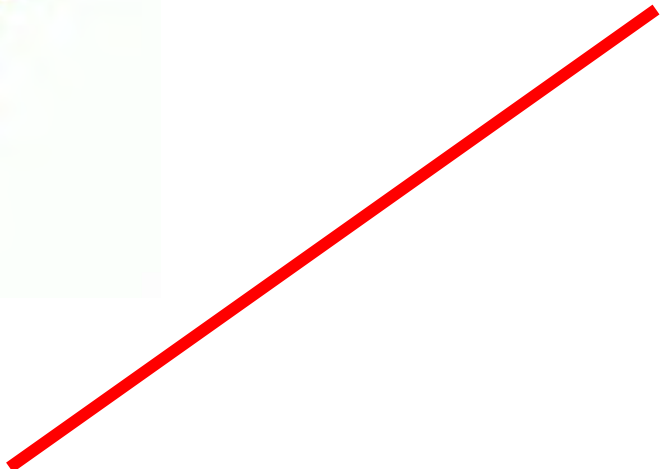


Redline Initiative Peak 2022

Brian Wolfgeher

8/12/2022

Redline: An Overview



Training Recording Link

Link: <https://usps.zoomgov.com/rec/share/-SWwNZhMDesUCLAXa4LOE5Yc3Nbv5TFqXY7KsIQEdnjKOa4eLugpqV-BGbfxyDz.h-UMumE1mpEJysId>

Password: A#\$4Y&sg

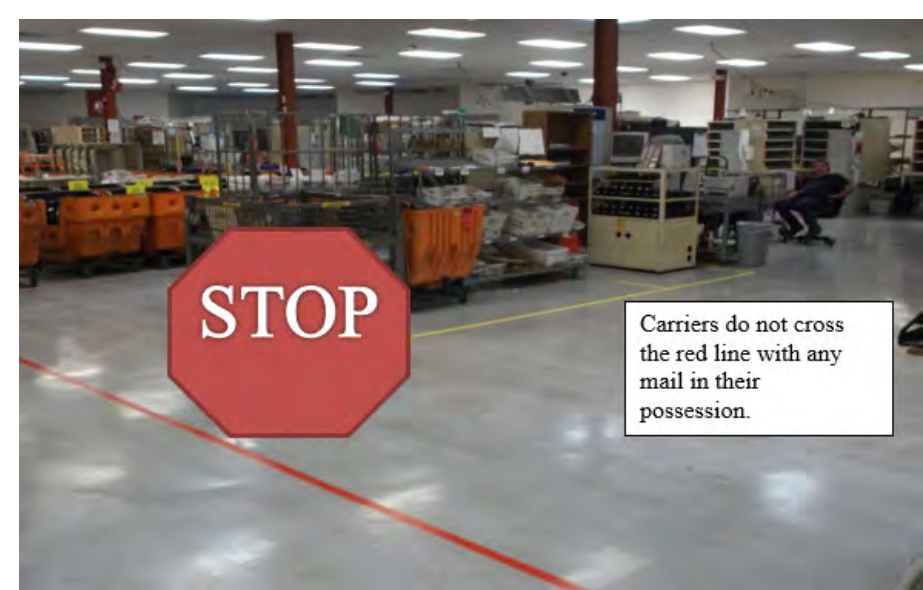
Red Line Process Training

**Taylor Stocking
Delivery Support Specialist
– SME (A)**

Red Line Process

❑ Before Carriers Cross Red Line

- Place the mail collected in designated separations
- Return accountable items to the Accountable clerk for clearance
- Report any new buildings, hazards or special instructions to your supervisor or manager
- Deposit DPS errors in the 3M case in the designated slots
- Any mail that is returned from the street must be identified (dog, blocked box, closed, etc.) with a completed, signed 1571 and placed in appropriate container



PM Audits

□ Backdoor reviews

- Review carriers at random
- Validate the reason mail was returned
- Check all notice left packages for proper scanning
- Document findings on a Backdoor Management Log
- Provide training if required, and document of PS form 2548

ANY DISTRICT BACK DOOR MANAGEMENT LOG											
OFFICE/ZIP CODE:											
# of Reviews	DATE	ROUTE	CARRIER	Supervisor Review						COMMENTS	Review's Initials
				3M Returns (DPS) Undelivered Mail	PARS/CFS Mail	Package Returns from Street	Satchel Empty	Vehicle Empty			
1											
2											
3											
4											



Questions



RACI – Roles and Responsibilities

R = Responsible	C = Consulted
A = Accountable	I = Informed

Task #	Action: Project Initiation	Project Lead	Manager OIE	CRDO OIE	Site Management	Field Maintenance	District Manager	MOI
1	Site selection	A	I	I	I	I	C	R
2	Training/project kickoff for OIEs	R	I	I	-	-	-	-
3	Kickoff with sites (explain project)	I	A	R	I	I	I	I
4	Order red tape	I	I	C	R	C	-	-
5	Current/future state OSLs	I	A	R	C	I	I	I
6	Submit 4805 if necessary	I	I	C	R	I	I	I
7	Move equipment if necessary	I	I	C	C	R	I	I
	Lay down tape	I	A	R	A	C	I	I
8	Print logs/forms	I	I	C	R	-	-	A
9	Progress Updates	I	A	R	C	C	I	I
10	Gemba/closeout with sites	I	A	R	C	-	I	I

Redline Standard Operating Procedure

HEADQUARTERS DELIVERY STRATEGIES AND PLANNING



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.

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:

2

What is a redline?

- A physical red line (typically tape) that encompasses the area determined to be the most traveled by carriers from their vehicle to their case on the return from their routes.
- This area includes the following pieces of equipment:
 - 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.
- 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.
- Includes Logs and forms for documentation and ideally a supervisor desk nearby

Timeline

Due: 9/23/2022

~ 6 weeks to complete 3 sites per district

~ 2 weeks per site

Shouldn't take the whole 2 weeks to do each site. Allows for flexibility with other projects.

Supply Ordering Information

- Site is responsible for ordering tape, work with site to confirm order status or assist in ordering if necessary
- Tape can be found on eBay (shown below)

Product Name	UNSPSC #	Supplier Part	Manufacturer Part	Price
Floor Marking Tape: Gen Purpose, Solid, Red, 2 in x 180 ft, 5 mil Tape Thick, Grainger Approved®	31201525	9CEU6	9CEU6	\$12.37



TK71467186T Floor Marking Tape, Co
Solid, Red, 2 in, 180 ft, 5 mil, Vinyl, Gr
Approved(R), Legend No Legend, Glov
Retroreflective Grade Non-Reflective

W W GRAINGER INC
Supplier Part: 9CEU6
Manufacturer: GRAINGER APPROVED
Manufacturer Part: 9CEU6

12.37 USD/ EACH/PIECE

Qty The minimum order quantity for this
item is 1.
You must order in increments of 1.

Deliverables

- OSLs with clearly marked redlines (if time allows)
- Provide site with backdoor management logs
- Before and after picture of completed redline area



Deliverables

- Fill out Redline Tracking workbook when complete: [Redline Tracking](#)
- Fill out a template with before and after photos and save it to your area folder as “District Name – Redline Submission.pptx”

Present Out and Reflection

- Telecon in September
- 1-3 presenters per area
- Give OIEs a chance to showcase their project
- Reflect on what went well, what could have gone better, lessons learned