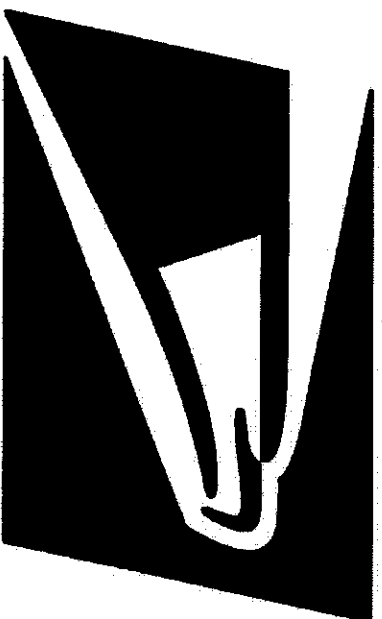




UNITED STATES
POSTAL SERVICE®

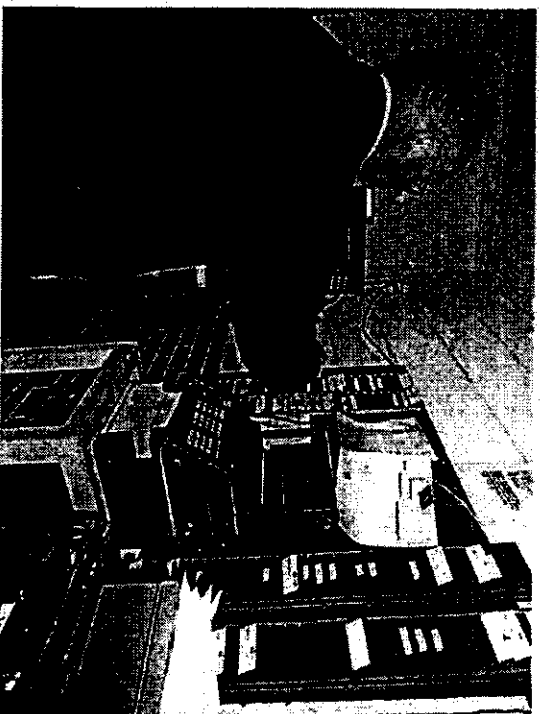
2020

**On-the-Job
Training Checklist
Assignment Guide**

Recording Time Accurately

22

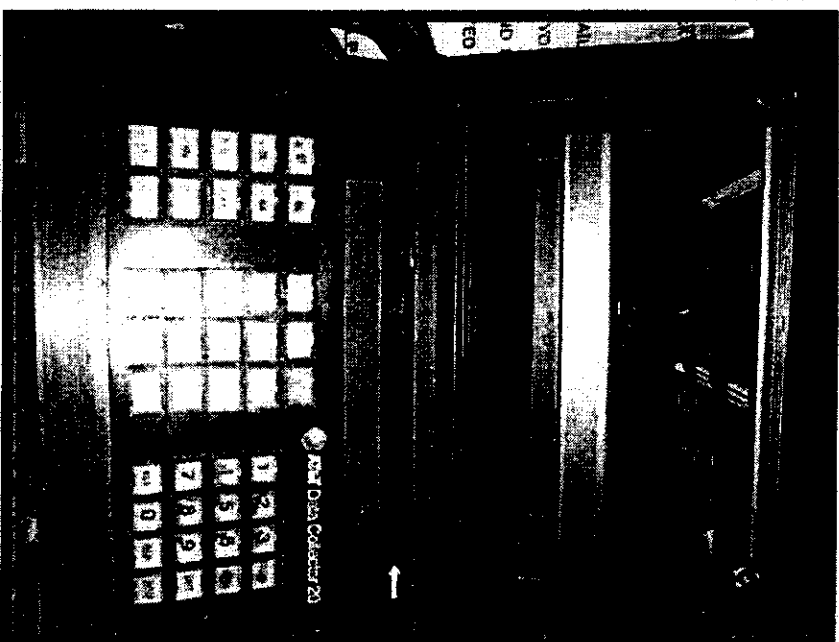
- Ensures compensation for time worked
- No work off the clock
- Info used for reporting purposes and data analysis



Electronic Badge Reader

☐ Electronic Badge Reader (EBR)

- Select transaction
- Enter operation number
- Slide EBR badge



Using the Time Clock

- ☐ Offices without EBR will use a time clock
- ☐ Paper timecards
- PS Forms 1230A, B and C

Page 1 of 2
Form 1230A
Employee Time Card

NAME: JOHNS
ID: 000

CARD TYPE
1 - New Employee
2 - Regular Employee
3 - Transfer Employee

CARD TYPE MUST BE ENTERED AT RIGHT

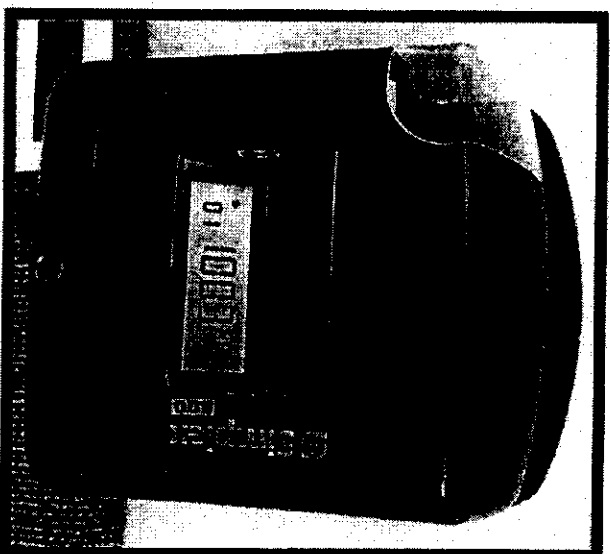
U.S. POSTAL SERVICE
TIME CARD

Employee's Signature (Print Name and Signature)

Supervisor's Signature (Print Name and Signature)

DATE: 01/01/01
TIME: 08:00
LOCATION: 00
JOB: 00
TIME IN: 08:00
TIME OUT: 05:00
TOTAL TIME: 08:00

CARD TYPE: 1



- ☐ Manually record on PS Form 1260

Vehicle Inspection Process

UNITED STATES POSTAL SERVICE®

Instructions

Check the items shown on the other side of this form on the initial use of a vehicle each day.

Report deficiencies, body damage, or inoperable items to your supervisor. Form 4555, Vehicle Repair Tag, so the conditions can be corrected or a vehicle can be provided.

If there are no vehicle deficiencies, proceed to your first assignment.

UNITED STATES POSTAL SERVICE®

Expanded Vehicle Safety Check

1. Inspect under vehicle for fluid leaks.
2. Inspect front tires for uneven wear and under-inflation.
3. Check that hood can be latched securely.
4. Check front for body damage.
5. Check left side for body damage.
6. Check left door lock (check for complete accident report kit if stored on inside left of vehicle).
7. Check for rear-end leaks.
8. Inspect rear tires for uneven wear or under-inflation.
9. Check rear for body damage.
10. Check rear door lock.
11. Check right side for body damage.
12. Check right-side door lock(s).
13. Open door and move into driving position.
14. Check for complete accident report kit.
15. Start engine.
16. With assistance, adjust pol-ld mirrors and rear-view mirrors.
17. With assistance, check headlights, taillights, brake lights, flashers, and directional signals (front and rear).
18. Adjust center rear-view mirror.
19. Check operation of windshield wipers and washer.
20. Check operation of horn.
21. Inspect gauges for proper operation.
22. Check foot brake.
23. Check emergency brake.
24. Check seat belt and fasten.

Note: This checklist has been designed to take the driver in a logical sequence around a RHD vehicle with a minimum of lost motion. For LHD vehicles, move from the front to the right side rather than to the left side. For items 16 and 17, if no assistance is readily available, handle personally.

FD-455 (Rev. 7-81)

See Additional Instructions on the Reverse

March 78, July 2003

49

- [illegible]

AVOID BACKING UP WHENEVER POSSIBLE

SAFETY CHECK BEFORE OPERATING VEHICLE

- Check all tires.
- Check for body and fender damage.
- Check under vehicle for oil, grease or water leaks.
- Check oil gauge, gas gauge, ammeter and air brake pressure gauge, if so equipped.
- Check rear view mirrors and adjust.
- Check rear camera and adjust.
- Check windshield wiper and horn.
- Check steering for excessive play.
- Check service and parking brakes.
- Check all lights including signal devices.
- Check accident report kit.
- Check safety belts.
- Check hood latches.

CHECK YOUR DRIVING HABITS

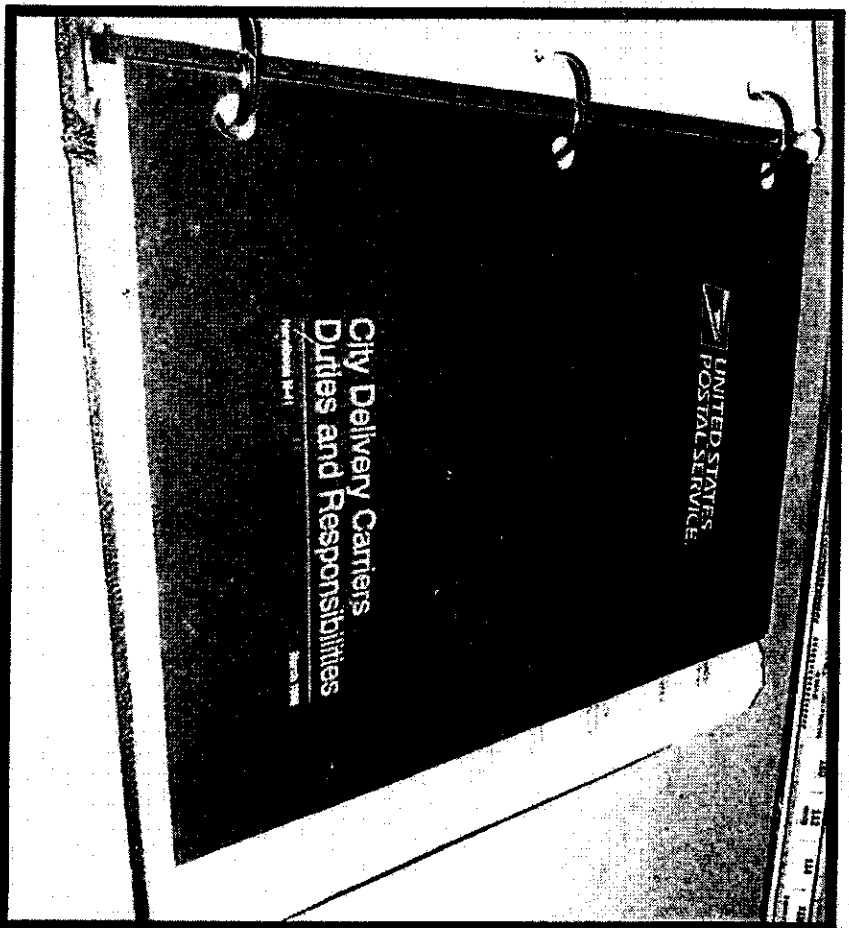
Label 70
Aug. 1979

REPORT ANY DEFICIENCIES TO YOUR SUPERVISOR BEFORE OPERATING THIS VEHICLE

M-41, *City Delivery Carriers Duties and Responsibilities*

119

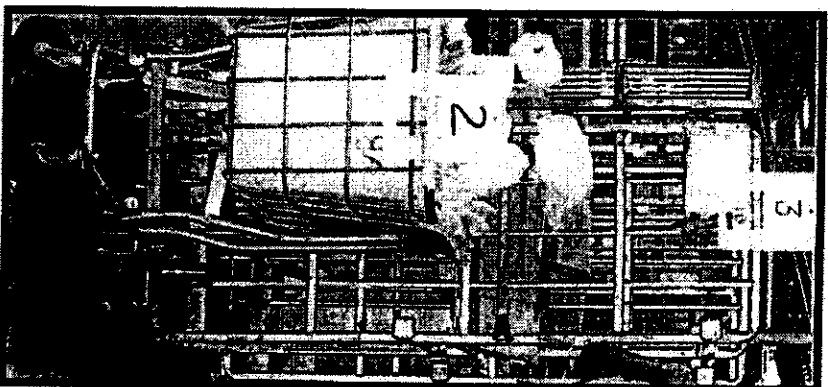
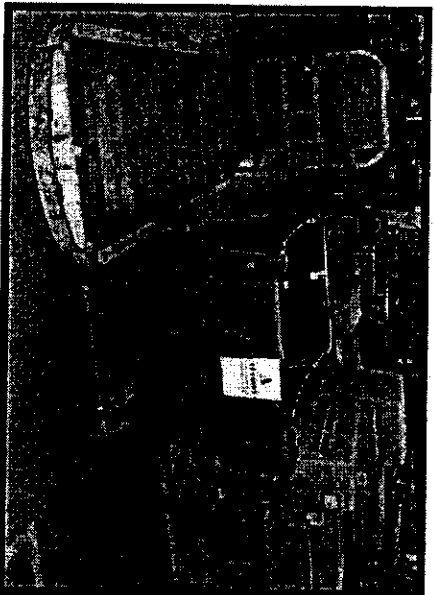
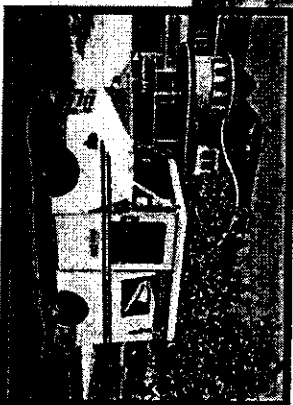
- Defines the duties and responsibilities of a city letter carrier



Carrier Equipment

13

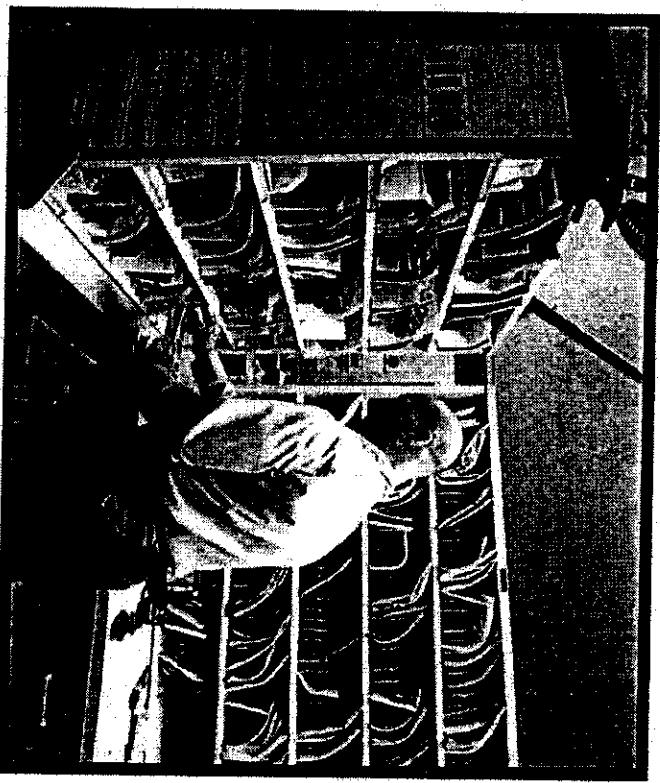
- Variety of equipment used to perform duties



Carrier Case

94

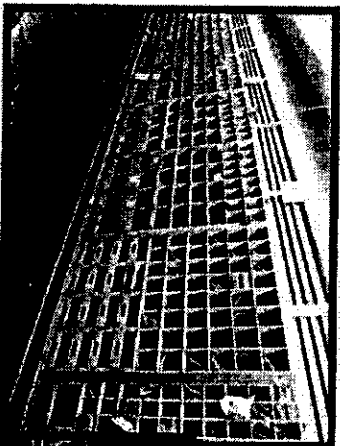
- Accurate sortation saves time and maintains mail delivery that is
 - Proficient
 - Timely
 - Accurate
- Primary tool used to sort residual mail in delivery order sequence



Post Office Layout

14

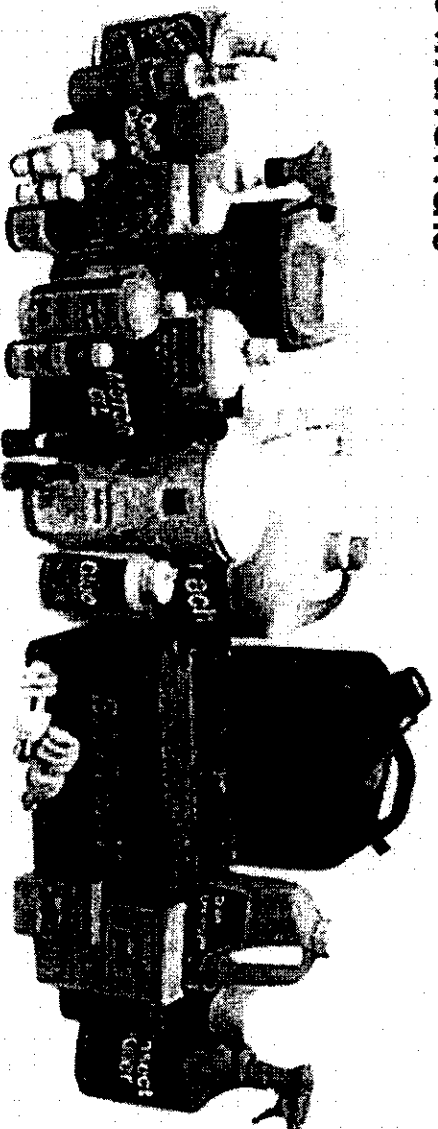
- ☐ Post Office Box
- ☐ Window
- ☐ Mail processing
- ☐ Registry
- ☐ Carrier



Hazardous Mail

74

- Defined as chemicals or infectious biological substances
- Examples of hazardous materials are:
 - Flammable material
 - Corrosive material (acids, etc.)
 - Presence of powders, spills, leaks, odors, or wires
 - Toxic materials



Handling Hazardous Mail

75

- Procedures for handling include:
 - Immediately contact supervisor
 - Avoid contact with object
 - Advise other personnel to avoid contact
 - If management is not present, carrier should follow local standard operating procedures



Report Hazards & Unsafe Conditions

- ☐ Report unsafe condition or unsafe act to supervisor immediately
- ☐ PS Form 1767, Report of Hazard, Unsafe Condition, or Practice
- ☐ May file PS Form 1767 directly to safety personnel

REPORT OF HAZARD, UNSAFE CONDITION OR PRACTICE		Form 1767, Rev. 10-80 Issued by Safety Division	
1. Employee's Action			
Have the following been completed? Employee's Name: _____ Supervisor's Name: _____ Location: _____ Date: _____			
2. Supervisor's Action			
Have the following been completed? Supervisor's Name: _____ Employee's Name: _____ Location: _____ Date: _____			
3. Reporting Official's Action			
Have the following been completed? Reporting Official's Name: _____ Employee's Name: _____ Location: _____ Date: _____			
4. Maintenance Action			
Have the following been completed? Maintenance Supervisor's Name: _____ Employee's Name: _____ Location: _____ Date: _____			

JSA Elevating Mail

Title: NALC Good Idea - Elevating Mail from the Floor

Job Safety Analysis (Generic)

Note: This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).

Location (e.g., Station, Branch, Plant) Name: City: State: Zip Code: Area: PC:		Job Description: Removing Mail from the Floor (Reducing Repetitive Bending) Location Description: Workroom Floor - Carrier Case		Titles of Employees Performing the Job: Clerks and Carriers		Occupational Codes:	
Author: Name: NALC Joint Safety Task Force Title: Members Date: 3/25/2005		Local Reviewer: Name: Date: Approval:		Local/Alternative Reviewer: Name: Date: Approval:			
Sequence of Basic Steps 1. Place mail on an elevated work surface		Potential Hazards and Effects 1.1 Hazard: Picking load onto a low level surface Effect: The lifting hazards are repeated for the next lift. Back, shoulder, and knee strain while lowering the load to the floor. 1.2 Hazard: Mail falling to the floor Effect: Struck by, or slipping/tripping hazard 2.1 Hazard: Improper lifting techniques Effect: Strain when handling mail		Safe Work Practices 1.1. Insert plastic milk crates or bins on the floor (or other appropriate alternatives) to elevate the mail and reduce repetitive bending/reaching. 1.2. Position mail so that it rests securely on the platform. 2.2.1 Use safe lifting techniques		Required PPE: Appropriate Footwear (all sections).	
2. Removing mail from an elevated surface.							
Ergonomic Risk Assessment:		Health Risk Assessment Code:		Safety Risk Assessment:			
Qualitative/Quantitative Exposure Assessment Data				Supporting Postal Service Policy Documents			
Supporting Safety Tests Safe Lifting		Supporting JSAs		Required Training Course No. Course Title:			

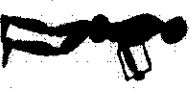
Safe Lifting

29

Plan your lift, test the load:



- ☐ Ask for help if load is heavy or awkward
- ☐ Keep feet apart and point toes out
- ☐ Bend at knees (not waist)
- ☐ Tighten stomach muscles to support spine
- ☐ Lift with legs and allow muscles to do lifting
- ☐ Keep load close to spine to exert less force on back
- ☐ Keep back upright and avoid twisting



JSA – Casing Mail

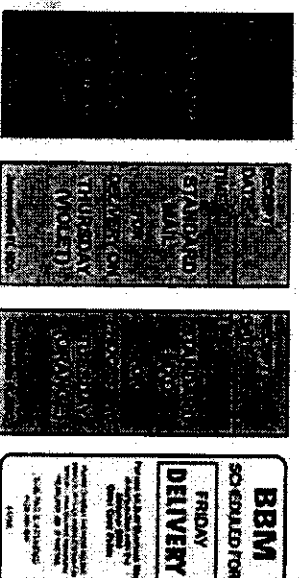
114

5. Place mail into MTE		5.1. Hazard: Defective MTE		5.1. Inspect the MTE prior to use. Pay special attention to the frame for sharp edges and overall condition, check door locks and hinges, check shelf locks, wheels and brakes. Tagout defective MTE and do not use.		5.1. <None>	
Effect: Possible cuts from sharp edges, mail falls from MTE. MTE rolls away striking workers, shelves fall if latches fail.		Note: See JSAs on loading MTE					
5.2. Hazard: Heavy loads		Effect: Strains and strain of back, arms, shoulders.		5.2. Do not load trays or tubs above capacity. Follow proper lifting techniques as trained. Get help with heavy loads.		5.2. <None>	
Note: See JSAs on proper lifting.		5.3. Hazard: Congestion and debris on the floor in the path to the MTE		5.3. Keep the work area clean and neat. Ensure the path to the MTE is not obstructed and that the floor is free of debris that could cause a slip, trip, or fall.		5.3. <None>	
Effect: Slip, trip, and falls.							
Health Risk Assessment: 5 (Negligible)		Ergonomic Risk Assessment Code: 4 (Minor)					
Safety Risk Assessment: 4 (Minor)		Qualitative/Quantitative Exposure Assessment Data					
n/a		Supporting Postal Service Policy Documents		PO-502 EL-814		Container Handling Methods Postal Employee's Guide to Safety	
Title: Activities Back Manual Handling of Materials Slips, Trips and Falls Do You Use Safe Lifting Techniques? Dos and Don'ts of Lifting Keep It Clean for Safety Safe		Supporting Safety Talks		Course No. Course Title:		Required Training	
Link: #Ozonitr devdlt1_3Safety_Talks#indd#the_Back.pdf# #Ozonitr devdlt1_3Safety_Talks#indd#Manual_Hand.pdf# #Ozonitr devdlt1_3Safety_Talks#indd#TropalSTF.pdf# #Ozonitr devdlt1_3Safety_Talks#indd#Safe_Lift.pdf# #Ozonitr devdlt1_3Safety_Talks#indd#Don'ts.pdf# #Ozonitr devdlt1_3Safety_Talks#indd#Keep_Clean.pdf#							

National Color Code Policy

88

- ☐ Ensures delivery of mail within established service standards
- ☐ Mail marked with a color code placard
- ☐ Placard indicates delivery day
- ☐ Placard may not be removed until cased for delivery



Location of ASE

☐ Placed in one of four places

- Below the return address
- Above the delivery address
- Left of the postage area and below or to the left of any price marking

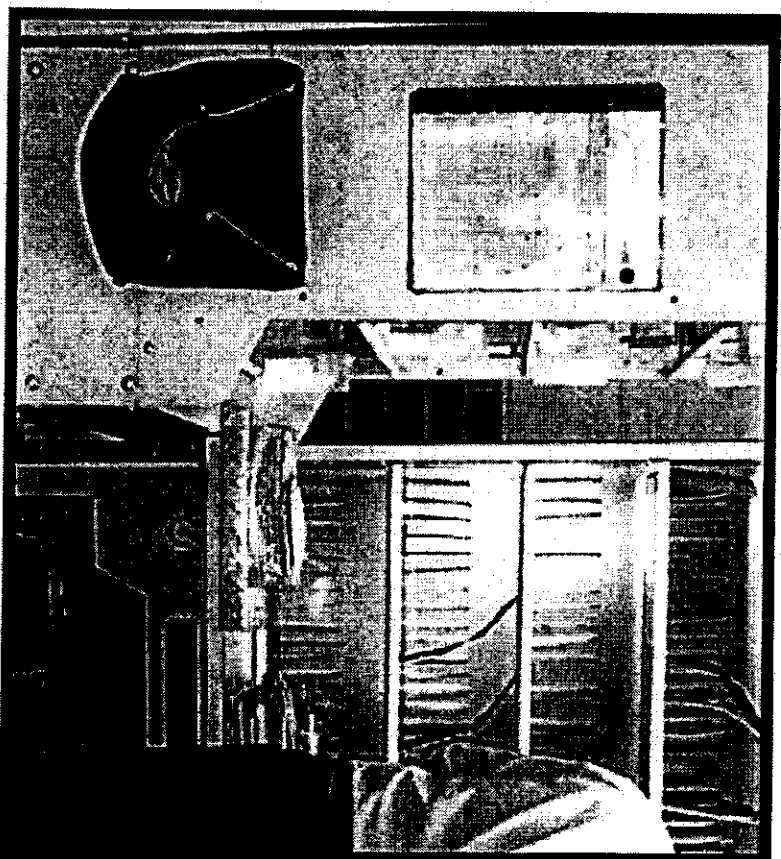
JAMES WARRICK RUSS GALLERY LTD 4016 MAIN ST FORT WORTH TX 76133-8660	ADDRESS SERVICE REQUESTED ¹	Presorted First-Class Mail U.S. Postage Paid Fort Worth TX Permit No. 1
ADDRESS SERVICE REQUESTED ¹	ADDRESS SERVICE REQUESTED ² JOHN DOE 10 ELM ST ANYTOWN WA 98765-4321	ADDRESS SERVICE REQUESTED ⁴

- Below the postage area and any price marking

Carrier Route Book and Edit Book

101

- ☐ Route book
- ☐ Carrier Edit Book



116

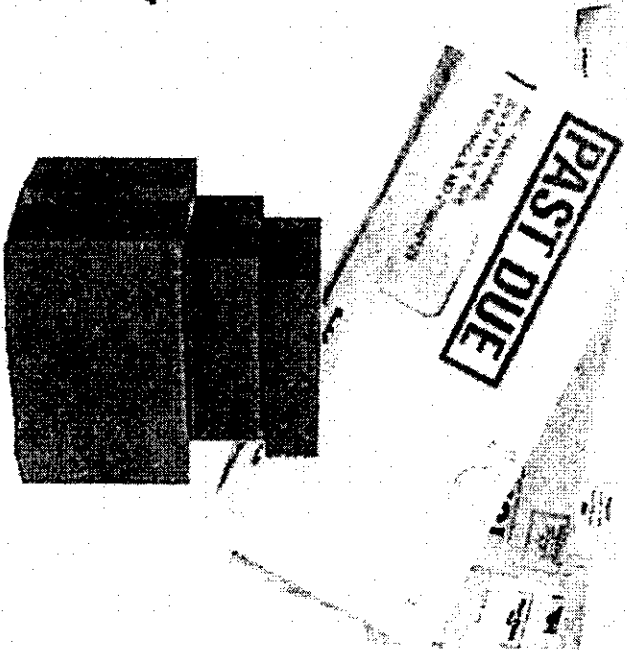
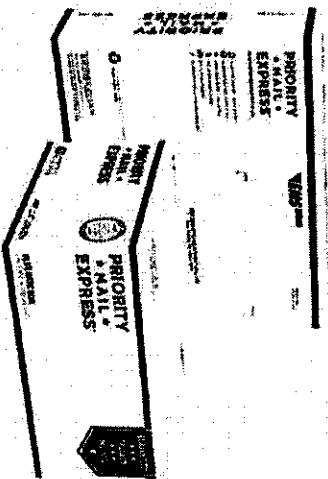
- [illegible]

17

- [illegible]

Classes of Mail

- ☐ Delivery standards vary by the class of mail
 - ☐ Handling of undeliverable pieces by class
 - ☐ Mail class characteristics
- postage determine the class of mail



166

- Signature
Confirmation # 2102 6837 3310 0055 5498

[illegible]

160

- | 1st Notice | 2nd Notice | Date Returned |
|------------|------------|---------------|
| | | |

DELIVERY EMPLOYEE - Remote Copies 1 & 2 at Time of Delivery Please bring to work or deliver to:	
Customer Name: Mr. J. L. Smith Address: 123 Main St. City: Anytown, CA 90210 Phone: (555) 123-4567	Order Number: 123456789 Date of Order: 01/15/2024 Time of Delivery: 10:00 AM
\$50.00	\$51.95
Payment Method: Check	
Check Number: 123456789 Date of Payment: 01/15/2024 Amount Paid: \$51.95	
Order Description: 123 Main St. Oklahoma City, OK 73125	
Order Number: 123456789	Date of Delivery: 01/15/2024
Delivery Status: Delivered	
Delivery Address: 123 Main St. Oklahoma City, OK 73125	
Delivery Time: 10:00 AM	
Delivery Signature: J. L. Smith	
Delivery Notes: Order received and delivered successfully.	

Adult Signature

168

☐ Adult Signature Required

- Electronic confirmation of delivery or attempted delivery
- Recipient must furnish proof of age

☐ Adult Signature Restricted Delivery

- Same service as Adult Signature Required
- Additional restriction limiting delivery to specific addressee or authorized agent

P	Priority Area
USPS PRIORITY MAIL®	
JOHN DOE 1111 UNIVERSITY AVE. FARMINGDALE, NY 11735-1234	
JOHN DOE 2333 Main Street Fairfax VA 22030-1234	
USPS ADULT SIGNATURE	
	
6248 1612 3456 7812 3456 71	

P	Priority Area
USPS PRIORITY MAIL®	
JOHN DOE 1111 UNIVERSITY AVE. FARMINGDALE, NY 11735-1234	
JOHN DOE 2333 Main Street Fairfax VA 22030-1234	
USPS ADULT SIGNATURE DEL.	
	
6248 2012 3456 7812 3456 71	

Restricted Delivery

**Restricted
Delivery**

151

- ☐ Permits mailer to direct delivery only to the addressee or addressee's authorized agent
- ☐ Service available for First-Class Mail, First-Class Package Service, and Priority Mail when purchased at the time of mailing with:
 - Certified Mail
 - COD
 - Insured mail (over \$500)
 - May be indicated on PS Form 3811

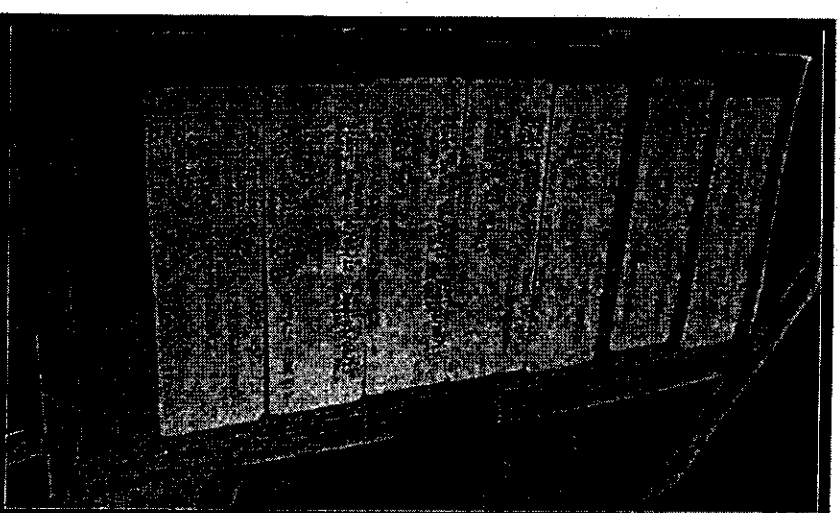
3982, Change of Address (Pink Card)

14

☐ Review 3982 Label for accuracy and on PS Form 3982, Change of Address:

- Effective date of change
- Expiration date, if temporary
- Customer name
- Customer's old address
- Whether order is family, individual, or business
- Whether order is new or modification

☐ Holds 14 COA records



- OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER

Change PRINTED items 1-16 in blue or black ink. Your signature is required in Item 1.

1. Place of Address for (Print Allocated Institution)
 Institution (US) United Parcel (US) Business (US) Temporary?

2. Is This Address
 Business (US) Temporary?

3. Best Date:
 No. entering

4. Is TELEGRAPHIC return, print date to
 accompany forwarding (for CDS/MS)

5. LAST
 Name
 6. FIRST
 Name
 7. M.
 and MI.
 8. Print
 Surname
 Name

9. OLD
 Address
 Address
 10. OLD
 Apt. or
 Suite
 11. OLD
 CITY

12. NEW
 Address
 Address
 13. NEW
 Apt. or
 Suite
 14. NEW
 CITY

15. Print and Sign Name (see conditions on reverse)

16. Date
 Signed
 See 4507-01

17. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

18. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

19. Date
 Signed
 See 4507-01

20. Date
 Signed
 See 4507-01

21. Date
 Signed
 See 4507-01

22. Date
 Signed
 See 4507-01

23. Date
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 See 4507-01

24. Date
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 See 4507-01

25. Date
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 See 4507-01

26. Date
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97. Date
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98. Date
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 See 4507-01

99. Date
 Signed
 See 4507-01

100. Date
 Signed
 See 4507-01

OFFICIAL USE ONLY

Zone/Route ID No.

Date Entered on Form 3502

M M D D Y Y

Expiration Date

M M D D Y Y

Card/Owner Expiration

PRINT NEW MAILING ADDRESS BELOW: HOUSEBUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

PRINT OLD MAILING ADDRESS BELOW: HOUSEBUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX

1. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

2. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

3. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

4. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

5. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

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19. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

20. For Puerto Rico Only: if address is in PR, print abbreviation name, if appropriate.

2

3575-Z, Employee-Generated Change of Address

☐ PS Form 3575-Z, Employee Generated Change of Address may be completed when a customer has moved and not submitted a COA

- Endorse with the date
- Hold for 10 days
- Send to CFS/PARS for processing and creation of permanent COA record

United States Postal Service® Employee Generated Change of Address (Internal Use Only)

Please PRINT items 1 - 7 in blue or black ink. Your labels must be entered in Item 5.

1. Change of Address for:	Address	Business	12. Start Date (dd/mm/yy)	M	W	T	F	S	S	Y	
2a. Email (Last)											
2b. Email (First)											
3a. Email (Last)											
3b. Email (First)											
3c. Email (Last)											
3d. Email (First)											
4a. OLD Address											
4b. OLD Apt or Suite No.											
4c. OLD City											
4d. OLD State											
4e. ZIP Code											
5. For Public Use Only: Print destination name, if appropriate.											
6. For Public Use Only: Print destination name, if appropriate.											
7. For Public Use Only: Print destination name, if appropriate.											

MLVA (Moved, Left No Address)

Box Closed (No Order)

5. Employee Label

6. Date

7. Route ID Number

12

- ☐ If no record of PS Form 3546 is on file, carrier may complete form

- United States Postal Service -- Official Change/Correction to Mail Forwarding Change of Address Order**
1. Check initially required to correct COA information:
- Change Name
Change to Single Family
Change to Scheduled Day
Cancel COA, Order Involves Forward
Cancel COA, Change Forward Delivery
Cancel New Address
Cancel Old Address
Change Temporary to Permanent
Change Permanent to Temporary
Change Temporary End Date
2. Initial Family Business
3. Last Name or Business Name
4. Post Office and M.L.

* Requested recognition of OLD address or NEW address information when indicated in ITEM CODE.
 * Request OLD mailing address label (Member) and email name - include ST, AVE, CT, etc. or PO BOX number.

- | | | | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
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|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|

PS Form 3546, May 2007 17030-01-000-9837

ASE and STD Mail

73

☐ No forward or return without Ancillary Service Endorsements (ASEs):

- Change Service Requested
- Return Service Requested
- Address Service Requested
- Forwarding Service Requested
- Temp-Return Service Requested
- Electronic Service Requested

Carrier Endorsements

20

☐ Individual

endorsements:

- DEC - Deceased
- NMR - No Mail Receptacle
- REF - Refused
- TA - Temporarily Away
- VAC – Vacant (occupant mail only; endorsed address service, requested return postage guaranteed, or forwarding and return postage guaranteed)

☐ Bundled endorsements:

- ANK - Attempted Not Known
- IA - Insufficient Address
- ILL - Illegible
- NSN - No Such Number
- NSS - No Such Street
- UTF - Unable to Forward
- UAA – Undeliverable as Addressed
- UNC – Unclaimed

PS Form 1571 Undelivered Mail Report

70

- ☐ Standard Mail may be curtailed at management's direction using PS Form 1571, Undelivered Mail Report.

U.S. Postal Service UNDELIVERED MAIL REPORT																							
Delivery Unit	Route No.	Date																					
TO: Delivery and Collection Superintendent																							
The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered:																							
NOTE: If mail not supplied by carrier is not delivered on the same day, the manager should explain the action taken.																							
<table border="1"><thead><tr><th></th><th>Preferential</th><th>Class</th></tr></thead><tbody><tr><td>Letters</td><td></td><td></td></tr><tr><td>Merchandise</td><td></td><td></td></tr><tr><td>Magazines</td><td></td><td></td></tr><tr><td>Paid</td><td></td><td></td></tr><tr><td>Samples</td><td></td><td></td></tr><tr><td>Other Pieces</td><td></td><td></td></tr></tbody></table>		Preferential	Class	Letters			Merchandise			Magazines			Paid			Samples			Other Pieces				
	Preferential	Class																					
Letters																							
Merchandise																							
Magazines																							
Paid																							
Samples																							
Other Pieces																							
For Use By Parcel Post Carrier Only																							
Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered:																							
Section	Outside Pieces																						
Remarks: (Reasons for necessary, request or explanation of curtailment. Make any other matter of which record should be made.)																							
<table border="1"><thead><tr><th>File</th><th>Type of Mail</th><th>Signature</th></tr></thead><tbody><tr><td>Unit</td><td>Form</td><td></td></tr></tbody></table>	File	Type of Mail	Signature	Unit	Form																		
File	Type of Mail	Signature																					
Unit	Form																						
Action Taken (if any)																							
Manager's Signature																							
		Date																					

PS Form 1571

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U.S. Postal Service UNDELIVERED MAIL REPORT

Delivery Unit **Sterling Station** Route No. **6483** Day **3/19/97**

TO: Delivery and Collection Superintendent

The Following Mail Distributed To Site For Delivery Was Left In The Office Or Returned Undelivered.

NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.

	Preferential	Other
Letters		480
Newspapers		
Magazines		
Flats		230
Samples		
Other Pieces		

For Use By Parcel Post Carrier Only

Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

Sacks	Outside Pieces

Remarks: (Report for undelivered Reports of (97) omitted for convenience. Note any other number of which report should be made.)

Assisted casing 6489

Manager's Signature **R. W. Hardy**

Manager's Signature

Date

Automated Mail (DPS/FSS)

8

- ☐ Automated mail centrally located by route
 - Carriers may submit or amend PS Form 3996 when retrieving automated mail
 - DPS - letter-size mail machine sorted in delivery sequence
 - FSS - flat-size mail machine sorted in delivery sequence
- ☐ Check a few pieces in each DPS tray to verify proper delivery order before taking to the street
- ☐ Do not riffle FSS mail; take directly to the street



Hot Case

7

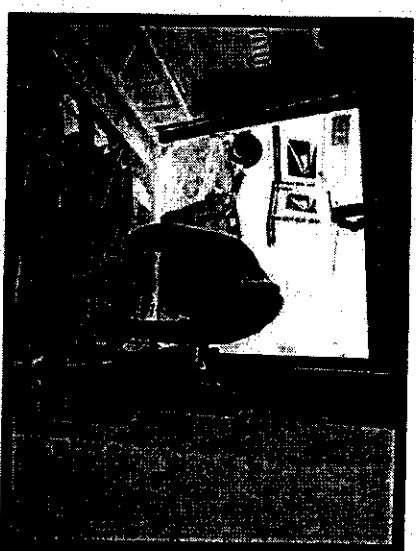
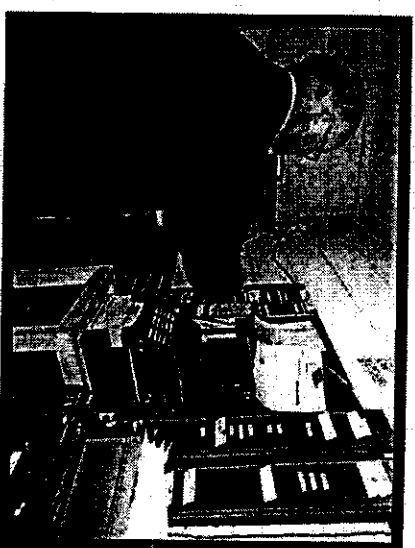
- ☐ Clerks sort missorted and endorsed mail into hot case
- ☐ Withdraw all hot case mail prior to leaving office
- ☐ Keep hot case mail separate for sequencing on the street
- ☐ Follow local policy for pulling and scanning the Hot Case



Clock Over to Street Time

11

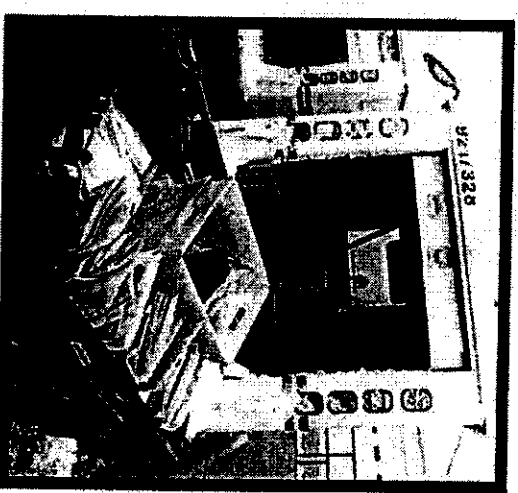
- Clock over to street time using EBR or local time recording equipment
- Record required vehicle and scan information in accordance with local procedures
- Scan MSP barcodes
- Load vehicle on street time



Last-In, First-Out (LIFO)

15

- ☐ Hamper loaded in reverse order when pulling down
- ☐ Mail on top of hamper will become mail on bottom in vehicle and last delivered
- ☐ Correctly organizing all mail and parcels in delivery sequence makes delivery accurate and efficient
- ☐ Type of route may determine how to place mail in vehicle
- ☐ Follow local policy



Pull Down and Loading Practice

58

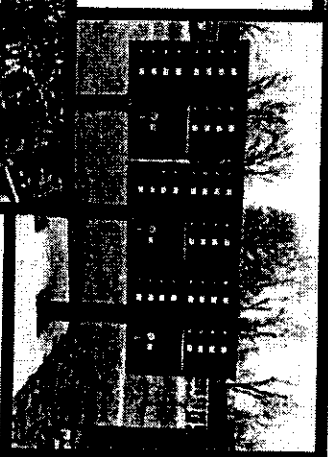
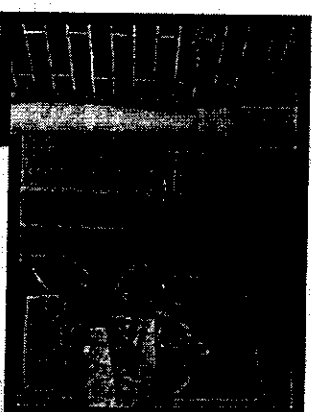


14

3. Load vehicle.		3.1. Hazard: Heavy loads. Effect: Back, arm or leg strain.	3.1. Size up the load. Adjust lifting technique to the type of load as trained. Get help if needed.	3.1. <None>
	3.2. Hazard: Wet vehicle floor. Effect: Slip, trip or fall.	3.2. Be aware of rain, snow, or ice exists. Wear proper footwear, work carefully and maintain balance. Get help with heavy loads.	3.2. <None>	
	3.3. Hazard: Low ceiling. Effect: Strike head on ceiling.	3.3. Know the space limitations of the vehicle. Be aware of low vehicle clearance.	3.3. <None>	
4. Return UTE to designated location.	4.1. Hazard: Moving vehicles. Effect: Being struck by another vehicle.	4.1. Be alert for other vehicles being driven in parking lot. Leather or fabric gloves with gripping surfaces may be worn to facilitate grip.	4.1. <None>	
Health Risk Assessment: 5 (Negligible)		Ergonomic Risk Assessment Code: 4 (Minor)		
Safety Risk Assessment: 4 (Minor)		Basic Screening Tool Result: Pass: ☒ Fail: ☐		
Qualitative/Quantitative Exposure Assessment Data		Supporting Postal Service Policy Documents		
na		PO-302 M-41 EL-514	Combined Handling Methods City Carrier District and Responsibilities Postal Employee's Guide to Safety	
Supporting Safety Tasks		Required Training		
Title:		Course No.		
Link:		Course Title:		
Address Back Do You Use Safe Lifting Techniques? Dos and Don'ts of Lifting Manual Handling of Materials		#EOcenter_csr0011_3Safety Task Instructions Back.pdf #EOcenter_csr0011_3Safety Task Instructions Safe Lifting.pdf #EOcenter_csr0011_3Safety Task Instructions Dos.pdf #EOcenter_csr0011_3Safety Task Instructions Manual Handling.pdf		

Private Receptacle Types

- ❑ **Door slots** - Usually located in the front door, garage door or installed in a wall of the home or business
- ❑ **Cluster box units (CBUs)** - Various types of centralized boxes used in mail delivery
- ❑ **Sidewalk** delivery occurs when a sidewalk is between the street and the mailbox

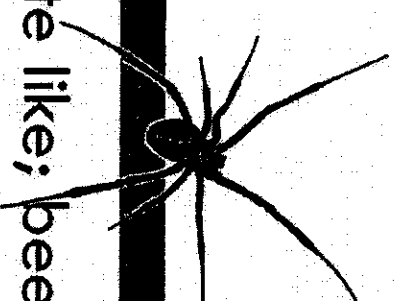


JSA – Dog Attack

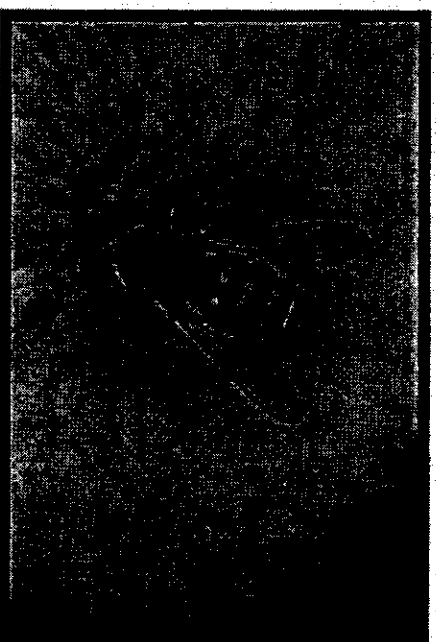
3. Place barrier between yourself and the dog	2.2 Hazard: Not knowing where your dog is located or if you do not have any dog restraints. Effect: No barriers toward the dog Minor: Only use restraint if the dog attacks. Do not use restraint as a means of keeping distance between you and the dog. 3.1 Hazard: Looking into the dog when reaching for restraint Effect: Dog may attack Minor: Only use restraint if the dog attacks. Do not use restraint as a means of keeping distance between you and the dog. 4.1 Hazard: Not looking up from the dog out trigger during away from dog Effect: Dog will want to chase and may attack Minor: Only use restraint if the dog attacks. Do not use restraint as a means of keeping distance between you and the dog. 5.1 Hazard: Not reporting dog attack Effect: Dog may attack at another time	2.2 Show dog spray in an easy access location. Practice removing spray to become fast and efficient 3.1 Make sure not to turn away from dog when preparing actions	2.2 Dog Restraint
4. Back away from the dog	Effect: Dog may attack Minor: Only use restraint if the dog attacks. Do not use restraint as a means of keeping distance between you and the dog. 4.1 Hazard: Not looking up from the dog out trigger during away from dog Effect: Dog will want to chase and may attack Minor: Only use restraint if the dog attacks. Do not use restraint as a means of keeping distance between you and the dog. 5.1 Hazard: Not reporting dog attack Effect: Dog may attack at another time	4.1 Make sure to back away during the dog keeping your backside between you and the dog.	4.1 Dog Restraint
5. When safely away from the dog, call supervisor and Animal Control	Effect: Dog may attack at another time 5.1 Hazard: Not reporting dog attack Effect: Dog may attack at another time	5.1 Always report the incident so that appropriate action can be taken. This will help prevent another dog attack in the future	5.1 <None>
6. Sign and complete complaint form from Animal Control	6.1 Hazard: Do not complete complaint Effect: Dog will return freely and may attack later	6.1 Make sure to have a complaint and will help assist Animal Control	6.1 <None>
7. Request a dog leash or issued to the owner of dog	7.1 Hazard: Not making a request to the owner of the dog Effect: Dog may attack again at another time	7.1 Request a dog leash to the owner of the dog	7.1 <None>
8. Control must wait until dog situation is under control	6.1 Hazard: Not waiting until Effect: When owner delivers and the dog may attack again	6.1 Make sure that is contained until the dog is restrained and is placed under control	6.1 <None>
Health Risk Assessment: 4 (Minor)	Safety Risk Assessment: 3 (Moderate)	Exposure Risk Assessment: 3 (Moderate)	Supporting Postal Service Policy Documents

Other Hazards

39



- Contact with insects that could sting or bite like; bees, hornets, wasps and spiders; could be a potential hazard
- Carriers who are allergic to insect bites should always carry medication



Designated Scan Points

- MSP scan may be required at first delivery
- Additional MSP locations throughout route; local practice will determine how to find MSPs
- Scan all MSP barcodes as encountered on route
- Upon return to office, notify supervisor of any MSP barcodes that were not able to scan



JSA – Carrier Walking Delivery

31

2 Crossing streets	1.4 Hazard Dogs run dogs Effect: Bites, falls.	1.4 Keep dog restrained in vehicle. Walk away from dog. Use caution as a barrier. Use dog restraint as needed.	1.4 -None-
	2.1 Hazard Street curb, uneven surfaces, objects in path, wet leaves, ice and snow. Effect: Steps, trips, and falls to ground resulting in bruises, strains, sprains, and broken bones.	2.1 Use caution when stepping off or onto curb. Keep your eyes on the path. Do not finger trail while crossing street. Wear proper footwear.	2.1 -None-
3 Walking on stairs/steps/ramps	1.2 Hazard Motor vehicles, bicycles. Effect: Struck by vehicle, resulting in bruises, strains, sprains, or broken bones.	2.2 Look both ways before crossing; be alert for motor vehicles and bicycles.	2.2
	3.1 Hazard Broken or slippery stairs/steps/ramps, uneven surfaces, objects in path, wet leaves, ice and snow. Effect: Steps, trips, and falls to ground resulting in bruises, strains, sprains, and broken bones.	3.1 Check condition of steps/stairs/ramps before proceeding. Use caution if available. Keep eyes on path. Avoid obstacles. Do not finger trail while walking. Wear proper footwear.	3.1 -None-
4 Place trash in receptacle or mail slot	4.1 Hazard Broken box or slot with sharp edges, insects or animals. Effect: Cuts, lacerations, etc.	4.1 Check condition of box or slot for damage and insects before placing mail in it. Do not enter bins or slots if available. Use Form 1767, Report of Hazard, Unsafe Condition or Practice to report any hazardous conditions to your supervisor.	4.1 -None-
Health Risk Assessment: 3 (Moderate)		Ergonomic Risk Assessment Code: 4 (Minor)	
Safety Risk Assessment: 4 (Minor)			
Qualitative/Quantitative Exposure Assessment Data		Supporting Postural Service Policy Documents	
F-3		E-514 Postal Employee's Guide to Safety	
Supporting Safety Tools		Required Training	

62

Title: Curbside Mounted Delivery

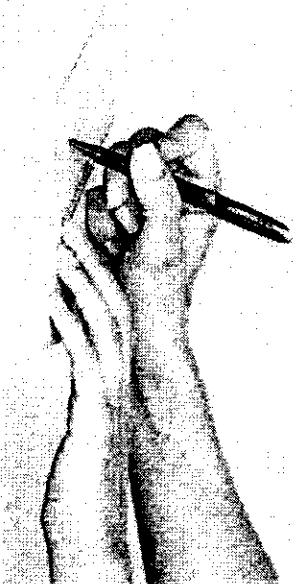
*Note: This document verifies the hazard assessment as required by 29 CFR 1910.132(h)(2).

[illegible]

Accepting Checks - COD

161

- ☐ Follow local check acceptance procedures
- ☐ Photo ID required
- ☐ Checks for COD articles payable to mailer/sender



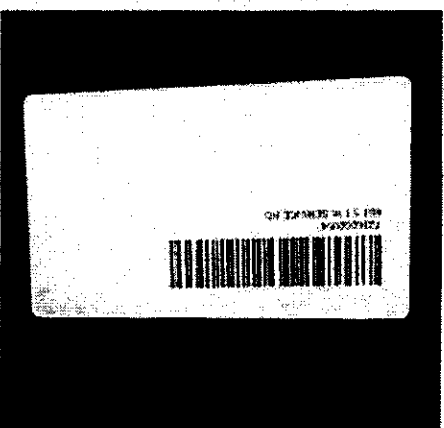
Collecting Outgoing Mail

- Collected from different locations
 - Collection boxes
 - Express Mail boxes
 - Mail receptacles
 - Businesses
 - Residential customers



57

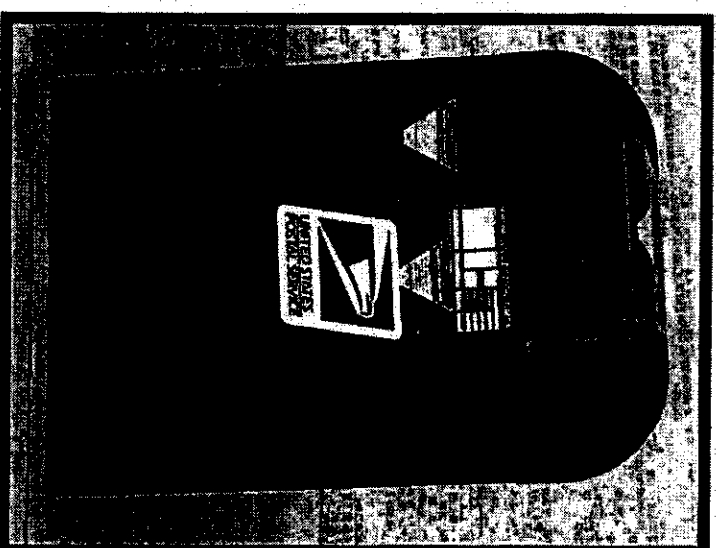
- [illegible]



Collection Routes and Schedule

68

- ☐ Collect all boxes
 - In order
 - No earlier than posted time
- ☐ Verbally indicate any uncollected box to supervisor
 - Report on PS Form 1571, *Undelivered Mail Report*



Anonymous Mail

73

☐ Defined as mail:

- Weighing 13 oz. or more
- Bears only stamps as postage
- Not accepted by a retail employee
- Deposited in a collection box or mail receptacle

☐ Take following action when identified:

- Place a DDD2 label over destination address, city, state, and ZIP, leaving addressee's name visible on each piece to indicate why mailpiece cannot be collected
- Do not accept anonymous mail from business or residential customers
- Refer customers to a retail service counter for acceptance

Important Customer Information

We regret that your mail was not collected or is being returned to you due to heightened security requirements. All mail that bears postage stamps and weighs more than 13 ounces **MUST** be taken by the customer to a retail service associate at a Post Office.

United States Postal Service

JULY 2007 DECDD2

JSA – Collecting Mail from Collection Boxes

67

4. Close box door and lock.	3.2. Hazard: Heavy collection box inside box. Effect: Back strain.	3.2. Strike the lid out of the collection box. Test the lock and use appropriate strapping techniques. Spin the key if the lid is too heavy to lift easily.	3.2 - None -
	3.3. Hazard: Resting loose mail from floor of box. Effect: Strike head on box.	3.3. Be aware of head clearance.	3.3 - None -
	4.1. Hazard: Close door on fingers or hand. Effect: Cut or bruised fingers or hand.	4.1. Place hand on face of door and close slowly. Pull key in lock and secure.	4.1 - None -
	4.2. Hazard: Failure to remove key from lock when the key is on a chain attached to you clearing. Effect: When stepping away, sudden jerk can cause a fall or strain.	4.2. Remove the key from the lock. Place the key back in the lock box or return it to the key ring.	4.2 - None -
Health Risk Assessment: 5 (Moderate) Safety Risk Assessment: 5 (Negligible)		Ergonomic Risk Assessment Code: 5 (Negligible)	
Qualitative/Quantitative Exposure Assessment Data		Supporting Postal Service Policy Documents	
F2		EL-314 H-4.1	Postal Employee's Guide to Safety City Carrier Duties and Responsibilities
Supporting Safety Tasks		Required Training	
Title: Achieve Back Do You Use Safe Lifting Techniques? Dose and Dose Rate of Lifting Team Lifting		Course No:	Course Title:
Link: E-ONLINE: OSHA 3090 Safety Training: Back Pain E-ONLINE: OSHA 3090 Safety Training: Lifting E-ONLINE: OSHA 3090 Safety Training: Lifting E-ONLINE: OSHA 3090 Safety Training: Lifting			

Return From Route

5

- ☐ Follow LOT on PS Form 1564-A
 - Obtain hamper to load undeliverable, collected mail, and empty equipment



- ☐ Safely handle empty equipment and mail
 - Return all equipment to designated areas
 - Remove all tags from sacks, trays, and tubs
- ☐ Remove all mail and equipment from vehicle
- ☐ Secure vehicle for the evening
 - Properly park vehicle in designated location
 - Secure windows and doors

Recording Time and Vehicle Mileage

6

- ☐ Scan the Return to Office MSP barcode
- ☐ Clock over to office function
- ☐ Use scanner to record ending mileage
 - PS Form 4570, *Vehicle Time Record*, if required
- ☐ Check for additional instructions from supervisor
- ☐ Place scanner in cradle, deposit vehicle keys
- ☐ Complete PS Form 3996, *Carrier-Auxiliary Control*

Deposit Mail and Equipment

7

- Process Collected Mail
- Deposit collected outgoing Mail in designated location
 - Local instructions dictate required separations
 - Properly mark and isolate Anonymous Mail and Hazmat



Clear Accountable Items

12

☐ Accountable items include:

- Arrow keys, building keys/cards, etc.
- Certified Mail
- Registered Mail
- Priority Mail Express
- CODs
- Return Receipt For Merchandise
- Postage Due
- Numbered Insured
- Customs Duty Mail

UNITED STATES POSTAL SERVICE
REGISTERED MAIL RECEIPT

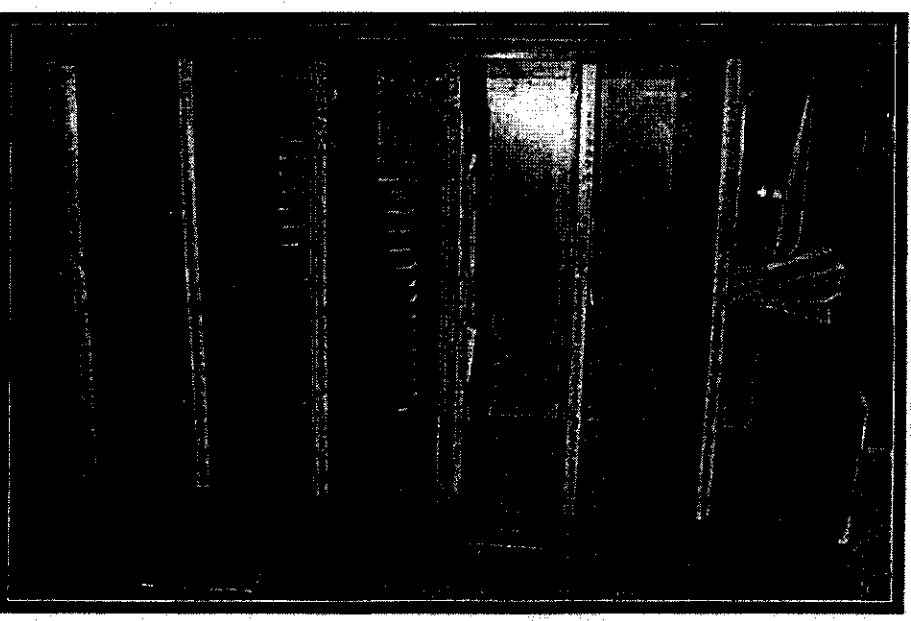
TO: [Handwritten Address]
FROM: [Handwritten Address]
POSTAGE: [Handwritten Amount]
INSURANCE: [Handwritten Amount]
SIGNATURE: [Handwritten Signature]

DATE: JAN 10 2007

Missent, Missort, Missequenced(3M)

8

- DPS/FSS errors in most offices will be placed in appropriate 3M Case separations
 - Missent mail - wrong ZIP Code
 - Missorted - right ZIP Code, wrong carrier route
 - Missequenced - right carrier route, wrong sequence



Zero Tolerance Policy

33

- Every act or threat of violence, regardless of the initiator, elicits an immediate and firm response
- Response could result in corrective action, up to and including, removal of the offender from employment

**ZERO
TOLERANCE**
AT USPS

Joint Statement on Violence and Behavior in the Workplace

- ☐ What steps can each employee can take to ensure that their behavior in the workplace follows the guidelines discussed?

JOINT STATEMENT ON VIOLENCE AND BEHAVIOR IN THE WORKPLACE

The United States Postal Service as an institution and all of us who serve that institution must firmly and unequivocally commit to do everything within our power to prevent further incidents of work-related violence.

This is a time for candid appraisal of our flaws and not a time for scapegoating, fingerpointing, or procrastination. It is a time for reaffirming the basic right of all employees to a safe and humane working environment. It is also the time to take action to show that we mean what we say.

We openly acknowledge that in some places or units there is an unacceptable level of stress in the workplace, that there is no excuse for and will be no tolerance of violence or any threats of violence by anyone at any level of the Postal Service, and that there is no excuse for and will be no tolerance of harassment, intimidation, threats, or bullying by anyone.

We also affirm that every employee at every level of the Postal Service should be treated at all times with dignity, respect and fairness. The need for the USPS to serve the public efficiently and productively, and the need for all employees to be committed to giving a few days' work for a fair day's pay, does not justify actions that are abusive or intolerant. Making the managers' is not an excuse for the abuse of anyone. Those who do not treat others with dignity and respect will not be rewarded or promoted. Those whose unacceptable behavior continues will be removed from their positions.

We obviously cannot ensure that however seriously intentioned our words may be, they will not be treated with jokes and nods or skepticism by some of our 700,000 employees. But let there be no mistake that we mean what we say and we will enforce our commitment to a workplace where dignity, respect, and fairness are basic human rights, and where those who do not respect those rights are not tolerated.

Our intention is make the workroom floor a safe, more harmonious, as well as a more productive workplace. We pledge our efforts to these objectives.

Signed by the D.C. Nurses Association, Federation of Postal Police Officers, National Association of Letter Carriers, National Postal Mail Handlers Union, United States Postal Service, National Association of Postal Supervisors, National Association of Postmasters of the United States, National League of Postmasters of the United States, National Rural Letter Carriers Association.

Dated February 14, 1992

Source: Postal Bulletin 21811 3-19-92 page 3