



STANDARD OPERATING PROCEDURE

Redline Policy

Objective:

- To create a standardized framework encompassing carrier duties returning to the delivery unit upon completion of delivery assignments. The procedure is intended to clearly and concisely define the clearance process with an emphasis on the proper disposition of mail types by all returning carriers.

Responsibility:

- Districts are responsible for ensuring unit compliance with this SOP. Units are responsible for set-up and implementation of all practices outlined in the SOP.
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Scope

The procedures contained in this SOP are mandatory for all Districts within the United States Postal Service

Responsibilities

Management Responsibilities:

Managers should set up a designated area that has been determined to be in the most common line of travel for carriers returning to their respective cases. The aforementioned area must allow for inclusion of the 3M case, setup or staged area for PARS, CFS, and UBBM along with all undelivered mail types.

Set-ups should include:

- Tray for CFS mail placarded and ready for dispatch.
- Tray for PARS mail marked and ready for dispatch.
- Tray for mail not delivered with 1571 attached. Examples would be; mail not delivered due to Dog, Business Closed, Box blocked, Un-safe area, and Hold mail from DPS. (Supervisor/Manager would be responsible for reviewing daily. **This mail will not include 3M errors and should be minimal**)
- Hamper/U-Cart/HOD for UBBM.
- Hamper/U-cart for attempted mail-pieces, i.e. Priority, Packages, SPRS and so forth. (Accountable items will still need to be processed per Local SOP.)
- Wire/hamper/HOD for Collection letter mail
- Area for trayed meter mail.

- HODS for un-cancelled/cancelled flats.
- Area for packages for dispatch personnel to make proper separations.
- Pallets for properly staging MTE.

*Use shelved APC's for REDLINE separations or equipment that is mobile and to keep items off of the floor for safety reasons.

*Keep in mind that this does not have to all be in one particular spot, but rather an area that is within the carrier's line of travel back to their cases or time clock for End Tour functions.

Carrier Responsibilities:

- Unload and return vehicle to designated parking area. Scan the return to office MSP barcode and input ending mileage. Move to office and empty collected mail. If you have carried any routes other than your own, enter the route number and time spent on the route in EBR.

THE FOLLOWING PROCEDURES WILL TAKE PLACE WITHIN THE RED LINE AREA AND PRIOR TO CARRIER RETURNING TO THEIR CASES:

- Place the mail collected in designated separations.
 - Deposit UBBM Mail in the correct container
 - Any UAA mail with endorsements must be placed in the proper trays according to information on the PARS labels
 - Deposit Collected outgoing mail in proper separations.
- Return accountable items to the Accountable clerk for clearance. Return all equipment to its designated location. Ensure automation labels are removed from and disposed from DPS trays. Ensure that all equipment is empty and turned upside down.
- Report any new buildings, hazards or special instructions to your supervisor or manager.
- Deposit DPS errors in the 3M case in the designated slots provided (mis-sent / mis-sequenced / mis-sorted), and record the numbers on the appropriate tracking sheet. Place undeliverable mail, after properly endorsing, in the RTS cage.
- Any mail that is returned from the street must be identified (dog, blocked, closed, etc.) with a completed, signed 1571 and placed in appropriate container. The 1571 must be signed by the carrier and a supervisor. Do not take any mail back to your case in the PM.
- End tour and leave premises.

Sample Pictures of REDLINE POLICY setups:

Carriers do not cross the red line with any mail in their possession.



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CFS and PARS containers set up in line of travel of carriers from Dispatch table to carrier cases. MTE pallets set up as consolidation point.

