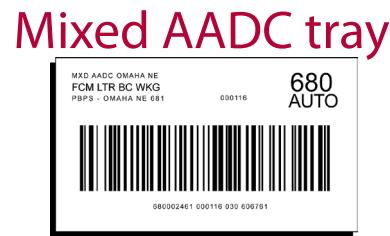
Barcode Baseline   Dotted Barcode

Barcode Baseline   Double Barcode

Barcode Baseline   Short Barcode

Barcode Baseline   Slanted Barcode

Barcode Baseline   Incomplete Barcode

Barcode Baseline   Skewed Barcode

Pitney Bowes
Presort Services

300pcs.

68501

U.S. MAIL
TARE WEIGHT .84 LBS

5-digit tray

LINCOLN NE
FCM LTR 5D BC
PBPS - OMAHA NE 681   000116

68501
AUTO

685012421 000116 030 606731

total number of pieces must equal **150** or more

100pcs.

68117

U.S. MAIL
TARE WEIGHT .84 LBS

+

100pcs.

68114

U.S. MAIL
TARE WEIGHT .84 LBS

=

200pcs.

U.S. MAIL
TARE WEIGHT .84 LBS

3-digit tray

OMAHA NE
FCM LTR 3D BC
PBPS - OMAHA NE 681   000116

681
AUTO

681002441 000116 030 428741

total number of pieces must equal **150** or more

50pcs.

681

U.S. MAIL
TARE WEIGHT .84 LBS

+

100pcs.

687

U.S. MAIL
TARE WEIGHT .84 LBS

=

150pcs.

U.S. MAIL
TARE WEIGHT .84 LBS

AADC tray

AADC OMAHA NE
FCM LTR AADC BC
PBPS - OMAHA NE 681   000116

680
AUTO

680002451 000116 030 606751

total number of pieces must equal **150** or more

50pcs.

689

U.S. MAIL
TARE WEIGHT .84 LBS

Mixed AADC tray

MXD AADC OMAHA NE
FCM LTR BC WKG
PBPS - OMAHA NE 681   000116

680
AUTO

680002461 000116 030 606761

1 or more mailpieces that do not qualify at any level

Mail Qualification Levels

All automated mailpieces are sorted to one of the following mail qualification levels: 5-digit, 3-digit, AADC or Mixed AADC. Qualification levels are determined when mail processing is complete, based on the 150 piece rule.

Total Quality Management

ALL PURPOSE CONTAINER SAFETY

An All Purpose Container (APC) is a wheeled transport device used for mailpieces contained in: Sacks, Trays, and Bundles. Each APC weighs approximately 230 pounds empty, and can hold up to 1200 pounds loaded.

The All Purpose Containers used by Presort Services are property of the USPS and should only be used for the transport of mail or mailing supplies. Mainly, there are two types of All Purpose Containers at Presort Services: Shelf and Mesh Door.

Shelf APC

Mesh Door APC

Do not use an APC if damaged or parts are missing. Damaged APCs should be clearly marked so that the drivers will take them back to the Post Office for repair. Never throw or slam trays or sacks into APCs in an aggressive manner. They could come apart or tip over. Employees must NEVER sit or ride in an APC.

Unsafe practices on, around, or while using APCs may result in an immediate written warning. Serious injury can result from improper APC use. Read and follow all safety instructions.

SHELF APCS

- APCs equipped with shelves hold 36 Managed Mail (2ftMM) trays. Overflow (1ftMM) trays in the back row(s) should face the back of the APC after banding, to assist in locating specific trays.
- Shelves are hinged and may be raised to assist in loading and unloading of APCs.
- Orange safety latches should always be used when gates are in an upright position.
- Employees should load APCs from the bottom up to keep containers from becoming top heavy during transport. Top heavy containers may tip over.
- Employees should never overload containers. Trays should not extend over the sides or above the top.
- Never place more than 18 mail trays on the bottom (6 rows of 3 trays across).
- Make sure the shelf is down before adding any more trays.
- Shelf APCs have gates that store in racks under the floor and the shelf. They must always be used during transport and should be pushed all the way in when not in use.
- Each gate has a safety chain that must be used to prevent the gate from falling open.
- Be aware of pinch points when opening and closing gates. Any hinged part or closure may come apart or move unexpectedly.

MESH DOOR APCS

- APCs equipped with mesh doors hold up to 39 Managed Mail (2ftMM) trays.
- The mesh gates close by inserting the left end of each bar into a fixed location and locking the right end into the latch.
- Make sure the latch is secure by pulling firmly on the bar.
- When not in use the webbing should be folded up in the bottom to prevent anyone from tripping over it.

TO AVOID CONTAINER TIP OVER

- PUSH container from a NARROW END that has swivel caster. Never push above chest height. APCs have a handle in the middle part of the outside left wall and the wheels should rotate under this side for maneuverability.
- Always use both hands to control movement and look alternately from side to side to assure proper clearance. If possible employees should always PUSH APCs using the handle. In situations of tight maneuvering or poor visibility pulling may be necessary. Use caution to avoid straining arms and shoulders. Do not jerk sharply.
- Use APCs only in designated aisles and make sure your path is clear in crowded areas.
- Avoid moving container from wide side. If necessary, proceed slowly and carefully to avoid tipping.
- ALWAYS use necessary personnel or equipment to maintain control of container. NEVER move container at more than a moderate walking speed. If necessary, get assistance when maneuvering heavy loads.
- Place HEAVIEST LOADS on LOWEST SHELF. Load container from bottom to top and unload from top to bottom. DO NOT LOAD product above top of container.
- Use on a smooth, nearly level surface which is free of debris.
- Never stand on, climb on or ride on a container.

AVOID PINCH POINTS

- Be careful when moving container that HANDS are not PINCHED between container and another object.
- Keep HANDS CLEAR of hinges, latches, shelf rests and other pinch points.
- Be sure ALL shelves are PROPERLY SECURED.

BRAKES

- Both types of APCs have caster brakes that should be engaged while loading and unloading, and during transportation. They will NOT prevent movement entirely but will help.
- Use extra caution in handling and storing folded containers.
- See your Supervisor for additional safety instructions.

Presorter Qualifications

Employee Name:		Hire Date:	

Local procedures require that personnel working in an operations or maintenance position receive certification after 90 days performance of a job. The employee will initial to acknowledge that the employee understands the job qualifications. The Supervisor will initial for each qualification to reflect employee's ability to perform the task satisfactorily. The date qualified reflects the date when the performance was measured.

Qualifications	Employee	Supervisor	Date Qualified
1. Ability to maintain adequate supply of processing supplies on the MLOCR including, but not limited to, trays, sleeves, labels, rubber bands, tag holders.			
2. Ability to communicate with the Machine Operator to determine current sort plan.			
3. Ability to set up trays on shelving with appropriate labels for current sort plan process. Ensure only one legible tray label is placed in clear label holder.			
4. Ability to ensure mail is sorted correctly. Notify Machine Operator if a problem is noted to avoid rework.			
5. Ability to review mail for correct date, endorsement, postage amount and codes and automation compatibility. Notify Machine Operator of any critical errors.			
6. Ability to recognize bad barcodes and poor quality (tilted, slanted, spotty, unreadable, or inaccurate barcodes) and notify Machine Operator immediately.			
7. Ability to notify Machine Operator or Supervisor of any problems noted with the MLOCR.			
8. Ability to read and compare the numeric directly before the barcode to the ZIP Code in the address window on the leading mail piece to the tray label ZIP Code prior to placement into tray.			
9. Ability to correctly remove mailpiece jams by pulling mail backward and upward to avoid damaging mail.			
10. Ability to forward jammed or overflow mail to the correct location to avoid double counts.			
11. Ability to keep groups separated by specific jobs.			
12. Ability to keep postage rejects separated by rate checking for foreign mail and empty envelopes.			
13. Ability to neatly place mail in tray facing forward.			
14. Ability to ensure 2-ft MM trays are ¾ full and 1-ft MM tray contents are rubber banded as necessary.			
15. Ability to identify correct tray labels for qualification levels (5-digit, 3-digit, AADC, Mixed AADC).			
16. Ability to assure all mail is cleared from the sortation bins on the MLOCR and shelving for a completed mailing.			
17. Ability to maintain clean and organized immediate work area.			
18. Ability to ensure USPS equipment is used only for the movement of "Live" mail.			
19. Ability to locate MPTQM message board for current updates including, but not limited to, goals, trends, awards and opportunities.			
20. Ability to discuss importance of job in relations to MPTQM program.			
21. Ability to demonstrate safety precautions.			
22. Ability to lift 7 to 30 lbs., walk, stand, stoop or bend approximately 90% of the time.			