



December 21, 2022

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

Dear Ivan:

This is a follow up to the August 19, 2021, notification wherein you were notified that the Postal Service was testing the use of a manual stacker/un-stacker forklift in delivery units.

The Postal Service will begin testing the use of an ergonomic and power operated Pallet lifter and Pallet Jack in late December at 20 Function One sites and 10 Function Four Destination Delivery Units (DDU). This test was designed to provide facilities which cannot currently double stack or receive double stacked pallets equipment to now do so.

These new pieces of equipment are not Power Industrial Trucks (PIT) and do not require PIT training; however, employees will receive familiarization training on site.

We have enclosed a copy of the previous notification, the Standard Work Instructions (SWI's), and the 30 total testing sites.

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

Sincerely,

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

James Lloyd  
Director (A)  
Labor Relations Policies and Programs

Enclosures



August 19, 2021

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

**Certified Mail Tracking Number:**  
7020 3160 0002 0328 9061

Dear Brian:

As a matter of general interest, the Postal Service intends to test the use of a manual stacker/un-stacker forklift in delivery units ahead of the peak mailing season.

The purpose of the subject test is to determine the practicability of utilizing forklifts to reduce transit by stacking and unloading containers. In addition, the test will determine if forklifts can safely assist in the movement of mail to delivery units during peak season. Bargaining unit employees will be provided onsite training prior to the use of the equipment.

The test is scheduled to begin August 23, in Woodbridge, Virginia for a duration of two weeks. Enclosed is an image of the manual stacker/un-stacker forklift.

Please contact April Cutchember at 240-321-4768 if there are any questions.

Sincerely,



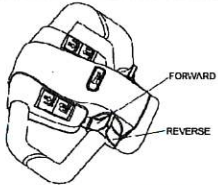

A handwritten signature in black ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson  
Director  
Contract Administration (APWU)

Enclosure

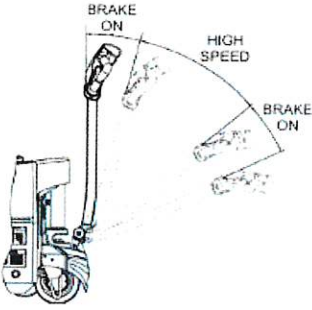
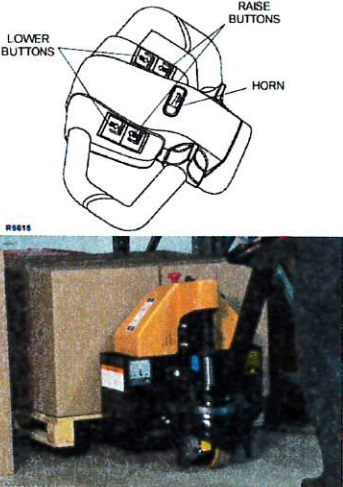

# Work Instruction: Operating A Big Joe E30 Pallet Jack





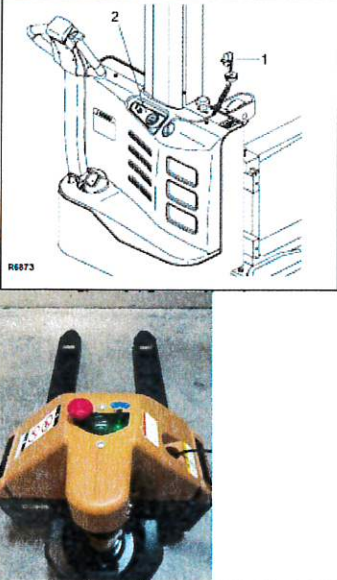
	Important Steps	Key Points	Reasons for Key Points
	1. Inspect Pallet Jack	<ul style="list-style-type: none"> <li>Use the Operator List to conduct pre-operation inspection</li> <li>Report any defects immediately to the supervisor</li> <li>Do not lift a defective pallet</li> <li>Use the pallet jack on flat ground</li> </ul>	<ul style="list-style-type: none"> <li>Conducting a pre-operation inspection prevents possible injury and danger from operating the pallet jack</li> </ul>
	2. Power On the Pallet Jack	<ul style="list-style-type: none"> <li>Disengage the emergency stop switch and turn on the key switch</li> <li>Grasp the grips of the steering head so that the speed control can be comfortably operated by either thumb</li> <li>Lower the steering arm to a comfortable position above horizontal</li> </ul>	<ul style="list-style-type: none"> <li>Lowering the steering arm will disengage the brake and energize the electrical circuits</li> <li>Ensuring a comfortable position improves the ergonomics of operating the pallet jack</li> </ul>
 	3. Drive to the Pallets	<ul style="list-style-type: none"> <li>Rotate the control in the direction you want to travel</li> <li>Slowly press the speed control forward or reverse</li> <li>Move the pallet jack into position so forks are within the pallet or skid, and the load is centered over the forks and as far back as possible</li> </ul>	<ul style="list-style-type: none"> <li>The farther you rotate the control from the neutral position, the faster the pallet jack will travel</li> <li>Press the forward or reverse speed control farther to increase speed</li> <li>Releasing the speed control and lowering or raising the steering arm will engage the brake</li> </ul>



# Work Instruction: Operating A Big Joe E30 Pallet Jack

	<p>4. Stop the Pallet Jack</p>	<ul style="list-style-type: none"> <li>• 4 ways to stop the pallet jack:             <ol style="list-style-type: none"> <li>1. Plugging: Rotate the speed control lever in the opposite direction of travel and release it when the pallet staker stops.</li> <li>2. Steering arm: lower or raise the steering arm</li> <li>3. Emergency brake: press the emergency brake switch</li> <li>4. Regenerative brake: release the speed control lever</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Stopping distance of the pallet jack depends on the ground conditions</li> </ul>
	<p>5. Pick Up the Pallets</p>	<ul style="list-style-type: none"> <li>• Raise the forks to lift the load</li> <li>• Lift/Lower Control buttons are located on the steering control head</li> <li>• To lift forks, push in either LIFT button and hold until forks reach desired height</li> </ul>	<ul style="list-style-type: none"> <li>• Lifting and lowering the forks to the correct height ensures that the pallet will be picked up undamaged</li> </ul>
	<p>6. Drive Pallets to New Position</p>	<ul style="list-style-type: none"> <li>• Drive to the area where the pallets will be placed</li> <li>• Move the pallet jack to align the load with its new position</li> <li>• Make sure container staging aligns with outbound trips and transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Stacking the containers relative to trips ensures smooth flow of mail</li> <li>• Driving the container to the correct position will ensure it goes on the correct trip</li> </ul>

## Work Instruction: Operating A Big Joe E30 Pallet Jack

	<p>7. Unload the Pallets</p>	<ul style="list-style-type: none"> <li>• Lower the load until it rests squarely in place and the forks are free</li> <li>• To lower forks, push in either LOWER button and hold until forks descend to desired height</li> <li>• Slowly move the pallet jack out from under the load</li> </ul>	<ul style="list-style-type: none"> <li>• Safely lowering the load will ensure the container is not damaged</li> </ul>
	<p>8. Park the Pallet Jack</p>	<ul style="list-style-type: none"> <li>• At the end of use, return the pallet jack to its maintenance or storage area</li> <li>• Turn off the key switch</li> <li>• Engage the emergency stop switch</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and powering off the pallet jack ensure it is safely stored</li> </ul>
	<p>9. Charge Batteries</p>	<ul style="list-style-type: none"> <li>• Park the pallet jack at the charging station with the carriage lowered</li> <li>• Tag and disconnect the three cables from the batteries and replace the batteries</li> <li>• Put in the batteries once they are fully charged in the reverse order of removal</li> <li>• Red LED light means charging, Green LED means fully charged</li> </ul>	<ul style="list-style-type: none"> <li>• This will ensure a fully charged battery for the next use</li> </ul>

# Work Instruction: Operating A Big Joe E30 Pallet Jack

**Table 2-1 Operator Checks**

ITEM	PROCEDURE	ITEM	PROCEDURE
Transmission and hydraulic systems.	Check for signs of fluid leakage.	Wheels	Check drive wheel for cracks or damage. Move truck to check load for freedom of rotation.
Forks	Check for cracks and damage; and, that they are properly secured.	Hydraulic controls	Check operation of lift and lower to their maximum positions.
Chains, cables and hoses	Check that they are in place, secured correctly, functioning properly and free of binding or damage.	Brakes	Check that brakes actuate when steering arm is raised to upright position, and when lowered to horizontal position.
Guards and load backrest	Check that safety guards are in place, properly secured and not damaged.	Deadman/ Parking brake	Check that steering arm raises to upright position when released and brake applies.
Safety signs	Check that warning labels, nameplate, etc., are in good condition and legible.	Emergency Stop Switch	Check that emergency stop switch can be disengaged and reengaged.
Horn	Check that horn sounds when operated.	Battery charge	Check the battery indicator.
Steering	Check for binding or looseness in steering arm when steering.	High speed limit switch	Allow for enough space to operate truck in high speed. Elevate forks approximately two feet, then test drive truck to check if high speed is cut out.
Travel controls	Check that speed controls on control head operate in all speed ranges in forward and reverse and that belly button switch functions.		



# Work Instruction: Operating A Big Joe E30 Pallet Jack



## Electric Truck Daily Operator Check-Off List

Date \_\_\_\_\_ Operator \_\_\_\_\_

Truck No. \_\_\_\_\_ Model No. \_\_\_\_\_

Dept. \_\_\_\_\_ Shift \_\_\_\_\_




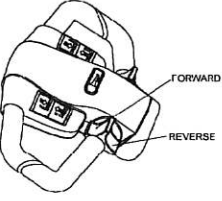
Hour Meter

Reading—Drive \_\_\_\_\_ Hoist \_\_\_\_\_

Check	O.K. (✓)	Need Maintenance
Tires		
Load Wheels		
Horn		
Lift—Lower Control		
Attachment Operation		
Forward & Reverse Controls		
Steering		
Brakes		
Hydraulic Leaks, Cylinders, Valves, Hoses, Etc.		

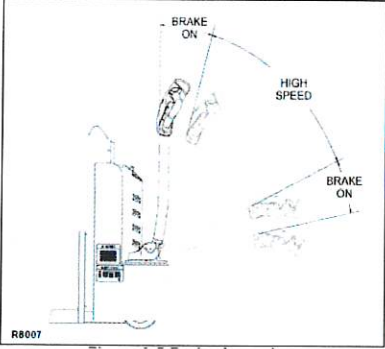
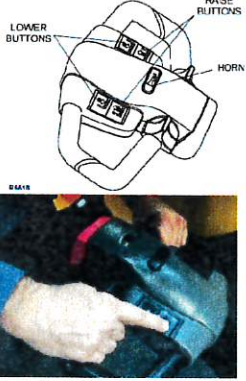

# Work Instruction: Operating A Big Joe S22 Pallet Stacker





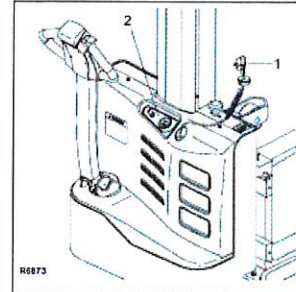

	Important Steps	Key Points	Reasons for Key Points
	1. Inspect Pallet Stacker	<ul style="list-style-type: none"> <li>Use the Operator List to conduct pre-operation inspection</li> <li>Report any defects immediately to the supervisor</li> <li>Do not lift a defective pallet</li> <li>Use the pallet stacker on flat ground</li> </ul>	<ul style="list-style-type: none"> <li>Conducting a pre-operation inspection prevents possible injury and danger from operating the pallet stacker</li> </ul>
	2. Power On the Pallet Stacker	<ul style="list-style-type: none"> <li>Disengage the emergency stop switch and turn on the key switch</li> <li>Grasp the grips of the steering head so that the speed control can be comfortably operated by either thumb</li> <li>Lower the steering arm to a comfortable position above horizontal</li> </ul>	<ul style="list-style-type: none"> <li>Lowering the steering arm will disengage the brake and energize the electrical circuits</li> <li>Ensuring a comfortable position improves the ergonomics of operating the pallet stacker</li> </ul>
 	3. Drive to the Pallets	<ul style="list-style-type: none"> <li>Rotate the control in the direction you want to travel</li> <li>Slowly press the speed control forward or reverse</li> <li>Move the pallet stacker into position so forks are within the pallet or skid, and the load is centered over the forks and as far back as possible</li> </ul>	<ul style="list-style-type: none"> <li>The farther you rotate the control from the neutral position, the faster the pallet stacker will travel</li> <li>Press the forward or reverse speed control farther to increase speed</li> <li>Releasing the speed control and lowering or raising the steering arm will engage the brake</li> </ul>



# Work Instruction: Operating A Big Joe S22 Pallet Stacker

	<p>4. Stop the Pallet Stacker</p>	<ul style="list-style-type: none"> <li>4 ways to stop the pallet stacker:             <ol style="list-style-type: none"> <li>1. Plugging: Rotate the speed control lever in the opposite direction of travel and release it when the pallet stacker stops.</li> <li>2. Steering arm: lower or raise the steering arm</li> <li>3. Emergency brake: press the emergency brake switch</li> <li>4. Regenerative brake: release the speed control lever</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Stopping distance of the pallet stacker depends on the ground conditions</li> </ul>
	<p>5. Pick Up the Pallets</p>	<ul style="list-style-type: none"> <li>Raise the forks to lift the load</li> <li>Lift/Lower Control buttons are located on the steering control head</li> <li>To lift forks, push in either LIFT button and hold until forks reach desired height</li> </ul>	<ul style="list-style-type: none"> <li>Lifting and lowering the forks to the correct height ensures that the pallet will be picked up undamaged</li> </ul>
	<p>6. Drive Pallets to New Position</p>	<ul style="list-style-type: none"> <li>Drive to the area where the pallets will be placed</li> <li>Move the pallet stacker to align the load with its new position</li> <li>Make sure container staging aligns with outbound trips and transportation</li> </ul>	<ul style="list-style-type: none"> <li>Stacking the containers relative to trips ensures smooth flow of mail</li> <li>Driving the container to the correct position will ensure it goes on the correct trip</li> </ul>

# Work Instruction: Operating A Big Joe S22 Pallet Stacker

		<p>7. Unload the Pallets</p>	<ul style="list-style-type: none"> <li>• Lower the load until it rests squarely in place and the forks are free</li> <li>• To lower forks, push in either LOWER button and hold until forks descend to desired height</li> <li>• Slowly move the pallet stacker out from under the load</li> </ul>	<ul style="list-style-type: none"> <li>• Safely lowering the load will ensure the container is not damaged</li> </ul>
		<p>8. Park the Pallet Stacker</p>	<ul style="list-style-type: none"> <li>• At the end of use, return the pallet stacker to its maintenance or storage area</li> <li>• Turn off the key switch</li> <li>• Engage the emergency stop switch</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and powering off the pallet stacker ensure it is safely stored</li> </ul>
		<p>9. Charge Batteries</p>	<ul style="list-style-type: none"> <li>• Park the pallet stacker at the charging station with the carriage lowered</li> <li>• Tag and disconnect the three cables from the batteries and replace the batteries</li> <li>• Put in the batteries once they are fully charged in the reverse order of removal</li> <li>• Red LED light means charging, Green LED means fully charged</li> </ul>	<ul style="list-style-type: none"> <li>• This will ensure a fully charged battery for the next use</li> </ul>
				

# Work Instruction: Operating A Big Joe S22 Pallet Stacker

Table 2-1 Operator Checks

ITEM	PROCEDURE
Transmission and hydraulic systems.	Check for signs of fluid leakage.
Forks	Check for cracks and damage.
Safety signs	Check that warning labels, nameplate, etc., are in good condition and legible.
Horn	Check that horn sounds when operated.
Steering	Check for binding or looseness in steering arm when steering.
Travel controls	Check that speed controls on control head operate in all speed ranges in forward and reverse and that belly button switch functions.

ITEM	PROCEDURE
Wheels	Check drive wheel for cracks or damage. Move truck to check load for freedom of rotation.
Hydraulic controls	Check operation of lift and lower to their maximum positions.
Brake	Check that brake actuates when steering arm is raised to upright position, and when lowered to horizontal position.
Deadman/ Parking brake	Check that steering arm raises to upright position when released and brake applies.
Battery disconnect	Check that battery can be disconnected and reconnected. Check for connector damage.
Battery charge	Check the battery indicator.



# Work Instruction: Operating A Big Joe S22 Pallet Stacker



## Electric Truck Daily Operator Check-Off List

Date \_\_\_\_\_ Operator \_\_\_\_\_

Truck No. \_\_\_\_\_ Model No. \_\_\_\_\_

Dept. \_\_\_\_\_ Shift \_\_\_\_\_

Hour Meter  
Reading — Drive \_\_\_\_\_ Hoist \_\_\_\_\_

Check	O.K. (✓)	Need Maintenance
Tires		
Load Wheels		
Horn		
Lift—Lower Control		
Attachment Operation		
Forward & Reverse Controls		
Steering		
Brakes		
Hydraulic Leaks, Cylinders, Valves, Hoses, Etc.		

# Phase 1 Deployment (20) FI Sites

Power Pallet Stacker				
Rank	Plant	# Pallet Stackers Requested by PDC/PSA	Notes	Site Address
1	Los Angeles CA P&DC	7		7001 S CENTRAL AVE, LOS ANGELES CA, 90052-9998
2	Industry CA P&DC	6		15421 E GALE AVE, CITY OF INDUSTRY, CA, 91715-9998
3	Salt Lake City UT ASF	6		1960 S INDUSTRIAL RD, SALT LAKE CITY, UT, 84199-9780
4	West Valley AZ P&DC	6		620 N 47TH AVE, PHOENIX, AZ, 85043-2814
5	Indianapolis IN MPA	6		125 W SOUTH ST, INDIANAPOLIS, IN, 46206-9997
6	Royal Palm FL P&DC	4		5500 NW 142ND ST, OPA LOCKA, FL, 33054-9997
6	Royal Palm FL PSA	2		21201 NW 43RD AVE UNIT 100, MIAMI GARDENS, FL, 33055
9	Ybor City FL P&DC	5		1801 GRANT ST, TAMPA, FL, 33605-6001
11	Music City Annex	4		570 KNIGHT VALLEY DR, NASHVILLE, TN, 37227-9800
13	Queens NY P&DC	4		14202 20TH AVE, FLUSHING, NY, 11351-9604
14	Springfield MA NDC	4		1800 PAGE BLVD, SPRINGFIELD, MA, 01152-9903
15	North Houston TX P&DC	4		4600 ALDINE BENDER RD, NORTH HOUSTON, TX, 77315-9997
17	Pittsburgh PA NDC	4		300 BRUSH CREEK RD, WARRENDALE, PA, 15095-1002
19	Jacksonville FL NDC	4		7415 COMMONWEALTH AVE, 7415 COMMONWEALTH AVE, FL, 32099-0002
20	Columbus OH P&DC	4		2323 CITYGATE DR, COLUMBUS, OH, 43218-9997
24	DVD NJ P&DC	4		850 NEWARK TPKE, KEARNY, NJ, 07099-9400
25	Milwaukee WI MPA	4		2201 E COLLEGE AVE, OAK CREEK, WI, 53154-2201
26	Saint Louis MO NDC	4		5800 PHANTOM DR, HAZELWOOD, MO, 63042-2487
28	Detroit MI NDC	4		17500 OAKWOOD BLVD, ALLEN PARK, MI, 48101-2775
31	Mid-Carolina NC P&DC	4		1820 W POINTE DR, CHARLOTTE, NC, 28214-9106
	<b>TOTAL</b>	<b>90</b>		



# Phase 1 Deployment (10) F4 DDU Sites

<p><b>Flint Hub:</b>            Postmaster: Ronald Hippensteel            Tans Mgr: Barbara Lawrence            Host Plant: Michigan Metroplex            Address:            250 E Boulevard Dr            Flint, MI 48502</p>	<p><b>Athens Hub:</b>            Postmaster: Jon Dillard            Tans Mgr: Paula Khalil            Host Plant: Columbus            Address:            5 W Stimson Ave            Athens OH 45701</p>	<p><b>Shawnee Mission Main:</b>            Contact:            Karla Rose <a href="mailto:Karla.K.Rose@usps.gov">Karla.K.Rose@usps.gov</a>            Address:            6029 BROADMOOR ST            MISSION, KS 66202-9995            Host P&amp;DC:            Kansas City P&amp;DC            1700 Cleveland Ave            Kansas City, MO</p>	<p><b>Ballwin:</b>            Contact:            Ed Geiler <a href="mailto:Edward.D.Geiler@usps.gov">Edward.D.Geiler@usps.gov</a>            Address:            15455 MANCHESTER RD            BALLWIN, MO 63011-9998            Host P&amp;DC:            Saint Louis P&amp;DC            1720 MARKET ST RM 3025            SAINT LOUIS, MO 63155-9997</p>
<p><b>Saginaw Hub:</b>            Postmaster: Hermon Gillum            Tans Mgr: Barbara Lawrence            Host Plant: Michigan Metroplex            Address:            1233 S Washington Ave            Saginaw, MI 48601</p>	<p><b>Gaylord Hub:</b>            Postmaster: Laura Webber            Tans Mgr: Chris McMann            Host Plant: Traverse City            Address:            289 W Commerce Blvd            Gaylord MI 49735</p>	<p><b>Blue Valley:</b>            Contact:            Karla Rose <a href="mailto:Karla.K.Rose@usps.gov">Karla.K.Rose@usps.gov</a>            Address:            12433 ANTIOCH RD            OVERLAND PARK, KS 66213-9998            Host P&amp;DC:            Kansas City P&amp;DC            1700 Cleveland Ave            Kansas City, MO</p>	<p><b>Fenton:</b>            Contact:            Richard Finch <a href="mailto:Richard.A.Finch@usps.gov">Richard.A.Finch@usps.gov</a>            Address:            10 FENTON PLZ            FENTON, MO 63026-9998            Host P&amp;DC:            Saint Louis P&amp;DC            1720 MARKET ST RM 3025            SAINT LOUIS, MO 63155-9997</p>
<p><b>Lima Hub:</b>            Postmaster: Darnell Sorrels            Tans Mgr: Paula Khalil            Host Plant: Columbus            Address:            350 W High St            Lima OH 45801</p>	<p><b>Chillicothe Hub:</b>            Postmaster: Michelle Arnold            Tans Mgr: Paula Khalil            Host Plant: Columbus            Address:            40 S Walnut St            Chillicothe OH 45601</p>		