

LABOR RELATIONS



March 15, 2023

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Standard Work Instruction (SWI), entitled *Handling of small Parcels and Rolls (SPRs)*, for increased accuracy.

Enclosed is a copy of the Standard Work Instructions (SWI) informing carriers how to handle SPRs. This document can also be found in the Chief Retail and Delivery Operations (CRDO) Resource Library.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

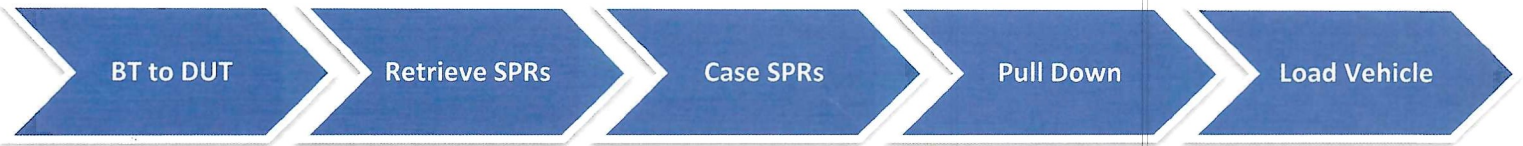
A handwritten signature in blue ink, appearing to read "James Lloyd".






James Lloyd
Director
Labor Relations Policies and Programs

Enclosure

LRPP 2023-37

Standard Work Instruction – Handling of Small Parcels and Rolls (SPRs)



Visual	Important Steps	Key Points	Reasons for Key Points
	<p>1. Begin Tour (BT) to, DUT (Distribution Up Time) Play</p>	<ul style="list-style-type: none"> Carrier start times MUST NOT be earlier than 30 minutes before the scheduled DUT If carrier start times are more than 30 minutes before the scheduled DUT, start times must be reevaluated Scheduled DUT must be achieved daily; PM distribution required 	<ul style="list-style-type: none"> Prevents carriers from waiting for mail Improves office efficiency
	<p>2. Retrieve SPRs</p>	<ul style="list-style-type: none"> SPRs should be sorted into designated SPR bins Carrier should return any throwback mail, retrieve SPRs and Parcel Hamper in 1 trip 	<ul style="list-style-type: none"> Casing SPRs minimizes double handling Maximizes time for carrier casing Reduces carrier waiting time
	<p>3. Case SPRs</p>	<ul style="list-style-type: none"> When casing SPRs and rolls, the minimum standard is 8 pieces per minute SPRs should be cased, like flats 	<ul style="list-style-type: none"> Packages under 2lbs are considered SPRs and are counted as pieces of other sizes/flats/SPRs SPRs that do not fit in the carrier case can be collated during pulldown
	<p>4. Pull Down</p>	<ul style="list-style-type: none"> After all mail and SPRs have been cased, carriers pull down in sequence and strap out at the rate of 70 pieces per minute Collate any non-caseable SPRs or sequence in a separate tub or tray 	<ul style="list-style-type: none"> Casing or traying SPRs in delivery order eliminates the need for the Load Truck feature when loading the vehicle with SPRs
	<p>5. Load Vehicle</p>	<ul style="list-style-type: none"> Carriers must move to a street operation and proceed to load vehicle in sequential order (average load time 22minutes) Use Load Truck feature on scanner to scan & load all remaining parcels into vehicle 	<ul style="list-style-type: none"> Ensures proper timekeeping to reflect the hours and operations worked each day Aligns mail in the most efficient way for delivery