

## REVENUE ASSURANCE IS *YOUR* BUSINESS



### CARRIER ROUTE MAIL SERVICE TALK

(FOR ALL EMPLOYEES)

The Enhanced Carrier Route rates are the deepest discounts the Postal Service offers our customers for presorting their mail. In order to receive these discounts the customer must meet several requirements including these:

**MARKING:** Each mail piece must be marked accordingly.

**ECRWSS** – for saturation walk sequence mail that is addressed to at least 90% of a carrier's residential deliveries, or 75% of business *and* residential deliveries, or, if simplified address (no street address on piece), 100% of a carrier's deliveries. **THIS MAIL MUST BE IN EXACT WALK-SEQUENCE** (Reverse walk-sequence is not acceptable).

**ECRWSH** – for high-density walk-sequence mail that is addressed to at least 125 deliveries on a carrier's route. **THIS MAIL MUST BE IN EXACT WALK-SEQUENCE** (Reverse walk-sequence is not acceptable).

**ECRLOT** – for line-of-travel mail that is addressed to at least 10 deliveries on a carrier's route. **THIS MAIL MAY BE IN WALK-SEQUENCE BUT MUST BE IN LINE-OF-TRAVEL ORDER** (that is, in order according to the ZIP+4 codes on a carrier's route per the route edit sheet).

**CARRIER-ROUTE ID** must have been updated within 90 days before mailing.

**NOTE:** Carrier-Route mail marked "AUTOOCR" is for barcoded mail pieces that are addressed to at least 10 deliveries on a carrier's route. This mail is not required to be in delivery order.

# INSTRUCTIONS

**Delivery Employee:** Follow the instructions below if you are receiving Carrier Route Presort mail that is improperly marked for delivery on your route.

- Hold pieces in error to one side. Bundle and mark "Not for Route \_\_\_\_\_" and give to your supervisor.
- Pieces received out of sequence - Notify supervisor and process mail for delivery.

**Delivery Supervisor:** When given incorrectly routed mail as identified above:

- If the route numbers on the pieces differ from the route information as specified above, you or a designated employee should estimate the error rate. If the error rate exceeds 5% of the total pieces of this mailing within your carrier route, a listing similar to the one below should be prepared. To be useful, the listing must show street and blocks which were incorrect. (DMM, M050.2.0)
- If carrier received the mail out of sequence - document as shown below - process the mail involved.
- Send completed form to origin post office for action. The origin office will be determined by the ZIP-Code listed on the tray/sack label, pallet flay, ZIP-Code listed in the indicia, or in the case of a company permit that does not have a zip code in the indicia, use the ZIP-Code listed in the return address.
- Maintain a follow up file. If a response is not received from the origin post office within 30 days, send a copy to the BME Manager in the District where Post Office is located. Your local BME Manager can assist you with a name and address.
- Compare the route information on the pieces to the official scheme. Scheme information is updated bi-monthly (effective 10-15-96). Customers are required to update their carrier route information within 90 days of the date of mailing by using the most current scheme information available at the time the update is performed. As an example, a customer who updates scheme information on November 20, 1996 (using the 10-15-96 scheme) is eligible to mail at carrier route discounts using the 10-15-96 scheme information through February 19, 1997 (90 days from the 11-20-96 processing date) even though new updates were issued on 12-15-96 and 02-15-97.

**Origin Postmaster or BME Supervisor:**

- Compare date of CRIS scheme change to mailer's update.
- Calculate percentage of error from the documentation.
- Send results of action taken to collect revenue to the name listed at the bottom of this form as soon as possible.

**CARRIER ROUTE PRESORT ERROR LISTING**

MAILER NAME: ABC Widgets Co.  
 ADDRESS: 30 S Franklin Street  
 CITY: Miamisburg

STATE: OH ZIP: 45342

IF POSSIBLE ATTACH SACK OR TRAY LABEL/S AND PROVIDE TWO (2) SAMPLES OF MAILPIECE

Send completed form and samples to origin post office

ORIGIN POST OFFICE      Miamisburg      OH      45342  
 CITY      STATE      ZIP

CLASS OF MAIL -  ONE: FIRST-CLASS    PERIODICALS    STANDARD MAIL A  

POSTAGE PAID BY: PERMIT# 124      METER#      PRECANCELED STAMPS

List address ranges for scheme items sorted in error to Box Sec, CrRt, Rural Rt, Hwy, or Contract Rt. (#of pieces)	List the Incorrect Route Number Shown on Mailpiece	List the Correct Route Number According to Official CRIS Scheme	Other Errors (Wrong City, Zip, Out of Sequence)	Date scheme change were made to CRIS
1-25 Clark Street (30)	CR 25	CR 31		
160-226 Clinton Street (70)		CR 32	(WSS) reverse sequence	
PO Boxes 1601- 1798 (20)	B007	B008		
4200-7200 Wayward Lane (10)	RR07	RR08	Wrong Zip 47314	
2783 Lincoln Ave. (20)		CR 15	(LOT) Out of Sequence	

\*Pieces marked ECRLot must be prepared in Line-of -Travel sequence .

\*Pieces marked ECRWSH or ECRWSS must be prepared in exact Walk-Sequence.

©Customers are required to update Carrier Route information within 90 days of the mailing date .

(Line-of-Travel [LOT] sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. ZIP+4 groups are sequenced first, then the addresses within each are sorted in ascending or descending order)

Approximate number of pieces received by the delivery unit from this mailer 1500

Number of Mis-sorted or Out-of Sequence Pieces 150 Percent in Error 10%

Mike Smith 7/18/98  
 Supervisor's Name Date

Main      232 South Street      Richmond   IN      47312  
 Station or Branch      Address      City      State      ZIP-Code