LABOR RELATIONS

UNITED STATES POSTAL SERVICE

May 24, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service is revising Handbook F-75, *Revenue, Volume, and Performance Measurement Systems.*

The subject revisions incorporate language from Statistical Programs (SP) Letter #4 Fiscal Year (FY) 2020, SP Letter #3, FY 2021, SP Letter #4, FY 2021, SP Letter #1 FY 2022, SP Letter #2 FY 2022, and SP Letter #3 FY 2022 (copies of which were previously provided to your organization) into Handbook F-75. Other minor, typographical edits are also included in the revisions.

We have enclosed two copies of the revised Handbook F-75, one with and one without changes identified.

If you have any questions on this matter, please contact Bruce Nicholson at extension 7773.

Sincerely,

David E. Mills
Director
Labor Relations Policies and Programs

Enclosure

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UNITED STATES POSTAL SERVICE

Revenue, Volume, and Performance Measurement Systems

Handbook F-75

May 2022
Transmittal Letter

A. Introduction. This handbook is a revision of the June 2019 edition of Handbook F-75. It incorporates updates through Statistical Programs Letter #3, Fiscal Year 2022. All previous editions of Handbook F-75 are obsolete.

B. Explanation. This handbook serves as a guide to policy for Postal Service employees at Headquarters, area offices, and district offices who conduct and support Revenue, Volume, and Performance Measurement tests.

Note: All the Reference Guides mentioned in this handbook are identified as "RG-#" (such as "RG-1," "RG-2," etc.), and they are included in the "ODIS-RPW Reference Guide" document located at the Statistical Programs Web site — go to *http://blue.usps.gov/statprog*; under "Statistical Programs Reference," click on *Reference Guides*; click on the link for the ODIS-RPW Reference Guide; and then scroll to the applicable Reference Guide.

C. Availability. Copies are available for Postal Service employees on the Postal Service PolicyNet Web site at *http://blue.usps.gov*: In the left-hand column under "Essential Links," click on *PolicyNet*, and then in the column on the right, click on *Handbooks*.

D. Comments on Content. Address comments or questions regarding the content of this handbook to the following address:

MANAGER OF STATISTICAL PROGRAMS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 4912
WASHINGTON DC 20260-4912

E. Comments on Format. Address comments or questions regarding the language or organization of this handbook to the following address:

BRAND AND POLICY
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 4646
WASHINGTON DC 20260-4646

F. Effective Date. This handbook is effective May 2022.

Sharon D. Owens
Vice President, Pricing and Costing
Finance

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1 Introduction

The Origin-Destination Information System — Revenue, Pieces, and Weight (ODIS-RPW) system is the primary probability sampling system used to assist in estimating Postal Service revenue, volume flow, and weight. The Postal Service uses information collected from this system to develop proposals for new Postal Service rates, to assist in budget preparation, to conduct management studies, and to support management decisions concerning mail flow and service performance in transportation and operations.

In the past, there were two different tests (an ODIS test and an RPW test), but now they are combined into one test. The ODIS-RPW test collects data regarding mail characteristics, volume flows, and transit time on the major categories of mail, and it also collects information relating to the total revenue, volume, and weight of many classes, subclasses, and extra services of domestic mail.

The ODIS-RPW test provides the Postal Service with an efficient analysis of the data. The Postal Service uses the information gathered from this test not only to estimate the volume of mail by category and class (which assists the Postal Service in its rate-setting process), but also to plan for transportation and mail processing operations, to design and develop mail processing facilities and equipment requirements, to quickly identify and correct service problems, and to support revenue protection.

The Postal Service uses ODIS-RPW test data to aid senior management in planning the Postal Service budget based on forecasts of mail volume, workloads, and overall productivity. The Postal Service also uses the data to monitor productivity increases associated with automation programs, to assess deviations of actual volume from projected volume, and to analyze other major Postal Service activities affecting cost and revenue.

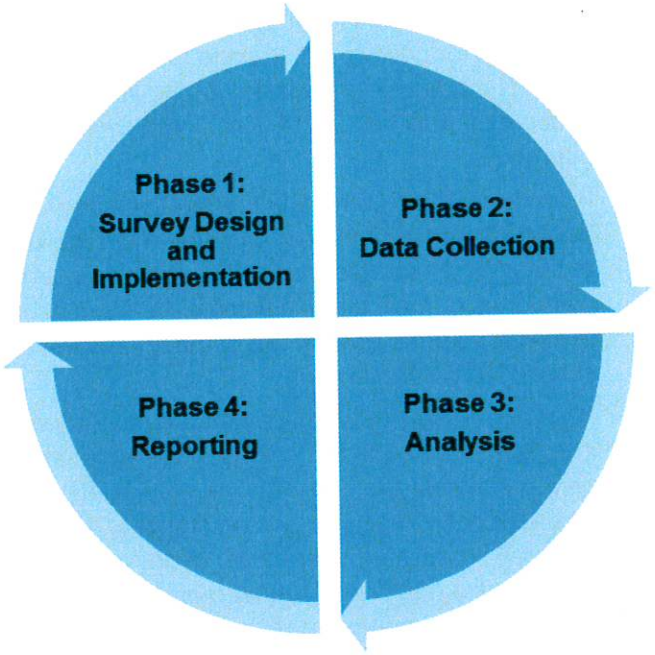
This chapter introduces the ODIS-RPW system, reviews the organizational responsibility of all offices participating in this program and provides an overview of the Revenue, Volume, and Performance Measurement System.

1-1 Understanding the Revenue, Volume, and Performance Measurement System

1-1.1 Overview

This section describes the Postal Service process of the Revenue, Volume, and Performance Measurement System, which is illustrated in Exhibit 1-1.1. It explains who does what, and explains why consistent, accurate data collection is essential.

Exhibit 1-1.1
Revenue, Volume, and Performance Measurement System Process



1-1.2 Survey Design and Implementation

In the Survey Design and Implementation phase, the Postal Service develops or revises ODIS-RPW sampling methods and data collection procedures.

The ODIS-RPW system uses probability sampling techniques based on principles of mathematical statistics because it is not practical to count all of the mail. These techniques make it possible to measure the characteristics of the total mail volume by examining only a small fraction of that volume. The Postal Service captures this volume as mail exits the Postal System at defined locations called "mail exit points" (MEPs — pronounced as a one syllable word rather than as an acronym).

For a sampling system to be successful, each mailpiece must have a known chance of being selected for examination. The Manager Financial Programs Compliance (MFPC) in each district partitions all incoming mail flows into MEPs so that each mail flow is associated with only one MEP. This ensures that each mail flow has only one opportunity to be sampled.

The ODIS-RPW sampling process is divided into two stages:

a. In the first stage, 24-hour periods of mail flow through a MEP called "mail exit point-days" (MEP-days). MEP-days are randomly selected from groups of similarly sized MEPs (called stratum) in each geographic area. The geographic area, called the "sample area," is defined by one or more 3-digit ZIP Codes.

b. In the second stage, mailpieces are randomly selected for recording.

Over 32,000 MEP-days are randomly selected for testing each quarter. These tests are then distributed to their respective districts.

Note: Approximately 2 weeks before the beginning of each quarter, sampling units and dates are randomly selected for the ODIS-RPW test.

1-1.3 Data Collection

In the Data Collection phase, trained data collectors use laptop computers to record data for the ODIS-RPW test. ODIS-RPW records data on the revenue, volume, and weight of various classes and subclasses of mail and extra services. This system also records data on mail characteristics, volume flow, and transit time for major categories of mail. The information collected is transmitted to the Computerized On-Site Data Entry System (CODES) Web Base Unit.

Data collection is the cornerstone on which Postal Service rate changes are based. Quality data, and ultimately the ability to make accurate revenue, volume, and transit time projections, depend on proper and accurate data collection techniques. A consistent collection of data is imperative for every test, no matter who performs the test. For this reason, the test questions and procedures are written to ensure that the data are gathered consistently in a manner that will not introduce error or bias. To ensure the reliability of the data, data collectors must follow the same procedures exactly for each program, and they must review the procedures periodically to ensure that they do not deviate from or forget any small details.

CODES equipment is exclusively for the use of Postal Service data collection. The CODES Advanced Computing Environment (ACE) laptop, along with all other test equipment, must be secured in a locked area when not in use. Since the CODES ACE laptop is used to access CODES applications, the data collector must preserve the integrity of test data by putting the laptop into hibernate mode or locking the keyboard when the laptop is unattended. Access to CODES applications is granted to each data collector using an individual ACE logon ID via eAccess. The MFPC is responsible for granting access as the local Functional System Coordinator (FSC).

Note: When you have questions that are not answered in this handbook, direct them to your MFPC. The data collector reports problems to the MFPC who reports to the Statistical Programs Service Center (SPSC). The SPSC acts as a Revenue, Volume, and Performance Measurement field liaison that decides on solutions. Any resulting procedural revisions are then channeled through the SPSC back to the MFPC who relays them to the data collector. This ensures that all data collectors, with the same question will receive the same instructions, and collect data consistently.

1-1.4 Analysis

In the Analysis phase, data are analyzed for accuracy at two levels:

a. At the first level, the data collector transmits tests to the CODES Web Base Unit and the MFPC reviews the Test Reports, which provide a summary of test results. Once tests are approved by the MFPC, the system groups the test data from other locations and uploads the test data to the mainframe.

b. At the second level, Postal Service Headquarters analyzes the test data further.

1-1.5 Reporting

In the Reporting phase, the Postal Service prepares and uses reports, analyses, and data files, in combination with other data, to support various Postal Service functions.

1-1.6 Workload-Flex Budget

ODIS-RPW data are used, in conjunction with permit and accounting data, to develop district and area volume estimates used in the Workload-Flex Budget Process. This system combines volume, cost, and other data to estimate field hours needed to perform workload and is an input into the field budget setting process.

1-1.7 Revenue Protection

ODIS-RPW provides meter number and other mail characteristics data to the Meter Exception Database System (MEDS), which the Postal Inspection Service uses, along with additional data from the National Meter Accounting Tracking System (NMATS), for revenue protection purposes.

1-1.8 Statistical Programs Support

ODIS-RPW test data are provided to Statistical Programs Field Support for its analysis and support of the district Statistical Programs function. Uses include providing information such as summary volumes, reports on the location and number of tests within the district, reports on skip intervals and average number of pieces entered, and margin of error reports. In total, these reports support the SPSC in its efforts to assist the district Statistical Programs office.

1-1.9 Miscellaneous

ODIS-RPW reporting is used for a variety of functions including, but not limited to, the following:

a. Planning for transportation and mail processing operations.

b. Assisting in the design and development of mail processing facilities and equipment requirements.

c. Supporting audits, field workload flex budgets.

d. Supporting External First-Class (EXFC) and Postage Adjustment Factor (PAF) revenue protection efforts for electronic verification system (eVS) manifests.

1-2 Understanding the ODIS-RPW Test

1-2.1 Overview

The purpose of the ODIS-RPW system is to efficiently and economically gather information. The ODIS system was created in response to a recommendation from the 1960 President's Commission on Postal Organization (Kappel Commission), which recommended to Congress that the Postal Service institute a system of measuring mail volume flow. The RPW system, on the other hand, was created in response to the Postal Service's legal obligation to price each class of mail and extra service to cover its respective costs and to supply Postal Service management with mail volume flow information.

In order to accomplish these requirements, the Postal Service must determine revenues, volumes, weight, transit time, and mail characteristics of each mail class, subclass, and extra service. The data provided by the Postal Service's accounting systems do not often coincide with, or specifically identify, individual categories of mail or services. Therefore, the Postal Service relies on statistical systems such as the ODIS-RPW system to provide data about the various categories of mail.

The ODIS-RPW test requires a data collector to systematically select mailpieces using a random start for all of the mail available on the randomly selected MEP (see 1-2.2 for MEP structure). Data collectors record various mailpiece characteristics including revenue, weight, shape, indicia, postmark origin, mail class, extra services, etc. The ODIS-RPW test is performed potentially in all Postal Service facilities throughout the country.

ODIS-RPW estimates a subset of all mail exiting the Postal Service in a quarter, partitioned into MEPs. Every facility generally has one or more MEPs.

ODIS-RPW is designed to produce national revenue, volume, and weight estimates for various rate categories with specific targets on a quarterly basis. This system is also designed to measure mail volume flow between processing and distribution centers (P&DCs) with specific targets of precision on a quarterly basis.

ODIS-RPW is a multi-stage design survey. For a MEP sampling, the primary sampling unit is a MEP-day.

1-2.2 MEP Structure

A MEP is a physical location where mail can be sampled as it exits the Postal Service.

The first-stage sampling unit is the MEP-day. The first-stage sampling frame is the list of all MEP-days.

The second stage is the subsampling of all mail available at the MEP on the test day, which usually involves a systematic random selection of a subset of mail available on the MEP-day.

The MFPC in each district is responsible for the design and maintenance of MEPs using specific guidelines. The district's MEPs are maintained in the MEP System. Associated within each MEP are mail characteristic volumes — referred to as "reference volumes" — for letters and cards, flats, and parcels. Travel times are also associated with each MEP.

2 Preparing for the ODIS-RPW Test

Once Statistical Programs selects the dates and MEPs for testing, the MFPC performs several activities to prepare for the tests. This chapter describes the preparatory tasks for these tests and gives instructions for completing them. It also introduces many of the participants and policies involved in the data collection process.

With the help of the facility manager or other employees at the selected site, the data collector prepares for the ODIS-RPW test by performing the following tasks:

a. Notify the test site and determine an appropriate time for the data collector to arrive at the test site.

b. Ask participants at the test site preliminary questions over the phone.

c. When contacting the test site, complete the Statistical Programs ODIS-RPW Test Notification Checklist, which is available as Reference Guide 2 (RG-2) in the ODIS-RPW Reference Guide located on the Statistical Programs Web site — go to http://blue.usps.gov/statprog; under "Statistical Programs Reference," click on *Reference Guides;* click on the link for the ODIS-RPW Reference Guide; and then scroll to the applicable Reference Guide. (All Reference Guides noted in this handbook are available using these directions.

d. Obtain the following materials:

   (1) Header Report/Test Schedule: This information provides the Test ID, Test Date, ZIP Code, office location, contact information, MEP description, additional instructions, etc.

   (2) MEP History Report: This report shows the test history for the scheduled MEPs.

   (3) Telephone.

   (4) CODES laptop.

Perform the following tasks as necessary:

a. After receiving test schedules, examine the schedule or sample selection file for location, date, and type of ODIS-RPW test.

b. Notify the test site managers of the date and type of mail being tested. Use the Statistical Programs ODIS-RPW Test Notification Checklist (see RG-2) to obtain updated information about the facility and to determine the appropriate time to perform the test. Notify the test site managers at least 1 hour before the beginning cutoff time (start) of the test.

Note: All necessary mailpieces must be available during the time scheduled for the test, and the test must not delay mail delivery.

Sections 2-1 and 2-2 discuss the preliminary tasks in more detail. Each section explains the purpose of the task and provides instructions for performing the task.

See 2-3 for a discussion of a variety of important testing techniques that data collectors, MFPCs, and Supervisors Statistical Programs (SSPs) must know.

2-1 Receiving the Test Schedule

ODIS-RPW tests are scheduled daily on a quarterly basis. Approximately 2 weeks before the start of the quarter, the mainframe randomly selects MEP units for testing. Statistical Programs downloads the sample selection list of MEP-days from the mainframe to the sample selection file on the CODES Web Base Unit. The MFPC must then develop a daily or weekly schedule based upon the sample selection file. New software or sample files are released when they become available, and the CODES Web Base Unit is automatically updated. When new sample files are available, a notice appears on the CODES WBU News page (which users can access with their ACE ID and password). When new test samples are received in the CODES Web Base Unit, the MFPC must use the CODES Web Base Unit Scheduler to schedule tests by assigning a data collector to each test.

Note: You must schedule the data collector to report to the Postal Service facility so that the test is completed without delaying the delivery of the mail.

We test 450 MEPs throughout the nation every delivery day to avoid biased results because the volume and mix of mail vary depending upon the day of the week.

The quarterly ODIS-RPW test schedules are an important part of nationwide revenue, volume, and weight testing and are obtained from two places:

a. The schedule developed by the MFPC on the CODES Web Base Unit.

b. The sample selection file available on the CODES laptop.

2-1.1 Sample Selection

The ODIS-RPW sample selection files show the following information:

a. The names and locations of the MEPs to be tested during the quarter.

b. The date to conduct each test.

c. Administrative information, such as finance and test identification numbers, that are needed by the data collector at the beginning of every test.

2-1.2 Accessing the ODIS-RPW Sample Files on the CODES Laptop

This section explains how to access the ODIS-RPW sample selection files on the CODES laptop and to print the sample selection files from the CODES Web Base Unit.

The ODIS-RPW sample selection files on the CODES laptop contain test schedule information for the entire quarter. This information is obtained either for the entire quarter or for just one test date. Cadre offices may receive quarterly sample selection lists at the beginning of each calendar quarter. Sample selection files contain the test date, test ID, MEP type, and facility name.

To display information from the sample selection file on the CODES laptop, complete the following steps:

1. Turn on the CODES laptop, and enter your login name and password.
2. Click on the CODES icon on your desktop.
3. Choose ODIS-RPW from the CODES Main Menu.
4. Select Conduct Test from the ODIS-RPW *Main Options Menu* screen.
5. Select a Test from the *Conduct Test* screen.

The *Conduct Test* screen displays a complete list of all the ODIS-RPW sample files currently stored on the laptop. Use the laptop's arrow keys or the PgUp/PgDn keys to highlight the record that corresponds to the MEP scheduled for testing.

Once the appropriate record is selected, press Enter. The *Confirm* screen displays the Test ID, MEP ZIP, and MEP Description. The data collector must select "Yes" or "No." When the data collector selects "Yes," CODES automatically enters the corresponding Test ID, Test Date, and MEP Description in the ODIS-RPW *Test Header* screen. Enter the data collector's user ID number and EIN, and complete the remaining Test Header information. When the data collector selects "No," CODES automatically returns to the *Conduct Test* screen.

2-2 Contacting the ODIS-RPW Test Site

On the day before conducting the test, contact the test site at least 1 hour before the beginning cutoff time (start) of the test to allow adequate time to isolate mail for testing and to ensure that all mail received during the test period is included in the test. (Remember, the test normally starts on the day before the date listed in the quarterly schedule.) The facility manager at the test site can answer any questions about the facility. (***Note:*** In this handbook, all references to the "facility manager" are to be understood to also include the facility manager's designee.)

Example: An ODIS-RPW test is scheduled for Tuesday with the cutoff time set at 11:00 a.m. Monday. The minimum notification required for this test is 10:00 a.m. on Monday.

To reduce travel costs, the MFPC may arrange to have ODIS-RPW tests performed upstream. These tests may be conducted as far upstream as the destination mail processing facility. To test the mail upstream, first verify that all mailpieces are easily identified and captured for sampling. When the mail cannot be easily identified and captured for sampling, the test must be taken at the destination office.

2-2.1 Preparation Before Calling the Test Site

The data collector must contact the test site (i.e., the office to be tested) to set up the test. The data collector must prepare for the call in order to clearly communicate to the test site all the relevant information about the test. To prepare for the call, the data collector must review the following information:

a. Sample listing pertaining to the test date, test location, finance number, and other information about the sampled MEP.

b. MEP description relating to what mailstream(s) to be included in the test.

c. Beginning and ending times (cutoff times) for the test. Cutoff times are established in the MEP System and must be strictly followed. Cutoff times cannot be modified until the following quarter after consultation with the MFPC.

d. Information specific to the MEP to be tested, such as bypass mail, reprocessed mail, PM mail (i.e., mail that arrives in the afternoon/ evening hours), and drop shipment mail.

e. Reference volume and other volume history about the MEP (MEP History Report).

2-2.2 Calling the Test Site

On the day before conducting the test, contact the test site at least 1 hour before the beginning cutoff time (start) of the test. Find the telephone number on the Postal Service Intranet. Speak to the facility manager, and document the information supplied by the facility respondent on the Statistical Programs ODIS-RPW Test Notification Checklist as you complete the following steps:

1. Introduce yourself and explain the purpose of the call. As a data collector, call to inform or remind the facility manager that an ODIS-RPW test will be performed on a particular MEP at the facility.

2. When the facility manager is unfamiliar with the ODIS-RPW test, explain that ODIS-RPW is a statistical sampling system used to track mail exiting the Postal System. The Postal Service uses ODIS-RPW sample data (along with data from Accounting and other functional areas) to prepare the RPW (Revenue, Pieces, and Weight) report, which is the official summary of Postal Service revenue, volume, and weight for every class and subclass of mail, and every extra service. RPW report data are also used to measure productivity and workload.

3. Verify where the facility is located, when it opens, when facility employees arrive, the earliest time that mail may be worked, and when the earliest carrier leaves for delivery.

4. Explain which MEP is being tested. Describe the mail associated with this MEP.
5. Describe the beginning and ending cutoff times for the test.
6. Ask for an estimate of the expected mail volume (for the MEP that is being tested) on that delivery day.
7. Ask the facility manager to identify a setup location for the data collector within view of the incoming mail.
8. Find out when the first mail arrives at the test site.
9. Inform the facility manager that the data collector, after arrival, will need assistance in isolating and tagging eligible test mail.
10. Ask the facility to identify, flag, and isolate the incoming/originating mail that is to be tested using PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard.* See RG-1 for an image of PS Form 7500-H.

    Typically, the ODIS-RPW test requires all of the sampled mail for a 24-hour period. For instance, when an incoming letter mail processing stream test were scheduled for Wednesday with a 10 a.m. cutoff time, the facility manager would need to begin flagging all appropriate incoming letter mail after 10 a.m. on Tuesday.
11. Ask for the time schedule of the final distributions or arrival of the mail to the MEP.
12. When the MEP for testing is defined after distribution to the individual delivery units, ask the facility manager if there will be any curtailed or delayed mail from the previous day.

    Ask the facility manager to mark and isolate curtailed mail from the previous day. Curtailed mail is normally Standard Mail or USPS Marketing Mail from the previous day that was marked or available for delivery but, for some reason, has not been delivered. For more information on curtailed mail, see 3-2.2.
13. Ask about bypass mail, reprocessed mail, PM mail, drop shipment parcels, and missent mail (see 3-7.2):
    a. *Bypass mail:* Any mail that has not been processed according to the normal mail processing flow at a facility. Bypass mail is often Standard Mail or USPS Marketing Mail and includes office-to-office mail, dock-transfer mail, and mail between a network distribution center (NDC) and the facility (i.e., "NDC-to-facility mail"). Ask the appropriate facility employee about the kinds of bypass mail that the facility receives.
    b. *Reprocessed mail:* Mail that will be sent back to the plant for sortation that day. Reprocessed mail is then returned to the site the same day or the next day. Because the ODIS-RPW test does not include reprocessed mail, let the facility manager know that mail to be reprocessed must be isolated from the test. Do not test reprocessed mail.
    c. *PM mail:* Afternoon or PM dispatches of mail that may or may not be available for delivery the next day. This mail is sometimes cased in the evening and usually consists of Standard Mail or

USPS Marketing Mail and Periodicals. When the facility receives PM mail and is not its own separate MEP, ensure that the mail will be available for sampling when the data collector arrives on site.

d. *Drop shipment mail:* Mail that allows mailers to transport their mail to a Postal Service facility closer to the final destination, in exchange for mailing discounts. Ask the facility manager if any drop shipments are scheduled or if they have any mailers who bring in unscheduled drop shipment parcels. The Header Report identifies which MEPs include this mail.

e. *Missent mail:* Mail that was sent to the wrong facility. Some containers, such as an all-purpose container (APC) or letter tray, might hold only missent mail. Because this mail has not reached its correct facility, it has an opportunity to be selected more than once for testing, but that would result in double-counting. Therefore, containers holding only missent mail must be isolated from containers that have been correctly dispatched to the facility. Inform the facility manager that whole containers of missent mail must be isolated from the test. When it cannot be determined that a container of mail is missent, assume that the container is correct for the facility.

f. *Sunday Parcels:* Parcels that are delivered on Sunday. Many facilities deliver parcels on Sundays. When calling before the test day for a Monday test that includes parcel mail, ask if any parcels are delivered on Sunday. Make a note of the answer on the Test Notification Checklist.

14. Find out whether there have been any recent changes to the facility's mail processing stream, and ensure that there have been no changes that might affect the MEP that is being tested.
15. Ask the facility manager to post PS Form 7500-N, ODIS-RPW Testing – Test Notification Placard, near the time clock and other appropriate work areas to notify supervisors, clerks, and carriers of an upcoming ODIS-RPW test. See RG-1 for an image of PS Form 7500-N.
16. Answer any questions the facility manager might have.
17. Ask the facility manager to call back if anything changes before the data collector arrives.
18. Thank the facility manager for assisting with the test.

Note: For more information on the type of questions to ask, see 3-7.

Note: When an ODIS-RPW test must be rescheduled or canceled, contact the MFPC.

2-3 ODIS-RPW Testing Techniques

This section provides alternatives for handling unique situations that might be encountered during a test or may result in a test not being taken. This section notes that tests may be conducted in less than optimum conditions with minimal impact.

a. **Location:** At local option, an ODIS-RPW test may be taken upstream to reduce travel costs. At small facilities where the location is far from any data collector's domiciled facility, define the MEP(s) at the plant and perform the test at the plant. First ensure that all mail can be captured for sampling.

b. **Tests covering more than one tour:** Do not test a MEP when multi-tour coverage is required but cannot be provided. Reschedule the test or contact the SPSC. Consider redesigning the MEP based on tours.

c. **Tests normally requiring two (or more) data collectors:** The testing of a MEP that normally requires two or more data collectors can be performed by one data collector when other data collectors are not available. In such a case, select a larger skip interval.

2-4 MEP Cutoff Times

Cutoff times are established with the guideline of ensuring that all mail has one and only one chance of selection. Cutoff times are usually determined by the time the mail arrives at the facility. The beginning and ending cutoff times for the test are listed in the MEP Header Report. All mail between the beginning and ending cutoff times must be considered; however, this does not mean that the data collector must be on site at the cutoff times.

Note: Only mail received at the sampling unit after the test start time and prior to the test end time is included in the test.

a. **24-hour MEP:** The cutoff times for 24-hour MEPs are listed in the MEP Cutoff Times field on the Header Report. Cutoff times are based on mail availability or dispatch schedule.

   For a test scheduled on a Monday, include all mail made available since the Saturday cutoff time. Likewise, after a holiday, include all mail made available after the cutoff time before the holiday. When the holiday falls on a Monday, a Tuesday test must include all mail received after the cutoff time on Saturday. When a Monday test includes parcels, exclude any parcels that station employees could not hold for testing.

b. **Partial-day MEP (PM MEP or multi-tour MEP):** You must use the Test Cutoff Times field to identify when the test MEP is a partial-day MEP. This field indicates when the MEP is a 24-hour MEP or a partial-day MEP. The cutoff times for partial day MEPs are listed in the Test Cutoff Times field on the Header Report. Consult with your MFPC for further instructions on when to begin and end a partial-day MEP test.

c. **PM MEP:** Some facilities receive PM mail (i.e., mail that arrives in the afternoon/evening hours) that may or may not be available for delivery the next day. Therefore, a PM MEP is a less-than-24-hour MEP defined around afternoon cutoff time dispatches to stations, branches, and associate offices of all classes of mail but usually associated with Priority Mail Open and Distribute or with Standard Mail or USPS Marketing Mail and/or Periodicals. A PM MEP isolates this particular mail processing stream for testing.

d. **Multi-tour MEP:** Some MEPs correspond to facility tours and are therefore defined for a period of less than 24 hours.

Example: A facility might process mail for a very large firm having a unique ZIP Code. Over a 24-hour period, mail for this ZIP Code might be separated into three MEPs so that each cutoff time is based upon one of the three facility tours.

e. **Mail not available after the starting cutoff time:** When mail received after the starting cutoff time was not or will not be available for testing, annotate the amount of mail on the Header Report and enter a comment into the CODES software.

f. **Mail arriving immediately after the ending cutoff time:** When mail scheduled for delivery today arrives immediately after the ending cutoff time for today's test and the data collector is still on-site for the test, do not include this mail in today's test. Annotate the amount of missed mail on the Header Report and enter a comment into the CODES software.

g. **Test mail identified after the data collector leaves:** Instruct facility employees to contact the Statistical Programs office if eligible test mail arrives or is identified after the data collector completes the test and leaves the facility. Annotate the amount of mail on the Header Report and enter a comment into the CODES software.

2-5 Required Test Materials

The data collector must take the following materials to the test site:

a. A CODES laptop computer with fully charged battery pack and AC power pack (with a power cord).

b. An electronic scale with a cable for a power source and a cable for a computer connection.

c. An extension cord (three-pronged safety).

d. The Printed Header Report from the Scheduler system.

e. A Container Subsampling Table (see RG-3). Other Resource Materials are also available in the ODIS-RPW software by opening the Help File at the *ODIS-RPW Test Header* or *Change Skip* or *DPS Indicator* screens.

f. A tape measure for tests with parcels.

g. Copies of PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard,* to mark trays, bins and all containers for testing. See RG-1 for an image of PS Form 7500-H.

h. Copies of PS Form 7500-R, *ODIS-RPW Testing – Mail Released Placard,* to mark trays, bins and all containers once sampling is complete to identify mail ready for processing. See RG-1 for an image of PS Form 7500-R.

i. Copies of PS Form 7500-N, *ODIS-RPW Testing – Test Notification Placard,* to notify supervisors, clerks, and carriers of an upcoming ODIS-RPW test. See RG-1 for an image of PS Form 7500-N.

j. A scanner.

Note: The data collector also uses the Header Report during subsampling to record expected test-day volumes and skip intervals and to mark where any skip interval was interrupted while awaiting the arrival of more mail, such as between dispatches.

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3 Identifying, Isolating, and Tagging Mail

The ODIS-RPW test consists of samples of mail recorded by data collectors on randomly selected days at randomly selected MEPs. The Postal Service uses the data collected to estimate the national volume, transit time, revenue, pieces, weight, and characteristics of the mail by class and subclass.

A facility manager and a trained data collector conduct the ODIS-RPW test:

a. The facility manager informs all office employees on duty at the time of the test, ensures that curtailed or delayed carrier mail is not tested, communicates prioritization of facility distribution operations, provides a work area, and answers questions about the facility and mail flows.

b. The data collector subsamples the mail by identifying, isolating, counting, sampling, and recording mailpieces at the appropriate MEP.

3-1 Following the Header Report

It is imperative to locate the correct MEP and to follow the MEP definition as it is written on the Header Report. Accurate statistical data depends on obtaining the correct mailpieces for the test. Obtain the Header Report from the MFPC or from the Scheduler system. Follow the Header Report and the instructions in this section to do the following:

a. Locate the facility.

b. Locate the MEP within the facility.

c. Avoid double-counting and missed mail.

3-1.1 Administrative Information

The "Administrative Information" section of the Header Report lists important information regarding the Test Facility location and contact information, as well as a brief description of the MEP for testing.

3-1.1.1 Facility Location

The Test Facility location and contact information is listed in the "Administrative Information" section of the Header Report.

During the Test Notification call, the facility manager can answer questions about the facility and give directions to the facility. Ask the MFPC for maps or

directions to the facility, which are available in the Statistical Programs Office.

When there are any additional instructions in the "Additional Location Information" section of the Header Report, follow those to locate the correct test location within the facility.

3-1.1.2 Facility Times

The "Administrative Information" section also lists critical facility times such as the truck arrival times and the office opening time (i.e., when the first clerk arrives). Typically, the office opening time is also the required time the data collector arrives to begin the test.

3-1.2 Test Information

The "Test Information" section lists the ZIP Codes and mailstreams for testing, as well as any additional instructions regarding the test mail.

3-2 Identifying and Isolating the Test Mail

3-2.1 Mailstreams

Most MEPs are designed to be one mail processing stream or a combination of multiple mail processing streams. A mail processing stream is a mail flow of one predominant mail shape. For example, a processing stream of flats is considered a mailstream for flats mail; however, containers within a mailstream may contain more than one mail shape. Therefore, a mailstream for parcels arriving at a station in hampers may also contain flats.

Include all primary containers holding mail for the mailstream(s) in the MEP. A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an Over the Road (OTR) container holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Ask local operations to help identify any primary containers for the test mailstream that are not easily isolated — for example, during a letter mailstream test, if facility employees who are scanning and distributing parcels identify a tray of letters at the bottom of a hamper of parcels, include this letter tray in the test.

Exclude from the test any primary containers holding mail that is not part of the test mailstream.

3-2.1.1 Type of Mail

Within each shape-based mail processing stream, the data collector can further identify types of mail included in the test.

Letter mailstreams include one or more of the following types of mail:

a. *Delivery point sequence (DPS) mail:* Mail that was sorted on the Delivery Barcode Sorter (DBCS) and that entered the facility in delivery point sequence (DPS).

b. *Non-DPS mail:* Mail that was not finalized in delivery point sequence on the DBCS and that requires additional sorting at the destination facility.

c. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

d. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation.

e. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day.

f. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

Flats mailstreams include one or more of the following types of mail:

a. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

b. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation.

c. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day.

d. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

Parcel mailstreams include one or more of the following types of mail:

a. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

b. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation. If a destination facility does not receive dropship parcels mail, select this type in one or more parcel mailstreams in case the facility receives it in the future.

Note: When a Monday test includes parcels, exclude any Sunday parcels that station personnel could not hold for testing. Similarly, when a test occurs the day after a holiday and includes parcels, exclude any holiday parcels that station personnel could not hold for testing. In either case, enter a note about the missing volume at the CODES *Comment* screen.

c. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day. If a destination facility does not receive PM parcels mail, select this type in one or more parcels mailstreams in case the facility receives it in the future.

d. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

3-2.1.1.1 ZIP Code Information

Mailstreams may include one or more destination ZIP Codes. Include mail only for the ZIP Codes listed on the associated mailstream.

3-2.1.1.2 Delivery Unit Information

Mailstreams may include the mail for the entire office or for any combination of delivery units within the office:

a. *City:* Mail delivered by city carriers.

b. *Rural:* Mail delivered by rural carriers.

c. *Box Section:* Mail delivered to the box section.

d. *Caller/Firm:* Firm holdout mail and mail picked up at the caller service area.

3-2.1.2 Additional Information About the MEP to Be Tested

The "Additional Information about MEP to be Tested" section on the Header Report lists any additional instructions regarding which mail to include or exclude from the test. Be sure to follow these additional instructions, and when there is any confusion about which mail to include or exclude from the test, annotate the issue on the Header Report.

3-2.1.3 Additional Location Information

The Additional Location Information field helps identify where to test the MEP in the mail processing stream. Test the mail in the following locations:

a. On the dock as it is unloaded.

b. After primary distribution.

c. After secondary distribution.

d. At a staging area.

e. For one or more zone(s).

f. Other specific location(s) or combination(s) of the above.

3-2.2 Double-counting and Missed Mail

Always avoid double-counting and ensure that all the mailpieces required for the test are counted. Each mailpiece that is tested represents thousands of other similar pieces of mail from around the country that are not tested. If a mailpiece has the potential of being selected more than once, or if it never has the chance of being selected, the integrity of the test data is threatened. Therefore, follow the Header Report closely, ask the MFPC to clarify any potential inconsistencies in the "Additional Information about MEP to be Tested" section, and identify any potential for double-counting or for missing test mail by becoming familiar with the facility's mail processing stream.

3-2.2.1 Avoid Double-counting

To prevent double-counting, ask these two questions:

a. If there were tests on every other MEP on the same day, could any mailpiece for this MEP be counted in any of the other tests?

b. Could any of this mail have the potential to be tested on more than one day?

To identify mailpieces that might be double-counted, look for mail that will be reprocessed, that will be sent back to the plant for sortation and returned the same day or the next day, or for containers holding only missent mail, which is mail dispatched to the wrong facility.

3-2.2.2 Avoid Missing Mailpieces

To avoid missing any mailpiece ask, "Could any mailpiece belonging to this MEP not be included in my sample?"

When looking for any mailpiece that belongs to the MEP but that has the potential to be skipped, pay close attention to both bypass mail (dock-transfer mail, office-to-office mail, NDC-to-facility mail, and mailer drop shipment to a local office) and afternoon dispatches.

3-2.3 Mixed-mail Containers

A mixed-mail container is a primary container holding mail associated with more than one MEP. Treat mixed-mail containers consistently to avoid double-counting or missing mail.

3-2.3.1 Definition of Primary Container

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Any container holding multiple primary containers, such as a hamper holding letter trays and flats trays, must be separated before sampling.

3-2.3.2 Definition of Mixed-mail Container

A mixed-mail container is a primary container that, in its entirety, does not belong to one particular MEP. Mixed-mail containers may contain mixed-shape mail, mixed-class mail, or mail for more than one zone. The following are *not* considered mixed-mail containers:

a. A letter tray holding primarily letters. This tray is part of the letters stream and is tested with the letters stream.

b. A flats tray holding primarily flats. This tray is part of the flats stream and is tested with the flats stream.

c. A few loose flats commingled in a hamper of parcels. These flats are part of the parcel stream and are tested with the parcel stream.

d. Containers of commingled missent mail.

e. A hamper holding loose parcels and several flats trays. The flats trays are part of the flats stream and are tested with the flats stream. The loose parcels left in the hamper are part of the parcels stream and are tested with the parcels stream.

3-2.3.3 Identification of Contents

Do not rely on the container label to identify containers for testing. Identify mixed-mail containers based on the contents.

3-2.3.4 Mixed-shape Container Testing

Mixed-shape containers are primary containers holding any combination of loose letters, flats, or parcels from more than one MEP. Test mixed-shape containers with the MEP that includes the parcels of Package Services (Bound Printed Matter, Media Mail, and Library Mail). For example, an "All Parcels" MEP includes any mixed-shape container.

3-2.3.5 Mixed-class Container Testing

Mixed-class containers are primary containers holding any combination of mail classes from more than one MEP. Test mixed-class containers with the MEP that includes the parcels of Package Services (Bound Printed Matter, Media Mail, and Library Mail). For example, a "Non-Dropship Parcels" MEP includes any mixed-class container.

3-2.3.6 Mixed-zone Container Testing

Mixed-zone containers are primary containers holding a combination of ZIP Codes for more than one MEP. Ask local operations to help identify any mixed-zone containers. Test these containers as follows:

a. Organize the mail by zone, or allow Operations to distribute the mail by zone.

b. Sample only the zones included in the MEP.

3-3 Annotating the Header Report

Data collectors must have a printed copy of the Header Report from the Scheduler System when conducting an ODIS-RPW test. The data collector must place a checkmark next to the Mailstream Type and Delivery Unit to indicate that all test mail was captured. When any mail category is listed on the Header Report and is not found in the test facility, the data collector must provide a comment in CODES.

During the test for each dispatch, the data collector must annotate the following:

a. The actual or estimated number of primary containers available for sampling.

b. The container and mailpiece skip intervals applied.

c. The container and mailpiece random start numbers displayed on the laptop.

d. The number of containers selected.

After completing the test, sign the Header Report and email, fax, or give it to the SSP as soon as possible.

3-4 Completing the Test Day Checklist

The Statistical Programs ODIS-RPW Test Day Checklist provides a list of tasks required of the data collector during the test. Access the Test Day Checklist at any time during the test from the *Options Menu* screen in CODES. When more than one data collector works on a test, each person must complete a separate checklist.

3-5 Providing Test Comments

The data collector must enter test comments in CODES when any mail listed on the Header Report is not included in the test or when any "N" (no) responses on the Test Day Checklist in CODES. Do not enter test-related comments in the test transmission comment box — instead, limit use of that comment box to the test upload and transmission process.

Enter in CODES any information relevant to the test review and approval process, including the following:

a. Any problems with the laptop, scanner, or scale.

b. Late dispatches, especially when higher skips were used as a result.

c. Any missed mail, any unusual circumstances at the test site, or if the data collector arrived late or left early for some reason.

d. Lack of cooperation from facility employees or misinformation provided before the test.

e. Any delay of the carriers because of the test.

f. Any notes about bypass, PM, or drop shipment mail.

g. Any records requiring correction for issues like wrong mailpiece skips or the DPS indicator not adjusted correctly.

h. Anything causing the integrity of the test data in question.

Example: The Header Report states that mixed containers are included in the MEP, but no mixed containers are found. The data collector learns from the delivery supervisor that the containers of mixed-mail were inadvertently worked by facility clerks because the containers were not tagged properly. The data collector notes in the CODES "Comment" field, "After talking to the delivery supervisor, I learned that the mixed containers were inadvertently worked by facility clerks and are not available for testing."

3-6 Tagging and Marking Mail

Identify and isolate all test mail by appropriately tagging it using PS Form 7500-H, *ODIS-RPW Testing — Mail on Hold Placard.* After sampling the mail, mark it with PS Form 7500-R, *ODIS-RPW Testing — Mail Released Placard,* to notify facility employees that the mail is sampled and ready for processing. When time does not allow for marking the sampled mail, the data collector may release the mail verbally. See RG-1 for images of PS Forms 7500-H and 7500-R.

3-7 Communicating With the Facility Manager

Facility employees are invaluable in providing advice and cooperation in isolating, counting, and recording mailpieces. Speak with the MFPC, delivery supervisors, facility managers, clerks, and mailhandlers to learn as much as possible about the mail processing stream. Before the test, ask questions such as the following:

a. When are the dispatch times? What are the expected mail volumes?

b. Is any mail reprocessed by returning it to the parent plant for resorting? Is any curtailed mail not sampled because it was available for delivery the previous day?

c. Have any containers of mail been erroneously dispatched to the facility? An example of this might be containers holding only missent mail.

d. Are there any mailers that bring in unscheduled drop shipment parcels?

e. Are there any overlaps in the mail processing stream? For instance, will some types of mail (such as large parcels) be diverted after being counted and re-entered in another mail processing stream?

f. How does the mail processing stream change during the day? How does it change between tours?

g. Are there any variations on Monday or the day after a holiday? For tests that include parcel mail, be sure to ask during the call before the test day if any parcels are delivered on Sunday or on the holiday.

h. Where does jammed or missorted mail go?

In order to know what kind of mailpieces to test, discuss these questions with the facility manager *twice*, as follows:

a. On the day before the ODIS-RPW test begins.

b. Upon arrival at the test site on the day of the test.

The following sections give more information about these questions.

Before beginning the test, walk around the facility to ensure that all eligible mail for the test is flagged with PS Form 7500-H (see RG-1). Check areas such as the dock, vestibules, and carrier cases.

3-7.1 Dispatch Times and Expected Mail Volume

Upon arrival at the facility, ask the facility manager about dispatch times and the expected volume of mail.

Note: Mail Arrival/Dispatch Times and DPS Arrival/Dispatch Times are also located on the Header Report under Truck Arrival Times.

3-7.1.1 Dispatch Times

Determine when mail for the test MEP arrived. Also determine the time of the final dispatch and the times of any early dispatches.

Communicate with facility employees about dispatches and late-arriving mail to prevent any mail from not having a chance for sampling.

3-7.1.2 Expected Mail Volume

Prior to the test, determine the expected mail volume as follows:

a. Consider the mail volume history from past tests.

b. Contact the facility manager the day before the test to request an estimate of the expected mail volume.

Upon arrival at the test site, view the first dispatch. Approximate the expected mail volume with the help of facility employees. Use this estimate to select a sampling method.

3-7.2 Mail Processing Stream Questions

Before the test, ask the facility manager to identify and help isolate the type of mail the facility receives, including the following (notice the instructions for each type, and notice that all types are also described in the following sections):

a. Bypass mail: Locate and test.

b. PM mail: Locate and test.

c. Drop shipment parcels: Locate and test.

d. Reprocessed mail: Do not test.

e. Curtailed mail (any class): Do not test.

f. Containers of missent mail: Isolate but do not test.

g. Commingled missent mail: Include in skip and record.

h. Sunday Parcels: Do not test.

3-7.2.1 Bypass Mail — Locate and Test

Bypass mail is most often Standard Mail or USPS Marketing Mail and Periodicals not processed according to the normal mail processing stream. Bypass mail includes drop shipment parcels, office-to-office mail, dock-transfer mail, NDC-to-facility mail, and mailer drop shipment to a local office.

3-7.2.2 PM Mail — Locate and Test

When no separate MEP mailstream with PM characteristics exists, locate all mail that is part of the MEP and that was dispatched in the afternoon of the previous day. Also, locate all Parcel Return Service (PRS) mail returned to the office by the carrier for pick up by the customer agent at the destination Post Office.

3-7.2.3 Drop Shipment Parcels — Locate and Test

If no separate drop shipment parcel MEP exists and the MEP includes parcels, locate all drop shipment parcels that arrived on the previous day after the start of the cutoff time. Exclude any parcels that station employees could not hold for testing and had to distribute to the carriers. Enter a note about the missing volume in the CODES *Comment* screen.

3-7.2.4 Reprocessed Mail — Do Not Test

Reprocessed mail is test-day incoming mail that is returned to the plant for sortation on the same day or the next day. Because the testing of reprocessed mail leads to double-counting, do not test mail that is sent back to the plant for reprocessing.

3-7.2.5 Curtailed Mail (Any Class) — Do Not Test

Curtailed mail is mail available for delivery from the previous day but not delivered. This mail must be identified when a MEP is defined after distribution to delivery units. Curtailed mail is often Standard Mail or USPS Marketing Mail that had a chance for testing on a previous day.

The data collector is unlikely to encounter curtailed mail when a MEP is defined *before* distribution (e.g., upstream at the plant). Curtailed mail may be present when a MEP is defined *after* distribution and after mail is sorted manually, mechanically, or automatically (e.g., at the delivery unit). During the initial telephone call to the facility, ask the facility manager to isolate curtailed mail. Upon arrival at the test site, determine where the curtailed mail from the previous day is staged.

3-7.2.6 Containers of Missent Mail — Isolate But Do Not Test

Missent mail is test-day incoming mail that has entered the facility incorrectly. Isolate these containers and do not include them in the test.

Example: An APC of letter trays or flats trays that are destined to Facility B erroneously arrive at Facility A (where the test is being held). If the mailpieces in these containers are tested at Facility A, they have a chance to be tested also at Facility B, which would result in double-counting. Isolate the missent containers and exclude them from testing at Facility A.

3-7.2.7 Commingled Missent Mail — Include in Skip and Record

Missent mailpieces are found commingled within containers of mail correctly sent to the facility. Identifying these mailpieces requires someone with knowledge of the route breakdown for the facility. Ask a facility employee to identify any containers or mailpieces erroneously sent to the facility on the test day. The data collector is not expected to identify commingled missent mailpieces before testing. Once identified, record commingled missent mail as "missent" in the CODES software.

3-7.2.8 Sunday Parcels — Do Not Test

When a Monday test includes parcels, exclude any Sunday parcels that station personnel could not hold for testing. Similarly, when a test occurs the day after a holiday and includes parcels, exclude any holiday parcels that station personnel could not hold for testing. In either case, enter a note about the missing volume at the CODES *Comment* screen.

3-7.3 Changes in the Mail Processing Stream

Before beginning the test, determine if any changes were made in the mail processing stream by asking questions such as the following:

a. Does the mail processing stream change during the day or between tours?

b. Are there any differences in the mail processing stream on Monday or on the day after a holiday?

c. Are there any possible overlaps in the mail processing stream that might cause double-counting? For instance, can one shape of mail exit the stream after it is counted and re-enter the stream at another location where a MEP is defined?

Contact the MFPC when inconsistencies in the mail processing stream might lead to double-counting.

Postal Service facilities sometimes change their mail processing streams. Before testing a MEP, discuss the facility's mail processing stream with the facility manager. When changes occur, decide whether these changes might affect the MEP selected for testing. Contact the MFPC when changes might affect the test results.

Example: While designing the MEPs at a Post Office, an MFPC observed that the facility had two separate mail processing streams for two different ZIP Codes. The MFPC decided to create separate MEPs for each of the ZIP Codes. However, because of a mechanical problem at the plant, mail processing did not sort the mail by zone on the day of the test.

The integrity of ODIS-RPW system test data might be compromised if the data collector is unaware that the facility combined these two ZIP Codes. Contact the MFPC when any change is discovered.

3-7.4 Timely Release of the Test Mail

Ask which mailstreams are most urgently needed for processing and distribution at the delivery unit.

Some types of mail require manual sorting or other additional work at the delivery facility. For each dispatch, ask a facility employee which types of mail they need first. Sample and release that mail as early as possible.

Example: A truck arrives from the plant with parcels and unworked manual flats. A facility employee confirms that the flats require sorting and distribution to the carrier route level first in order for the carriers to case and pull down their routes. Sample and release the manual flats before working on the test parcels.

3-8 Residual, Nondigital Mail: Special Procedural Rules

This section provides the procedures for conducting a residual letter mail test resulting from the digital sampling frame. The procedures are similar to those of a regular letter test, with different mail isolation procedures and special skips for a small portion of the test mail. Follow these procedures exactly to ensure that mail is not double-counted or missed.

3-8.1 Overview

In the digital test environment, letter processing machines select mailpieces for sampling and send images to the SP VIEW tool for remote data collection (see chapter 7). Although digital tests capture large portions of the letter mailstream, some letters must be sampled manually, such as nonmachinable mail, machine rejects, and accountable items. Letters that are not part of the digital mailstream are referred to as "residual (nondigital) letters." These residual letters must be included in on-site tests.

3-8.2 MEP Description

Follow the Header Report to determine whether or not the MEP you are testing includes a ZIP Code that is tested digitally. The additional information states, "This MEP includes residual Nondigital Letters for a digital test." The mailstream information also specifies that the MEP includes a digital component and which ZIP Codes are affected. See 3-8.3 through 3-8.7, which explain how to identify, isolate, and test the residual (nondigital) letter mail.

3-8.3 Isolate the DPS Letters

For ZIP Codes with a digital component, all sequenced mail in trays marked "DPS" is part of the digital letter mailstream and must be excluded from on-site testing. As mail arrives from the plant, examine all letter tray labels and determine which ones are DPS trays, as follows:

a. DPS trays are marked "DPS" near the bottom of the tray label and also include an alphanumeric code near the top-right corner identifying the type of sequenced mail in the tray (see Exhibit 3-8.3a).

Exhibit 3-8.3a
DPS Tray Label

b. Typical alphanumeric codes near the top-right corner of the DPS label include those shown in Exhibit 3-8.3b.

Exhibit 3-8.3b
DPS Alphanumeric Codes

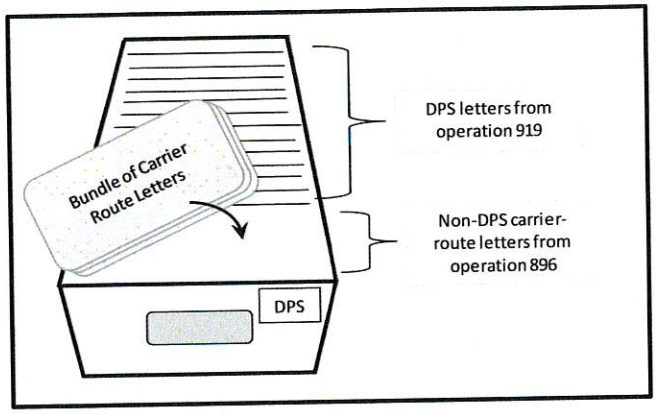
Code Start	Type of Sequenced Mail
B000	P.O. Box
C000	City
F000	Firm
G000	General
H000	Highway Contract
M000	Multiple Delivery Points
N000	Nondelivery Days (e.g., business closed on Saturday)
P000	Post Office Box Throwbacks
R000	Rural
S000	Mixed (may contain T, N, W, and/or M mail)
T000	Temporary Nondelivery (e.g., vacation holds)
W000	Window Callers
Z000	Business Reply Mail

c. When a tray lacks a tray label, or when the label clearly does not match the contents, ask the station personnel to identify the mail for you. If the station personnel cannot identify the mail, then look through the tray to determine if it contains letters in final delivery sequence.

3-8.4 Sample the DPS Trays for Carrier Route Bundles

To save sorting time at the delivery unit, mail processing clerks at the plant might create bundles of nonsequenced letters for a particular carrier route and place them in the front or back of the corresponding DPS tray. When these bundles are created, a single tray contains digital letters as well as nondigital letters (see Exhibit 3-8.4a).

Exhibit 3-8.4a
Carrier Route Bundles in DPS Trays



Sample the DPS trays for carrier route bundles by applying a container skip and then checking the selected trays for any carrier route bundles as follows:

a. Determine the total number of DPS trays associated with the test ZIP Code (or ZIP Codes, when more than one is listed in the MEP Description).

b. Based on the total number of DPS trays (actual or estimated), look up the container skip interval in Exhibit 3-8.4b. Using the CODES software, generate a random container start based on this skip interval.

c. Using the random start and container skip interval, select DPS trays for sampling. Trays may or may not contain any carrier route bundles.

d. From the selected trays, remove any carrier route bundles and organize them in an empty letter tray. Using the CODES software, generate a random mailpiece start based on the mailpiece skip interval of 10.

   Note: With any quantity of mailpieces, you must always use a mailpiece skip interval of 10.

e. Using the random start and mailpiece skip interval, select mailpieces for recording.

f. Enter the sample pieces in CODES.

g. Return all sample pieces to their carrier route bundles and return the bundles to their original tray. Keep all DPS mail in the tray in walk-sequence order.

h. When finished, remove all *Mail on Hold* placards and release the mail.

Note: Exclude any bundles or handfuls of DPS mail that are placed on top of a tray simply to avoid overflow containers. DPS mail is included in the digital frame.

Exhibit 3-8.4b
DPS Container Skip Intervals

Number of DPS Trays	Container Skip Interval
1–50	10
51–100	20
101–150	30
151–200	40
201–250	50
251+	60

Note: As mentioned in 3-8.4d., any quantity of *mailpieces* (as opposed to the quantity of *DPS trays* noted in Exhibit 3-8.4b) always requires a mailpiece skip interval of 10.

3-8.5 Isolate the Residual (Nondigital) Letters

Include in the nondigital MEP all trays for the test ZIP Code that are not marked "DPS." These trays must be physically tested, regardless of how they were processed. As mail arrives from the plant, examine all letter tray labels and determine which ones are non-DPS trays, as follows:

a. Typical non-DPS letter mail includes in-house letter trays (business reply mail, trays for a single firm, trays of accountable mail, and carrier route trays that are not walk-sequenced) and all letters that bypass automated sorting operations, such as mailer-prepared saturation letters and nonmachinable (manual) letters. See Exhibit 3-8.5a for examples of non-DPS tray labels.

Exhibit 3-8.5a
Non-DPS Tray Labels

b. A secondary container may have a "DPS" placard on it to indicate that the container holds DPS trays, but there may be in-house trays within it. Separate the secondary containers of DPS trays to find the in-house trays.

3-8.6 Sample and Record the Residual (Non-DPS) Letters

Once you identify all residual (non-DPS) letter trays included in the MEP, test the mail using the standard sampling procedures in chapter 4. The nondigital MEP may include flats, parcels, and other mailstreams. Follow the MEP description to identify exactly which mailstreams and ZIP Codes are included and excluded from the test.

3-8.7 Special Circumstances

When you encounter any special circumstances when testing residual nondigital letter mail, contact the SPSC by email at *_spsc@usps.gov* for assistance.

3-9 Upstream Test: Special Procedural Rules

This section provides the procedures to conduct an ODIS-RPW test during the first pass of delivery sequence on Delivery Bar Code Sorter (DBCS) or Delivery Barcode Sorter with Input Output Sub-System (DIOSS) machines, Management Operating Data Systems (MODS) operation 918. The procedures are similar to those of a downstream test, with different skip charts and container types. These standardized procedures ensure that the Postal Service collects data consistently and correctly throughout all districts nationwide. For any deviation from these standards, the SPSC and local plant management must provide approval at least 24 hours before testing.

3-9.1 Overview

Exhibit 3-9.1 provides a top-down view of a typical DBCS operation. The machine operator stands at the front of the machine and inducts mailpieces into it. While the sort plan is running, the DBCS sweeper removes mailpieces from the DBCS bins and places them in corresponding trays stored on tray racks next to the machine.

Note: Some plants do not sweep mailpieces until the end of the machine run. In such a case, ask the sweeper to sweep the sampled bins periodically during the run.

To perform the upstream test, complete the following steps:

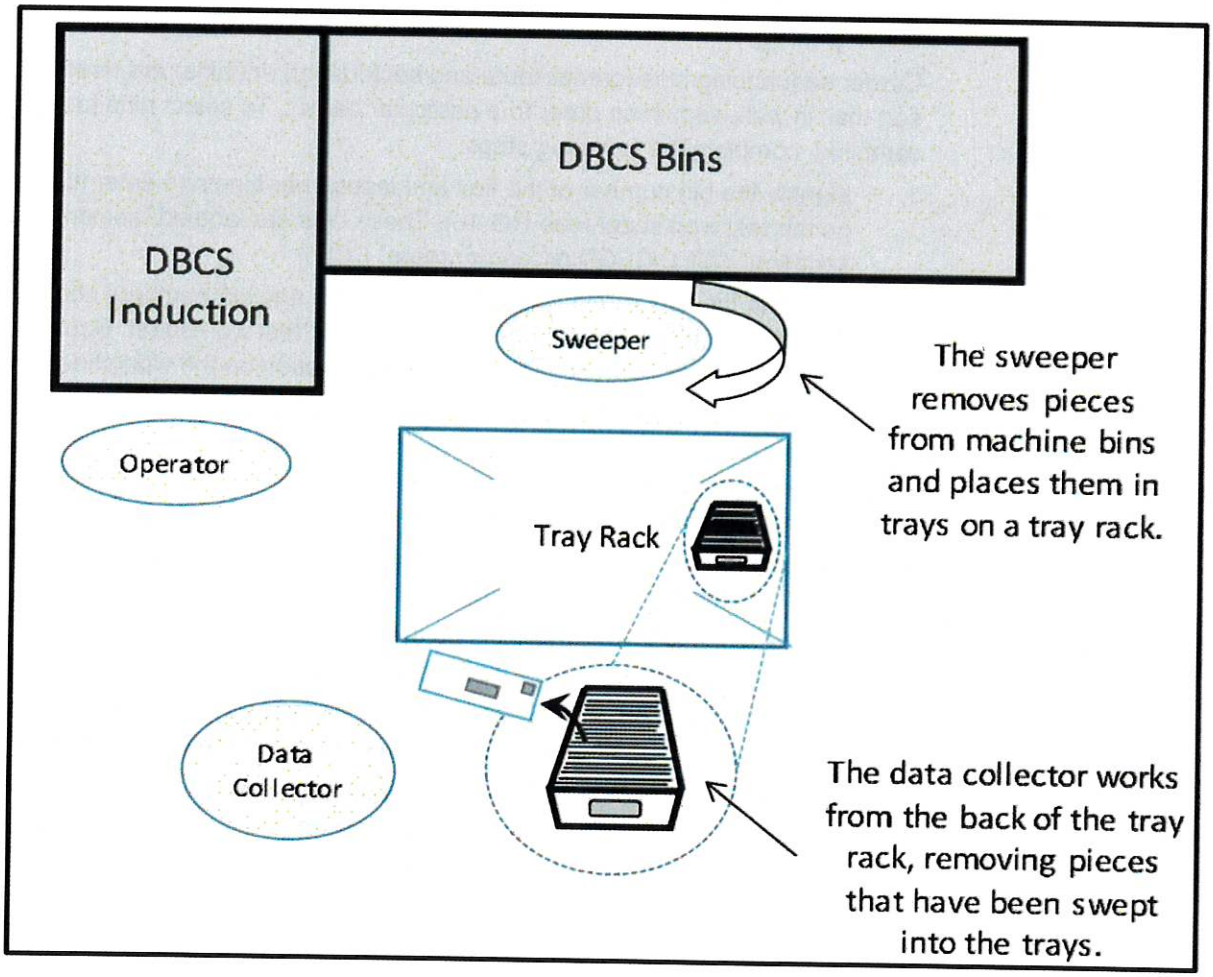
1. Select machine bins (a bin is the primary container unit for sampling) using a random start and a container skip. Although bins are the primary sampling unit, perform all mailpiece counts and selection on the associated trays. From these trays, apply a random mailpiece start and skip to select the sample mailpieces.
2. Select mailpieces from the back side of the tray racks (the side opposite the machine bins) to avoid interfering with the machine

operation. Sample all mailpieces from a selected bin, regardless of the number of trays they fill.

Note: When the data collector cannot select trays safely from the back side of the tray rack, work with mail processing employees to determine the safest location to pull mailpieces and avoid interfering with the machine operator.

3. When required by the MEP definition, include nonsequenced mail processed on the machine during the first pass — such mail includes direct (firm) mailpieces, Certified Mail pieces, machine-rejects, and rejects to incoming primary or secondary operations.

Exhibit 3-9.1
Top-Down View of DBCS Operation



3-9.2 Setting Up for the Test

Review the Header Report to locate the test mail. To set up for the test, complete the following steps:

1. Arrive at the machine as the sort program is loaded. The goal is to arrive in sufficient time to test the mail but not so early that you are waiting on mail processing.

2. Set up a workstation according to the instructions in 3-8.4. Prominently display PS Form 7500-N, *ODIS-RPW Testing – Test Notification Placard,* on or near the machine. See RG-1 for an image of PS Form 7500-N.
3. Review the bin definitions displayed next to each bin number at the top of the machine. These definitions appear once the sort plan is loaded.
4. Fill in the Test Summary information at the top of the DBCS First-Pass Test Worksheet (see RG-18). This worksheet replaces the write-in information at the top of the Header Report. At the end of the test, attach the worksheet to the Header Report, and sign and date the Header Report.

3-9.3 Carrier Sequencing Bins: Selecting Bins for Sampling

Carrier sequencing bins (carrier route and sector/segment bins) are used to sort mail in walk-sequence order to a particular carrier. To select bins for sampling, complete the following steps:

1. Identify the bin number of the first and last carrier bins and enter them on the test worksheet (see RG-18). These bins are labeled "sector/segment" ("SEC/SEG") or "carrier route" ("CR").
2. Between the first and last carrier bins, identify any bin numbers not used for carrier sorting and enter these on the test worksheet. Count the total number of bins and enter this information on the worksheet. Do not include bins that are unused and not numbered.

   Example: A numbered bin in the middle of the machine may contain a printer. Count this bin because it is numbered. When the printer is in an unnumbered bin, ignore it.
3. Compute the number of carrier bins as follows: Last Bin Number minus First Bin Number minus Unused Numbered Bins plus 1.
4. Enter the number of carrier bins on the test worksheet.
5. Look up the number of bins and reference volume on the Upstream Letter Test Subsampling Charts in RG-17 (Section A) to obtain bin skip and mailpiece skip intervals. Enter these values on the test worksheet.
6. Enter the skip intervals in CODES to obtain the random start numbers and also enter them on the worksheet.
7. Fill in the start bin on the worksheet in the first row under "Sample Bins."
8. Determine all other sample bins using the bin skip interval. Fill in all sample bin numbers on the worksheet. When some bins in the skip interval are not used for carrier sorting, add the count of those bins to the skip interval.

   Example: If bin 96 is selected and the bin skip interval is 29, the next sampled bin would normally be bin 125 (96 + 29). If bins 102 and 103 are not used for carrier sorting, then ignore these two bins, making the next sampled bin 127 (96 + 29 + 2).

Note: When an unused bin is not numbered, do not apply this adjustment and simply skip the bin.

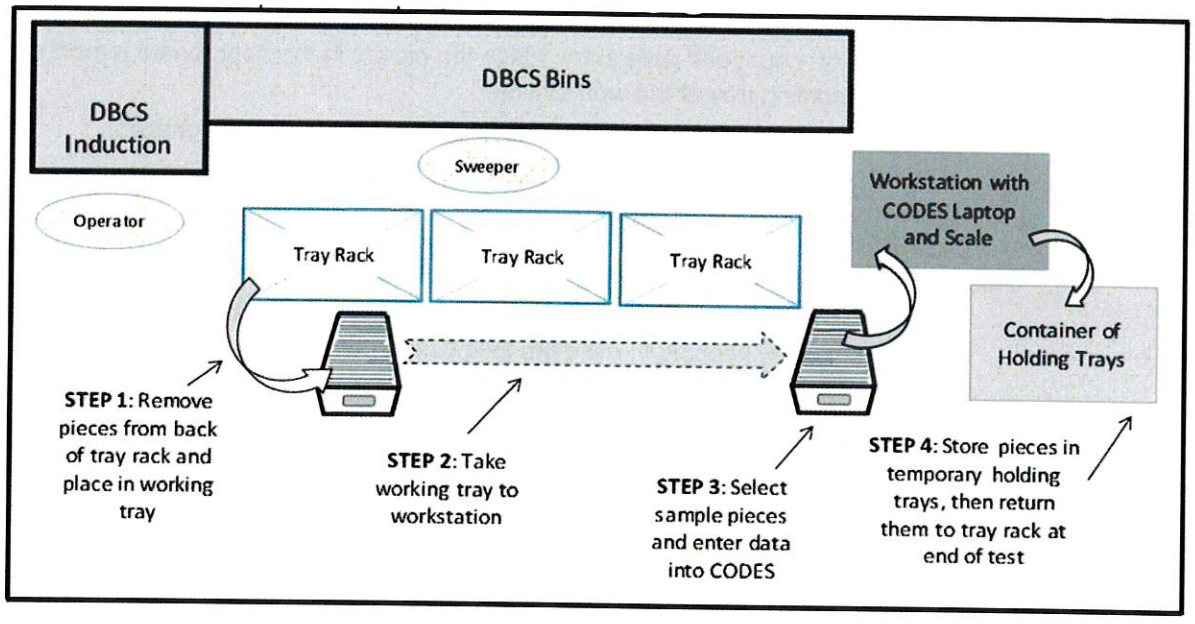
9. Use PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard,* for each sample bin. Write each bin number on the placard. See RG-1 for an image of PS Form 7500-H.
10. For each sample bin, apply a placard to the rack frame under the associated tray on the tray racks in front of the machine.
11. On the back side of the tray racks, apply a marker or tag to the rack under each sample tray. The purpose of this marker is to readily identify the trays selected for sampling.

3-9.4 Option 1 Sampling Procedures: Keeping Pieces at Workstation for Recording

Exhibit 3-9.4 provides a top-down view of the Option 1 sampling method. To perform this option, complete the following steps:

1. Set up the workstation with a tray labeled for each sample bin/tray.
2. Carry pieces from sample trays to the workstation in a working tray.
3. Enter sample pieces into CODES.
4. Keep all pieces from sample trays at the workstation for the duration of the test, in a temporary holding tray corresponding to the bin number of the sample tray.
5. At the end of the test, swap each temporary holding tray at the workstation for the empty tray in the rack from which the pieces were taken.

Exhibit 3-9.4
Top-Down View of Option 1 Sampling Procedures: Keeping Pieces at Workstation for Recording



3-9.4.1 First Round Through Sample Bins/Trays

Put the laptop, a set of empty trays for each sample bin, an extra working tray, and the test worksheet on a cart or some other rolling stock suitable for a workstation. Use a workstation with several shelves so that a tray for each sample bin is readily accessible. Wheel the workstation to a convenient location, preferably at the end of the machine, or near a power outlet when necessary. Label empty trays with the bin numbers selected in the sample. Arrange the trays in bin number order and then complete the following steps:

1. Bring an empty working tray to the back of the tray rack for the first sample bin.
2. Move all pieces to the working tray.
3. Carry the working tray to the workstation.
4. Starting at the front of the working tray (the side with the label), count to the random piece start number and set this piece aside for sampling.
5. Using the mailpiece skip, count to the next sampled piece. Pull this piece and set it aside. Repeat each piece selection until the skip interval value is greater than the number of pieces remaining in the tray (i.e., the residual piece count).
6. Count the residual pieces, and record this number next to the bin number on the test worksheet (in the table, "Sample Bins and Residual Piece Counts").
7. Record the sample pieces in CODES.
8. Gather the sample pieces and all pieces from the working tray and place them in the temporary holding tray at the workstation with the corresponding bin label.
9. Bring the now-empty working tray to the back of the next sample tray and repeat the process. Be sure to continue the piece count using the number of residual pieces from the previous tray. When you complete the count and data entry, place the pieces in the appropriate temporary holding tray at the workstation.
10. Continue until you sample all selected trays at the workstation.

    Note: It is not necessary to separate and record Certified Mail as an independent group.

3-9.4.2 Subsequent Rounds Through Sample Bins

Repeat the sampling procedures noted in 3-9.4.1 for the duration of the machine run, keeping in mind the following notes:

a. As each sample tray is counted in succession, place the pieces in the corresponding temporary holding tray at the workstation. No separator cards are needed.

b. Continue the piece count continuously through all trays. Keep track of the number of remaining pieces from the most recently counted sample tray.

c. When the volume for the bin is large, use additional trays as needed. Be sure to include in the sample count any pieces in any additional trays.

d. Keep pace with the machine. The goal is to complete the test as soon as possible after the machine has finished sorting the first-pass.

e. If you move the workstation, make sure to level the scale before entering data into CODES.

3-9.4.3 Last Round Through Sample Bins

At the end of the machine run, and after the machine operator sweeps each bin one final time, make one more round through the sample trays. When possible, ask the machine operator to sweep the sample bins first at the end of the machine run. Then complete the following steps:

1. Finish counting and recording the last round through the sample trays.
2. Take each tray from the workstation and swap it with the now empty tray in the rack for the same bin number. Remove the tray label from the empty tray in the rack and place it on your corresponding tray before placing it back into the rack.
3. Remove all PS Forms 7500-H and release the mail.

3-9.5 Option 2 Sampling Procedures: Returning Sample Pieces as You Go

Exhibit 3-9.5a provides a top-down view of the Option 2 sampling method. To perform this option, complete the following steps:

1. Set up the workstation near the machine.
2. Carry the pieces from sample trays on the tray racks to the workstation in a working tray.
3. Take the sample pieces and enter them into CODES.
4. Put the pieces back in the working tray and return the tray to the tray racks.
5. Use a separator card (or a tagging and marking slip) to indicate pieces already counted. Exhibit 3-9.5b shows how pieces not yet sampled are separated from pieces that are sampled.

Exhibit 3-9.5a
Top-Down View of Option 2 Sampling Procedures: Returning Sample Pieces as You Go

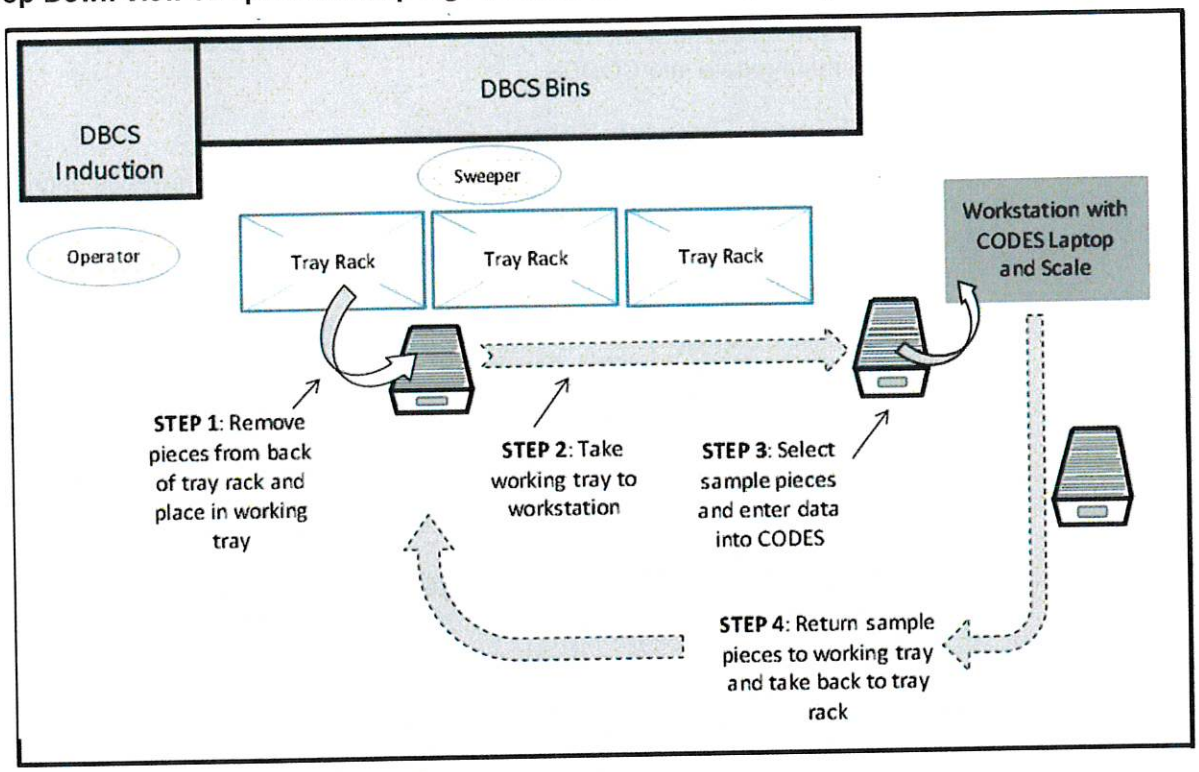
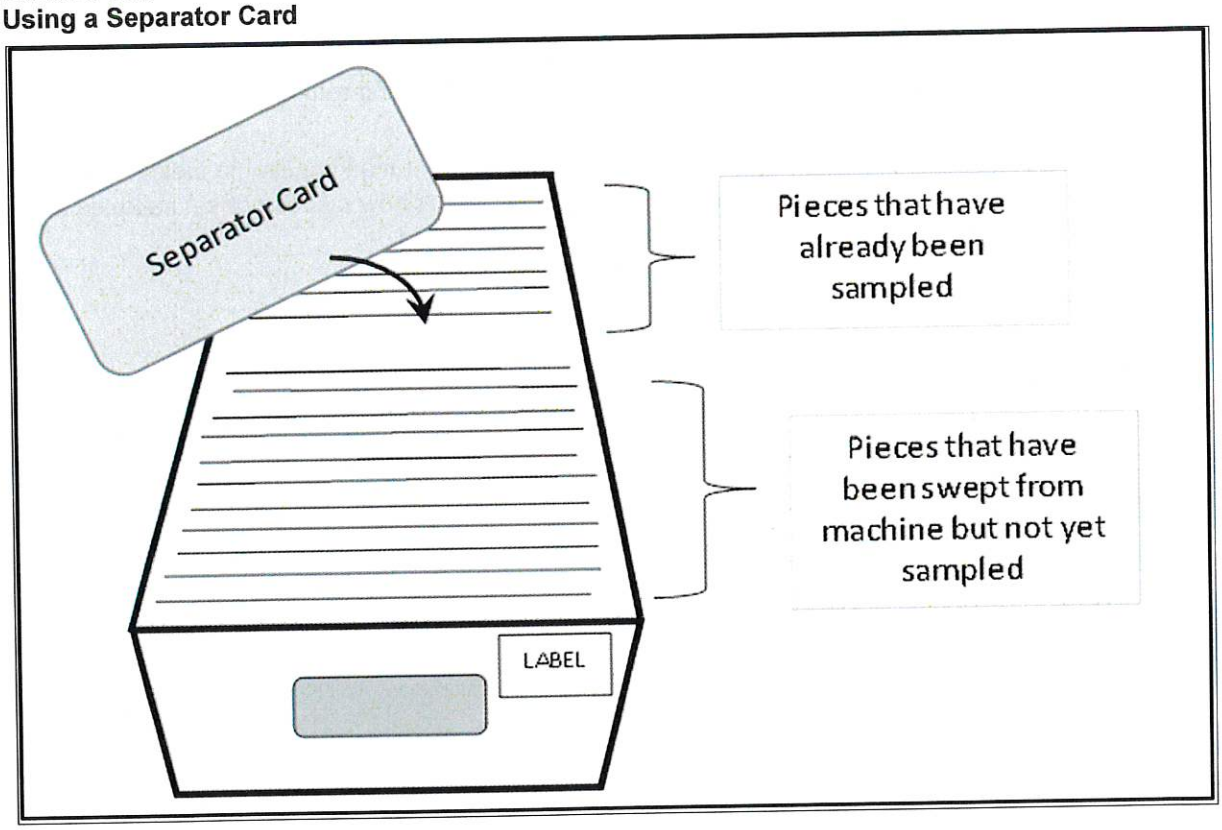


Exhibit 3-9.5b
Using a Separator Card



3-9.5.1 First Round Through Sample Bins/Trays

Put the laptop, separator cards, an empty working tray, and the test worksheet on a cart or some other rolling stock suitable for a workstation. Wheel the workstation to a convenient location, preferably at the end of the machine, or near a power outlet when necessary. Then complete the following steps:

1. Bring an empty working tray to the back of the tray rack for the first sample bin.
2. Move all pieces to the working tray.
3. Carry the working tray to the workstation.
4. Starting at the front of the working tray, count to the random piece start number and set this piece aside for sampling.
5. Using the mailpiece skip, count to the next sampled piece. Pull this piece and set it aside. Repeat the piece selection until the skip interval value is greater than the number of pieces remaining in the tray (i.e., the residual piece count).
6. Count the residual pieces, and record this number next to the bin number on the test worksheet (in the table, "Sample Bins and Residual Piece Counts").
7. Record the sample pieces in CODES.
8. Return all sample pieces to the working tray and carry it to the tray rack corresponding to the first sample bin.
9. Take the pieces from the working tray and place them in the *back* of this tray.
10. Use a separator card to separate pieces that have already been sampled from those that have not.

    Example: While you were at the workstation entering data, the sweeper may place more pieces in the tray corresponding to the first sample bin.
11. Repeat these sampling steps until you count each sample bin/tray.

    Note: It is not necessary to separate and record Certified Mail as an independent group.

3-9.5.2 Subsequent Rounds Through Sample Bins/Trays

Repeat the sampling procedures noted in 3-9.5.1 for the duration of the machine run, keeping in mind the following:

a. As each sample tray is counted in succession, count only pieces that the machine operator placed in front of the separator card.

b. After finishing the count for each tray, place the separator card in front of the counted pieces.

c. Continue the piece count continuously through all trays. Keep track of the number of remaining pieces from the most recently counted sample tray.

d. When the volume for the bin is large, use additional trays as needed. Be sure to include in the sample count any pieces in any additional trays.

e. Keep pace with the machine. The goal is to complete the test as soon as possible after the machine finishes sorting the first-pass.

f. If you move the workstation, make sure to level the scale before entering data into CODES.

3-9.5.3 Last Round Through Sample Bins

At the end of the machine run and after the machine operator sweeps each bin one final time, make one more round through the sample trays. When possible, ask the machine operator to sweep the sample bins first at the end of the machine run. Then complete the following steps:

1. Finish counting and recording the last round through the sample trays.
2. Remove all separator cards from the sample trays.
3. Remove all PS Forms 7500-H and release the mail.

3-9.6 Non-Carrier Bins

Some letters are finalized during the first pass but are not sent to a carrier bin for walk sequencing. These bins are sometimes referred to as "housekeeping" bins. Check the Header Report to determine which bins are included and whether the mail is tested during or after the first pass. In general, you might need to test three additional bin types:

a. Directs (such as firms, single address, and unique ZIP Codes).

b. Certified Mail.

c. Reject bins with various labels and down-flow possibilities. These bins are labeled "Reject," "Residual," or "No Improvement."

3-9.7 Non-Carrier Bins Excluded From Testing

Note any bins that are not part of the MEP, including bins for out-of-scheme and Combined Input Output Sub-System (CIOSS) (Postal Automated Redirection System (PARS)) intercept mail. These bins contain pieces addressed to zones that are not part of the scheme being run on the machine. Do not test these or any bins excluded in the MEP definition.

Example: Rejects flowing to manual operations may or may not be tested in a manual letter MEP. The MEP definition indicates whether or not to test manual rejects at the DBCS.

3-9.8 Sampling Procedures for Non-Carrier Bins

Test any pieces in the housekeeping bins at the end of the run. The machine operator will sweep these bins as needed and place pieces in trays on the racks in front of the machine. To test the pieces from these trays (but not the bins on the machine), complete the following steps:

1. Test pieces from the housekeeping trays immediately after the first pass.

2. Make sure the first pass is complete, as the machine operator may wish to re-run rejects to upgrade them. Do not sample these pieces until the machine operator indicates they will not be re-run.
3. Test all housekeeping bins together (as one group):
   a. Identify housekeeping bins and their associated trays. You may sweep multiple bins to the same tray if they flow to the same operation. The sample procedures are based on the number of trays, not the number of bins.
   b. Based on the estimated volume, look up tray and mailpiece skip intervals on the Upstream Letter Test Subsampling Charts in RG-17 (Section B).
   c. Tag the random start tray for sampling with PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard*. Using the tray skip interval, tag subsequent trays for sampling. See RG-1 for an image of PS Form 7500-H.
   d. For the first selected tray, pull sample pieces using the random start number and the mailpiece skip.
   e. Record the sample pieces in CODES.
   f. Return the pieces to their original tray. The order of pieces in the tray is not important.
   g. Continue to the next sample tray.
   h. When finished, remove all PS Forms 7500-H and release the mail.

3-9.9 Sampling Procedures for Machinable Letters That Bypass the DBCS

Some letters are machinable and are not processed on the DBCS. One example of this is saturation mail, which is mail that is cross-docked to the delivery unit but that the machine operator decides not to run because it may jam. Check the Header Report to determine whether this mail is included in the MEP. When the mail is included, ask the machine operator if any such mail is staged at the machine, and check the dock to see if any mail is placed there for direct dispatch to the station. Test this mail with the housekeeping bins using the same skips or by applying the Multiple Identical Pieces (MIP) procedure.

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4 Sampling Guidelines

4-1 Introduction to Sampling

The Postal Service designed MEPs with flexibility in sampling to maximize data collection resources. Every mailpiece selected and recorded represents thousands of similar mailpieces from around the country that are not tested. ODIS-RPW tests use census and counted sampling procedures:

a. In census sampling, the data collector selects and records the entire volume of mail.

b. Counted sampling uses two methods:

(1) Mailpiece Skip Subsampling: The data collector uses a skip interval to select mailpieces and record a fraction of the mail volume.

(2) Container Skip Subsampling: The data collector uses a skip interval to select containers and record all or some of the mailpieces in those containers.

4-2 Choosing a Sampling Method

Follow these procedures to choose the appropriate sampling method. Evaluate each dispatch separately to determine the sampling method and skip intervals.

4-2.1 Isolate the Test Mail

Follow the MEP description to locate and isolate the test mail. Include all primary containers that are predominantly holding mail for the mailstream or mailstreams in the MEP. A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Ask local operations to help identify any primary containers for the test mailstream that are not easily isolated, such as a letter tray discovered under parcels after the parcels are scanned for distribution.

Exclude any primary containers predominantly holding mail that is not part of the mailstream to be tested. Also, exclude reprocessed mail, curtailed mail, easily isolated containers of missent mail, and all Priority Mail Express mailpieces. Include commingled missort mail and throwback mail.

Ask a facility employee to contact the Statistical Programs office if any test mail arrives or is identified after the data collector leaves.

4-2.2 Separate the Test Mail by Shape

Separate the test mail into independent groups according to shape as follows:

a. Letters and cards.

b. Flats.

c. Parcels

d. Priority Mail Open and Distribute containers.

4-2.3 Separate the Test Mail by Primary Container Type

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When a shape group consists of more than three containers and the container types are different, further organize the mail into the same container type, or create smaller groups for each container type (see 4-5.5). Sample each group independently.

4-2.4 Estimate the Mail Volumes

Count or estimate the number of containers and mailpieces in each group. To estimate the total volume, multiply the number of containers by the average number of mailpieces per container using the following averages:

a. Letter tray: 301–500.

b. Flats tray: 51–100.

4-2.5 Choose a Sampling Method

To allow you to record the most mail in the available time, use the following guidelines to choose the appropriate sampling method — census (see 4-3), mailpiece skip subsampling (see 4-4), or container skip subsampling (see 4-5):

a. **All shapes:** When there are 100 mailpieces or fewer, perform a census.

b. Letters and cards:

(1) 101–3,000 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 3,000 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 3,000 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

c. **Flats**:

(1) 101–3,000 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 3,000 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 3,000 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

d. **Parcels**:

(1) 101–500 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 500 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 500 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

e. **Priority Mail Open and Distribute containers:** Perform acensus. (See RG-16.)

4-3 Census Sampling Procedures

This section provides the procedures for conducting a census sampling. To prevent biased results and ensure the reliability of the data, follow these instructions exactly.

4-3.1 When to Use Census Sampling

Use a census sampling for the following volumes:

a. All shapes: 100 mailpieces or fewer per group.

b. All Priority Mail Open and Distribute containers.

c. Any volume of mail when time allows for recording all mail.

4-3.2 Overview of Census Sampling Procedures

Complete the following steps to perform a census:

1. Select each mailpiece in the group.
2. Record the mailpieces (see chapter 5). Keep Delivery Point Sequence (DPS) mail in walk sequence.

4-3.3 Changing to Mailpiece Skip Subsampling

To change to a mailpiece subsampling method while performing a census sampling, complete the following steps:

1. Finish recording the current mailpiece.
2. Change to a mailpiece skip interval that allows for maximum recording of mailpieces in the allotted time.
3. Select "Change Skip" or the DPS Indicator from the *Options Menu* screen and enter the new mailpiece skip.
4. Select the first mailpiece using the random start number. Thereafter, apply the mailpiece skip interval to all mailpieces (see 4-4).

4-4 Mailpiece Skip Subsampling Procedures

This section describes the procedures for conducting a mailpiece skip subsampling. Follow these instructions exactly to prevent biased results and ensure the reliability of the data.

4-4.1 When to Use Mailpiece Skip Subsampling

Use mailpiece skip subsampling for the following volumes:

a. Letters and cards: 101–3,000 mailpieces or more than 3,000 mailpieces, but fewer than three containers.
b. Flats: 101–3,000 mailpieces or more than 3,000 mailpieces, but fewer than three containers.
c. Parcels: more than 100 mailpieces but fewer than three containers.
d. Any volume of mail when time allows for recording more mail.

4-4.2 Overview of Mailpiece Skip Subsampling Procedures

Complete the following steps to perform mailpiece skip subsampling:

1. Isolate multiple identical pieces.
2. Determine the mailpiece skip interval and random start number.
3. Apply the random start number and select mailpieces from each container using the mailpiece skip interval.
4. Record the mailpieces (see chapter 5).

4-4.3 Multiple Identical Pieces

Before applying mailpiece skip subsampling, determine if any groups contain 200 or more identical pieces. Identical pieces have the same mail class, mail shape, type of mailer, indicia, meter information, weight, origin ZIP Code, total mailpiece revenue, extra services, and any other characteristic that is class specific. Isolate these pieces and use the Multiple Identical Pieces (MIP) procedure at the *Options Menu* screen to record them (see chapter 5).

Do not use the MIP procedure on mail that requires a scan or once mailpiece skip subsampling has begun. If you encounter 200 or more pieces with identical characteristics, apply the skip through all containers and all mailpieces, treating this mail just like any other mail during your count.

Example: On the first dispatch to the facility, a pallet of Standard Mail or USPS Marketing Mail with 5,000 identical mailpieces arrives in addition to the flats trays. Isolate the pallet and record the identical pieces using the MIP procedure.

4-4.4 Determining the Mailpiece Skip Interval and Random Start Number

To determine the mailpiece skip interval and random start number, complete the following steps:

1. Depending on mail shape, select the appropriate skip interval from the Mailpiece Subsampling Table in RG-4.

   Example: You estimate that the volume of flats is approximately 1,500 mailpieces. Using the Mailpiece Subsampling Table for Flats, calculate the mailpiece skip interval using the following:

   a. Because you estimate 1,500 mailpieces, go down the first column ("Expected Volume") to the row for 1,001–2,500 mailpieces.

   b. For that row, the related column Skip Interval column indicates the skip interval you should use — in this case, that's a skip interval of 10.

2. Enter the skip interval at the Mailpiece Skip field of the *Test Header* screen — CODES generates a new random start number. Note the following:

   a. When the computer is turned off and then turned on again, CODES generates a new random start number. If the same test is still being performed, continue where the skip process was stopped (ignore the new random start number).

   b. When more than one computer is used, ignore the random start numbers from all but one of the computers.

3. Write the mailpiece skip interval and random start number on the Header Report.

4-4.5 Adjusting the Mailpiece Skip Interval Before Sampling

Before sampling begins, you may adjust the mailpiece skip to accommodate unexpected volumes and time windows as follows:

a. More mail than expected or smaller time windows:

   (1) Increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

   (2) Enter the new mailpiece skip interval at the ODIS-RPW *Test Header* screen — CODES generates a new random start number.

   (3) Write the new skip interval and random start number on the Header Report.

b. Less mail than expected or larger time windows:

(1) For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

(2) Enter the new mailpiece skip interval at the ODIS-RPW *Header Test* screen — CODES generates a new random startnumber.

(3) Write the new skip interval and random start number on the Header Report.

4-4.6 Selecting the Mailpieces

Select the mailpieces by performing the following steps:

1. Use the random start number to select the first mailpiece.

   Example: If the CODES laptop displays a random start number of 8, select the eighth mailpiece.

2. Select the required mailpieces by applying the mailpiece skip interval to all test mail. When you encounter a detached mailing card in DPS mail, do not consider it in the mailpiece skip count. When you encounter a commingled missent mailpiece, do not substitute another mailpiece in its place.

   Example: Using a skip interval of 10 and a random start number of 3, record the third flat first; thereafter, select every tenth flat (e.g., 3, 13, 23, 33, etc.).

3. Use one of the following methods to select mailpieces:

   a. **Delivery Point Sequence (DPS).** Mail must be kept in its walk-sequenced order. Mark the place of the selected mailpiece in the tray or container by turning the next mailpiece on end. When you select the last mailpiece in the tray or container, mark its place. After counting the DPS mail, record the mailpieces individually. Return each mailpiece to its place in the tray before recording the next piece of mail.

   b. **Non-DPS.** Place mail to the side as each piece is selected.

4. After counting the mailpieces within one container, mark the container as completed and carry over the mailpiece skip interval to the next container. Write down the number of residual mailpieces following the last selected mailpiece from the completed container. (Residual mailpieces are those left over after applying the mailpiece skip.)

   Example: The mailpiece skip interval is 6. The last selected letter from a letter tray is followed by four residual letters; write down the number 4 and mark the tray as complete. In the next tray, select the second mailpiece as your next sample mailpiece (the skip interval of6 includes four from the completed tray and two from the next tray). Then continue selecting each sixth mailpiece.

5. Record selected mailpieces by following the procedures outlined in chapter 5.

6. Repeat these procedures to record all groups. Use the Change Skip or DPS Indicator option at the *Options Menu* screen to change the skip interval before recording the mail for the next shape group.

7. Evaluate each dispatch to determine if you should apply a new

mailpiece skip. If you use the same skip between dispatches, keep track of the residual mailpieces for each shape group. Continue to apply the same mailpiece skip through the next dispatch starting with the residual mailpiece count in each shape group.

4-4.7 Adjusting the Mailpiece Skip Interval During Sampling

If you do not have enough time to complete sampling with the chosen skip interval, increase the mailpiece skip by 10 until you can record the maximum number of mailpieces in the time window. If you have more time than expected for sampling, decrease the mailpiece skip by 10 until you can record the maximum number of mailpieces.

Adjust the mailpiece skip interval by performing the following steps:

1. Complete the data recording for selected mailpieces in the current container if sampling has begun.

2. For a shortened time window or unexpected increase in volume, increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

3. For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

4. Select Change Skip or DPS/FFS Indicator from the Options Menu (see 4-5.2). Enter the new mailpiece skip. CODES generates a new random start number.

5. Ignore any residual mailpieces from the previous container. Apply the new random start number and the new mailpiece skip interval to the next container and all remaining containers.

   Example: You are conducting a test on a parcel stream MEP for an entire office. The last truck arrives with several Postal Paks with a total estimated volume of 3,000 parcels. The Mailpiece Subsampling Table in RG-4) provides a mailpiece skip interval of 35. You begin sampling, but the station supervisor informs you that the carriers are leaving earlier than usual. You complete the sampling of the current container using the mailpiece skip interval of 35 and ignore the residual mailpieces. Because the time window is shortened, you increase the mailpiece skip by 10 for a skip of 45. At the *Options Menu* screen, select "Change Skip" or "DPS/FFS Indicator" and enter the new mailpiece skip of 45. Starting with the next container, apply the new random start number and the new mailpiece skip interval of 45 to the remaining Postal Paks.

4-5 Container Skip Subsampling Procedures

This section provides the procedures for conducting container skip subsampling. To prevent biased results and ensure the reliability of the data, follow these instructions exactly. See container subsampling examples

in 4-7.

4-5.1 When to Use Container Skip Subsampling

Use container skip subsampling for these volumes:

a. **Letters and cards:** More than 3,000 mailpieces and at least three containers.

b. **Flats:** More than 3,000 mailpieces and at least three containers.

c. **Parcels:** More than 500 mailpieces and at least three containers.

4-5.2 Overview of the Container Skip Subsampling Procedure

To perform container skip subsampling, complete the following steps:

1. Isolate multiple identical pieces.
2. If the container types are different, group like containers.
3. Determine the container and mailpiece random start numbers, and the container and mailpiece skip intervals.
4. Apply the container random start number and select containers using the container skip interval.
5. Apply the mailpiece random start number and select mailpieces from the chosen containers using the mailpiece skip interval.
6. Record the mailpieces (see chapter 5).

4-5.3 Multiple Identical Pieces

Before applying the container skip subsampling, locate any containers with 200 or more identical pieces. Identical pieces have the same mail class, mail markings, mail shape, type of mailer, indicia, meter information, weight, origin ZIP Code, total mailpiece revenue, extra services, and any other characteristic that is class specific. Isolate these pieces and use the Multiple Identical Pieces (MIP) procedure at the *Options Menu* screen to record them (see chapter 5).

Do not use the MIP procedure on mail that requires a scan or once container skip subsampling has begun. If you encounter 200 or more pieces with identical characteristics, apply the skip through all containers and all mailpieces, treating this mail just like any other mail during your count.

4-5.4 One Primary Container Type

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When all of the primary containers are identified, group them by mail shape and apply a consistent method of counting and choosing containers.

4-5.5 Multiple Primary Container Types

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then it is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When the test mail consists of more than one type of primary container, organize the mail for sampling using one of the following methods:

a. Choose one type of primary container for the entire volume of mail. Place all mailpieces that are not in the chosen primary container type into like containers.

Example: Choose flats trays as the single primary container type. The test volume includes a hamper of loose flats. Move the flats from the hamper into flats trays.

b. Treat each type of primary container as an independent group to be tested.

c. Rearrange loose flats into stacks within a large container. Use the following options only for flats shape mail processing streams or exclusively flats MEPs:

(1) Arrange flats into stacks of any height. Consider each 1-foot increment a primary container.

Example: Within a hamper, arrange the mail into stacks. When Operations is removing the mail from large containers and placing it on nutting trucks, stack the mail on this equipment.

(2) Arrange flats into stacks of equal height, with the number of stacks equal to the container skip interval for the flats trays. Consider each stack as a primary container. When using this option, select only one stack of mail in each large container. The selected stack of mail depends on where the count of the primary container type ends.

Example: You are using a container skip of 4 with a random start of 2 for 17 flats trays and 1 wiretainer of loose flats. Select the second, sixth, tenth, and fourteenth flats trays — that leaves three flats trays remaining. Open the wiretainer and arrange the mail into four equal stacks. Continue applying the container skip of 4 by considering the three remaining flats trays as a count of 3 and the first stack as a count of 4. Select this first stack. After the first stack, do not select any additional stacks of mail.

4-5.6 Determining the Mailpiece and Container Skip Intervals and Random Start Numbers

To determine the container and mailpiece skip intervals and random start numbers, complete the following steps:

1. Select the appropriate container and mailpiece skip intervals from the Container Subsampling Table in RG-3.

   Example: You are performing a container skip subsampling on the letter stream for an entire office. You estimate 150 letter trays in the current dispatch, with approximately 450 letters per tray. Using the Container Subsampling Table, perform the following:

   a. Because you estimate 150 letter trays, go down the first column ("Number of Containers") to the row for 126–200 containers.

   b. Because you estimate an average of 450 letters per tray, go across the row for 126–200 containers to the column for 301–500 average pieces.

   c. The cells in the intersection of that row and column indicate using a container skip of 18 and a mailpiece skip of 16.

2. Enter the container and mailpiece skip intervals into the CODES laptop. CODES generates the start numbers randomly. Note the following:

   a. When the computer is turned off and then turned on again, CODES generates new random start numbers. If the same test is still being performed, continue where the skip process was stopped (ignore the new random start numbers).

   b. When more than one computer is used, ignore the random start numbers from all but one of the computers.

3. Write the skip intervals and the random start numbers on the Header Report.

4-5.7 Adjusting Mailpiece and Container Skip Intervals Before Sampling

Before sampling begins, you may adjust the container and mailpiece skips to accommodate unexpected volumes and time windows as follows:

a. More mail than expected or smaller time windows:

   (1) Using the Container Subsampling Table in RG-3, and the originally determined container and mailpiece skips (using the example in 4-5.6, with a container skip of 18 and a mailpiece skip of 16), move one column to the right (in this example, move to the column for 501–800 average pieces) and use the container skip and mailpiece skip intervals noted there (in this example, a container skip of 22 and a mailpiece skip of 21).

   (2) When the originally determined skip intervals are located in the far-right column of the table, select the container and mailpiece skip intervals in the row immediately below the originally determined cells. For instance, modifying the example from 4-5.6, if you determine that the average number of pieces per container is 801 or more (the far-right column), then go to the

cells below those cells, and use the intervals for 201–500 containers with an average pieces per container of 801 or more — in this case, a container skip of 30 and a mailpiece skip of 60.

(3) If moving over one cell is not sufficient for the time window and volume, move to the intersection of the row and column that maximizes the number of mailpieces available for recording.

(4) Enter the new container and mailpiece skip intervals at the ODIS-RPW *Test Header* screen. CODES generates new random start numbers.

(5) Write the new skip intervals and random start numbers on the Header Report.

b. Less mail than expected or larger time windows:

(1) Using the Container Subsampling Table in RG-3, and the originally determined container and mailpiece skips (using the example in 4-5.6, with a container skip of 18 and a mailpiece skip of 16), move one column to the left (in this example, move to the column for 151–300 average pieces) and use the container skip and mailpiece skip intervals noted there (in this example, a container skip of 16 and a mailpiece skip of 11).

(2) When the originally determined skip intervals are located in the far-left column of the table, select the container and mailpiece skip intervals in the row immediately above the originally determined cells. For instance, modifying the example from 4-5.6, if you determine that the average number of pieces per container is 5–10 (the far-left column), then go to the cells above those cells, and use the intervals for 76–125 containers with an average pieces per container of 5–10 — in this case, a container skip of 5 and a mailpiece skip of 1.

(3) If a large time window exists, move to the intersection of any row or column that maximizes the number of mailpieces available for recording.

(4) If the time window allows, change to mailpiece skip subsampling (see 4-4).

(5) Enter the new container skip and mailpiece skip intervals at the ODIS-RPW *Header Test* screen. CODES generates new random start numbers.

(6) Write the new skip intervals and random start numbers on the Header Report.

4-5.8 Selecting the Containers

Select the containers by performing the following steps:

1. Keep track of the number of containers in each dispatch.
2. Use a consistent method of counting to choose containers.
3. Use the random start number to select the first container.

Example: If the container skip interval is 10 and the container start number is 9, select the ninth container.

4. Select the remaining containers by applying the container skip interval.

   Example: If the container skip interval is 10, select every tenth container after selecting the starting container.

5. Include containers of missent mail that were not isolated before beginning the test. Do not substitute other containers in their place.

4-5.9 Selecting the Mailpieces

Select the mailpieces by performing the following steps:

1. Use the mailpiece random start number to select the first mailpiece within the first selected container.

   Example: If the mailpiece skip interval is 6 and the mailpiece start number is 4, select the fourth mailpiece within the first selected container.

2. Select the required mailpieces by applying the skip interval through all the containers selected for sampling. When you encounter a detached mailing card in DPS mail, do not consider it in the mailpiece skip count. When you encounter a commingled missent mailpiece, do not substitute another mailpiece in its place.

   Example: If using a mailpiece skip interval of 6, choose every sixth mailpiece after selecting the starting mailpiece.

3. Use one of the following methods to select mailpieces:

   a. **Delivery Point Sequence (DPS).** Mail must be kept in its walk-sequenced order. Mark the place of the selected mailpiece in the tray or container by turning the next mailpiece on end. When you select the last mailpiece in the tray or container, mark its place. After counting the DPS mail, record the mailpieces individually. Return each mailpiece to its place in the tray before recording the next mailpiece.

   b. **Non-DPS.** Place mail to the side as each piece is selected.

4. After counting the mailpieces within one container, mark the container as complete and carry over the mailpiece skip interval to the next container. Write down the number of residual mailpieces following the last selected mailpiece from the just-completed container.

5. Record selected residual mailpieces by following the procedures outlined in chapter 5.

6. Repeat these procedures to record all groups. Use the Change Skip or DPS Indicator option at the *Options Menu* screen to change the skip interval before recording the mail for the next shape group.

7. Evaluate each dispatch to determine if you should apply new container and mailpiece skips. If you use the same skips between dispatches, keep track of the residual containers and mailpieces for each shape group. Continue to apply the same skips through the next dispatch starting with the residual container and mailpiece count in each shape group.

4-5.10 Adjusting the Mailpiece Skip Interval During Sampling

If you do not have enough time to complete sampling with the chosen skip intervals, increase the mailpiece skip by 10 until you can record the maximum number of mailpieces in the time window. If you have more time than expected for sampling, decrease the mailpiece skip by 10 until you can record the maximum number of mailpieces. Do not change the container skip interval once containers have been selected.

Adjust the mailpiece skip interval by performing the following steps:

1. Complete the data recording for selected mailpieces in the current container if sampling has begun.
2. For a shortened time window or unexpected increase in volume, increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.
3. For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.
4. Select Change Skip or DPS/FFS Indicator from the Options Menu. Enter the new mailpiece skip and do not change the container skip (re-enter the previous container skip).
5. Ignore any residual mailpieces from the previous container. Apply the new random start number and the new mailpiece skip interval to the next container and all remaining containers.
6. If you do not have enough time to sample the remaining mail without delaying the carriers, make a note of the volume missed, and contact the SPSC.

Example: You are conducting a test on a letter stream MEP for an entire office. The last dispatch is 70 letter trays with 301–500 average pieces per container. The Container Subsampling Table in RG-3 provides a container skip of 10 and a mailpiece skip of 11. You apply the container skip to select trays and begin mailpiece sampling on one of the trays, but the station manager informs you that the carriers are leaving earlier than usual. You complete the sampling of the current tray using the mailpiece skip of 11 and ignore the residual mailpieces. Because the time window is shortened, you increase the mailpiece skip by 10 for a skip of 21, but you determine that the mailpiece skip needs to increase further, so you again increase the mailpiece skip by 10 for a skip of 31. At the *Options Menu* screen, select "Change Skip" or "DPS/FFS Indicator" and enter the container skip of 10 and the new mailpiece skip of 31. Starting with the next tray, apply the new random start number and the new mailpiece skip of 31 to the remaining selected containers.

4-6 Software Instructions for Changing Skip Intervals

4-6.1 Changing the Sampling Method Between Dispatches

Change the sampling method between dispatches by performing the following steps:

1. Press Esc to return to the *Options Menu* screen.
2. Select "Change Skip" or "DPS/FFS Indicator." Choose the subsampling method to record maximum mailpieces in the time available.
3. Enter "Yes" or "No" for Container Subsampling (Y/N).
4. Insert the appropriate container skip number and the mailpiece skip number from the Container Subsampling Table in RG-3, or the appropriate mailpiece skip number from the Mailpiece Subsampling Table in RG-4. Press Enter.
5. Record the mail using the new random start number and skip interval.

4-6.2 Changing the Mailpiece Skip Interval Within a Dispatch

Do not change the container skip once containers are selected. Change the mailpiece skip interval by performing the following steps:

1. Press Esc to return to the *Options Menu* screen.
2. Select "Change Skip" or "DPS Indicator."
3. Enter "Yes" or "No" for Container Subsampling (Y/N).
4. Insert the previous container skip number and the new mailpiece skip number from the Mailpiece Subsampling Table in RG-4.
5. Record the remaining mail for this dispatch using the new random start number and the new mailpiece skip interval.

4-7 Container Subsampling Examples

4-7.1 Parcel Mailstream Example

The MEP is a parcel mailstream for the entire facility. Mail arrives in three OTRs and four APCs. The OTRs contain only loose parcels, with approximately 200 mailpieces per OTR. The APCs contain 28 mail sacks. Two of the mail sacks are Priority Mail sacks. Each of the 28 mail sacks contains between 15 and 18 parcels. Perform the following steps:

1. Identify primary containers. The primary containers are the OTRs and mail sacks. Because the APCs are larger containers (they are not holding loose mail but other containers — the sacks), separate the sacks from the APCs.

2. Exclude reprocessed mail, curtailed mail, and easily isolatable containers of missent mail.
3. Isolate Multiple Identical Pieces (MIPs) and use the MIP procedure to record these mailpieces.
4. Group primary container types. Treat each primary container type as an independent group to be tested by separating the primary containers into two container type groups: OTRs and sacks.
5. Determine the container and mailpiece skip intervals for the first group, the OTR container group. Use the Container Subsampling Table in RG-3 to find the appropriate container range and average pieces per container range. In this example for the 3 OTRs, the appropriate container range is 3–5, and because each OTR has approximately 200 mailpieces, the appropriate average pieces per container range is 151–300. The intersection of this row and column indicates a container skip interval of 2 and a mailpiece skip interval of 3.
6. Determine the random start number. Using the CODES data entry software, enter your OTR container skip interval and parcel shape mailpiece skip interval and then press Enter. CODES automatically generates your container and mailpiece random start numbers and displays them in the Start field. For this example, suppose the container start number is 2 and the mailpiece start number is 3.
7. Apply the container and mailpiece skip intervals — in this example, a container skip interval of 2 and a mailpiece skip interval of 3 — and perform the following steps:
   a. Using the container random start number, select the starting OTR. In this example, because the container start number is 2, select the second OTR. With a container skip interval of 2, you would select every second OTR thereafter, but because in this example there are only three OTRs, you would select only the second OTR.
   b. From the first selected OTR container, use the mailpiece random start number to select the first parcel for recording. In this example, because the mailpiece start number is 3, select the third parcel.
   c. Thereafter, select every third parcel shape mailpiece (as determined by your mailpiece skip interval of 3).
   d. Record the selected mailpieces.
8. Repeat these steps for the sack container group.

4-7.2 Multiple Mailstreams Example

The MEP is composed of letter mail (in letter trays) and flats (in flats trays). The estimated number of letter trays is 40–50, and the estimated number of mailpieces within a letter tray is 500–600. The estimated number of flats trays is 20–25, and the estimated number of mailpieces within a flats tray is 100–125. Perform the following steps:

1. Identify primary containers. The primary containers are the letter trays and flats trays. If necessary, remove the letter trays from any larger

containers so you can select specific letter trays using your skip interval.

2. Exclude reprocessed mail, curtailed mail, and easily isolatable containers of missent mail.
3. Isolate Multiple Identical Mailpieces (MIPs) and use the MIP procedure to record these mailpieces.
4. Separate Priority Mail containers. Since Priority Mail items are rare in letter tray mail and will probably be commingled if present, you do not need to find and separate Priority Mail mailpieces from the letter trays. From the flats trays, separate flats trays holding Priority Mail. These are flats trays marked Priority Mail and flats trays consisting of at least 75 percent Priority Mail mailpieces.
5. Group primary containers. Treat each primary container type as an independent group to be tested by separating the primary containers into two container type groups: letter trays and flats trays.
6. Determine the container and mailpiece skip intervals for the first group, the letter trays. Use the Container Subsampling Table in RG-3 to find the appropriate container range and average pieces per container range. In this example for the estimated letter trays of 40–50, the appropriate container range is 36–75, and because each letter tray has approximately 500–600 mailpieces, the appropriate average pieces per container range is 501–800. The intersection of this row and column indicates a container skip interval of 10 and a mailpiece skip interval of 18.
7. Determine the random start number. Using the CODES data entry software, enter the container skip interval and mailpiece skip intervals and press Enter. CODES automatically generates your container and mailpiece random start numbers and displays them in the Start field. For this example, suppose the container start number is 5 and the mailpiece start number is 8.
8. Apply the container and mailpiece skip intervals — in this example, a container skip interval of 10 and a mailpiece skip interval of 18 — and perform the following steps:
    a. Using the container random start number, select the starting letter tray. In this example, because the container start number is 5, select the fifth letter tray.
    b. Because the container skip interval is 10, select every tenth letter tray thereafter.
    c. From the first selected letter tray container, use your mailpiece random start number to select your first letter for recording — in this example, because the mailpiece start number is 8, select the eighth letter.
    d. Select every eighteenth mailpiece thereafter (as determined by your mailpiece skip interval of 18).
    e. Record the selected mailpieces.
9. Repeat these steps for the flats and Priority Mail groups.

5 Preparing and Entering Data into the CODES Laptop

5-1 Entering Header and Sampling Information

To begin the ODIS-RPW test, CODES requests the input of header information and the selection of a sampling option. This section explains how to enter test header information and how to make a sampling selection.

When entering header information or sampling information into the CODES software, observe the following guidelines:

a. If two or more data collectors are performing an ODIS-RPW test on different computers, each data collector must use a unique user ID assigned by the MFPC. If the data collectors do not use unique user IDs, the mainframe might drop one of the data sets.

b. To change the container or mailpiece skip intervals because of unexpected volume changes or shortened time windows, see the subsampling procedures contained in 4-3 and 4-4.

5-1.1 Accessing the ODIS-RPW Test

Perform the following steps to access the ODIS-RPW Test:

1. Select ODIS-RPW from the CODES Main Menu on the laptop.
2. Select Conduct Test.
3. Highlight and select a test.

The *Conduct Test* screen contains a table with the following information:

a. Test ID.
b. Test Date.
c. Test Type.
d. MEP ZIP.
e. Finance number.
f. Sample Office.
g. Subsampling Application (SA).
h. Status.
i. MEP Description.

Note: Read the Test Type, MEP ZIP, and MEP Description carefully to ensure that the correct MEP and the correct mail for that MEP are selected.

Confirm the data displayed at the *Confirm* screen.

Check the Test ID, MEP ZIP, and MEP Description and verify that the test information is correct:

a. "Y" verifies that the test information is correct and continues to the ODIS-RPW *Test Header* screen.

b. "N" returns to the *Conduct Test* screen.

5-1.2 Completing the *Test Header* and *Options Menu* Screens

Perform the following steps to complete the *Test Header* and *Options Menu* screens:

1. At the *Test Header* screen, enter the required header information:
   a. Enter your User ID and your employee identification number (EIN). The Test ID number and the Test Date fields are already filled. Change the Test Date if necessary.
   b. Verify the MEP Description and the MEP ZIP.
   c. Enter the Sampling Method. For information on subsampling guidelines and for selecting the appropriate subsampling method (see 4-1).
   d. Enter the Container Skip. The computer generates a random start number. For information on selecting a Container Skip (see 4-4).
   e. Enter the Mailpiece Skip. The computer generates a random start number. For information on selecting a Mailpiece Skip (see 4-3).
   f. Enter "Yes" or "No" depending on whether or not the mailpiece is a DPS Mailpiece (Y/N), whether an electronic scale is attached (Scale Attached (Y/N)) and leveled (Scale Leveled (Y/N)), and whether a scanner is attached (Scanner Attached (Y/N)) to the laptop.

   Once you verify that the header information is correct, CODES displays the *Options Menu* screen.
2. At the *Options Menu* screen, select the appropriate action to go to one of the following sections:
   a. Collect Mailpiece Data (see 5-2.1).
   b. Change Skip or DPS Indicator (see 5-2.3 and 4-5):
      (1) Change skip during a census.
      (2) Change skip during mailpiece skip subsampling.
      (3) Change skip during container skip subsampling.
      (4) Select Multiple Identical Pieces (MIPs) when appropriate (see 5-2.2). MIPs are defined as easily isolatable groups of 200 or more mailpieces identified before applying the skip interval.

5-2 Preparing to Enter Mailpiece Data into the CODES Laptop

After entering the sampling method into the CODES laptop and selecting some or all of the necessary mailpieces, begin recording the mailpiece data.

This section gives directions on how to enter data into the CODES laptop by accessing the *Options Menu* screen. Use the Collect Mailpiece Data option to enter data on a single mailpiece, and use the Multiple Identical Mailpiece option to enter data on multiple identical pieces.

5-2.1 Collect Mailpiece Data

Select Collect Mailpiece Data to begin recording information from the selected mailpiece.

5-2.2 Multiple Identical Pieces

Multiple Identical Pieces (MIPs) are defined as an easily isolatable group of 200 or more mailpieces identified before applying the skip interval. The mailpieces must be identical in all the recorded characteristics — that is, the pieces must have the same characteristics, as follows:

a. Mail class.
b. Mail markings.
c. Mail shape.
d. Type of mailer.
e. Indicia.
f. Meter information.
g. Weight. (See the exception below.)
h. Origin ZIP Code.
i. Total mailpiece revenue.
j. Extra services.
k. Any other characteristics that are class specific. This includes instances when the origin ZIP Code is marked as Cannot Be Read.

Exception: If weight is not required for a particular type of mail, the mailpieces do not need to be identical in weight in order to apply the MIP procedure.

The following MIP procedure may be used more than once if two or more groups of identical pieces are present:

1. Determine the total number of identical mailpieces by actual count or by weight. To determine total number by weight, perform the following:
   a. Count the number of identical pieces that make up 1 pound.
   b. Multiply the number of pieces by the weight (in pounds) of the entire group of identical mailpieces. This determines the total number of identical mailpieces within the group.

2. Select Multiple Identical Mailpiece (MIP) from the *Options Menu* screen.
3. Enter MIP data:
   a. Enter mailpiece characteristics. If the number of MIPs is greater than 9,999, make more than one entry.
   b. Enter the number of MIPs at the *Pieces* screen.

When you have to enter another group of 200 or more identical mailpieces, repeat steps a through c above.

Note: The MIP procedure is used on later dispatches or at natural breaks in mail processing when there is an easily isolatable group of 200 or more mailpieces identified before applying the skip interval on that dispatch of mail. Do not use the MIP procedure on mail that requires a scan or once mailpiece skip subsampling or container skip subsampling has begun. If you encounter a block of 200 or more pieces with identical characteristics, apply the container skip and mailpiece skip through all containers and all mailpieces in the containers, treating this mail just like other mail during your count.

5-2.3 Changing Skip Interval

Perform the following steps to change the skip interval:

1. Select Change Skip or DPS/FFS Indicator from the *Options Menu* screen.

   Note: Current Skip at the top of the screen displays the current skip intervals. Entering a skip for the container or for the mailpiece allows a change to the skip. CODES automatically enters a start number.
2. Complete the information at the *Change Skip* or *DPS Indicator* screen, as follows:
   a. Determine whether container subsampling is necessary.
   b. Enter the skip for the container and/or for the mailpiece. CODES automatically generates a start number.

5-3 Entering Mailpiece Data Into the CODES Laptop

In preparation for entering mailpiece data into the CODES laptop, review the special recording rules in chapter 6.

The ODIS-RPW test procedures described below are presented according to mail class:

a. First-Class Mail (see 5-3.1).
b. Standard Mail or USPS Marketing Mail (see 5-3.2).
c. Free Matter for the Blind and Other Physically Handicapped Persons (see 5-3.3).
d. International Mail (see 5-3.4).
e. Periodicals Mail (see 5-3.5).

f. Priority Mail (see 5-3.6).

g. Package Services (see 5-3.7).

As data is entered into the CODES laptop, a record of each entry appears on the right side of the screen. After entering all data for a mailpiece, the data collector must verify the information is correct by answering the prompt.

Here are some additional notes:

a. Before entering mailpiece data, it is critical to correctly identify the mail class and mail markings on each mailpiece selected for recording. For descriptions of mail classes, see RG-5.

b. Before entering any mailpiece data, ensure that the scale is attached, balanced, leveled, and functioning properly.

c. If the mailpiece is forwarded, returned, or missent, select the appropriate radio button.

d. Do not select the Forwarded/Returned/NOREC radio button when recording Parcel Return Service (PRS), Merchandise Return Service, or USPS Returns mailpieces.

e. Enter the appropriate option based on what service the mailpiece is receiving. Be certain to record all information appearing on the mailpiece regardless of whether it is forwarded, returned, or missent. See RG-7 for guidelines on specific characteristics of forwarded or returned mailpieces. Select the appropriate class from the options listed at the *Mail Class & Type* screen.

f. For all unmarked mail, refer to 6-1.1.

5-3.1 First-Class Mail

5-3.1.1 Overview

First-Class Mail weighs 13 ounces or less and includes letters, cards, flats, and parcels. First-Class Package Service parcels may weigh up to 16 ounces and up to 5 pounds when mailed under a special contract.

Complete all steps in 5-3.1.2 through 5-3.1.6 to record First-Class Mail data.

5-3.1.2 Type of Mail and Mailer Information

To record data regarding the type of mail and mailer information from First-Class Mail, complete the following steps:

1. Select the option First-Class Mail (First-Class, First-Class Postage, or First-Class Returns) from the *Mail Class & Type* screen.
2. Select the appropriate marking at the *First-Class Mail Markings* screen:
   a. Use PRESORTED (or PRSRT) or AUTO to record a mailpiece paid at the automation or presort prices. These mailpieces are physically marked Presorted, PRSRT, AUTO, FP, AB, AT, AV, or MB, or contain a multiline optical character reader (MLOCR) barcode beginning with a letter from A through L.

      Note: Do *not* record any mail marked single-piece or paid at the single-piece price in this category.

b. Use First-Class Package Return Service to record a mailpiece marked First-Class Package Return Service or First-Class Returns, with or without other markings.

c. Use None of the Above to record the following: a mailpiece with no markings; a mailpiece marked *SP, SNGLP,* or *single piece*; or a mailpiece whose postage is at least the single-piece price.

Note: Include all Forever stamp mail in this category. Forever stamps always indicate single-piece mail.

Price markings are printed on the mailpiece to indicate the rate paid by the mailer. Do not consider mailstream, mail sorting, mail container, or mailpiece barcode (other than an MLOCR barcode) when making a selection.

Note: The CODES software asks you to identify additional First-Class Mail markings if the mail shape is a flat or parcel and to identify additional letter markings for metered/Information-Based Indicia (IBI) letters.

3. Enter the shape of the mailpiece at the *Mail Shape* screen. Mail shape refers to the actual shape of the mailpiece. For definitions of mail shape see RG-8. If the mail shape is a parcel, enter the mailpiece dimensions.

4. When prompted, scan the Confirmation Services or Intelligent Mail package barcode:

a. Confirmation Services or Intelligent Mail package barcodes begin with 91, 92, 93, 94, 95, or 420. The text above the barcode usually reads USPS TRACKING #, USPS SIGNATURE TRACKING #, or USPS [EXTRA SERVICE] #.
See Exhibit 5-3.1.2((4)(a).

Exhibit 5-3.1.2(4)(a)
USPS Tracking Example

b. The barcode number displayed in the Mailpiece Data column on the right-hand side of the screen reflects data obtained from the scan and it may not match the human-readable number below the barcode. This happens because some barcode fields are omitted from the printed information.

c. If the scanner is not operating properly, enter the barcode number manually.

d. If the barcode omits the destination ZIP Code, the software reverts back to the *Intelligent Mail* or *Confirmation Services Barcode* screen to scan the destination ZIP Code (5-digit or 9-digit) barcode. Scan (or manually enter if necessary) the

ZIP Code barcode. If the barcode is missing, enter the ZIP Code from the destination address.

e. If more than one Confirmation Services or Intelligent Mail package barcode appears on the mailpiece, scan the barcode printed on the shipping label. If none of the barcodes are printed on the shipping label, choose a barcode with USPS Tracking #, USPS Signature Tracking #, or USPS [EXTRA SERVICE] # printed above it.

f. If no Intelligent Mail of Confirmation Services barcode is present on the mailpiece, record it as "No Barcode."

g. Record Cannot Be Read if a barcode is present but unreadable due to poor clarity, smudges, tears, etc.

5. Choose the type of mailer at the *Type of Mailer* screen.

6. Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen.

5-3.1.3 Indicia

You must record data regarding all indicia found on the mailpiece from First-Class Mail.

Indicia refers to the postage payment on the mailpiece (i.e., stamp, semipostal stamp, precanceled stamp, permit imprint, IBI, etc.). See RG-10 through RG-13 for descriptions and examples of indicia.

Enter all indicia found on the mailpiece by selecting all that apply from the following:

a. **Stamp:** Stamps are denominated stamps, official stamps, and nondenominated First-Class Mail stamps printed with one of the following rate markings: postcard, 2 ounce, 3 ounce, additional ounce, or nonmachinable surcharge.

Note: The postcard, 2-ounce, 3-ounce, additional ounce, and nonmachinable surcharge stamps are always valued at the current rate in effect for each category, regardless of when they are purchased or used. Do not record these as Forever stamps, as they lack the word Forever on the stamp.

b. **Semipostal Stamp:** Semipostal stamps, such as Breast Cancer Research and Save Vanishing Species, are sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (minus an administrative fee) is contributed to the specific cause featured on the stamp. Semipostal stamps may or may not be valued at the prevailing First-Class Mail 1-ounce letter rate. To determine the revenue for each stamp, refer to Quick Service Guide 604a, *Nondenominated Postage,* which is available through the Postal Explorer Web site at *http://pe.usps.com;* select the PDF or HTML link for *Quick Service Guides (PUB 95),* and then select the link for 604a. A link to this Quick Service Guide is also available through the CODES Help file.

c. **Precanceled Stamp:** Precanceling is the cancellation of postage before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a price category from the USPS.

If a denominated, Forever, or semipostal stamp is precanceled by the mailer's permit marking, record the indicia as a precanceled stamp *and* denominated, Forever, or semipostal stamp. Record mailpiece revenue as the sum of all stamps on the mailpiece.

d. **Permit Imprint:** Permit indicia usually display a company name or the words Permit No. and the mail class of the mailpiece (e.g., Presorted Standard, Nonprofit Org., or First-Class Mail). USPS Return Services (Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service) may display a "no postage necessary legend" in lieu of a company name or permit number.

e. **Information-Based Indicia (IBI):** IBIs are digital indicia that show evidence of postage produced by meter and PC Postage systems. See Exhibit 5-3.1.3(e) for examples of IBIs. A human-readable postage value is optional on some mailpieces.

When prompted by the software, select the name of the first applicable meter/IBI manufacturer and then enter the meter/IBI number. The manufacturer's name is usually printed as an abbreviation near the meter number or postage — do not try to determine who the manufacturer is by using the manufacturer code in the meter serial number.

Meter/IBI serial numbers are three to nine digits in length. Do not record the meter/IBI manufacturer code at the beginning of the number. Exclude all leading zeroes. Enter an X for any illegible digits.

Example 1: The meter number is PB00123545. Exclude the manufacturer code and the leading zeroes, and key "123545."

Example 2: The meter number is NO46J00000045. Exclude the manufacturer code and the leading zeroes, and key "45."

Scan the IBI barcode when prompted by the software. If the IBI cannot be scanned, the software prompts you to enter the IBI number manually.

If you are recording a mailpiece with more than one IBI, then when the software prompts you to scan the IBI, choose the Multiple IBI Barcodes option at the *Information-Based Indicia* screen. This option bypasses scanning to streamline data collection for such a mailpiece.

The ODIS-RPW Help file provides many examples of meter/IBI manufacturers and meter/IBI number recording. Refer to this information any time you have a question about meter or PC Postage recording.

Exhibit 5-3.1.3(e)
Red and Black IBI Examples

f. **Permit e-VS or e-Postage:** e-VS (including e-Postage) is a Web-based verification system that allows mailers to electronically document postage and allows the Postal Service to electronically verify the postage accuracy for package mailings. The mandatory text (either "e-VS" or "e-Postage") appears in the permit imprint indicia area, or just above the Confirmation Services barcode.

g. **Forever Stamp:** Forever stamps are nondenominated postage. Record stamps in this category only when the word "Forever" is printed on the stamp. Forever stamps are always valued at the prevailing First-Class Mail 1-ounce letter rate, regardless of when they are purchased or used.

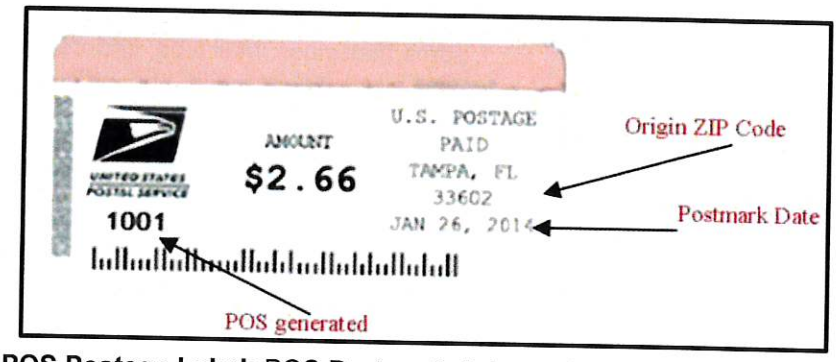
h. **Postal Validation Imprint (PVI):** A PVI or Postage Validation Imprint is printed at a postal retail service unit. See Exhibit 5-3.1.3(h) for an example of a PVI. Here are some additional notes:

(1) Private is the type of mailer for PVI indicia.

(2) Record Origin ZIP Code 000 (which is sometimes seen in PVI indicia) as Cannot Be Read.

(3) The PVI indicates whether it was generated by a POS or a non-POS system (such as an IRT). A 4-digit number is printed in the bottom left corner of the label. If the first digit is a 1, record it as a POS-generated label. If the first digit is a 0, record it as non-POS.

Exhibit 5-3.1.3(h)
PVI Example



i. **POS Postage Label:** POS Postage Labels are Postage Validation Imprint (PVI), mPOS, and "Retail" labels produced at Postal Service retail units. The type of mailer is "Private." If the Origin ZIP Code reads "000," record it as Cannot Be Read. See Exhibit 5-3.1.3i for an example of POS Postage Label.

Exhibit 5-3.1.3i
POS Postage Label Example

j. **Embossed Envelopes and Cards.** Embossed envelopes and cards are a type of postage-embossed stationery sold to mailers for a fee in addition to the preprinted postage. A postage-embossed item has the postage imprinted directly onto the envelope by the Postal Service. Envelopes and cards may be embossed with a denominated stamp or a nondenominated Forever stamp. Do not record adhesive stamps or any mailer-applied postage in this category.

k. **None:** Use this category/term when there is no indicia on the mailpiece.

5-3.1.4 Number of Mailpieces, Weights, and Nonmachinable Characteristics

To record data regarding the number of mailpieces, weights, and nonmachinable characteristics from First-Class Mail, complete the following steps:

1. At the *Pieces* screen, enter the number of mailpieces that have the same mail class, mail type, endorsements, revenue, weight, postmark time, postmark of origin, and indicia.

   Here are some additional notes:

   a. This option is not available for all indicia types (e.g., not for a stamp, semipostal stamp, and Forever stamp).

   b. When the Forever stamp option is selected at the *Indicia* screen, or when the Automated Postal Center/Self-Service Kiosk (APC/SSK) Forever Postage option is selected at the *Meter/IBI Manufacturer* screen, the *Number of Forever Stamps* screen displays after the *Pieces* screen. Record the total number of Forever stamps that appear on the mailpiece.

2. At the *Weight* screen, enter the weight of the mailpieces. Enter "Yes" at the *Test Header* screen to indicate that a scale is attached to the laptop and displays the *Weight* screen.
   a. Select "Use Scale" to automatically send weight to the laptop.

      Note: Weight between the scale and the laptop displays may differ 0.1 ounce.
   b. Select "Input Manually" to enter pounds and ounces at the appropriate fields at the screen.

      Note: Enter the actual weight of the mailpiece, not the printed weight indicated on a label.

      When there is an electronic scale attached to the CODES laptop, place the mailpiece(s) on the scale. When the electronic reading stabilizes, press S; if you prefer to use the manual weight option, press A.

      When there is no electronic scale attached to the CODES laptop, weigh the mailpiece(s) using a separate scale. Enter the weight at the screen using the number keys at the top of the keyboard or the alphanumeric keys at the right side of the keyboard. Press Enter to move from Pounds to Ounces. Press Enter again to input the weight.
3. At the *Nonmachinable* screen, enter whether or not the mailpiece has nonmachinable characteristics. First-Class Mail letters that weigh 3.5 ounces or less may be subject to a nonmachinable surcharge. The nonmachinable surcharge is applicable in the following circumstances:
   a. The aspect ratio (length divided by height) is less than 1.3 or greater than 2.5. (Square mailpieces have an aspect ratio of 1.0.)
   b. The letter is polybagged, polywrapped, or made of non-paper material like plastic or cloth.
   c. The letter has clasps, strings, buttons, or other similar closure devices.
   d. The letter contains items such as pens, keys, or coins that cause the thickness of the mailpiece to be uneven, or it contains loose keys or coins.
   e. The letter has a delivery address parallel to the shorter dimension of the mailpiece.
   f. The letter is very rigid (does not bend easily), like a wooden card or CD jewel case.

   Note: When you are unsure if the mailpiece is Nonmachinable, select "No."

5-3.1.5 Origin ZIP Code

To record data regarding the origin ZIP Code from First-Class Mail, complete the following steps:

1. Enter the first three digits of the origin ZIP Code of the mailpiece at the *Origin ZIP Code* screen. When the mailpiece is canceled by the AFCS, record the origin ZIP Code from the cancellation marking. Otherwise,

locate the 3-digit origin ZIP Code in one of several places on the mailpiece depending on the type of indicia:

a. Stamp: The origin ZIP Code is located in the cancellation mark.

b. Meter/IBI: The origin ZIP Code is located in the meter/IBI indicia or the drop shipment endorsement (see 6-13).

Note: AFCS cancellation marks take precedence when recording ZIP Code information. When there is no AFCS cancellation, the PVI indicia takes precedence.

2. If the three-digit origin postmark ZIP Code is not known or is not readable, first try to determine it with the following steps:

   a. Enter the origin ZIP Code's two-character state abbreviation in the field provided. To determine the correct state abbreviation, select F6 to display a list of states, and then press Enter to select the desired state — CODES displays the correct abbreviation in the state field.

   b. When you select the state, the city list automatically appears. Select the appropriate city from the display of cities within the selected state — CODES displays the three-digit origin postmark ZIP Code in the Origin Zip Code field.

3. If you still cannot determine the origin postmark ZIP Code after following the steps in step 2, enter Cannot Be Read.

5-3.1.6 Extra Services

To record data regarding extra services from First-Class Mail, complete the following steps:

1. Indicate when the mailpiece has an extra service at the *Extra Service(s) Present* screen. An extra service is a mail service for a fee (in addition to required postage) and includes Registered Mail, Certified Mail, insured mail, collect on delivery, etc.

2. Enter the extra service at the *Extra Services* screen.

   Note: Enter each extra service that appears on the mailpiece.

3. See RG-15 for a description of each of the extra services.

4. Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen. The total mailpiece revenue will be the mailpiece revenue for a single mailpiece (including extra service revenue). When you enter more than one mailpiece with identical characteristics, the software automatically computes the total mailpiece revenue.

   a. Enter the revenue (postage) that is indicated with any postage due marking. When there is no revenue indicated, select Cannot Be Read.

   b. Enter Cannot Be Read when total revenue cannot be determined or read directly from the mailpiece.

   c. A warning screen appears when the postage entered exceeds the maximum value or is less than the minimum value.

5. Confirm the data displayed at the *Mailpiece Data Correct* screen.

   Thoroughly check the mailpiece data and verify that all entries are correct:

   a. "Y" verifies the entries are correct and returns to the *Mail Class & Type* screen.

   b. "N" discards the entire record due to incorrect entries. The *Confirm Delete* screen is displayed.

   Note: To correct only one entry, press the up arrow key until the item that needs changing is reached.

5-3.2 Standard Mail or USPS Marketing Mail

Standard Mail or USPS Marketing Mail must weigh less than 16 ounces and includes two subclasses with their own unique indicia and mail markings or endorsements as identified below:

a. Standard Mail or USPS Marketing Mail (Regular): This mail class is easily identified by the words "Marketing" (or "MKT") or "Presorted Marketing" (or "PRSRT MKT") printed in the indicia. When a precanceled stamp is used, the words "Marketing" or "Presorted Marketing" appear on or near the precanceled stamp. When a meter is used, the words "Marketing" or "Presorted Marketing" appear may appear in the meter imprint or next to the meter imprint.

b. Standard Mail or USPS Marketing Mail (Nonprofit): This mail class is easily identified by the words "Nonprofit," "Nonprofit Organization," or "Nonprofit Org." or printed in the meter imprint, on the precanceled stamp, or in the permit imprint.

   Note: Mail markings appear in a number of places on the mailpiece, such as in the indicia, next to the indicia, above the address label, in the address label, or at the bottom of the mailpiece.

Use the following steps to record Standard Mail or USPS Marketing Mail:

1. Determine if the mailpiece is forwarded, returned, or missent.
2. From the *Mail Class & Type* screen, select either "Standard Mail or USPS Marketing Mail (Regular)" or "Standard Mail or USPS Marketing Mail (Nonprofit)." Standard Mail or USPS Marketing Mail (Regular) includes all Marketing (MKT) or Presorted Marketing (PRSRT MKT) mail. Standard Mail or USPS Marketing Mail (Nonprofit) includes all mail marked "Nonprofit," "Nonprofit Organization," or "Nonprofit Org."
3. From the *Standard Mail (USPS Marketing Mail) Markings* screen, select ECRLOT, EB, ECRWSH, EH, ECRWSS, ES, or EDDM when the mailpiece has one of those markings — otherwise, choose "None of the Above."
4. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

Note: Every Door Direct Mail (EDDM) is a type of saturation Standard Mail or USPS Marketing Mail. Each piece must meet the following criteria:

a. Use simplified addressing (such as "Postal Customer" or "P.O. Box Holder").

b. Be mailed at the regular (not nonprofit) Standard Mail or USPS Marketing Mail rates.

c. Show evidence of postage via meter, permit imprint, or the EDDM Retail permit.

d. Be marked "Presorted Marketing" or "PRSRT MKT" and "ECRWSS."

Record all EDDM as Standard Mail or USPS Marketing Mail. Test EDDM with the MEP that includes saturation Standard Mail or USPS Marketing Mail flats, unless EDDM is specifically excluded in the Special Instructions.

5-3.3 Free Matter for the Blind and Other Physically Handicapped Persons

Mail included in this class is domestic mail that contains the marking "Free Matter for the Blind or Handicapped." To record this mail, select "Free Matter for the Blind and Other Physically Handicapped Persons." Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens. Record international Free Matter for the Blind as international mail (see 5-3.4).

5-3.4 International Mail (Incoming From Foreign Countries)

Use the following general rule in identifying foreign origin mail: Record mailpieces with the service Xpresspost-USA as international. (Although these mailpieces are introduced into the domestic Priority Mail processing stream for handling, they are categorized as incoming international mail.)

To record data from an international mailpiece, complete the following steps:

1. Select "International" from the *Mail Class & Type* screen.
2. Select the foreign country from the country list at the *Country* screen.

   Type in the country name and press Enter when the country name is highlighted in the drop-down list. You may also select the country from the drop-down list by scrolling down until you reach the country and pressing Enter or clicking on OK. Once you select the appropriate country, the software displays the code for the chosen country. If you cannot read the country code on the mailpiece, enter Cannot Be Read.
3. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.5 Periodicals Mail

After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the item from the options list.

The following are general rules to follow in identifying Periodicals mailpieces:

a. The mailpiece has no indicia or visible postage.

b. The mailpiece is usually a newspaper, magazine, or other publication.

c. When the mailpiece contains the words "Marketing" (or "MKT") or "Presorted Marketing" (or "PRSRT MKT"), it is not Periodicals mail.

d. When the mailpiece contains the words "Bound Printed Matter," "Media Mail," "Library Mail," or "Free Matter for the Blind," it is not Periodicals mail.

Identify and record firm bundles as follows:

a. A Periodicals firm bundle consists of two or more copies of a publication bundled together for delivery to the same address. Firm bundles are paid as one addressed piece, regardless of the number of copies in the bundle.

b. Mailers must clearly label firm bundles using facing slips, barcoded pressure-sensitive bundle labels (the blue PS Label F, *All for Firm*), or optional endorsement lines (****FIRM).

c. Record Periodicals firm bundles as one piece of mail, regardless of the number of copies in the bundle. Determine mail shape according to the physical dimensions of the bundle.

   Note: Some bundles of Bound Printed Matter are also labeled FIRM in the optional endorsement line. The same recording rules apply.

To record a Periodical, complete the following steps:

1. Select Periodicals at the *Mail Class & Type* screen.
2. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.6 Priority Mail

After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the mailpiece from the options list.

Record the following mailpieces as Priority Mail:

a. A mailpiece that is marked as both First-Class Mail and Priority Mail.

b. A parcel that is marked as First-Class Mail but that has postage greater than the 13-ounce parcel rate for First-Class Package Service — Retail, Zone 9.

For unmarked mail, see Exhibit 6-1.1.

To record Priority Mail, complete the following steps:

1. Select Priority Mail from the *Mail Class & Type* screen.
2. Select the marking(s) that apply from the *Priority Mail Markings* screen (multiple markings are allowed):
   a. Select option 4 when Cubic or CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50 appears anywhere on the mailpiece. Record all Priority Mail Cubic Pricing shipments under option 4, whether or not they indicate Commercial Plus pricing.
   b. Select option 8 when Open and Distribute Box appears anywhere on the mailpiece.
3. If the mailpiece has a UPC barcode, scan the barcode in the *UPC Barcode Scanning* screen. A UPC barcode is preprinted on the mailpiece, begins with the letters "PS," and may appear on any side of the mailpiece.
4. If prompted, select the shape from the *Mail Shape* screen.

   Note: If you selected option 4 in the *Priority Mail Markings* screen, select option 9 from the *Mail Shape* screen when a Priority Mail Cubic Pricing mailpiece is packaged in a soft-pack or padded envelope.
5. If the option selected in the *Mail Shape* screen is for Large Flat-Rate Box, the *APO/FPO/DPO Address* screen appears with a question about whether the mailpiece is destined to an APO, FPO, or DPO address. When you answer the question, the software moves to the *Parcel Dimensions* screen.
6. Follow the steps in 5-3.1.2 through 5-3.1.6 for First-Class Mail to complete the remaining data entry screens.

Here are some additional notes:

a. USPS-supplied boxes and envelopes have preprinted logos that indicate tracking or insured service. Do not record USPS Tracking or insurance as extra services based on these logos—instead, record these services only when they are indicated by markings specific to the mailpiece, such as the banner above the Intelligent Mail package barcode or PS Form 3813.

b. Mailers may prepare Priority Mail Open and Distribute shipments on pallets or in pallet boxes. If the mail is opened and tested at the destination plant, record the container only; if it is opened and tested at the destination facility, record the container and the contents. These shipments are identified with the green Tag 161, *Priority Mail Open and Distribute (green for mail processing facilities)*, and the pink Tag 190, *Priority Mail Open and Distribute (pink for DDUs)*. The top line of the delivery address reads, OPEN AND DISTRIBUTE AT: [FACILITY NAME]. Record the shape for all pallets and pallet boxes as Pallet or Pallet Box (Open and Distribute shipments only). There is not a prompt to weigh or measure these shipments.

Note: Priority Mail Open and Distribute Tray Boxes are not the same as Priority Mail Open and Distribute Pallet or Pallet Boxes. Record all Priority Mail Open and Distribute Tray Boxes under option 8 – Priority Mail Open and Distribute Tray Boxes.

c. Package dimensions are usually preprinted on USPS-supplied Priority Mail packaging. Record these dimensions when prompted, rounding when necessary. When the packaging is reconfigured or enlarged before mailing (e.g., when two flat rate boxes are taped together to make a larger box), measure and record the actual dimensions of the mailpiece.

5-3.7 Package Services

Package Services mail is Bound Printed Matter, Media Mail, and Library Mail with the following markings:

a. Bound Printed Matter or BPM.

b. Media Mail.

c. Library Mail or Library Rate.

When no marking appears on a mailpiece weighing more than 13 ounces, record it as Priority Mail. (See 6-1.1 for guidelines on unmarked mail.)

After determining whether or not the piece is forwarded, returned, or missent, complete the following steps:

1. Select Package Services from the *Mail Class & Type* screen.
2. Select the appropriate subclass from the *Mail Subclass* screen. The options are Bound Printed Matter, Media Mail, and Library Mail.
3. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.8 Retail Ground, Parcel Select, Parcel Return Service, and Retail Ground Return Service

These classes of mail are identified by the following markings:

a. Retail Ground.

b. Parcel Select, with or without Nonpresort (or NPS) or Lightweight (or PS Lightweight).

c. Parcel Return Service or Parcel Select Return Service. This mail is addressed to unique ZIP Codes beginning with 569.

d. Retail Ground Return Service, Ground Service Returns, or Merchandise Return Service with Ground markings.

When no marking appears on a mailpiece weighing more than 13 ounces, record it as Priority Mail. (See 6-1.1 for guidelines on unmarked mail.)

After determining whether or not the mailpiece is Forwarded/Returned/Missent, complete the following steps:

1. Select Retail Ground, Parcel Select, Parcel Return Service, or Retail Ground Return Service from the *Mail Class & Type* screen.
2. Select the appropriate subclass from the *Mail Subclass* screen. The options are Retail Ground, Parcel Select, Parcel Return Service, Retail Ground Return Service, and Retail Ground Limited Overland Routes (the latter option refers to parcels mailed within Alaska).
3. Record any additional Parcel Select rate markings at the *Parcel Select Markings* screen. The options are Parcel Select (with no additional markings), Nonpresort or NPS, ~~and~~ Lightweight or PS Lightweight.
4. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

6 Special Data Recording Rules

Special Data Recording Rules provide background information for entering data into the CODES laptop. This section groups these rules according to common distinguishing features as identified below. Note that a complete discussion of recording mailpiece characteristics is found in chapter 5.

6-1 Mail Class

The following recording rules address questions regarding mail class characteristics encountered while entering mailpiece data into the CODES laptop.

6-1.1 Unmarked Mail

Use the information in Exhibit 6-1.1 to determine mail class based on the weight of an unmarked mailpiece.

Exhibit 6-1.1
Determining Mail Class for Unmarked Mail

If the piece weighs...	Then record as...
13 ounces or less	First-Class Mail
More than 13 ounces	Priority Mail

6-1.2 Handwritten Endorsement for Free Matter for the Blind and Other Physically Handicapped Persons

Free Matter for the Blind and Other Physically Handicapped Persons must have the endorsement "Free Matter for the Blind" in the upper right corner of the address side of the mailpiece. The endorsement may be handwritten or printed. Record these mailpieces as Free Matter for the Blind and Other Physically Handicapped Persons at the *Mail Class & Type* screen.

6-2 Mail Markings

Special recording rules apply to markings on a mailpiece.

6-2.1 Manifest Mailing System Price Category (Keyline) Code Information

Manifest Mailing System Price Category (Keyline) Code Information takes precedence when recording mail markings.

6-2.2 First-Class Single-Piece Override Rule

There are two cases when mail weighing 13 ounces or less bearing First-Class Mail presort/automation markings is likely to be First-Class single-piece mail. Under these circumstances, the First-Class Single-Piece Override Rule applies:

a. Mailpiece bears First-Class Single-Piece marking. In addition to an automation marking or a presort marking, the mailpiece has the marking "Single-Piece," "SNGLP," or "SP." In this case the presence of the First-Class Mail single-piece marking overrides any other markings, except for a Priority Mail marking. Record these mailpieces as First-Class Mail single-piece with the current single-piece postage rate.

b. Mailpiece bears postage equivalent to the First-Class Single-Piece rate. The mailpiece is not forwarded or returned, has automation or presort markings, and has postage affixed greater than or equivalent to the First-Class Mail single-piece rate. In this case the presence of the First-Class Mail single piece (or greater) postage overrides any other markings, except for a Priority Mail marking. Record these mailpieces as First-Class Mail single piece with the total postage revenue on the mailpiece.

6-3 First-Class Mail Shape

Record a postcard as a letter or a flats mailpiece when it exceeds maximum card dimensions (6 inches long by 4¼-inches high). Record an irregular-shaped (nonrectangular) letter that is at least ¼-inch thick as a parcel.

6-4 Type of Mailer

The following sections include rules that must be noted before entering mailpiece data.

6-4.1 Identifying Postal Service (USPS) Mail

USPS Mail is strictly identified by the following:

c. Permit imprint series G-10.

d. Series G-400 through G-499.

e. Permit numbers 73026 and 99998 for USPS BRM.

f. Permit number 999 for USPS Merchandise Return Service.

Do not use the return address to identify USPS Mail.

6-4.2 Damaged Mail

When a damaged mailpiece is enclosed in a USPS transparent envelope, record the mail characteristics visible through the transparent envelope. If the indicia is removed because of damage (i.e., no indicia is present on the mailpiece), record the indicia as "None." Do not record as a USPS mailpiece.

If the damaged mailpiece with no indicia is not enclosed in a USPS transparent cellophane envelope, then follow the instructions in 6-5.3, depending on whether or not the mailpiece is marked as postage due.

6-4.3 Definition of Federal Government Mail

Federal Government mail refers to the following:

a. Federal Agency Mail.

b. U.S. Congressional Franked Mail.

c. The rare category of Other Franked Mail (e.g., mail originated by former presidents and their spouses).

d. Armed Forces Free Mail.

e. Absentee Ballots (see 6-4.4 and 6-4.5).

Here are some additional notes:

a. Do not record state and local government mail as Federal Government — instead, record it as Private.

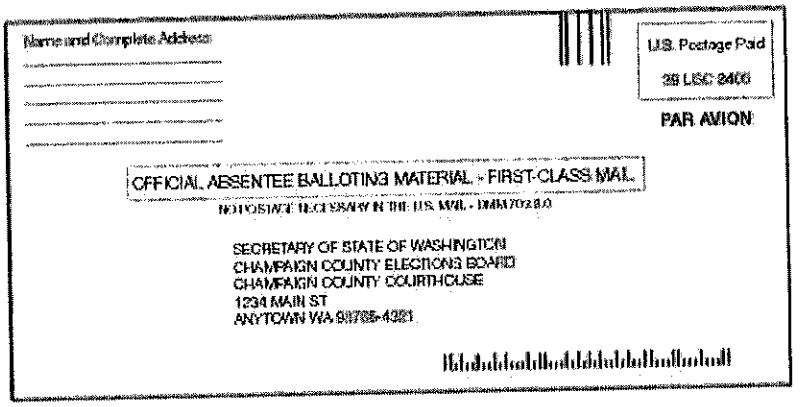
b. Do not record U.S. Postal Service Mail as Federal Government — instead, record it as USPS.

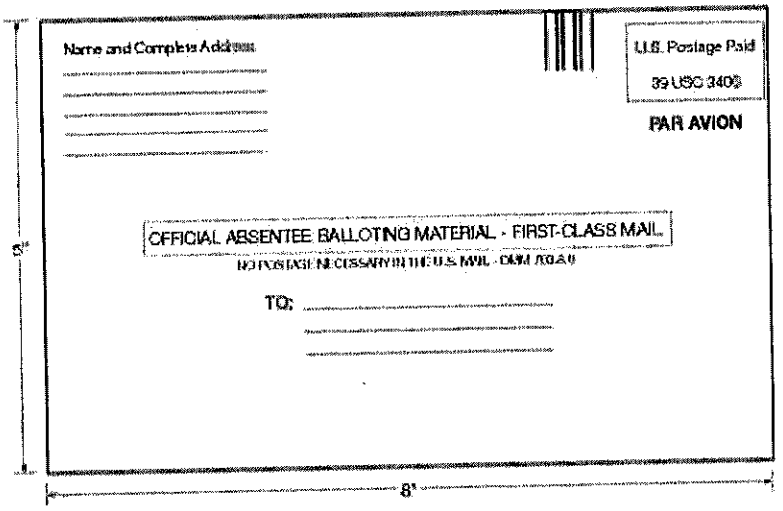
c. Armed Forces Free Mail is recorded as Armed Forces Free Mail at the *Indicia* screen. The Type of Mailer is Federal Government, and the applicable Mail Classes are First-Class Mail, Priority Mail, and Retail Ground.

6-4.4 Absentee Ballots — Federal Government

Record federal government absentee ballots and voting registration postcards as *Federal Government* at the *Type of Mailer* screen, then select *Absentee Ballots* at the *Indicia* screen. The envelope or card used to send the material and the envelope or card supplied for its return are printed with the words "Official Absentee Balloting Material — First-Class Mail" (or similar language) in a rectangular box. In the upper-right corner of the mailpiece, in a rectangular box, the words "U.S. Postage Paid 39 USC 3406" must be printed. See Exhibit 6-4.4 for examples.

Exhibit 6-4.4
Federal Government Absentee Ballots





6-4.5 Absentee Ballots — State and Local

State and local absentee ballots require prepaid postage and do not include the "U.S. Postage Paid 39 USC 3406" marking. Record these ballots (and other election materials) as *Private* at the *Type of Mailer* screen. Record the characteristics (mail class, markings, and all other characteristics for this mail) that are readily observable for these mailpieces (this is sometimes called the "key-what-you-see" method).

6-4.6 Meters with the Capital Letters "U.S.P.S." in the Indicia

For meters with the capital letters "U.S.P.S." in the indicia, the Type of Mailer is recorded as Private (not USPS), and the Indicia is recorded as Meter (not Postage Validation Imprint or PVI).

6-5 Indicia

Indicia refers to the postage payment on the mailpiece (stamp, semipostal stamp, precanceled stamp, PVI, permit imprint, IBI, etc.).

6-5.1 More Than One Indicia

The recording of multiple indicia is allowed. Select all indicia that are on the mailpiece.

6-5.2 Mailpieces Without Postage Payment Affixed

Mailpieces found in the mailstream without postage payment affixed — including pieces intended for, or provided by, non-USPS delivery services such as UPS or FedEx — are included in the skip, but are not recorded. Mail without postage payment affixed is *not* postage due mail.

6-5.3 No Indicia Present

This mail has no imprinted designation denoting payment of postage. These instructions are not applicable to Periodicals or to Free Matter for the Blind and Other Physically Handicapped Persons. Congressional Mail must bear a signature or specified marking. Armed Forces Free Mail must be marked Free written in the sender's handwriting.

Here are some additional notes:

a. If the mailpiece does not have an indicia and if there is no marking on the mailpiece indicating that postage is due, then include the mailpiece in the skip, but do not record the mailpiece.

b. If the mailpiece does not have an indicia and if there is a marking on the mailpiece indicating that postage is due, or if there is a marking indicating evidence of postage affixed (or postage verified), then record all of the characteristics associated with the mailpiece. At the *Indicia* screen, record the indicia as "None" (no indicia present on the mailpiece).

c. If the Postage Due Unit (PDU) or other internal office has not indicated a mail class with an associated postage due reference, then identify the mail class based on the special data recording rules for unmarked mail (see 6-1.1). If there is any doubt about whether the item actually represents a mailpiece at all, then include the item in the skip, but do not record it.

6-6 Origin ZIP Code

The origin ZIP Code is usually found in the cancellation mark on the stamp, in the IBI, or in the USPS-applied or mailer-applied video ink jet cancellation. Many times, however, multiple indicia or multiple cancellations are present. In these cases, review the special recording rules in the following sections.

6-6.1 Multiple Indicia and Multiple Cancellations

When there are two or more types of indicia or cancellations on a mailpiece, record the origin ZIP Code as follows, in order of preference:

a. From the Advanced Facer Canceler System (AFCS) cancellation. Always record the origin ZIP Code from the AFCS cancellation marking when this cancellation is present. If there are multiple AFCS cancellations, record the origin from the earliest cancellation.

b. From the POS postage label (PVI, mPOS, and "Retail" label).

c. From the stamp. If there is more than one postmark on the stamped indicia, record the origin ZIP Code from the earliest postmark.

d. From the date correction or drop shipment endorsement.

e. From the IBI. When a mailpiece has multiple IBIs, record the origin ZIP Code from the IBI with the most recent date.

6-6.2 Known Origin ZIP Codes Versus Cannot Be Read Origin ZIP Codes

To determine origin ZIP Code, do not use the return address as the city, state, or ZIP Code reference. This includes using the return addresses for Federal Government mailpieces and USPS mailpieces. The exception to this rule applies to mailpieces using Merchandise Return Service, Parcel Return Service, or one of the USPS returns services. Here are some additional notes:

a. **Merchandise Return Service:** When there is no postmark, use the ZIP Code in the customer's return address as the origin ZIP Code. The return address is provided in the upper left corner of the merchandise return service label. When there is no return address, record the origin ZIP Code as Cannot Be Read.

b. **Parcel Return Service:** When there is no postmark, use the ZIP Code in the customer's return address. When there is no return address, record the origin ZIP Code as Cannot Be Read.

c. **USPS Returns (First-Class Returns, Priority Mail Returns, and Ground Returns):** When there is no postmark, use the ZIP Code in the customer's return address. When there is no return address, record the origin ZIP Code as Cannot Be Read.

d. **Federal Government and USPS:** Mailpieces with a G-series permit do not have a known origin ZIP Code. Do not associate the agency name in the permit indicia with the return address in order to assign an origin ZIP Code.

e. **POS Postage Label (PVI, mPOS, and "Retail" label):** When the origin ZIP Code reads "000," record it as Cannot Be Read.

6-6.3 Parcel Select Destination Delivery Unit Mailpieces

The origin 3-digit ZIP Code for destination delivery unit (DDU) mailpieces is taken from the physical ZIP Code of the facility where the contractor entered the mailpieces. In some instances, this ZIP Code is the same as the MEP being tested, but it can also be different when the MEP is located in a multi–ZIP Code facility.

6-6.4 Multiple 3-digit Origin ZIP Codes

Record the first 3-digit ZIP Code that appears either in a range or in a list of 3-digit ZIP Codes separated by a comma. For example, if the provided range is "641–661" or if the provided list is "641, 651, 661," record the 3-digit ZIP Code as "641."

6-7 Destination ZIP

If the realignment of districts changes a 3-digit ZIP Code, the old ZIP Code is honored for a period of 6 months following implementation. For ODIS-RPW, both the old and new ZIP Codes are correct during this time period and are recorded as "Yes" at the *Is the Destinating 5-digit ZIP Code Correct* screen. After the 6-month period, the old ZIP Code is considered incorrect and is recorded as "No" for this question.

6-8 Additional Services

Additional Services provided by the Postal Service include Business Reply Mail, Postage Due Mail, Notice to Mailer of Correction in Address, and Notification of Undeliverable Periodical.

6-8.1 Business Reply Mail

Record domestic Business Reply Mail (BRM) as an extra service associated with First-Class Mail or Priority Mail. Record total mailpiece revenue only when a BRM mailpiece has stamped or other postage affixed. Enter the amount of postage indicated by the stamp or other postage. Do not include any BRM fees with total revenue.

For domestic Business Reply Mail (BRM) with foreign postage, record the mailpiece as incoming international mail without BRM as an extra service.

6-8.2 Postage Due Mail

Postage Due Mail is defined as Business Reply Mail, Merchandise Return Service Mail, address corrections, keys and identification devices, and all other mail marked postage due. For all Postage Due Mail, enter the correct postage for the mailpiece at the *Total Mailpiece(s) Revenue* screen even though the amount of postage may not actually appear on the mailpiece.

6-8.3 PS Form 3547, Notice to Mailer of Correction in Address

PS Form 3547, *Notice to Mailer of Correction in Address,* is used to notify mailers of address corrections. Record PS Form 3547 fees under USPS Extra Services as an extra service attached to a parent USPS mailpiece.

PS Form 3547 is the manual notification component of the address correction service. Do not confuse this with ACS (Address Change Service), which is an automated electronic program address change notification. These electronic fees are not recorded in ODIS-RPW.

Here are some additional notes:

a. **PS Form 3547 inside a USPS envelope:** If two or more cards are enclosed in an envelope, enter this item as single-piece First-Class or Priority Mail with USPS as the type of mailer. Select PS Form 3547 Revenue under Extra Services. *Do not* record the per-piece fees. Instead, enter the total PS Form 3547 revenue indicated on the outside of the envelope.

b. **PS Form 3547 found separately as a card, flats mailpiece, or photocopy:** Enter the mailpiece as single-piece First-Class Mail with USPS as the type of mailer. Select PS Form 3547 Revenue under Extra Services. Enter the per-piece address correction fee when prompted.

6-8.4 PS Form 3579, Notice of Undeliverable Periodical

PS Form 3579, *Notice of Undeliverable Periodical,* is used to notify Periodicals mailers of address corrections. Similar to PS Form 3547, PS Form 3579 is the manual notification component of the address correction service.

Here are some additional notes:

a. **PS Form 3579 inside a USPS envelope:** If two or more cards are enclosed in an envelope, enter this item as single piece First-Class Mail or Priority Mail with USPS as the type of mailer. Select PS Form 3579 Revenue under Extra Services. *Do not* record the per-piece fees. Instead, enter the total PS Form 3579 revenue indicated on the outside of the envelope.

b. **PS Form 3579 found separately as a card, flats mailpiece, or photocopy:** Enter the mailpiece as single-piece First-Class Mail with USPS as the type of mailer. Under Extra Services, select PS Form 3579 Revenue. Enter the per-piece address correction fee when prompted.

6-8.5 Bundled Address Correction Forms (PS Forms 3547 and 3579)

When a census is conducted on accountable mail and a bundle of address correction forms is encountered, use the information from the facing slip (if present) to determine the revenue and volume information for all the address correction forms in the bundle.

6-8.6 Electronic Return Receipt

Electronic Return Receipt may or may not be marked on the mailpiece. Do not record Electronic Return Receipt as an extra service.

6-9 Total Mailpiece Revenue

6-9.1 Stamped (Postage-Embossed) Envelopes and Cards

Stamped envelopes and cards are a type of postage-embossed stationery sold to mailers for a fee in addition to the preprinted postage.

Record revenue for postage-embossed envelopes and cards at the *Total Mailpiece(s) Revenue* screen as follows:

a. Record the preprinted postage on the envelope or card, either the amount of the denominated postage shown in the indicia or, for Forever stamped letters and cards, the current First-Class Mail 1-ounce letter or card rate.

b. Continue to include revenue from extra services shown on the mailpiece.

c. Do not record the additional fee for the stationery. We capture these fees from the accounting systems when the stationery is sold, so including it as total mailpiece revenue would double-count this revenue.

6-9.2 Multiple Information-Based Indicia

When a mailpiece has multiple Information-Based Indicia (IBI), record the manufacturer and meter/IBI number from the first applicable indicia. Record the total revenue from all indicia.

6-9.3 Cannot Be Read

Select Cannot Be Read at the *Total Mailpiece(s) Revenue* screen when total revenue cannot be determined or read directly from the mailpiece. Cannot Be Read includes mailpieces paid using multiple indicia — i.e., stamps or IBI — when the postage value on one of the indicia is not displayed or legible, even if the other indicia can be read. Mailpiece revenue is derived when the data is processed, based on the characteristics of the mailpiece.

Example: If a mailpiece is paid using a Forever stamp, and if an IBI shipping label does not show a postage amount, record Cannot Be Read because you cannot determine the total postage paid.

For mailpieces combining a permit imprint (including Business Reply Mail) with stamps or IBI, enter the total postage value of all stamps and IBI at the *Total Mailpiece(s) Revenue* screen.

Here are some additional examples:

a. If a permit imprint or BRM letter bears a Forever stamp, record the Forever stamp postage value (First-Class Mail letter rate) at the *Total Mailpiece(s) Revenue* screen. Do not include the BRM fee in thetotal revenue.

b. If a First-Class Mail permit imprint letter bears meter indicia of $1.11, record $1.11 at the *Total Mailpiece(s) Revenue* screen.

Continue to look up and enter the value of nondenominated stamps.

6-10 Forwarded and Returned Mail

6-10.1 Overview

Record mailpieces indicated as forwarded or returned using the "Forwarded/ Returned/NOREC" radio button in the *Mail Class & Type* screen. Forwarded or returned mailpieces may have a CFS or PARS label, a USPS reference such as a hand-pointing or finger-pointing identifier, or a handwritten reference made by a USPS employee or a private addressee.

Exception: A mailpiece with no indicia is sometimes returned to the sender with a nonmailable marking or a returned-for-postage marking. If there are no indicia on the mailpiece, and if the mailpiece is being returned to the sender with a nonmailable or returned-for-postage marking, then include the mailpiece in the skip, but do not record the mailpiece.

If the mailpiece is forwarded to an addressee with no indicia and the mailpiece has a marking indicating that postage is due, follow the recording guidelines in 6-5.3.

For Standard Mail or USPS Marketing Mail revenue, if the postage due is the weighted fee, then the fee is the appropriate First-Class Mail single piece or Priority Mail rate multiplied by 2.472 and rounded up to the next whole cent.

6-10.2 NOREC Mail From CFS

Record mailpieces labeled "NO REC," "For Review," and "Deliver As Addressed" using the "Forwarded/Returned/NOREC" radio button at the *Mail Class & Type* screen.

6-11 Other

Review these miscellaneous recording rules before beginning to enter mailpiece data.

6-11.1 National Change of Address Linkage System (NCOA^{LINK})

NCOALINK is a computerized system used to meet the Move Update requirements for presorted First-Class Mail. Mail that is processed through NCOALINK shows an updated recipient address above the delivery barcode.

Record this mail as you would normally record mailpieces exiting the Postal Service for the first time. Do not record this mail as forwarded or returned.

6-11.2 Parcel Dimensions

At the *Parcel Dimensions* screen, use the following steps to record the dimensions of a parcel:

1. Determine whether the parcel is Square or Rectangular or Other Shapes:
   a. A square or rectangular parcel has three definite dimensions with distinct hard edges.
   b. You may encounter some mailpieces that appear square or rectangular but have rounded or tapered edges (e.g., soft goods wrapped in paper or plastic bags). The preferred method for measuring these items is to select the option for "Other Shapes."
2. Using a tape measure, record the parcel's measurements as follows:
   a. The length is the longest side of the mailpiece (regardless of the placement or orientation of the delivery address).
   b. The height is the longer dimension that is perpendicular to the length (i.e., the second longest side of the mailpiece).
   c. The thickness (width) is the shortest side of the mailpiece (i.e., the side perpendicular to the length and height). When the piece has uniform thickness, measure this dimension anywhere on the side of the mailpiece, but if the piece does not have uniform thickness (for example, an irregularly shaped mailpiece such as enveloped matter that is packaged so that the thickness varies), measure this dimension at the thickest point of the mailpiece.
3. Round off measurements to the nearest inch as follows:
   a. If greater than or equal to 1/2 inch, round up to the next inch.
   b. If less than 1/2 inch, round down to the previous inch.
   c. If rounding down from less than 1/2 inch would equal 0 inch, then round up to 1 inch.

   Exception: For a Priority Mail Cubic parcel, round measurements down to the nearest 1/4 inch. If rounding down would equal 0 inch, record the measurement as a 1/4 inch.

If the length plus girth exceeds the maximum (130 inches for Retail Ground and Parcel Select, and 108 inches for all other parcels), include the parcel in the skip, but do not record it.

See RG-8 for measurement guidelines.

6-11.3 Detached Address Labels and Detached Marketing Labels

Detached address labels (DALs) and detached marketing labels (DMLs) are cards that provide the mailing address and postage indicia for a parent mailpiece. Sample and record DALs and DMLs only on the first day when both the parent mailpiece, and the DALs or DMLs are present. Record all information except mail shape from the DAL or DML — record shape from the parent mailpiece. If you encounter DALs or DMLs commingled in DPS letter trays, exclude them from the count and do not record them.

6-11.4 Philatelic Mail — Origin ZIP Code

For individual first day cover mailpieces, record the origin ZIP Code as Cannot Be Read. First day covers can have cancellation dates other than the actual date they are entered in the mailstream, and can also have an origin ZIP Code other than the ZIP Code shown in the indicia block of the mailpiece.

6-12 DPS Indicator

Use the DPS indicator to identify delivery point sequence (DPS) mail. The indicators provide additional information for use in statistical estimation. Turn the indicators to "Y" (on) or "N" (off) at the *Test Header* or *Change Skip* or *DPS Indicator* screens as follows:

a. Set the DPS indicator to "Y" to record mail that is sorted in carrier walk sequence in a DPS tray. Use the "DPS" marking on the tray label to identify all DPS mail. DPS labels typically include an alphanumeric code to identify the type of sequenced mail in the tray, such as city route (C000), box section (B000), and Business Reply Mail (Z000). Record all mail from trays labeled "DPS" — regardless of the alphanumeric code — as DPS mail.

b. Some DPS trays contain some pieces that are in carrier walk sequence and other pieces that are not in carrier walk sequence. Set the indicators to "N" to record any nonfinalized pieces, such as bundles of mail that is sorted to the route or zone, and placed in front of the sequenced mail.

c. Do not use the indicators during upstream testing (set the indicators to "N" for the entire test). An upstream test is one that takes place at a facility that is not the final delivery facility.

Note: The DPS indicator does not refer to drop shipment mail. ▲

6-13 Corrected Origin ZIP Code on Drop Shipment Metered Mail

Metered mail may be deposited at a Post Office other than the licensing office if authorized by the Postal Service. The name of the licensing Post Office appears in the IBI, and a drop shipment endorsement indicates the entry facility. Record the origin ZIP Code from the drop shipment endorsement any time this endorsement is present. The endorsement provides the following elements:

a. The city and state of the entry Post Office, the words "Drop Shipment Authorization" (or "D/S AUTH"), and the authorization number issued

by the Postal Service. The mailing office ZIP Code may be used instead of the city and state of mailing. See the following examples:

MAILED AT CHICAGO IL DROP SHIPMENT AUTHORIZATION 12	DROP SHIPMENT AUTHORIZATION 48 MAILED AT YAKIMA WA
MAILED AT 606 DROP SHIPMENT AUTHORIZATION 12	DROP SHIPMENT AUTHORIZATION 48 MAILED AT 98901
CHICAGO IL D/S AUTH 12	D/S AUTH 48 YAKIMA WA

b. The letters "DS" followed by the authorization number and the words "MAILED AT" followed by the 3-digit ZIP Code of the entry Post Office. This type of endorsement may also include a corrective mailing date. See the following examples:

DS12 MAILED AT 606 –04/01/04

MAILED AT 606 DS12 –04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48 641

c. If the entry Post Office ZIP Code is provided as a range or list, record the first 3-digit ZIP Code from the range or list. For example, if the provided range is "641–661" or if the provided list is "641, 651, 661," record the 3-digit ZIP Code as "641."

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7 Conducting a Digital Test

The ODIS-RPW digital test is used to estimate revenue, volume, and other characteristics for mailpieces sorted on automated mail processing equipment.

7-1 Introduction

The ODIS-RPW digital test is designed to automate statistical sampling by replacing on-site data collection with mailpiece images collected during mail processing. Data collectors view the images on a central server instead of traveling to a test facility and physically sampling the mail. The digital system includes the following features:

a. A random sample of mailpieces. Digital MEPs are defined by ZIP Code, and mailpiece images are randomly selected to provide an unbiased sample of the test-day mail.

b. An image repository and viewer. The Statistical Programs Virtual Image Enterprise Warehouse (SP VIEW) application on the Statistical Programs Web page gathers images from mail processing, aggregates them into test sets, and displays each image for recording in the CODES software.

c. A streamlined version of the CODES software. The CODES software requires data entry only for characteristics relevant to digital mail.

d. Procedures for collecting the nondigital portion of the mail for a digital ZIP Code. Although digital testing captures a large portion of the letter mailstream, manually sampling is required for some letters, such as nonmachinable mail, machine rejects, and accountable items (see 3-3).

7-1.1 Mail Exit Points (MEPs)

Statistical Programs maintains the digital letter frame. ZIP Codes are selected for testing based on average daily volumes and other characteristics.

7-1.2 Sampling Methods

Mail processing equipment collects mailpiece images on specified test dates by applying a random start and a mailpiece skip designed to provide a statistically valid sample of mailpieces.

7-1.3 Image Retention

Mailpiece images are encrypted and stored for 30 days from the date of the test. After 30 days, the files are permanently deleted and cannot be retrieved.

7-1.4 Storing, Printing, and Reproducing Mailpieces

Do not save, store, print, email, capture, or reproduce mailpiece images. Images must remain encrypted within the SP VIEW application.

7-2 Preparing for the Digital Test

7-2.1 Materials and Equipment

Data collectors conduct digital tests at assigned district work locations. Before the test, obtain all of the following materials and equipment:

a. Header Report showing the assigned digital test ID and the corresponding ZIP Code.

b. CODES laptop.

c. ACE computer (with monitor) connected to the USPS network.

Note: The CODES scale and scanner are not used during the digital test.

7-2.2 Accessing the Sample File on the CODES Laptop

The ODIS-RPW sample selection file on the CODES laptop contains digital test information for the entire quarter. Sample selection files contain the test date, test ID, and test type (destination test or digital test). Complete the following steps to display information from the sample selection file on the CODES laptop:

1. Turn on the CODES laptop, and enter your user name and password.
2. Click on the CODES icon.
3. Choose ODIS-RPW from the CODES Main Menu.
4. Select Conduct Test from the ODIS-RPW Main Menu.
5. The *Conduct Test* screen displays a complete list of all the ODIS-RPW tests currently stored on the laptop.

7-2.3 Accessing the Test Mailpieces on SP VIEW

Access the SP VIEW application using an ACE computer connected to the USPS network as follows:

a. Select the SP VIEW icon on the Statistical Programs Web page at http://blue.usps.gov/statprog.

b. Log in to SP VIEW using your ACE ID and password.

c. Enter the test ID and test ZIP Code to retrieve the test images. The test ID and test ZIP Code are listed on the Header Report.

7-3 Preparing and Entering Data in the CODES Laptop

7-3.1 Accessing the Digital Test on the CODES Laptop

Perform the following steps on the CODES laptop to access the digital test:

1. Select ODIS-RPW from the CODES Main Menu.
2. Select Conduct Test. The *Conduct Test* screen contains a table with the following test information:
   a. ID.
   b. Date.
   c. Type (destination test or digital test).
   d. ZIP Code.
   e. Finance number.
   f. Office to be sampled.
   g. Subsampling application (SA).
   h. Status.
   i. MEP description.
3. Use the arrow keys or the PgUp/PgDn keys to highlight the record that corresponds to the assigned digital test.
4. Review the test ID, type, ZIP Code, and MEP description carefully to ensure that you are selecting the correct digital test.

7-3.2 Completing the *Test Header* and *Options Menu* Screens

Perform the following steps to complete the *Test Header* and *Options Menu* screens:

1. At the *Test Header* screen:
   a. Enter your user ID and employee identification number (EIN).
   b. Verify the MEP description and the test ZIP Code.
   c. The test ID and the test date fields are filled and cannot be changed. The test date is the date the images became available and may not be the same date the test is completed in CODES.
2. Once you verify that the header information is correct, CODES displays the *Options Menu* screen. At the *Options Menu* screen, select "Collect Mailpiece Data" to begin recording data from the mailpiece images. Note that the Test Notification Checklist, Test Day Checklist, container and mailpiece skips, and DPS indicators are disabled — these selections do not apply to digital tests.

7-4 Entering Mailpiece Data in the CODES Software

Refer to chapter 5 for recording instructions for each mail class, and refer to chapter 6 for special recording rules.

7-4.1 Mail Classes Eligible for the Digital Test

It is critical that you correctly identify the class of mail and the mail markings on each mailpiece before entering mailpiece data. The following mail classes are eligible for the ODIS-RPW digital test:

a. First-Class Mail (see 5-3.1).

b. Standard Mail or USPS Marketing Mail (Regular), and Standard Mail or USPS Marketing Mail (Nonprofit) (see 5-3.2).

c. Free Matter for the Blind and Other Physically Handicapped Persons (see 5-3.3).

d. Incoming international mail (see 5-3.4).

e. Periodicals (see 5-3.5).

7-4.2 Characteristics of a Digitally Imaged Mailpiece Recorded During the Digital Test

Record the following characteristics for each digitally imaged mailpiece that was recorded in the digital test:

a. Mailpiece image number. This number is located directly above the mailpiece image in SP VIEW.

b. Mail class and subclass.

c. Mail markings.

d. Type of mailer.

e. Indicia. Note the following issues:

(1) For mailpieces paid with Forever stamps, record the number of stamps and the year on each stamp. If you cannot determine the year on the Forever stamp, record it as Cannot be Recorded.

(2) If you cannot distinguish between a Forever stamp and a denominated stamp, record the stamp as a Forever stamp and select Cannot be Recorded for the year.

f. Origin ZIP Code.

g. Any extra services on the mailpiece.

h. Total mailpiece revenue.

i. Forwarded or returned. Note the following issues for such mailpieces:

(1) For forwarded mailpieces, record whether the mailpiece was intercepted by PARS.

(2) For forwarded or returned mailpieces, record any additional postage due.

j. Double-Feed. When a mailpiece is stacked on top of one or more additional mailpieces, do the following:

(1) Record the top piece *if the following elements can be read:*

(a) Mail class and mail markings.

(b) Indicia.

(c) Origin ZIP Code.

(d) Extra services.

(e) Revenue

Note: *If the preceding elements cannot be read,* see item 7-4.2k.

(2) Select a mail class.

k. Digital Image Cannot be Recorded. Select this option when the mailpiece characteristics noted in item 7-4.2j cannot be recorded due to poor image quality. Include in this category double-feeds if the top piece cannot be recorded because the mail characteristics are not visible. Also record in this category detached address labels, detached marketing labels, and unpaid mail. You do not need to select a mail class.

7-4.3 Mail Characteristics Not Recorded During the Digital Test

Do not record the following mail characteristics during the digital test (CODES does not prompt for this information):

a. Pieces, pounds, and ounces.

b. Mail shape and machinability.

c. Length, height, and thickness.

d. Barcode scans.

e. IBI number.

7-4.4 Special Recording Rules for Unmarked Digital Letters and Cards

Record all unmarked digital letters and cards as First-Class Mail — "unmarked" means that a class marking is not printed on the mailpiece. If the mail markings cannot be read due to poor image quality, select Digital Image Cannot be Recorded at the *Mail Class & Type* screen (see 7-4.2).

7-4.5 Special Recording Rules for DALs and DMLs

Detached address labels (DALs) and detached marketing labels (DMLs) are cards that provide the mailing address and indicia for a parent mailpiece, usually a parcel. If you encounter DALs or DMLs in a digital test, exclude them by selecting Digital Image Cannot be Recorded at the *Mail Class & Type* screen and record any carrier route markings on the piece by choosing the first applicable option in the *Mail Markings* screen (see 7-4.2).

7-4.6 Single-Piece Override Rule

There are three cases when First-Class Mail with presort or automation markings in a digital test is likely to be single-piece First-Class Mail:

a. The mailpiece is marked as single piece. In addition to presort or automation markings, the mailpiece is marked "Single Piece," "SNGLP," or "SP." The single-piece marking overrides any other

markings, except for a Priority Mail marking. Record these mailpieces as single-piece First-Class Mail.

b. The mailpiece is paid with any type of Forever stamp, or with a denominated or nondenominated stamp that equals at least the First-Class Mail 1-ounce letter price. In this case the postage overrides any other markings, except for a Priority Mail marking. Record these mailpieces as single-piece First-Class Mail, with the total revenue shown on the mailpiece.

c. The mailpiece is paid using a postage meter or PC Postage system, and the total revenue is exactly equal to the 1-ounce, 2-ounce, 3-ounce, or 3.5-ounce metered letter price.

7-4.7 Data Review

As data is entered into the CODES software, a record of each entry appears on the right side of the screen. After all the data for a mailpiece is entered, verify that the information is correct by answering the prompt.

7-5 Viewing the Test Mail in SP VIEW

7-5.1 Eligible Mail

All mailpieces in SP VIEW for a particular test ID are eligible for the test. Test-day volumes vary.

7-5.2 Navigating the Test Mail

Navigate through the test mail in SP VIEW as follows:

a. Use the rotate, zoom, and click-and-drag options to view the entire face of the mailpiece.

b. Select "Recorded" or "Unrecordable" for each mailpiece as follows:

(1) Select "Recorded" if the mailpiece characteristics are entered in the CODES software.

(2) Select "Unrecordable" if the mailpiece is entered as Digital Image Cannot be Recorded at the *Mail Class & Type* screen in CODES (see 7-4.2).

c. Resolve all mailpieces by selecting "Recorded" or "Unrecordable" before completing the test.

7-5.3 Mailpiece Review

To review the mailpieces as needed before completing the test, use the "Recorded" and "Unrecordable" review windows, or enter an image number in the "Search" window. Make a note of any mailpiece or test anomalies on the Header Report and in the CODES comment field. Do not save, store, print, email, capture, or reproduce any mailpiece image.

7-6 Ending, Suspending, or Aborting the Digital Test

7-6.1 Ending the Digital Test and Saving the Data

Once the final mailpiece is recorded, end the ODIS-RPW test and save the data as follows:

a. Select "Complete Test" in SP VIEW. This selection saves the "Recorded" and "Unrecordable" selections and locks the test so that it cannot be keyed again. It also indicates that the test is completed in the SP VIEW reporting system.

b. Select "End Test and Save" in CODES. This selection saves the mailpiece data recorded during the test.

c. At the CODES *Time* screen, enter the total test time in hours and minutes. For a digital test, the total test time is the time spent accessing the test, resolving the mailpiece images, and entering and reviewing the test data.

7-6.2 Aborting the Digital Test

To abort a session, choose "Abort Test" in the CODES software and in the SP VIEW application. All data is lost when a test is aborted, including the "Recorded" and "Unrecordable" selections in SP VIEW.

7-6.3 Suspending the Digital Test

Suspend a digital test if you must leave and return to the test later, or if another data collector will complete the test. Suspend the test as follows:

a. In the CODES software, choose "Suspend Test" from the *Options Menu* screen. All previously entered data is saved.

b. In the SP VIEW application, select "Suspend." All "Recorded" and "Unrecordable" selections are saved, as well as the progress indicator in the status bar. Upon resuming the test, SP VIEW opens to the first unresolved mailpiece in the test set.

7-7 CODES Laptop Data Communications

Once a digital test is completed, you must immediately transfer the test data from the CODES laptop to the CODES Web Base Unit. Follow the instructions in chapter 9.

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8 Ending the ODIS-RPW Test and Saving the Data

Once you have recorded the final mailpiece, end the ODIS-RPW test and save the data. However, before ending a test, sometimes the test data must be edited or deleted. The data collector might need to suspend a test for a period of time, or in some circumstances, abort a test. This chapter provides guidelines on how to perform all of the functions identified at the *Options Menu* screen.

8-1 Reviewing and Editing Mailpiece Recordings

Once an ODIS-RPW mailpiece ~~has been verified~~, the data collector may review the last entry by selecting "Edit Previous Record" from the *Options Menu* screen. Selecting this option produces an *Editing Record* screen, which allows the data collector to once again verify or edit the entered information.

8-2 Deleting Mailpiece Recordings

If any of the test data is incorrect, the record must be deleted. To delete the record, select "Delete Previous Record" from the *Options Menu* screen.

8-3 Ending the Test and Recording Time

At the conclusion of an ODIS-RPW test, save the test data.

Select "End Test and Save" from the *Options Menu* screen to display the *Time* screen.

Record the time for activities directly related to the test, including time spent preparing for and completing the test. This includes time spent on the following tasks:

a. Communicating with the facility manager, supervisor, and carrier. Isolating and preparing the mail.

b. Setting up and taking down the computer.

c. Gathering and selecting sample mailpieces.

d. Entering, reviewing, and sending data.

e. Waiting (for dispatches, etc.).

f. Traveling to and from the test site.

Enter the total time in hours and minutes.

Do not include time while not on the clock or time spent performing other activities unrelated to the test, such as conducting IOCS readings, MEP Reviews, or site reviews while awaiting dispatch arrivals. Do not include the time used to notify the office of the test.

Each data collector records his or her own time in the test session. When one data collector is recording and another is assisting but not recording, the recording data collector adds the times together.

If multiple data collectors worked on the test and used separate laptops, do not add the times together; each data collector records his or her own time in the laptop session.

8-4 Aborting the Test Session

When the incorrect test is selected from the *Conduct Test* screen and data is recorded in the incorrect selection, the test must be aborted in order to select the correct test. The CODES software stores all aborted test data.

To abort the session, choose "Abort Test" from the *Options Menu* screen.

8-5 Suspending an ODIS-RPW Test

A test ~~is suspended~~ when any of the following occur:

a. Waiting for the next dispatch.

b. Going to lunch.

c. Sharing the laptop with another data collector performing the same test on another tour.

Choose "Suspend Test" from the *Options Menu* screen.

Upon suspending a test, the data collector may return to that test to continue entering test data at a later time. To return to a suspended test, select the test from the *Conduct Test* screen. Notice that in the status column of that screen, suspended is indicated, and all previously entered data is saved.

9 CODES Laptop Data Communications

After completing a test and reviewing data, immediately transfer the test data from the CODES laptop to the CODES Web Base Unit. Transfer the test to the CODES Web Base Unit using a LAN connection.

Software updates are released quarterly. The releases are distributed from Statistical Programs at Postal Service Headquarters via the Postal Routed Network (PRN). Release notes are available on the Statistical Programs Web site. The release notes contain important information about the changes and instructions on how to install the software updates to the CODES laptops.

The data collector is responsible for transferring the test data, downloading sample files, and installing software updates to the CODES laptops.

The MFPC is responsible for the review and approval of the uploaded data.

The MFPC, SSP, and data collector are responsible for maintaining the CODES laptops and scales. See the user guides on the Statistical Programs Web site for more information.

The remainder of this chapter discusses the transfer method in detail, as well as how to use CODES laptop transmission functionality to update sample files and system software. Each section gives step-by-step instructions for performing these tasks.

9-1 Transferring Data to the CODES Web Base Unit

CODES uses a LAN connection to transmit data from a CODES laptop to the CODES Web Base Unit.

9-1.1 Initiate Data Transfer

Use the following steps to begin the data transfer process:

1. Select the CODES icon on the desktop to display the CODES *Main Menu* screen.
2. Click the ODIS-RPW button to open the ODIS-RPW *Main Menu* screen.
3. Click the Transmit Test button to display the *Transmit Test* screen.

   Note: A test or test notification checklist must be complete before it can be transferred.

4. From the desired test or test notification checklist, highlight the desired test notification checklist and click the OK button. CODES displays the *Test Result Transfer* screen.
5. Type your DCT ID number and any comments, or information pertaining to the test or test notification checklist being transferred.
6. Select the destination.
7. Click the Transmit button. CODES briefly displays a *Transmit in Progress* screen, followed by a *Test Confirmation* screen showing that the test successfully uploaded.

9-2 Receiving Sample Files and Software Updates

Sample files are downloaded directly from the CODES Web Base Unit to a CODES laptop. Software updates are distributed automatically to the CODES laptop while connected to the Postal Routed Network (PRN).

9-2.1 Samples

9-2.1.1 Download Samples

To download samples from the CODES Main Menu Communications option window to the CODES laptop, complete the following steps:

1. Click the Download Samples button.
2. Select the CODES application associated with the desired samples (you may select more than one application).

   Note: Ensure that at least one application is selected. If no application is selected, a warning screen appears.
3. Click the Download Samples button at the *Application Selection* screen.

9-2.1.2 Load Samples

Click the Load New Samples button to load new samples from the ODIS-RPW Main Menu; CODES presents options for either CODES Folder or External Drive Transfer. The following steps explain the process used for loading samples after the Web download described in 9-2.1.1.

1. Choose the CODES folder option from the *Sample Loading* screen.
2. CODES presents a message acknowledging that the samples are successfully loaded.

9-2.2 Software

9-2.2.1 Download Software

The CODES software is distributed automatically to the CODES laptops while connected to the Postal Routed Network (PRN).

Perform the following steps to receive the software:

1. Once you receive notification that the software is available, connect the CODES laptop to the Postal Network by a LAN cable or via the Internet.
2. The ACE system automatically sends the software to the CODES laptop. The time needed to receive the software depends not only on the CODES laptop configuration and the network connection speed, but also on whether the laptop is receiving other updates.
3. The activation icon appears on the Windows desktop of the CODES laptop when the CODES software is ready for activation.

Important: Before activating the updates, ensure that all of the prior quarter's tests are completed and that the test data is transmitted from the CODES laptop to the Web Base Unit. Data collectors must verify with the MFPC when the new software may be activated. Double-clicking the activation icon activates the release software immediately.

9-2.2.2 Software Installation and Updates

After completing all scheduled tests for the prior quarter and transmitting test data from the CODES laptop, proceed with activating the quarterly updates on the CODES laptop by completing the following steps:

Note: Do not activate and use the installed software on tests scheduled before the software effective date. Data collectors must verify with the MFPC when the new software may be activated.

1. Exit all applications that are running on the CODES laptop and close the CODES Main Menu by clicking Close at the bottom of the window.
2. Double-click the activation icon on the Windows desktop of the CODES laptop.
3. A progress indicator displays the status of the software activation. Upon completion, an information dialog box appears. Click OK or press Enter.

9-3 Troubleshooting Failed Transmissions

Complete the following steps to ensure proper cable connections and configuration of the CODES laptop:

1. Ensure that the CODES laptop is connected to the PRN at least once a week.
2. Ensure that all laptop connections (e.g., power supply, etc.) are secured.
3. Check all tests and applications to ensure that they are properly prepared for transmission (transferring or receiving) according to the procedures outlined in this chapter.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your MFPC for further assistance.

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UNITED STATES POSTAL SERVICE®

Revenue, Volume, and Performance Measurement Systems

Handbook F-75

~~February~~ April 2020~~2~~2
Transmittal Letter

A. Introduction. This handbook is a revision of the ~~June~~ May 20~~19~~20 edition of Handbook F-75. It incorporates updates through Statistical Programs Letter #3~~4~~3, Fiscal Year 2020~~2~~2. All previous editions of Handbook F-75 are obsolete.

B. Explanation. This handbook serves as a guide to policy for Postal Service employees at Headquarters, area and district offices who conduct and support Revenue, Volume, and Performance Measurement tests.

Note: All the Reference Guides mentioned in this handbook are identified as *"RG-#"* (such as "RG-1," "RG-2," etc.), and they are included in the "ODIS-RPW Reference Guide" document located at the Statistical Programs Web site — go to *http://blue.usps.gov/statprog*; under "Statistical Programs Reference," click on *Reference Guides*; click on the link for the ODIS-RPW Reference Guide; and then scroll to the applicable Reference Guide.

C. Availability. Copies are available for Postal Service employees on the Postal Service PolicyNet Web site at *http://blue.usps.gov*: In the left-hand column under "Essential Links," click on *PolicyNet*, and then in the column on the right, click on *Handbooks*.

D. Comments on Content. Address comments or questions regarding the content of this handbook to the following address:

MANAGER OF STATISTICAL PROGRAMS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 4912
WASHINGTON DC 20260-4912

E. Comments on Format. Address comments or questions regarding the language or organization of this handbook to the following address:

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WASHINGTON DC 20260-4646

F. Effective Date. This handbook is effective ~~February~~ JuneApril 20202.

Sharon D. Owens
Vice President
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Contents

Exhibits

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1 Introduction

The Origin-Destination Information System — Revenue, Pieces, and Weight (ODIS-RPW) system is the primary probability sampling system used to assist in estimating Postal Service revenue, volume flow, and weight. The Postal Service uses information collected from this system to develop proposals for new Postal Service rates, to assist in budget preparation, to conduct management studies, and to support management decisions concerning mail flow and service performance in transportation and operations.

In the past, there were two different tests (an ODIS test and an RPW test), but now they are combined into one test. The ODIS-RPW test collects data regarding mail characteristics, volume flows, and transit time on the major categories of mail, and it also collects information relating to the total revenue, volume, and weight of many classes, subclasses, and extra services of domestic mail.

The ODIS-RPW test provides the Postal Service with an efficient analysis of the data. The Postal Service uses the information gathered from this test not only to estimate the volume of mail by category and class (which assists the Postal Service in its rate-setting process), but also to plan for transportation and mail processing operations, to design and develop mail processing facilities and equipment requirements, to quickly identify and correct service problems, and to support revenue protection.

The Postal Service uses ODIS-RPW test data to aid senior management in planning the Postal Service budget based on forecasts of mail volume, workloads, and overall productivity. The Postal Service also uses the data to monitor productivity increases associated with automation programs, to assess deviations of actual volume from projected volume, and to analyze other major Postal Service activities affecting cost and revenue.

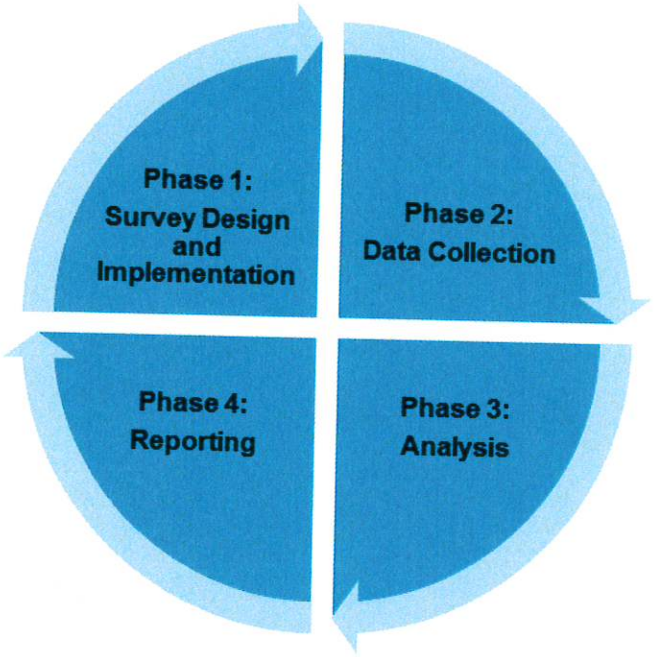
This chapter introduces the ODIS-RPW system, reviews the organizational responsibility of all offices participating in this program and provides an overview of the Revenue, Volume, and Performance Measurement System.

1-1 Understanding the Revenue, Volume, and Performance Measurement System

1-1.1 Overview

This section describes the Postal Service process of the Revenue, Volume, and Performance Measurement System, which is illustrated in Exhibit 1-1.1. It explains who does what, and explains why consistent, accurate data collection is essential.

Exhibit 1-1.1
Revenue, Volume, and Performance Measurement System Process



1-1.2 Survey Design and Implementation

In the Survey Design and Implementation phase, the Postal Service develops or revises ODIS-RPW sampling methods and data collection procedures.

The ODIS-RPW system uses probability sampling techniques based on principles of mathematical statistics because it is not practical to count all of the mail. These techniques make it possible to measure the characteristics of the total mail volume by examining only a small fraction of that volume. The Postal Service captures this volume as mail exits the Postal System at defined locations called "mail exit points" (MEPs — pronounced as a one syllable word rather than as an acronym).

For a sampling system to be successful, each mailpiece must have a known chance of being selected for examination. The ~~Manager Financial Programs Compliance~~Supervisor of Statistical Programs (~~MFPC~~SSP) in each district partitions all incoming mail flows into MEPs so that each mail flow is associated with only one MEP. This ensures that each mail flow has only one opportunity to be sampled.

The ODIS-RPW sampling process is divided into two stages:

a. In the first stage, 24-hour periods of mail flow through a MEP called "mail exit point-days" (MEP-days). MEP-days are randomly selected from groups of similarly sized MEPs (called stratum) in each geographic area. The geographic area, called the "sample area," is defined by one or more 3-digit ZIP Codes.

b. In the second stage, mailpieces are randomly selected for recording.

Over 32,000 MEP-days are randomly selected for testing each quarter. These tests are then distributed to their respective districts.

Note: Approximately 2 weeks before the beginning of each quarter, sampling units and dates are randomly selected for the ODIS-RPW test.

1-1.3 Data Collection

In the Data Collection phase, trained data collectors use laptop computers to record data for the ODIS-RPW test. ODIS-RPW records data on the revenue, volume, and weight of various classes and subclasses of mail and extra services. This system also records data on mail characteristics, volume flow, and transit time for major categories of mail. The information collected is transmitted to the Computerized On-Site Data Entry System (CODES) Web Base Unit.

Data collection is the cornerstone on which Postal Service rate changes are based. Quality data, and ultimately the ability to make accurate revenue, volume, and transit time projections, depend on proper and accurate data collection techniques. A consistent collection of data is imperative for every test, no matter who performs the test. For this reason, the test questions and procedures are written to ensure that the data are gathered consistently in a manner that will not introduce error or bias. To ensure the reliability of the data, data collectors must follow the same procedures exactly for each program, and they must review the procedures periodically to ensure that they do not deviate from or forget any small details.

CODES equipment is exclusively for the use of Postal Service data collection. The CODES Advanced Computing Environment (ACE) laptop, along with all other test equipment, must be secured in a locked area when not in use. Since the CODES ACE laptop is used to access CODES applications, the data collector must preserve the integrity of test data by putting the laptop into hibernate mode or locking the keyboard when the laptop is unattended. Access to CODES applications is granted to each data collector using an individual ACE logon ID via eAccess. The ~~MFPC~~SSP is responsible for granting access as the local Functional System Coordinator (FSC).

Note: When you have questions that are not answered in this handbook, direct them to your ~~MFPC~~SSP. The data collector reports problems to the ~~MFPC~~SSP, who reports to the Statistical Programs Service Center (SPSC). The SPSC acts as a Revenue, Volume, and Performance Measurement field liaison that decides on solutions. Any resulting procedural revisions are then channeled through the SPSC back to the ~~MFPC~~SSP, who relays them to the data collector. This ensures that all data collectors, with the same question will receive the same instructions, and collect data consistently.

1-1.4 Analysis

In the Analysis phase, data are analyzed for accuracy at two levels:

a. At the first level, the data collector transmits tests to the CODES Web Base Unit and the ~~MFPC~~SSP reviews the Test Reports, which provide a summary of test results. Once tests are approved by the ~~MFPC~~SSP, the system groups the test data from other locations and uploads the test data to the mainframe.

b. At the second level, Postal Service Headquarters analyzes the test data further.

1-1.5 Reporting

In the Reporting phase, the Postal Service prepares and uses reports, analyses, and data files, in combination with other data, to support various Postal Service functions.

1-1.6 Workload-Flex Budget

ODIS-RPW data are used, in conjunction with permit and accounting data, to develop district and area volume estimates used in the Workload-Flex Budget Process. This system combines volume, cost, and other data to estimate field hours needed to perform workload and is an input into the field budget setting process.

1-1.7 Revenue Protection

ODIS-RPW provides meter number and other mail characteristics data to the Meter Exception Database System (MEDS), which the Postal Inspection Service uses, along with additional data from the National Meter Accounting Tracking System (NMATS), for revenue protection purposes.

1-1.8 Statistical Programs Support

ODIS-RPW test data are provided to Statistical Programs Field Support for its analysis and support of the district Statistical Programs function. Uses include providing information such as summary volumes, reports on the location and number of tests within the district, reports on skip intervals and average number of pieces entered, and margin of error reports. In total, these reports support the SPSC in its efforts to assist the district Statistical Programs office.

1-1.9 Miscellaneous

ODIS-RPW reporting is used for a variety of functions including, but not limited to, the following:

a. Planning for transportation and mail processing operations.

b. Assisting in the design and development of mail processing facilities and equipment requirements.

c. Supporting audits, field workload flex budgets.

d. Supporting External First-Class (EXFC) and Postage Adjustment Factor (PAF) revenue protection efforts for electronic verification system (eVS) manifests.

1-2 Understanding the ODIS-RPW Test

1-2.1 Overview

The purpose of the ODIS-RPW system is to ~~efficiently and economically gather informationgather information efficiently and economically~~. The ODIS system was created in response to a recommendation from the 1960 President's Commission on Postal Organization (Kappel Commission), which recommended to Congress that the Postal Service institute a system of measuring mail volume flow. The RPW system, on the other hand, was created in response to the Postal Service's legal obligation to price each class of mail and extra service to cover its respective costs and to supply Postal Service management with mail volume flow information.

In order to accomplish these requirements, the Postal Service must determine revenues, volumes, weight, transit time, and mail characteristics of each mail class, subclass, and extra service. The data provided by the Postal Service's accounting systems do not often coincide with, or specifically identify, individual categories of mail or services. Therefore, the Postal Service relies on statistical systems such as the ODIS-RPW system to provide data about the various categories of mail.

The ODIS-RPW test requires a data collector to systematically select mailpieces using a random start for all of the mail available on the randomly selected MEP (see 1-2.2 for MEP structure). Data collectors record various mailpiece characteristics including revenue, weight, shape, indicia, postmark origin, mail class, extra services, etc. The ODIS-RPW test is performed potentially in all Postal Service facilities throughout the country.

ODIS-RPW estimates a subset of all mail exiting the Postal Service in a quarter, partitioned into MEPs. Every facility generally has one or more MEPs.

ODIS-RPW is designed to produce national revenue, volume, and weight estimates for various rate categories with specific targets on a quarterly basis. This system is also designed to measure mail volume flow between processing and distribution centers (P&DCs) with specific targets of precision on a quarterly basis.

ODIS-RPW is a multi-stage design survey. For a MEP sampling, the primary sampling unit is a MEP-day.

1-2.2 MEP Structure

A MEP is a physical location where mail can be sampled as it exits the Postal Service.

The first-stage sampling unit is the MEP-day. The first-stage sampling frame is the list of all MEP-days.

The second stage is the subsampling of all mail available at the MEP on the test day, which usually involves a systematic random selection of a subset of mail available on the MEP-day.

The ~~MFPC~~SSP in each district is responsible for the design and maintenance of MEPs using specific guidelines. The district's MEPs are maintained in the MEP System. Associated within each MEP are mail characteristic volumes — referred to as "reference volumes" — for letters and cards, flats, and parcels. Travel times are also associated with each MEP.

2 Preparing for the ODIS-RPW Test

Once Statistical Programs selects the dates and MEPs for testing, the ~~MFPC~~SSP performs several activities to prepare for the tests. This chapter describes the preparatory tasks for these tests and gives instructions for completing them. It also introduces many of the participants and policies involved in the data collection process.

With the help of the facility manager or other employees at the selected site, the data collector prepares for the ODIS-RPW test by performing the following tasks:

a. Notify the test site and determine an appropriate time for the data collector to arrive at the test site.

b. Ask participants at the test site preliminary questions over the phone.

c. When contacting the test site, complete the Statistical Programs ODIS-RPW Test Notification Checklist, which is available as Reference Guide 2 (RG-2) in the ODIS-RPW Reference Guide located on the Statistical Programs Web site — go to *http://blue.usps.gov/statprog*; under "Statistical Programs Reference," click on *Reference Guides;* click on the link for the ODIS-RPW Reference Guide; and then scroll to the applicable Reference Guide. (All Reference Guides noted in this handbook are available using these directions.

d. Obtain the following materials:

   (1) Header Report/Test Schedule: This information provides the Test ID, Test Date, ZIP Code, office location, contact information, MEP description, additional instructions, etc.

   (2) MEP History Report: This report shows the test history for the scheduled MEPs.

   (3) Telephone.

   (4) CODES laptop.

Perform the following tasks as necessary:

a. After receiving test schedules, examine the schedule or sample selection file for location, date, and type of ODIS-RPW test.

b. Notify the test site managers of the date and type of mail being tested. Use the Statistical Programs ODIS-RPW Test Notification Checklist (see RG-2) to obtain updated information about the facility and to determine the appropriate time to perform the test. Notify the test site managers at least 1 hour before the beginning cutoff time (start) of the test.

Note: All necessary mailpieces must be available during the time scheduled for the test, and the test must not delay mail delivery.

Sections 2-1 and 2-2 discuss the preliminary tasks of the data collector in more detail. Each section explains the purpose of the task and provides instructions for performing the task.

See 2-3 for a discussion of a variety of important testing techniques that data collectors, ~~MFPC~~SSPs, and Supervisors Statistical Programs (SSPs) must know.

2-1 Receiving the Test Schedule

ODIS-RPW tests are scheduled daily on a quarterly basis. Approximately 2 weeks before the start of the quarter, the mainframe randomly selects MEP units for testing. Statistical Programs downloads the sample selection list of MEP-days from the mainframe to the sample selection file on the CODES Web Base Unit. The ~~MFPC~~SSP must then develop a daily or weekly schedule based upon the sample selection file. New software or sample files are released when they become available, and the CODES Web Base Unit is automatically updated. When new sample files are available, a notice appears on the CODES WBU News page (which users can access with their ACE ID and password). When new test samples are received in the CODES Web Base Unit, the ~~MFPC~~SSP must use the CODES Web Base Unit Scheduler to schedule tests by assigning a data collector to each test.

Note: You must schedule the data collector early enough to report to the Postal Service facility so that the test is completed without delaying the delivery of the mail.

We test 450 MEPs throughout the nation every delivery day to avoid biased results because the volume and mix of mail vary depending upon the day of the week.

The quarterly ODIS-RPW test schedules are an important part of nationwide revenue, volume, and weight testing and are obtained from two places:

a. The schedule developed by the ~~MFPC~~SSP on the CODES Web Base Unit.

b. The sample selection file available on the CODES laptop.

2-1.1 Sample Selection

The ODIS-RPW sample selection files show the following information:

a. The names and locations of the MEPs to be tested during the quarter.

b. The date to conduct each test.

c. Administrative information, such as finance and test identification numbers, that are needed by the data collector at the beginning of every test.

2-1.2 Accessing the ODIS-RPW Sample Files on the CODES Laptop

This section explains how to access the ODIS-RPW sample selection files on the CODES laptop and to print the sample selection files from the CODES Web Base Unit.

The ODIS-RPW sample selection files on the CODES laptop contain test schedule information for the entire quarter. This information is obtained either for the entire quarter or for just one test date. Cadre offices may receive quarterly sample selection lists at the beginning of each calendar quarter. Sample selection files contain the test date, test ID, MEP type, and facility name.

To display information from the sample selection file on the CODES laptop, complete the following steps:

1. Turn on the CODES laptop, and enter your login name and password.
2. Click on the CODES icon on your desktop.
3. Choose ODIS-RPW from the CODES Main Menu.
4. Select Conduct Test from the ODIS-RPW *Main Options Menu* screen.
5. Select a Test from the *Conduct Test* screen.

The *Conduct Test* screen displays a complete list of all the ODIS-RPW sample files currently stored on the laptop. Use the laptop's arrow keys or the PgUp/PgDn keys to highlight the record that corresponds to the MEP scheduled for testing.

Once the appropriate record is selected, press Enter. The *Confirm* screen displays the Test ID, MEP ZIP, and MEP Description. The data collector must select "Yes" or "No." When the data collector selects "Yes," CODES automatically enters the corresponding Test ID, Test Date, and MEP Description in the ODIS-RPW *Test Header* screen. Enter the data collector's user ID number and EIN, and complete the remaining Test Header information. When the data collector selects "No," CODES automatically returns to the *Conduct Test* screen.

2-2 Contacting the ODIS-RPW Test Site

On the day before conducting the test, contact the test site at least 1 hour before the beginning cutoff time (start) of the test to allow adequate time to isolate mail for testing and to ensure that all mail received during the test period is included in the test. (Remember, the test normally starts on the day before the date listed in the quarterly schedule.) The facility manager at the test site can answer any questions about the facility. (***Note:*** In this handbook, all references to the "facility manager" are to be understood to also include the facility manager's designee.)

Example: An ODIS-RPW test is scheduled for Tuesday with the cutoff time set at 11:00 a.m. Monday. The minimum notification required for this test is 10:00 a.m. on Monday.

To reduce travel costs, the ~~MFPC~~SSP may arrange to have ODIS-RPW tests performed upstream. These tests may be conducted as far upstream as the destination mail processing facility. To test the mail upstream, first verify that all mailpieces are easily identified and captured for sampling. When the mail cannot be easily identified and captured for sampling, the test must be taken at the destination office.

2-2.1 Preparation Before Calling the Test Site

The data collector must contact the test site (i.e., the office to be tested) to set up the test. The data collector must prepare for the call in order to clearly communicate to the test site all the relevant information about the test. To prepare for the call, the data collector must review the following information:

a. Sample listing pertaining to the test date, test location, finance number, and other information about the sampled MEP.

b. MEP description relating to what mailstream(s) to be included in the test.

c. Beginning and ending times (cutoff times) for the test. Cutoff times are established in the MEP System and must be strictly followed. Cutoff times cannot be modified until the following quarter after consultation with the ~~MFPC~~SSP.

d. Information specific to the MEP to be tested, such as bypass mail, reprocessed mail, PM mail (i.e., mail that arrives in the afternoon/ evening hours), and drop shipment mail.

e. Reference volume and other volume history about the MEP (MEP History Report).

2-2.2 Calling the Test Site

On the day before conducting the test, contact the test site at least 1 hour before the beginning cutoff time (start) of the test. Find the telephone number on the Postal Service Intranet. Speak to the facility manager, and document the information supplied by the facility respondent on the Statistical Programs ODIS-RPW Test Notification Checklist as you complete the following steps:

1. Introduce yourself and explain the purpose of the call. As a data collector, call to inform or remind the facility manager that an ODIS-RPW test will be performed on a particular MEP at the facility.

2. When the facility manager is unfamiliar with the ODIS-RPW test, explain that ODIS-RPW is a statistical sampling system used to track mail exiting the Postal System. The Postal Service uses ODIS-RPW sample data (along with data from Accounting and other functional areas) to prepare the RPW (Revenue, Pieces, and Weight) report, which is the official summary of Postal Service revenue, volume, and weight for every class and subclass of mail, and every extra service. RPW report data are also used to measure productivity and workload.

3. Verify where the facility is located, when it opens, when facility employees arrive, the earliest time that mail may be worked, and when the earliest carrier leaves for delivery.

4. Explain which MEP is being tested. Describe the mail associated with this MEP.
5. Describe the beginning and ending cutoff times for the test.
6. Ask for an estimate of the expected mail volume (for the MEP that is being tested) on that delivery day.
7. Ask the facility manager to identify a setup location for the data collector within view of the incoming mail.
8. Find out when the first mail arrives at the test site.
9. Inform the facility manager that the data collector, after arrival, will need assistance in isolating and tagging eligible test mail.
10. Ask the facility to identify, flag, and isolate the incoming/originating mail that is to be tested using PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard.* See RG-1 for an image of PS Form 7500-H.

    Typically, the ODIS-RPW test requires all of the sampled mail for a 24-hour period. For instance, when an incoming letter mail processing stream test were scheduled for Wednesday with a 10 a.m. cutoff time, the facility manager would need to begin flagging all appropriate incoming letter mail after 10 a.m. on Tuesday.
11. Ask for the time schedule of the final distributions or arrival of the mail to the MEP.
12. When the MEP for testing is defined after distribution to the individual delivery units, ask the facility manager if there will be any curtailed or delayed mail from the previous day.

    Ask the facility manager to mark and isolate curtailed mail from the previous day. Curtailed mail is normally Standard Mail or USPS Marketing Mail from the previous day that was marked or available for delivery but, for some reason, has not been delivered. For more information on curtailed mail, see 3-2.2.
13. Ask about bypass mail, reprocessed mail, PM mail, drop shipment parcels, and missent mail (see 3-7.2):
    a. *Bypass mail:* Any mail that has not been processed according to the normal mail processing flow at a facility. Bypass mail is often Standard Mail or USPS Marketing Mail and includes office-to-office mail, dock-transfer mail, and mail between a network distribution center (NDC) and the facility (i.e., "NDC-to-facility mail"). Ask the appropriate facility employee about the kinds of bypass mail that the facility receives.
    b. *Reprocessed mail:* Mail that will be sent back to the plant for sortation that day. Reprocessed mail is then returned to the site the same day or the next day. Because the ODIS-RPW test does not include reprocessed mail, let the facility manager know that mail to be reprocessed must be isolated from the test. Do not test reprocessed mail.
    c. *PM mail:* Afternoon or PM dispatches of mail that may or may not be available for delivery the next day. This mail is sometimes cased in the evening and usually consists of Standard Mail or

USPS Marketing Mail and Periodicals. When the facility receives PM mail and is not its own separate MEP, ensure that the mail will be available for sampling when the data collector arrives on site.

d. *Drop shipment mail:* Mail that allows mailers to transport their mail to a Postal Service facility closer to the final destination, in exchange for mailing discounts. Ask the facility manager if any drop shipments are scheduled or if they have any mailers who bring in unscheduled drop shipment parcels. The Header Report identifies which MEPs include this mail.

e. *Missent mail:* Mail that was sent to the wrong facility. Some containers, such as an all-purpose container (APC) or letter tray, might hold only missent mail. Because this mail has not reached its correct facility, it has an opportunity to be selected more than once for testing, but that would result in double-counting. Therefore, containers holding only missent mail must be isolated from containers that have been correctly dispatched to the facility. Inform the facility manager that whole containers of missent mail must be isolated from the test. When it cannot be determined that a container of mail is missent, assume that the container is correct for the facility.

f. *Sunday Parcels:* Parcels that are delivered on Sunday. Many facilities deliver parcels on Sundays. When calling before the test day for a Monday test that includes parcel mail, ask if any parcels are delivered on Sunday. Make a note of the answer on the Test Notification Checklist.

14. Find out whether there have been any recent changes to the facility's mail processing stream, and ensure that there have been no changes that might affect the MEP that is being tested.
15. Ask the facility manager to post PS Form 7500-N, ODIS-RPW Testing – Test Notification Placard, near the time clock and other appropriate work areas to notify supervisors, clerks, and carriers of an upcoming ODIS-RPW test. See RG-1 for an image of PS Form 7500-N.
16. Answer any questions the facility manager might have.
17. Ask the facility manager to call back if anything changes before the data collector arrives.
18. Thank the facility manager for assisting with the test.

Note: For more information on the type of questions to ask, see 3-7.

Note: When an ODIS-RPW test must be rescheduled or canceled, contact the ~~MFPC~~SSP.

2-3 ODIS-RPW Testing Techniques

This section provides alternatives for handling unique situations that might be encountered during a test or may result in a test not being taken. This section notes that tests may be conducted in less than optimum conditions with minimal impact.

a. **Location:** At local option, an ODIS-RPW test may be taken upstream to reduce travel costs. At small facilities where the location is far from any data collector's domiciled facility, define the MEP(s) at the plant and perform the test at the plant. First ensure that all mail can be captured for sampling.

b. **Tests covering more than one tour:** Do not test a MEP when multi-tour coverage is required but cannot be provided. Reschedule the test or contact the SPSC. Consider redesigning the MEP based on tours.

c. **Tests normally requiring two (or more) data collectors:** The testing of a MEP that normally requires two or more data collectors can be performed by one data collector when other data collectors are not available. In such a case, select a larger skip interval.

2-4 MEP Cutoff Times

Cutoff times are established with the guideline of ensuring that all mail has one and only one chance of selection. Cutoff times are usually determined by the time the mail arrives at the facility. The beginning and ending cutoff times for the test are listed in the MEP Header Report. All mail between the beginning and ending cutoff times must be considered; however, this does not mean that the data collector must be on site at the cutoff times.

Note: Only mail received at the sampling unit after the test start time and prior to the test end time is included in the test.

a. **24-hour MEP:** The cutoff times for 24-hour MEPs are listed in the MEP Cutoff Times field on the Header Report. Cutoff times are based on mail availability or dispatch schedule.

   For a test scheduled on a Monday, include all mail made available since the Saturday cutoff time. Likewise, after a holiday, include all mail made available after the cutoff time before the holiday. When the holiday falls on a Monday, a Tuesday test must include all mail received after the cutoff time on Saturday. When a Monday test includes parcels, exclude any parcels that station employees could not hold for testing.

b. **Partial-day MEP (PM MEP or multi-tour MEP):** You ~~the data collector~~ must use the Test Cutoff Times to identify when the test MEP ~~being tested~~ is a partial-day MEP. This field indicates when the MEP is a 24-hour MEP or a partial-day MEP.

   The cutoff times for partial day MEPs are listed in the Test Cutoff Times field on the Header Report. Consult with your ~~MFPC~~ SSP for further

instructions on when to begin and end a partial-day MEP test.

c. **PM MEP:** Some facilities receive PM mail (i.e., mail that arrives in the afternoon/evening hours) that may or may not be available for delivery the next day. Therefore, a PM MEP is a less-than-24-hour MEP defined around afternoon cutoff time dispatches to stations, branches, and associate offices of all classes of mail but usually associated with Priority Mail Open and Distribute or with Standard Mail or USPS Marketing Mail and/or Periodicals. A PM MEP isolates this particular mail processing stream for testing.

d. **Multi-tour MEP:** Some MEPs correspond to facility tours and are therefore defined for a period of less than 24 hours.

Example: A facility might process mail for a very large firm having a unique ZIP Code. Over a 24-hour period, mail for this ZIP Code might be separated into three MEPs so that each cutoff time is based upon one of the three facility tours.

e. **Mail not available after the starting cutoff time:** When mail received after the starting cutoff time was not or will not be available for testing, annotate the amount of mail on the Header Report and enter a comment into the CODES software.

f. **Mail arriving immediately after the ending cutoff time:** When mail scheduled for delivery today arrives immediately after the ending cutoff time for today's test and the data collector is still on-site for the test, do not include this mail in today's test. Annotate the amount of missed mail on the Header Report and enter a comment into the CODES software.

g. **Test mail identified after the data collector leaves:** Instruct facility employees to contact the Statistical Programs office if eligible test mail arrives or is identified after the data collector completes the test and leaves the facility. Annotate the amount of mail on the Header Report and enter a comment into the CODES software.

2-5 Required Test Materials

The data collector must take the following materials to the test site:

a. A CODES laptop computer with fully charged battery pack and AC power pack (with a power cord).

b. An electronic scale with a cable for a power source and a cable for a computer connection.

c. An extension cord (three-pronged safety).

d. The Printed Header Report from the Scheduler system.

e. A Container Subsampling Table (see RG-3). Other Resource Materials are also available in the ODIS-RPW software by opening the Help File at the *ODIS-RPW Test Header* or *Change Skip* or ~~*DPS/FSS*~~*DPS Indicator* screens.

f. A tape measure for tests with parcels.

g. Copies of PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard*, to mark trays, bins and all containers for testing. See RG-1 for an image of PS Form 7500-H.

h. Copies of PS Form 7500-R, *ODIS-RPW Testing – Mail Released Placard,* to mark trays, bins and all containers once sampling is complete to identify mail ready for processing. See RG-1 for an image of PS Form 7500-R.

i. Copies of PS Form 7500-N, *ODIS-RPW Testing – Test Notification Placard,* to notify supervisors, clerks, and carriers of an upcoming ODIS-RPW test. See RG-1 for an image of PS Form 7500-N.

j. A scanner.

Note: The data collector also uses the Header Report during subsampling to record expected test-day volumes and skip intervals and to mark where any skip interval was interrupted while awaiting the arrival of more mail, such as between dispatches.

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3 Identifying, Isolating, and Tagging Mail

The ODIS-RPW test consists of samples of mail recorded by data collectors on randomly selected days at randomly selected MEPs. The Postal Service uses the data collected to estimate the national volume, transit time, revenue, pieces, weight, and characteristics of the mail by class and subclass.

A facility manager and a trained data collector conduct the ODIS-RPW test:

a. The facility manager informs all office employees on duty at the time of the test, ensures that curtailed or delayed carrier mail is not tested, communicates prioritization of facility distribution operations, provides a work area, and answers questions about the facility and mail flows.

b. The data collector subsamples the mail by identifying, isolating, counting, sampling, and recording mailpieces at the appropriate MEP.

3-1 Following the Header Report

It is imperative to locate the correct MEP and to follow the MEP definition as it is written on the Header Report. Accurate statistical data depends on obtaining the correct mailpieces for the test. Obtain the Header Report from the ~~MFPC~~SSP or from the Scheduler system. Follow the Header Report and the instructions in this section to do the following:

a. Locate the facility.

b. Locate the MEP within the facility.

c. Avoid double-counting and missed mail.

3-1.1 Administrative Information

The "Administrative Information" section of the Header Report lists important information regarding the Test Facility location and contact information, as well as a brief description of the MEP for testing.

3-1.1.1 Facility Location

The Test Facility location and contact information is listed in the "Administrative Information" section of the Header Report.

During the Test Notification call, the facility manager can answer questions about the facility and give directions to the facility. Ask the ~~MFPC~~SSP for maps or

directions to the facility, which are available in the Statistical Programs Office.

When there are any additional instructions in the "Additional Location Information" section of the Header Report, follow those to locate the correct test location within the facility.

3-1.1.2 Facility Times

The "Administrative Information" section also lists critical facility times such as the truck arrival times and the office opening time (i.e., when the first clerk arrives). Typically, the office opening time is also the required time the data collector arrives to begin the test.

3-1.2 Test Information

The "Test Information" section lists the ZIP Codes and mailstreams for testing, as well as any additional instructions regarding the test mail.

3-2 Identifying and Isolating the Test Mail

3-2.1 Mailstreams

Most MEPs are designed to be one mail processing stream or a combination of multiple mail processing streams. A mail processing stream is a mail flow of one predominant mail shape. For example, a processing stream of flats is considered a mailstream for flats mail; however, containers within a mailstream may contain more than one mail shape. Therefore, a mailstream for parcels arriving at a station in hampers may also contain flats.

Include all primary containers holding mail for the mailstream(s) in the MEP. A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an Over the Road (OTR) container holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Ask local operations to help identify any primary containers for the test mailstream that are not easily isolated — for example, during a letter mailstream test, if facility employees who are scanning and distributing parcels identify a tray of letters at the bottom of a hamper of parcels, include this letter tray in the test.

Exclude from the test any primary containers holding mail that is not part of the test mailstream.

3-2.1.1 Type of Mail

Within each shape-based mail processing stream, the data collector can further identify types of mail included in the test.

Letter mailstreams include one or more of the following types of mail:

a. *Delivery point sequence (DPS) mail:* Mail that was sorted on the Delivery Barcode Sorter (DBCS) and that entered the facility in delivery point sequence (DPS).

b. *Non-DPS mail:* Mail that was not finalized in delivery point sequence on the DBCS and that requires additional sorting at the destination facility.

c. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

d. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation.

e. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day.

f. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

Flats mailstreams include one or more of the following types of mail:

a. *FSS mail:* Mail that was sorted on the Flats Sequencing System (FSS) and that entered the facility in delivery point sequence.

b. *Non-FSS mail:* Mail that was not processed on the FSS and that requires additional sorting at the destination facility.

c. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

d. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation.

e. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day.

f. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

Parcel mailstreams include one or more of the following types of mail:

a. *Accountable mail:* Mail that enters the Postage Due Unit or Accountable Mail Unit. Accountable mail is normally postage due mail, Business Reply Mail (BRM), or other mailpieces that have extra services such as Merchandise Return Service, Certified Mail, or Registered Mail.

b. *Dropship mail:* Mail that is deposited at the destination facility by the mailer, bypassing USPS processing and transportation. If a destination facility does not receive dropship parcels mail, select this type in one or more parcel mailstreams in case the facility receives it in the future.

Note: When a Monday test includes parcels, exclude any Sunday parcels that station personnel could not hold for testing. Similarly, when a test occurs the day after a holiday and includes parcels, exclude any holiday parcels that station personnel could not hold for testing. In either case, enter a note about the missing volume at the CODES *Comment* screen.

c. *PM mail:* Mail that arrives at the destination facility in the afternoon for delivery the following day or staged for delivery on a subsequent day. If a destination facility does not receive PM parcels mail, select this type in one or more parcels mailstreams in case the facility receives it in the future.

d. *Army Post Office/Fleet Post Office (APO/FPO) mail:* Mail that includes all mail addressed to military units outside the United States. APO/FPO mailstreams are defined at a plant or an international service center.

3-2.1.1.1 ZIP Code Information

Mailstreams may include one or more destination ZIP Codes. Include mail only for the ZIP Codes listed on the associated mailstream.

3-2.1.1.2 Delivery Unit Information

Mailstreams may include the mail for the entire office or for any combination of delivery units within the office:

a. *City:* Mail delivered by city carriers.

b. *Rural:* Mail delivered by rural carriers.

c. *Box Section:* Mail delivered to the box section.

d. *Caller/Firm:* Firm holdout mail and mail picked up at the caller service area.

3-2.1.2 Additional Information About the MEP to Be Tested

The "Additional Information about MEP to be Tested" section on the Header Report lists any additional instructions regarding which mail to include or exclude from the test. Be sure to follow these additional instructions, and when there is any confusion about which mail to include or exclude from the test, annotate the issue on the Header Report.

3-2.1.3 Additional Location Information

The Additional Location Information field helps identify where to test the MEP in the mail processing stream. Test the mail in the following locations:

a. On the dock as it is unloaded.

b. After primary distribution.

c. After secondary distribution.

d. At a staging area.

e. For one or more zone(s).

f. Other specific location(s) or combination(s) of the above.

3-2.2 Double-counting and Missed Mail

Always avoid double-counting and ensure that all the mailpieces required for the test are counted. Each mailpiece that is tested represents thousands of other similar pieces of mail from around the country that are not tested. If a mailpiece has the potential of being selected more than once, or if it never has the chance of being selected, the integrity of the test data is threatened. Therefore, follow the Header Report closely, ask the ~~MFPC~~SSP to clarify any potential inconsistencies in the "Additional Information about MEP to be Tested" section, and identify any potential for double-counting or for missing test mail by becoming familiar with the facility's mail processing stream.

3-2.2.1 Avoid Double-counting

To prevent double-counting, ask these two questions:

a. If there were tests on every other MEP on the same day, could any mailpiece for this MEP be counted in any of the other tests?

b. Could any of this mail have the potential to be tested on more than one day?

To identify mailpieces that might be double-counted, look for mail that will be reprocessed, that will be sent back to the plant for sortation and returned the same day or the next day, or for containers holding only missent mail, which is mail dispatched to the wrong facility.

3-2.2.2 Avoid Missing Mailpieces

To avoid missing any mailpiece ask, "Could any mailpiece belonging to this MEP not be included in my sample?"

When looking for any mailpiece that belongs to the MEP but that has the potential to be skipped, pay close attention to both bypass mail (dock-transfer mail, office-to-office mail, NDC-to-facility mail, and mailer drop shipment to a local office) and afternoon dispatches.

3-2.3 Mixed-mail Containers

A mixed-mail container is a primary container holding mail associated with more than one MEP. Treat mixed-mail containers consistently to avoid double-counting or missing mail.

3-2.3.1 Definition of Primary Container

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Any container holding multiple primary containers, such as a hamper holding letter trays and flats trays, must be separated before sampling.

3-2.3.2 Definition of Mixed-mail Container

A mixed-mail container is a primary container that, in its entirety, does not belong to one particular MEP. Mixed-mail containers may contain mixed-shape mail, mixed-class mail, or mail for more than one zone. The following are *not* considered mixed-mail containers:

a. A letter tray holding primarily letters. This tray is part of the letters stream and is tested with the letters stream.

b. A flats tray holding primarily flats. This tray is part of the flats stream and is tested with the flats stream.

c. A few loose flats commingled in a hamper of parcels. These flats are part of the parcel stream and are tested with the parcel stream.

d. Containers of commingled missent mail.

e. A hamper holding loose parcels and several flats trays. The flats trays are part of the flats stream and are tested with the flats stream. The loose parcels left in the hamper are part of the parcels stream and are tested with the parcels stream.

3-2.3.3 Identification of Contents

Do not rely on the container label to identify containers for testing. Identify mixed-mail containers based on the contents.

3-2.3.4 Mixed-shape Container Testing

Mixed-shape containers are primary containers holding any combination of loose letters, flats, or parcels from more than one MEP. Test mixed-shape containers with the MEP that includes the parcels of Package Services (Bound Printed Matter, Media Mail, and Library Mail). For example, an "All Parcels" MEP includes any mixed-shape container.

3-2.3.5 Mixed-class Container Testing

Mixed-class containers are primary containers holding any combination of mail classes from more than one MEP. Test mixed-class containers with the MEP that includes the parcels of Package Services (Bound Printed Matter, Media Mail, and Library Mail). For example, a "Non-Dropship Parcels" MEP includes any mixed-class container.

3-2.3.6 Mixed-zone Container Testing

Mixed-zone containers are primary containers holding a combination of ZIP Codes for more than one MEP. Ask local operations to help identify any mixed-zone containers. Test these containers as follows:

a. Organize the mail by zone, or allow Operations to distribute the mail by zone.

b. Sample only the zones included in the MEP.

3-3 Annotating the Header Report

Data collectors must have a printed copy of the Header Report from the Scheduler System when conducting an ODIS-RPW test. The data collector must place a checkmark next to the Mailstream Type and Delivery Unit to indicate that all test mail was captured. When any mail category is listed on the Header Report and is not found in the test facility, the data collector must provide a comment in CODES.

During the test for each dispatch, the data collector must annotate the following:

a. The actual or estimated number of primary containers available for sampling.

b. The container and mailpiece skip intervals applied.

c. The container and mailpiece random start numbers displayed on the laptop.

d. The number of containers selected.

After completing the test, the data collector signs the Header Report and emails, faxes, or gives it to the ~~MFPC~~SSP as soon as possible.

3-4 Completing the Test Day Checklist

The Statistical Programs ODIS-RPW Test Day Checklist provides a list of tasks required of the data collector during the test. Access the Test Day Checklist at any time during the test from the *Options Menu* screen in CODES. When more than one data collector works on a test, each person must complete a separate checklist.

3-5 Providing Test Comments

The data collector must enter test comments in CODES when any mail listed on the Header Report is not included in the test or when any "N" (no) responses are entered on the Test Day Checklist in CODES. Do not enter test-related comments in the test transmission comment box — instead, limit use of that comment box to the test upload and transmission process.

Enter in CODES any information relevant to the test review and approval process, including the following:

a. Any problems with the laptop, scanner, or scale.

b. Late dispatches, especially when higher skips were used as a result.

c. Any missed mail, any unusual circumstances at the test site, or if the data collector arrived late or left early for some reason.

d. Lack of cooperation from facility employees or misinformation provided before the test.

e. Any delay of the carriers because of the test.

f. Any notes about bypass, PM, or drop shipment mail.

g. Any records requiring correction for issues like wrong mailpiece skips or the ~~DPS/FSS~~DPS indicator not adjusted correctly.

h. Anything causing the integrity of the test data in question.

Example: The Header Report states that mixed containers are included in the MEP, but no mixed containers are found. The data collector learns from the delivery supervisor that the containers of mixed-mail were inadvertently worked by facility clerks because the containers were not tagged properly. The data collector notes in the CODES "Comment" field, "After talking to the delivery supervisor, I learned that the mixed containers were inadvertently worked by facility clerks and are not available for testing."

3-6 Tagging and Marking Mail

Identify and isolate all test mail by appropriately tagging it using PS Form 7500-H, *ODIS-RPW Testing — Mail on Hold Placard.* After sampling the mail, mark it with PS Form 7500-R, *ODIS-RPW Testing — Mail Released Placard,* to notify facility employees that the mail is sampled and ready for processing. When time does not allow for marking the sampled mail, the data collector may release the mail verbally. See RG-1 for images of PS Forms 7500-H and 7500-R.

3-7 Communicating With the Facility Manager

Facility employees are invaluable in providing advice and cooperation in isolating, counting, and recording mailpieces. Speak with the ~~MFPC~~SSP, delivery supervisors, facility managers, clerks, and mailhandlers to learn as much as possible about the mail processing stream. Before the test, ask questions such as the following:

a. When are the dispatch times? What are the expected mail volumes?

b. Is any mail reprocessed by returning it to the parent plant for resorting? Is any curtailed mail not sampled because it was available for delivery the previous day?

c. Have any containers of mail been erroneously dispatched to the facility? An example of this might be containers holding only missent mail.

d. Are there any mailers that bring in unscheduled drop shipment parcels?

e. Are there any overlaps in the mail processing stream? For instance, will some types of mail (such as large parcels) be diverted after being counted and re-entered in another mail processing stream?

f. How does the mail processing stream change during the day? How does it change between tours?

g. Are there any variations on Monday or the day after a holiday? For tests that include parcel mail, be sure to ask during the call before the test day if any parcels are delivered on Sunday or on the holiday.

h. Where does jammed or missorted mail go?

In order to know what kind of mailpieces to test, discuss these questions with the facility manager *twice*, as follows:

a. On the day before the ODIS-RPW test begins.

b. Upon arrival at the test site on the day of the test.

The following sections give more information about these questions.

Before beginning the test, walk around the facility to ensure that all eligible mail for the test is flagged with PS Form 7500-H (see RG-1). Check areas such as the dock, vestibules, and carrier cases.

3-7.1 Dispatch Times and Expected Mail Volume

Upon arrival at the facility, ask the facility manager about dispatch times and the expected volume of mail.

Note: Mail Arrival/Dispatch Times and DPS Arrival/Dispatch Times are also located on the Header Report under Truck Arrival Times.

3-7.1.1 Dispatch Times

Determine when mail for the test MEP arrived. Also determine the time of the final dispatch and the times of any early dispatches.

Communicate with facility employees about dispatches and late-arriving mail to prevent any mail from not having a chance for sampling.

3-7.1.2 Expected Mail Volume

Prior to the test, determine the expected mail volume as follows:

a. Consider the mail volume history from past tests.

b. Contact the facility manager the day before the test to request an estimate of the expected mail volume.

Upon arrival at the test site, view the first dispatch. Approximate the expected mail volume with the help of facility employees. Use this estimate to select a sampling method.

3-7.2 Mail Processing Stream Questions

Before the test, ask the facility manager to identify and help isolate the type of mail the facility receives, including the following (notice the instructions for each type, and notice that all types are also described in the following sections):

a. Bypass mail: Locate and test.

b. PM mail: Locate and test.

c. Drop shipment parcels: Locate and test.

d. Reprocessed mail: Do not test.

e. Curtailed mail (any class): Do not test.

f. Containers of missent mail: Isolate but do not test.

g. Commingled missent mail: Include in skip and record.

h. Sunday Parcels: Do not test.

3-7.2.1 Bypass Mail — Locate and Test

Bypass mail is most often Standard Mail or USPS Marketing Mail and Periodicals not processed according to the normal mail processing stream. Bypass mail includes drop shipment parcels, office-to-office mail, dock-transfer mail, NDC-to-facility mail, and mailer drop shipment to a local office.

3-7.2.2 PM Mail — Locate and Test

When no separate MEP mailstream with PM characteristics exists, locate all mail that is part of the MEP and that was dispatched in the afternoon of the previous day. Also, locate all Parcel Return Service (PRS) mail returned to the office by the carrier for pick up by the customer agent at the destination Post Office.

3-7.2.3 Drop Shipment Parcels — Locate and Test

If no separate drop shipment parcel MEP exists and the MEP includes parcels, locate all drop shipment parcels that arrived on the previous day after the start of the cutoff time. Exclude any parcels that station employees could not hold for testing and had to distribute to the carriers. Enter a note about the missing volume in the CODES *Comment* screen.

3-7.2.4 Reprocessed Mail — Do Not Test

Reprocessed mail is test-day incoming mail that is returned to the plant for sortation on the same day or the next day. Because the testing of reprocessed mail leads to double-counting, do not test mail that is sent back to the plant for reprocessing.

3-7.2.5 Curtailed Mail (Any Class) — Do Not Test

Curtailed mail is mail available for delivery from the previous day but not delivered. This mail must be identified when a MEP is defined after distribution to delivery units. Curtailed mail is often Standard Mail or USPS Marketing Mail that had a chance for testing on a previous day.

The data collector is unlikely to encounter curtailed mail when a MEP is defined *before* distribution (e.g., upstream at the plant). Curtailed mail may be present when a MEP is defined *after* distribution and after mail is sorted manually, mechanically, or automatically (e.g., at the delivery unit). During the initial telephone call to the facility, ask the facility manager to isolate curtailed mail. Upon arrival at the test site, determine where the curtailed mail from the previous day is staged.

3-7.2.6 Containers of Missent Mail — Isolate But Do Not Test

Missent mail is test-day incoming mail that has entered the facility incorrectly. Isolate these containers and do not include them in the test.

Example: An APC of letter trays or flats trays ~~that are~~ destined to Facility B erroneously arrive at Facility A (where the test is being held). If the mailpieces in these containers are tested at Facility A, they have a chance to be tested

also at Facility B, which would result in double-counting. Isolate the missent containers and exclude them from testing at Facility A.

Note: Some box section and caller/firm mail may be redirected at origin without a forwarding label or markings. To ensure this mail is captured, all box section and caller/firm mail must be recorded. Do not record this mail as missent.

3-7.2.7 Commingled Missent Mail — Include in Skip and Record

Missent mailpieces are found commingled within containers of mail correctly sent to the facility. Identifying these mailpieces requires someone with knowledge of the route breakdown for the facility. Ask a facility employee to identify any containers or mailpieces erroneously sent to the facility on the test day. The data collector is not expected to identify commingled missent mailpieces before testing. Once identified, record commingled missent mail as "missent" in the CODES software.

~~***Example:*** Detached mailing cards that will be returned for reprocessing must be sampled with their parent piece on the first day that both are present at the test facility.~~

3-7.2.8 Sunday Parcels — Do Not Test

When a Monday test includes parcels, exclude any Sunday parcels that station personnel could not hold for testing. Similarly, when a test occurs the day after a holiday and includes parcels, exclude any holiday parcels that station personnel could not hold for testing. In either case, enter a note about the missing volume at the CODES *Comment* screen.

3-7.3 Changes in the Mail Processing Stream

Before beginning the test, determine if any changes were made in the mail processing stream by asking questions such as the following:

a. Does the mail processing stream change during the day or between tours?

b. Are there any differences in the mail processing stream on Monday or on the day after a holiday?

c. Are there any possible overlaps in the mail processing stream that might cause double-counting? For instance, can one shape of mail exit the stream after it is counted and re-enter the stream at another location where a MEP is defined?

Contact the ~~MFPC~~SSP when inconsistencies in the mail processing stream might lead to double-counting.

Postal Service facilities sometimes change their mail processing streams. Before testing a MEP, discuss the facility's mail processing stream with the facility manager. When changes occur, decide whether these changes might affect the MEP selected for testing. Contact the ~~MFPC~~SSP when changes might affect the test results.

Example: While designing the MEPs at a Post Office, an ~~MFPC~~SSP observed that the facility had two separate mail processing streams for two different ZIP Codes. The ~~MFPC~~SSP decided to create separate MEPs for

each of the ZIP Codes. However, because of a mechanical problem at the plant, mail processing did not sort the mail by zone on the day of the test.

The integrity of ODIS-RPW system test data might be compromised if the data collector is unaware that the facility combined these two ZIP Codes. Contact the ~~MFPC~~SSP when any change is discovered.

3-7.4 Timely Release of the Test Mail

Ask which mailstreams are most urgently needed for processing and distribution at the delivery unit.

Some types of mail require manual sorting or other additional work at the delivery facility. For each dispatch, ask a facility employee which types of mail they need first. Sample and release that mail as early as possible.

Example: A truck arrives from the plant with parcels and unworked manual flats. A facility employee confirms that the flats require sorting and distribution to the carrier route level first in order for the carriers to case and pull down their routes. Sample and release the manual flats before working on the test parcels.

3-8 Residual, Nondigital Mail: Special Procedural Rules

This section provides the procedures for conducting a residual letter mail test resulting from the digital sampling frame. The procedures are similar to those of a regular letter test, with different mail isolation procedures and special skips for a small portion of the test mail. Follow these procedures exactly to ensure that mail is not double-counted or missed.

3-8.1 Overview

In the digital test environment, letter processing machines select mailpieces for sampling and send images to the SP VIEW tool for remote data collection (see chapter 7). Although digital tests capture large portions of the letter mailstream, some letters must be sampled manually, such as nonmachinable mail, machine rejects, and accountable items. Letters that are not part of the digital mailstream are referred to as "residual (nondigital) letters." These residual letters must be included in on-site tests.

3-8.2 MEP Description

Follow the Header Report to determine whether or not the MEP you are testing includes a ZIP Code that is tested digitally. The additional information states, "This MEP includes residual Nondigital Letters for a digital test." The mailstream information also specifies that the MEP includes a digital component and which ZIP Codes are affected. See 3-8.3 through 3-8.7, which explain how to identify, isolate, and test the residual (nondigital) letter mail.

3-8.3 Isolate the DPS Letters

For ZIP Codes with a digital component, all sequenced mail in trays marked "DPS" is part of the digital letter mailstream and must be excluded from on-site testing. As mail arrives from the plant, examine all letter tray labels and determine which ones are DPS trays, as follows:

a. DPS trays are marked "DPS" near the bottom of the tray label and also include an alphanumeric code near the top-right corner identifying the type of sequenced mail in the tray (see Exhibit 3-8.3a).

Exhibit 3-8.3a
DPS Tray Label

b. Typical alphanumeric codes near the top-right corner of the DPS label include those shown in Exhibit 3-8.3b.

Exhibit 3-8.3b
DPS Alphanumeric Codes

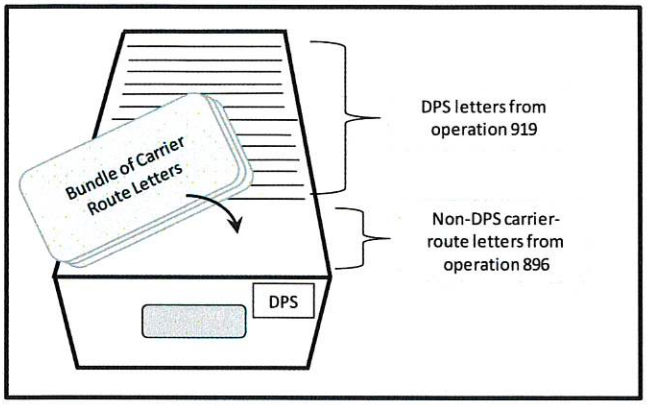
Code Start	Type of Sequenced Mail
B000	P.O. Box
C000	City
F000	Firm
G000	General
H000	Highway Contract
M000	Multiple Delivery Points
N000	Nondelivery Days (e.g., business closed on Saturday)
P000	Post Office Box Throwbacks
R000	Rural
S000	Mixed (may contain T, N, W, and/or M mail)
T000	Temporary Nondelivery (e.g., vacation holds)
W000	Window Callers
Z000	Business Reply Mail

c. When a tray lacks a tray label, or when the label clearly does not match the contents, ask the station personnel to identify the mail for you. If the station personnel cannot identify the mail, then look through the tray to determine if it contains letters in final delivery sequence.

3-8.4 Sample the DPS Trays for Carrier Route Bundles

To save sorting time at the delivery unit, mail processing clerks at the plant might create bundles of nonsequenced letters for a particular carrier route and place them in the front or back of the corresponding DPS tray. When these bundles are created, a single tray contains digital letters as well as nondigital letters (see Exhibit 3-8.4a).

Exhibit 3-8.4a
Carrier Route Bundles in DPS Trays



Sample the DPS trays for carrier route bundles by applying a container skip and then checking the selected trays for any carrier route bundles as follows:

a. Determine the total number of DPS trays associated with the test ZIP Code (or ZIP Codes, when more than one is listed in the MEP Description).

b. Based on the total number of DPS trays (actual or estimated), look up the container skip interval in Exhibit 3-8.4b. Using the CODES software, generate a random container start based on this skip interval.

c. Using the random start and container skip interval, select DPS trays for sampling. Trays may or may not contain any carrier route bundles.

d. From the selected trays, remove any carrier route bundles and organize them in an empty letter tray. Using the CODES software, generate a random mailpiece start based on the mailpiece skip interval of 10.

   Note: With any quantity of mailpieces, you must always use a mailpiece skip interval of 10.

e. Using the random start and mailpiece skip interval, select mailpieces for recording.

f. Enter the sample pieces in CODES.

g. Return all sample pieces to their carrier route bundles and return the bundles to their original tray. Keep all DPS mail in the tray in walk-sequence order.

h. When finished, remove all *Mail on Hold* placards and release the mail.

Note: Exclude any bundles or handfuls of DPS mail that are placed on top of a tray simply to avoid overflow containers. DPS mail is included in the digital frame.

Exhibit 3-8.4b
DPS Container Skip Intervals

Number of DPS Trays	Container Skip Interval
1–50	10
51–100	20
101–150	30
151–200	40
201–250	50
251+	60

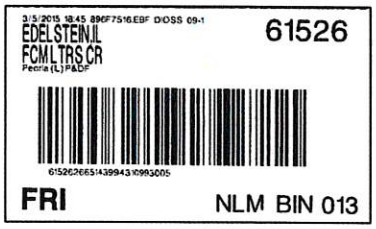
Note: As mentioned in 3-8.4d., any quantity of *mailpieces* (as opposed to the quantity of *DPS trays* noted in Exhibit 3-8.4b) always requires a mailpiece skip interval of 10.

3-8.5 Isolate the Residual (Nondigital) Letters

Include in the nondigital MEP all trays for the test ZIP Code that are not marked "DPS." These trays must be physically tested, regardless of how they were processed. As mail arrives from the plant, examine all letter tray labels and determine which ones are non-DPS trays, as follows:

a. Typical non-DPS letter mail includes in-house letter trays (business reply mail, trays for a single firm, trays of accountable mail, and carrier route trays that are not walk-sequenced) and all letters that bypass automated sorting operations, such as mailer-prepared saturation letters and nonmachinable (manual) letters. See Exhibit 3-8.5a for examples of non-DPS tray labels.

Exhibit 3-8.5a
Non-DPS Tray Labels



b. A secondary container may have a "DPS" placard on it to indicate that the container holds DPS trays, but there may be in-house trays within it. Separate the secondary containers of DPS trays to find the in-house trays.

3-8.6 Sample and Record the Residual (Non-DPS) Letters

Once you identify all residual (non-DPS) letter trays included in the MEP, test the mail using the standard sampling procedures in chapter 4. The nondigital MEP may include flats, parcels, and other mailstreams. Follow the MEP description to identify exactly which mailstreams and ZIP Codes are included and excluded from the test.

3-8.7 Special Circumstances

When you encounter any special circumstances when testing residual nondigital letter mail, contact the SPSC by email at *_spsc@usps.gov* for assistance.

3-9 Upstream Test: Special Procedural Rules

This section provides the procedures to conduct an ODIS-RPW test during the first pass of delivery sequence on Delivery Bar Code Sorter (DBCS) or Delivery Barcode Sorter with Input Output Sub-System (DIOSS) machines, Management Operating Data Systems (MODS) operation 918. The procedures are similar to those of a downstream test, with different skip charts and container types. These standardized procedures ensure that the Postal Service collects data consistently and correctly throughout all districts nationwide. For any deviation from these standards, the SPSC and local plant management must provide approval at least 24 hours before testing.

3-9.1 Overview

Exhibit 3-9.1 provides a top-down view of a typical DBCS operation. The machine operator stands at the front of the machine and inducts mailpieces into it. While the sort plan is running, the DBCS sweeper removes mailpieces from the DBCS bins and places them in corresponding trays stored on tray racks next to the machine.

Note: Some plants do not sweep mailpieces until the end of the machine run. In such a case, ask the sweeper to sweep the sampled bins periodically during the run.

To perform the upstream test, complete the following steps:

1. Select machine bins (a bin is the primary container unit for sampling) using a random start and a container skip. Although bins are the primary sampling unit, perform all mailpiece counts and selection on the associated trays. From these trays, apply a random mailpiece start and skip to select the sample mailpieces.
2. Select mailpieces from the back side of the tray racks (the side opposite the machine bins) to avoid interfering with the machine

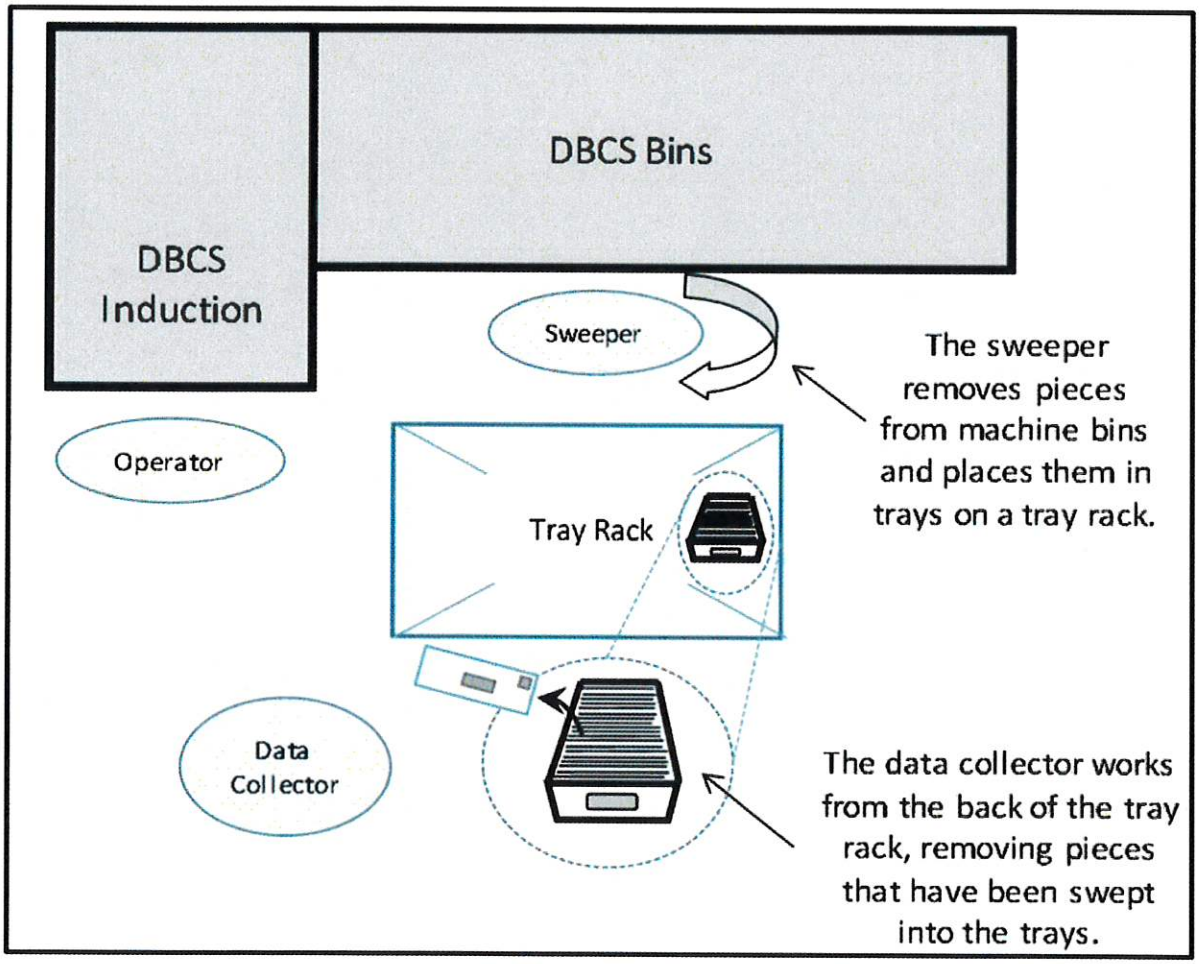
operation. Sample all mailpieces from a selected bin, regardless of the number of trays they fill.

Note: When the data collector cannot select trays safely from the back side of the tray rack, work with mail processing employees to determine the safest location to pull mailpieces and avoid interfering with the machine operator.

3. When required by the MEP definition, include nonsequenced mail processed on the machine during the first pass — such mail includes direct (firm) mailpieces, Certified Mail pieces, machine-rejects, and rejects to incoming primary or secondary operations.

Exhibit 3-9.1

Top-Down View of DBCS Operation



3-9.2 Setting Up for the Test

Review the Header Report to locate the test mail. To set up for the test, complete the following steps:

1. Arrive at the machine as the sort program is loaded. The goal is to arrive in sufficient time to test the mail but not so early that you are waiting on mail processing.

2. Set up a workstation according to the instructions in 3-8.4. Prominently display PS Form 7500-N, *ODIS-RPW Testing – Test Notification Placard,* on or near the machine. See RG-1 for an image of PS Form 7500-N.
3. Review the bin definitions displayed next to each bin number at the top of the machine. These definitions appear once the sort plan is loaded.
4. Fill in the Test Summary information at the top of the DBCS First-Pass Test Worksheet (see RG-18). This worksheet replaces the write-in information at the top of the Header Report. At the end of the test, attach the worksheet to the Header Report, and sign and date the Header Report.

3-9.3 Carrier Sequencing Bins: Selecting Bins for Sampling

Carrier sequencing bins (carrier route and sector/segment bins) are used to sort mail in walk-sequence order to a particular carrier. To select bins for sampling, complete the following steps:

1. Identify the bin number of the first and last carrier bins and enter them on the test worksheet (see RG-18). These bins are labeled "sector/segment" ("SEC/SEG") or "carrier route" ("CR").
2. Between the first and last carrier bins, identify any bin numbers not used for carrier sorting and enter these on the test worksheet. Count the total number of bins and enter this information on the worksheet. Do not include bins that are unused and not numbered.

   Example: A numbered bin in the middle of the machine may contain a printer. Count this bin because it is numbered. When the printer is in an unnumbered bin, ignore it.
3. Compute the number of carrier bins as follows: Last Bin Number minus First Bin Number minus Unused Numbered Bins plus 1.
4. Enter the number of carrier bins on the test worksheet.
5. Look up the number of bins and reference volume on the Upstream Letter Test Subsampling Charts in RG-17 (Section A) to obtain bin skip and mailpiece skip intervals. Enter these values on the test worksheet.
6. Enter the skip intervals in CODES to obtain the random start numbers and also enter them on the worksheet.
7. Fill in the start bin on the worksheet in the first row under "Sample Bins."
8. Determine all other sample bins using the bin skip interval. Fill in all sample bin numbers on the worksheet. When some bins in the skip interval are not used for carrier sorting, add the count of those bins to the skip interval.

   Example: If bin 96 is selected and the bin skip interval is 29, the next sampled bin would normally be bin 125 (96 + 29). If bins 102 and 103 are not used for carrier sorting, then ignore these two bins, making the next sampled bin 127 (96 + 29 + 2).

Note: When an unused bin is not numbered, do not apply this adjustment and simply skip the bin.

9. Use PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard,* for each sample bin. Write each bin number on the placard. See RG-1 for an image of PS Form 7500-H.
10. For each sample bin, apply a placard to the rack frame under the associated tray on the tray racks in front of the machine.
11. On the back side of the tray racks, apply a marker or tag to the rack under each sample tray. The purpose of this marker is to readily identify the trays selected for sampling.

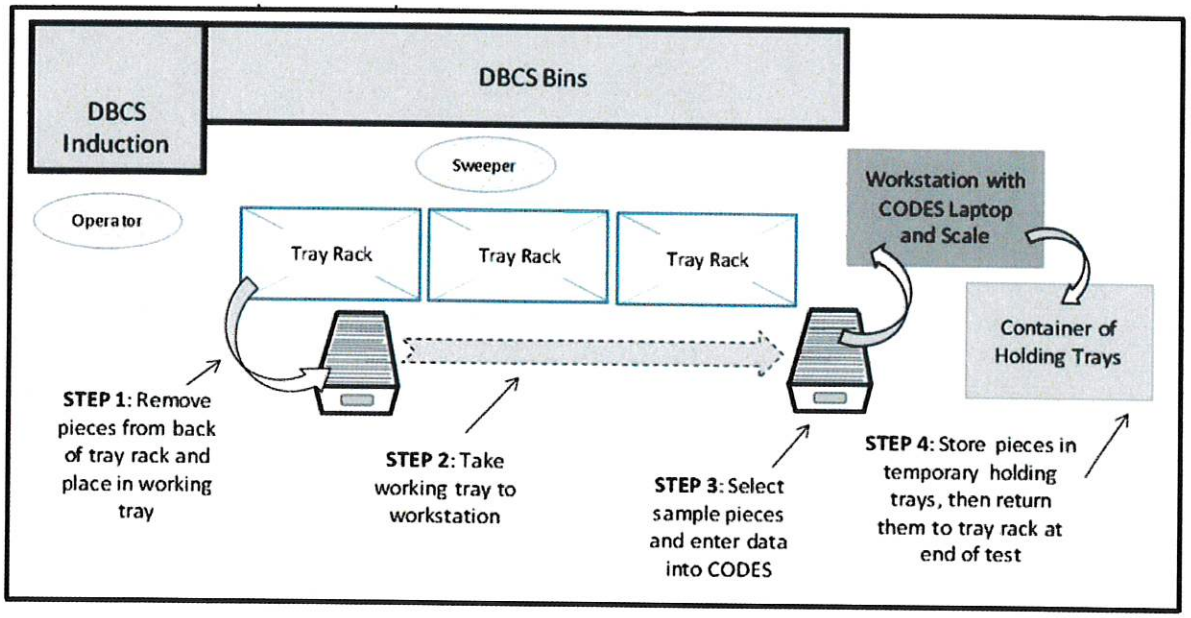
3-9.4 Option 1 Sampling Procedures: Keeping Pieces at Workstation for Recording

Exhibit 3-9.4 provides a top-down view of the Option 1 sampling method. To perform this option, complete the following steps:

1. Set up the workstation with a tray labeled for each sample bin/tray.
2. Carry pieces from sample trays to the workstation in a working tray.
3. Enter sample pieces into CODES.
4. Keep all pieces from sample trays at the workstation for the duration of the test, in a temporary holding tray corresponding to the bin number of the sample tray.
5. At the end of the test, swap each temporary holding tray at the workstation for the empty tray in the rack from which the pieces were taken.

Exhibit 3-9.4

Top-Down View of Option 1 Sampling Procedures: Keeping Pieces at Workstation for Recording



3-9.4.1 First Round Through Sample Bins/Trays

Put the laptop, a set of empty trays for each sample bin, an extra working tray, and the test worksheet on a cart or some other rolling stock suitable for a workstation. Use a workstation with several shelves so that a tray for each sample bin is readily accessible. Wheel the workstation to a convenient location, preferably at the end of the machine, or near a power outlet when necessary. Label empty trays with the bin numbers selected in the sample. Arrange the trays in bin number order and then complete the following steps:

1. Bring an empty working tray to the back of the tray rack for the first sample bin.
2. Move all pieces to the working tray.
3. Carry the working tray to the workstation.
4. Starting at the front of the working tray (the side with the label), count to the random piece start number and set this piece aside for sampling.
5. Using the mailpiece skip, count to the next sampled piece. Pull this piece and set it aside. Repeat each piece selection until the skip interval value is greater than the number of pieces remaining in the tray (i.e., the residual piece count).
6. Count the residual pieces, and record this number next to the bin number on the test worksheet (in the table, "Sample Bins and Residual Piece Counts").
7. Record the sample pieces in CODES.
8. Gather the sample pieces and all pieces from the working tray and place them in the temporary holding tray at the workstation with the corresponding bin label.
9. Bring the now-empty working tray to the back of the next sample tray and repeat the process. Be sure to continue the piece count using the number of residual pieces from the previous tray. When you complete the count and data entry, place the pieces in the appropriate temporary holding tray at the workstation.
10. Continue until you sample all selected trays at the workstation.

    Note: It is not necessary to separate and record Certified Mail as an independent group.

3-9.4.2 Subsequent Rounds Through Sample Bins

Repeat the sampling procedures noted in 3-9.4.1 for the duration of the machine run, keeping in mind the following notes:

a. As each sample tray is counted in succession, place the pieces in the corresponding temporary holding tray at the workstation. No separator cards are needed.

b. Continue the piece count continuously through all trays. Keep track of the number of remaining pieces from the most recently counted sample tray.

c. When the volume for the bin is large, use additional trays as needed. Be sure to include in the sample count any pieces in any additional trays.

d. Keep pace with the machine. The goal is to complete the test as soon as possible after the machine has finished sorting the first-pass.

e. If you move the workstation, make sure to level the scale before entering data into CODES.

3-9.4.3 Last Round Through Sample Bins

At the end of the machine run, and after the machine operator sweeps each bin one final time, make one more round through the sample trays. When possible, ask the machine operator to sweep the sample bins first at the end of the machine run. Then complete the following steps:

1. Finish counting and recording the last round through the sample trays.
2. Take each tray from the workstation and swap it with the now empty tray in the rack for the same bin number. Remove the tray label from the empty tray in the rack and place it on your corresponding tray before placing it back into the rack.
3. Remove all PS Forms 7500-H and release the mail.

3-9.5 Option 2 Sampling Procedures: Returning Sample Pieces as You Go

Exhibit 3-9.5a provides a top-down view of the Option 2 sampling method. To perform this option, complete the following steps:

1. Set up the workstation near the machine.
2. Carry the pieces from sample trays on the tray racks to the workstation in a working tray.
3. Take the sample pieces and enter them into CODES.
4. Put the pieces back in the working tray and return the tray to the tray racks.
5. Use a separator card (or a tagging and marking slip) to indicate pieces already counted. Exhibit 3-9.5b shows how pieces not yet sampled are separated from pieces that are sampled.

Exhibit 3-9.5a
Top-Down View of Option 2 Sampling Procedures: Returning Sample Pieces as You Go

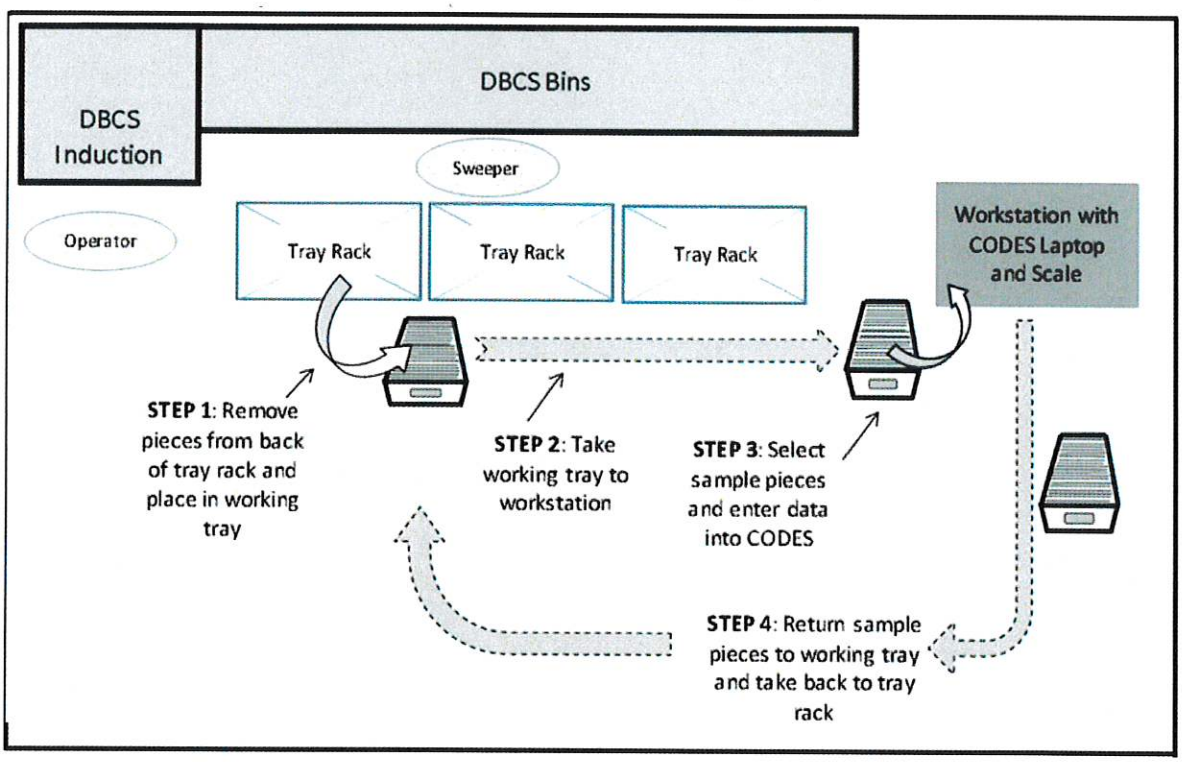
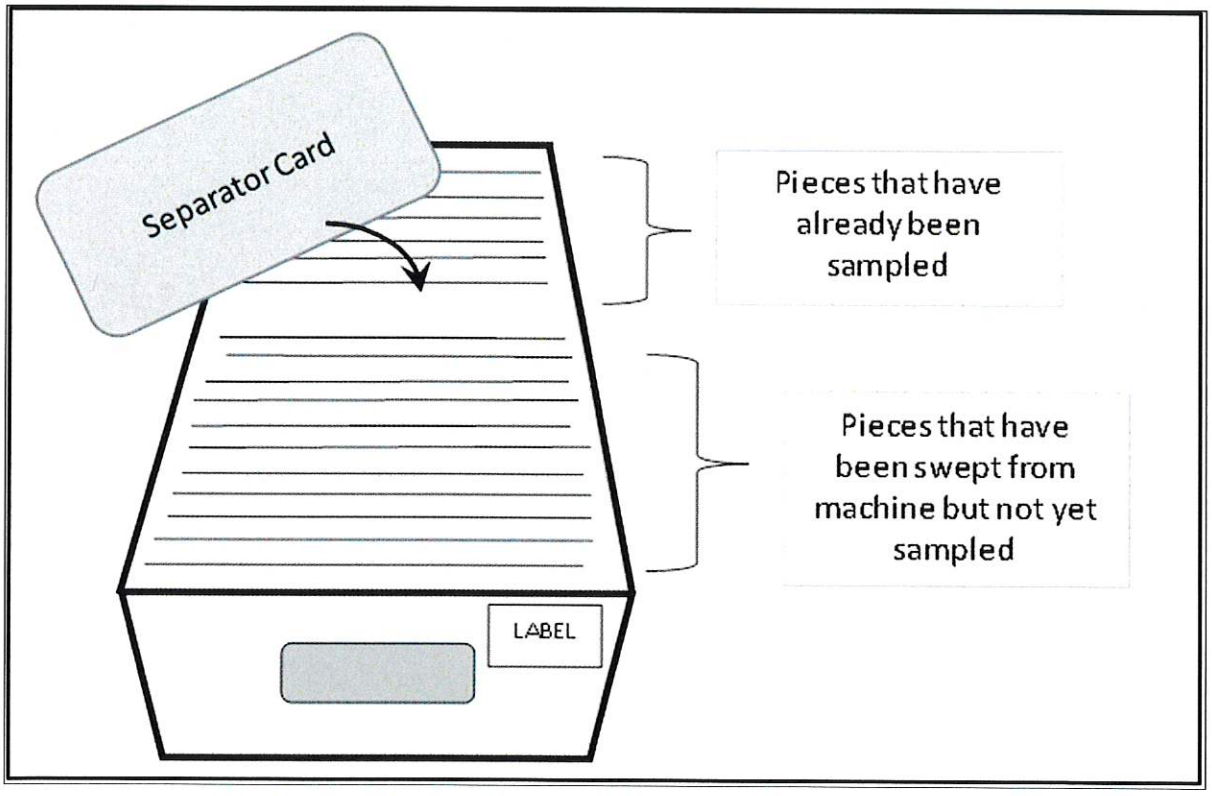


Exhibit 3-9.5b
Using a Separator Card



3-9.5.1 First Round Through Sample Bins/Trays

Put the laptop, separator cards, an empty working tray, and the test worksheet on a cart or some other rolling stock suitable for a workstation. Wheel the workstation to a convenient location, preferably at the end of the machine, or near a power outlet when necessary. Then complete the following steps:

1. Bring an empty working tray to the back of the tray rack for the first sample bin.
2. Move all pieces to the working tray.
3. Carry the working tray to the workstation.
4. Starting at the front of the working tray, count to the random piece start number and set this piece aside for sampling.
5. Using the mailpiece skip, count to the next sampled piece. Pull this piece and set it aside. Repeat the piece selection until the skip interval value is greater than the number of pieces remaining in the tray (i.e., the residual piece count).
6. Count the residual pieces, and record this number next to the bin number on the test worksheet (in the table, "Sample Bins and Residual Piece Counts").
7. Record the sample pieces in CODES.
8. Return all sample pieces to the working tray and carry it to the tray rack corresponding to the first sample bin.
9. Take the pieces from the working tray and place them in the *back* of this tray.
10. Use a separator card to separate pieces that have already been sampled from those that have not.

    Example: While you were at the workstation entering data, the sweeper may place more pieces in the tray corresponding to the first sample bin.
11. Repeat these sampling steps until you count each sample bin/tray.

    Note: It is not necessary to separate and record Certified Mail as an independent group.

3-9.5.2 Subsequent Rounds Through Sample Bins/Trays

Repeat the sampling procedures noted in 3-9.5.1 for the duration of the machine run, keeping in mind the following:

a. As each sample tray is counted in succession, count only pieces that the machine operator placed in front of the separator card.

b. After finishing the count for each tray, place the separator card in front of the counted pieces.

c. Continue the piece count continuously through all trays. Keep track of the number of remaining pieces from the most recently counted sample tray.

d. When the volume for the bin is large, use additional trays as needed. Be sure to include in the sample count any pieces in any additional trays.

e. Keep pace with the machine. The goal is to complete the test as soon as possible after the machine finishes sorting the first-pass.

f. If you move the workstation, make sure to level the scale before entering data into CODES.

3-9.5.3 Last Round Through Sample Bins

At the end of the machine run and after the machine operator sweeps each bin one final time, make one more round through the sample trays. When possible, ask the machine operator to sweep the sample bins first at the end of the machine run. Then complete the following steps:

1. Finish counting and recording the last round through the sample trays.
2. Remove all separator cards from the sample trays.
3. Remove all PS Forms 7500-H and release the mail.

3-9.6 Non-Carrier Bins

Some letters are finalized during the first pass but are not sent to a carrier bin for walk sequencing. These bins are sometimes referred to as "housekeeping" bins. Check the Header Report to determine which bins are included and whether the mail is tested during or after the first pass. In general, you might need to test three additional bin types:

a. Directs (such as firms, single address, and unique ZIP Codes).

b. Certified Mail.

c. Reject bins with various labels and down-flow possibilities. These bins are labeled "Reject," "Residual," or "No Improvement."

3-9.7 Non-Carrier Bins Excluded From Testing

Note any bins that are not part of the MEP, including bins for out-of-scheme and Combined Input Output Sub-System (CIOSS) (Postal Automated Redirection System (PARS)) intercept mail. These bins contain pieces addressed to zones that are not part of the scheme being run on the machine. Do not test these or any bins excluded in the MEP definition.

Example: Rejects flowing to manual operations may or may not be tested in a manual letter MEP. The MEP definition indicates whether or not to test manual rejects at the DBCS.

3-9.8 Sampling Procedures for Non-Carrier Bins

Test any pieces in the housekeeping bins at the end of the run. The machine operator will sweep these bins as needed and place pieces in trays on the racks in front of the machine. To test the pieces from these trays (but not the bins on the machine), complete the following steps:

1. Test pieces from the housekeeping trays immediately after the first pass.

2. Make sure the first pass is complete, as the machine operator may wish to re-run rejects to upgrade them. Do not sample these pieces until the machine operator indicates they will not be re-run.
3. Test all housekeeping bins together (as one group):
   a. Identify housekeeping bins and their associated trays. You may sweep multiple bins to the same tray if they flow to the same operation. The sample procedures are based on the number of trays, not the number of bins.
   b. Based on the estimated volume, look up tray and mailpiece skip intervals on the Upstream Letter Test Subsampling Charts in RG-17 (Section B).
   c. Tag the random start tray for sampling with PS Form 7500-H, *ODIS-RPW Testing – Mail on Hold Placard.* Using the tray skip interval, tag subsequent trays for sampling. See RG-1 for an image of PS Form 7500-H.
   d. For the first selected tray, pull sample pieces using the random start number and the mailpiece skip.
   e. Record the sample pieces in CODES.
   f. Return the pieces to their original tray. The order of pieces in the tray is not important.
   g. Continue to the next sample tray.
   h. When finished, remove all PS Forms 7500-H and release the mail.

3-9.9 Sampling Procedures for Machinable Letters That Bypass the DBCS

Some letters are machinable and are not processed on the DBCS. One example of this is saturation mail, which is mail that is cross-docked to the delivery unit but that the machine operator decides not to run because it may jam. Check the Header Report to determine whether this mail is included in the MEP. When the mail is included, ask the machine operator if any such mail is staged at the machine, and check the dock to see if any mail is placed there for direct dispatch to the station. Test this mail with the housekeeping bins using the same skips or by applying the Multiple Identical Pieces (MIP) procedure.

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4 Sampling Guidelines

4-1 Introduction to Sampling

The Postal Service designed MEPs with flexibility in sampling to maximize data collection resources. Every mailpiece selected and recorded represents thousands of similar mailpieces from around the country that are not tested. ODIS-RPW tests use census and counted sampling procedures:

a. In census sampling, the data collector selects and records the entire volume of mail.

b. Counted sampling uses two methods:

(1) Mailpiece Skip Subsampling: The data collector uses a skip interval to select mailpieces and record a fraction of the mail volume.

(2) Container Skip Subsampling: The data collector uses a skip interval to select containers and record all or some of the mailpieces in those containers.

4-2 Choosing a Sampling Method

Follow these procedures to choose the appropriate sampling method. Evaluate each dispatch separately to determine the sampling method and skip intervals.

4-2.1 Isolate the Test Mail

Follow the MEP description to locate and isolate the test mail. Include all primary containers that are predominantly holding mail for the mailstream or mailstreams in the MEP. A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

Ask local operations to help identify any primary containers for the test mailstream that are not easily isolated, such as a letter tray discovered under parcels after the parcels are scanned for distribution.

Exclude any primary containers predominantly holding mail that is not part of the mailstream to be tested. Also, exclude reprocessed mail, curtailed mail, easily isolated containers of missent mail, and all Priority Mail Express mailpieces. Include commingled missort mail and throwback mail.

Ask a facility employee to contact the Statistical Programs office if any test mail arrives or is identified after the data collector leaves.

4-2.2 Separate the Test Mail by Shape

Separate the test mail into independent groups according to shape as follows:

a. Letters and cards.

b. Flats.

c. Parcels ~~and Priority Mail. When time permits, further separate Priority Mail containers into their own group. These containers are marked "Priority Mail" or contain at least 75 percent Priority Mail~~.

d. Priority Mail Open and Distribute containers.

4-2.3 Separate the Test Mail by Primary Container Type

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When a shape group consists of more than three containers and the container types are different, further organize the mail into the same container type, or create smaller groups for each container type (see 4-5.5). Sample each group independently.

4-2.4 Estimate the Mail Volumes

Count or estimate the number of containers and mailpieces in each group. To estimate the total volume, multiply the number of containers by the average number of mailpieces per container using the following averages:

a. Letter tray: 301–500.

b. Flats tray: 51–100.

4-2.5 Choose a Sampling Method

To allow you to record the most mail in the available time, use the following guidelines to choose the appropriate sampling method — census (see 4-3), mailpiece skip subsampling (see 4-4), or container skip subsampling (see 4-5):

a. **All shapes:** When there are 100 mailpieces or fewer, perform a census.

b. **Letters and cards:**

(1) 101–3,000 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 3,000 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 3,000 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

c. **Flats**:

(1) 101–3,000 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 3,000 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 3,000 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

d. **Parcels**:

(1) 101–500 mailpieces: Perform a mailpiece skip subsampling.

(2) More than 500 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.

(3) More than 500 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.

~~e. **Priority Mail:**~~

~~(1) 250 mailpieces or fewer: Perform a mailpiece skip subsampling.~~

~~(2) More than 250 mailpieces but fewer than three containers: Perform a mailpiece skip subsampling.~~

~~(3) More than 250 mailpieces and at least three containers: Perform a container skip subsampling unless time allows for a mailpiece skip subsampling.~~

~~***Note:*** When separating Priority Mail and parcels is too labor intensive, perform a mailpiece skip subsampling for the entire mailstream.~~

~~f.~~e. **Priority Mail Open and Distribute containers:** Perform a census. (See RG-16.)

4-3 Census Sampling Procedures

This section provides the procedures for conducting a census sampling. To prevent biased results and ensure the reliability of the data, follow these

instructions exactly.

4-3.1 When to Use Census Sampling

Use a census sampling for the following volumes:

a. All shapes: 100 mailpieces or fewer per group.

b. All Priority Mail Open and Distribute containers.

c. Any volume of mail when time allows for recording all mail.

4-3.2 Overview of Census Sampling Procedures

Complete the following steps to perform a census:

1. Select each mailpiece in the group.
2. Record the mailpieces (see chapter 5). Keep Delivery Point Sequence (DPS) mail in walk sequence.

4-3.3 Changing to Mailpiece Skip Subsampling

To change to a mailpiece subsampling method while performing a census sampling, complete the following steps:

1. Finish recording the current mailpiece.
2. Change to a mailpiece skip interval that allows for maximum recording of mailpieces in the allotted time.
3. Select "Change Skip" or the ~~DPS/FSS~~DPS Indicator from the *Options Menu* screen and enter the new mailpiece skip.
4. Select the first mailpiece using the random start number. Thereafter, apply the mailpiece skip interval to all mailpieces (see 4-4).

4-4 Mailpiece Skip Subsampling Procedures

This section describes the procedures for conducting a mailpiece skip subsampling. Follow these instructions exactly to prevent biased results and ensure the reliability of the data.

4-4.1 When to Use Mailpiece Skip Subsampling

Use mailpiece skip subsampling for the following volumes:

a. Letters and cards: 101–3,000 mailpieces or more than 3,000 mailpieces, but fewer than three containers.

b. Flats: 101–3,000 mailpieces or more than 3,000 mailpieces, but fewer than three containers.

c. Parcels: more than 100 mailpieces but fewer than three containers.

~~fewer than three containers.~~

~~***Note:*** When separating Priority Mail and parcels is too labor-intensive, perform a mailpiece skip subsampling for the entire mailstream (regardless of volume).~~

~~e~~d. Any volume of mail when time allows for recording more mail.

4-4.2 Overview of Mailpiece Skip Subsampling Procedures

Complete the following steps to perform mailpiece skip subsampling:

1. Isolate multiple identical pieces.
2. Determine the mailpiece skip interval and random start number.
3. Apply the random start number and select mailpieces from each container using the mailpiece skip interval.
4. Record the mailpieces (see chapter 5).

4-4.3 Multiple Identical Pieces

Before applying mailpiece skip subsampling, determine if any groups contain 200 or more identical pieces. Identical pieces have the same mail class, mail shape, type of mailer, indicia, meter information, weight, ~~postmark date,~~ origin ZIP Code, total mailpiece revenue, extra services, and any other characteristic that is class specific. Isolate these pieces and use the Multiple Identical Pieces (MIP) procedure at the *Options Menu* screen to record them (see chapter 5).

Do not use the MIP procedure on mail that requires a scan or once mailpiece skip subsampling has begun. If you encounter 200 or more pieces with identical characteristics, apply the skip through all containers and all mailpieces, treating this mail just like any other mail during your count.

Example: On the first dispatch to the facility, a pallet of Standard Mail or USPS Marketing Mail with 5,000 identical mailpieces arrives in addition to the flats trays. Isolate the pallet and record the identical pieces using the MIP procedure.

4-4.4 Determining the Mailpiece Skip Interval and Random Start Number

To determine the mailpiece skip interval and random start number, complete the following steps:

1. Depending on mail shape, select the appropriate skip interval from the Mailpiece Subsampling Table in RG-4.

   Example: You estimate that the volume of flats is approximately 1,500 mailpieces. Using the Mailpiece Subsampling Table for Flats, calculate the mailpiece skip interval using the following:

   a. Because you estimate 1,500 mailpieces, go down the first column ("Expected Volume") to the row for 1,001–2,500 mailpieces.

   b. For that row, the related column Skip Interval column indicates the skip interval you should use — in this case, that's a skip interval of 10.

2. Enter the skip interval at the Mailpiece Skip field of the *Test Header* screen — CODES generates a new random start number. Note the following:

   a. When the computer is turned off and then turned on again, CODES generates a new random start number. If the same test is still being performed, continue where the skip process was stopped (ignore the new random start number).

   b. When more than one computer is used, ignore the random start numbers from all but one of the computers.

3. Write the mailpiece skip interval and random start number on the Header Report.

4-4.5 Adjusting the Mailpiece Skip Interval Before Sampling

Before sampling begins, you may adjust the mailpiece skip to accommodate unexpected volumes and time windows as follows:

a. More mail than expected or smaller time windows:

   (1) Increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

   (2) Enter the new mailpiece skip interval at the ODIS-RPW *Test Header* screen — CODES generates a new random start number.

   (3) Write the new skip interval and random start number on the Header Report.

b. Less mail than expected or larger time windows:

   (1) For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

   (2) Enter the new mailpiece skip interval at the ODIS-RPW *Header Test* screen — CODES generates a new random start number.

   (3) Write the new skip interval and random start number on the Header Report.

4-4.6 Selecting the Mailpieces

Select the mailpieces by performing the following steps:

1. Use the random start number to select the first mailpiece.

   Example: If the CODES laptop displays a random start number of 8, select the eighth mailpiece.

2. Select the required mailpieces by applying the mailpiece skip interval to all test mail. When you encounter a detached mailing card in DPS mail, do not consider it in the mailpiece skip count. When you encounter a commingled missent mailpiece, do not substitute another mailpiece in its place.

   Example: Using a skip interval of 10 and a random start number of 3, record the third flat first; thereafter, select every tenth flat (e.g., 3, 13, 23, 33, etc.).

3. Use one of the following methods to select mailpieces:

   a. **Delivery Point Sequence (DPS).** Mail must be kept in its walk-

sequenced order. Mark the place of the selected mailpiece in the tray or container by turning the next mailpiece on end. When you select the last mailpiece in the tray or container, mark its place. After counting the DPS mail, record the mailpieces individually. Return each mailpiece to its place in the tray before recording the next piece of mail.

b. **Non-DPS.** Place mail to the side as each piece is selected.

4. After counting the mailpieces within one container, mark the container as completed and carry over the mailpiece skip interval to the next container. Write down the number of residual mailpieces following the last selected mailpiece from the completed container. (Residual mailpieces are those left over after applying the mailpiece skip.)

   Example: The mailpiece skip interval is 6. The last selected letter from a letter tray is followed by four residual letters; write down the number 4 and mark the tray as complete. In the next tray, select the second mailpiece as your next sample mailpiece (the skip interval of 6 includes four from the completed tray and two from the next tray). Then continue selecting each sixth mailpiece.

5. Record selected mailpieces by following the procedures outlined in chapter 5.

6. Repeat these procedures to record all groups. Use the Change Skip or ~~DPS/FSS~~DPS Indicator option at the *Options Menu* screen to change the skip interval before recording the mail for the next shape group.

7. Evaluate each dispatch to determine if you should apply a new mailpiece skip. If you use the same skip between dispatches, keep track of the residual mailpieces for each shape group. Continue to apply the same mailpiece skip through the next dispatch starting with the residual mailpiece count in each shape group.

4-4.7 Adjusting the Mailpiece Skip Interval During Sampling

If you do not have enough time to complete sampling with the chosen skip interval, increase the mailpiece skip by 10 until you can record the maximum number of mailpieces in the time window. If you have more time than expected for sampling, decrease the mailpiece skip by 10 until you can record the maximum number of mailpieces.

Adjust the mailpiece skip interval by performing the following steps:

1. Complete the data recording for selected mailpieces in the current container if sampling has begun.

2. For a shortened time window or unexpected increase in volume, increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.

3. For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.

4. Select Change Skip or DPS/FFS Indicator from the Options Menu (see 4-5.2). Enter the new mailpiece skip. CODES generates a new random start number.

5. Ignore any residual mailpieces from the previous container. Apply the

new random start number and the new mailpiece skip interval to the next container and all remaining containers.

Example: You are conducting a test on a parcel stream MEP for an entire office. The last truck arrives with several Postal Paks with a total estimated volume of 3,000 parcels. The Mailpiece Subsampling Table in RG-4) provides a mailpiece skip interval of 35. You begin sampling, but the station supervisor informs you that the carriers are leaving earlier than usual. You complete the sampling of the current container using the mailpiece skip interval of 35 and ignore the residual mailpieces. Because the time window is shortened, you increase the mailpiece skip by 10 for a skip of 45. At the *Options Menu* screen, select "Change Skip" or "DPS/FFS Indicator" and enter the new mailpiece skip of 45. Starting with the next container, apply the new random start number and the new mailpiece skip interval of 45 to the remaining Postal Paks.

4-5 Container Skip Subsampling Procedures

This section provides the procedures for conducting container skip subsampling. To prevent biased results and ensure the reliability of the data, follow these instructions exactly. See container subsampling examples in 4-7.

4-5.1 When to Use Container Skip Subsampling

Use container skip subsampling for these volumes:

a. **Letters and cards:** More than 3,000 mailpieces and at least three containers.

b. **Flats:** More than 3,000 mailpieces and at least three containers.

~~c.~~ **Parcels:** More than 500 mailpieces and at least three containers.

~~d.~~c. ~~**Priority Mail:** More than 250 mailpieces and at least three containers.~~

4-5.2 Overview of the Container Skip Subsampling Procedure

To perform container skip subsampling, complete the following steps:

1. Isolate multiple identical pieces.
2. If the container types are different, group like containers.
3. Determine the container and mailpiece random start numbers, and the container and mailpiece skip intervals.
4. Apply the container random start number and select containers using the container skip interval.
5. Apply the mailpiece random start number and select mailpieces from the chosen containers using the mailpiece skip interval.
6. Record the mailpieces (see chapter 5).

4-5.3 Multiple Identical Pieces

Before applying the container skip subsampling, locate any containers with 200 or more identical pieces. Identical pieces have the same mail class, mail markings, mail shape, type of mailer, indicia, meter information, weight, origin ZIP Code, total mailpiece revenue, extra services, and any other characteristic that is class specific. Isolate these pieces and use the Multiple Identical Pieces (MIP) procedure at the *Options Menu* screen to record them (see chapter 5).

Do not use the MIP procedure on mail that requires a scan or once container skip subsampling has begun. If you encounter 200 or more pieces with identical characteristics, apply the skip through all containers and all mailpieces, treating this mail just like any other mail during your count.

4-5.4 One Primary Container Type

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When all of the primary containers are identified, group them by mail shape and apply a consistent method of counting and choosing containers.

4-5.5 Multiple Primary Container Types

A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

a. If the bundle of flats mail is already within a flats tray, then it is not considered a primary container and is tested as if the flats were loose within the flats tray.

b. In all other situations, the bundle of flats is considered a primary container.

When the test mail consists of more than one type of primary container, organize the mail for sampling using one of the following methods:

a. Choose one type of primary container for the entire volume of mail. Place all mailpieces that are not in the chosen primary container type into like containers.

Example: Choose flats trays as the single primary container type. The test volume includes a hamper of loose flats. Move the flats from the hamper into flats trays.

b. Treat each type of primary container as an independent group to be tested.

c. Rearrange loose flats into stacks within a large container. Use the following options only for flats shape mail processing streams or exclusively flats MEPs:

(1) Arrange flats into stacks of any height. Consider each 1-foot increment a primary container.

Example: Within a hamper, arrange the mail into stacks. When Operations is removing the mail from large containers and placing it on nutting trucks, stack the mail on this equipment.

(2) Arrange flats into stacks of equal height, with the number of stacks equal to the container skip interval for the flats trays. Consider each stack as a primary container. When using this option, select only one stack of mail in each large container. The selected stack of mail depends on where the count of the primary container type ends.

Example: You are using a container skip of 4 with a random start of 2 for 17 flats trays and 1 wiretainer of loose flats. Select the second, sixth, tenth, and fourteenth flats trays — that leaves three flats trays remaining. Open the wiretainer and arrange the mail into four equal stacks. Continue applying the container skip of 4 by considering the three remaining flats trays as a count of 3 and the first stack as a count of 4. Select this first stack. After the first stack, do not select any additional stacks of mail.

4-5.6 Determining the Mailpiece and Container Skip Intervals and Random Start Numbers

To determine the container and mailpiece skip intervals and random start numbers, complete the following steps:

1. Select the appropriate container and mailpiece skip intervals from the Container Subsampling Table in RG-3.

   Example: You are performing a container skip subsampling on the letter stream for an entire office. You estimate 150 letter trays in the current dispatch, with approximately 450 letters per tray. Using the Container Subsampling Table, perform the following:

   a. Because you estimate 150 letter trays, go down the first column ("Number of Containers") to the row for 126–200 containers.

   b. Because you estimate an average of 450 letters per tray, go across the row for 126–200 containers to the column for 301–500 average pieces.

   c. The cells in the intersection of that row and column indicate using a container skip of 18 and a mailpiece skip of 16.

2. Enter the container and mailpiece skip intervals into the CODES laptop. CODES generates the start numbers randomly. Note the following:

   a. When the computer is turned off and then turned on again, CODES generates new random start numbers. If the same test is still being performed, continue where the skip process was stopped (ignore the new random start numbers).

   b. When more than one computer is used, ignore the random start numbers from all but one of the computers.

3. Write the skip intervals and the random start numbers on the Header Report.

4-5.7 Adjusting Mailpiece and Container Skip Intervals Before Sampling

Before sampling begins, you may adjust the container and mailpiece skips to accommodate unexpected volumes and time windows as follows:

a. More mail than expected or smaller time windows:

   (1) Using the Container Subsampling Table in RG-3, and the originally determined container and mailpiece skips (using the example in 4-5.6, with a container skip of 18 and a mailpiece skip of 16), move one column to the right (in this example, move to the column for 501–800 average pieces) and use the container skip and mailpiece skip intervals noted there (in this example, a container skip of 22 and a mailpiece skip of 21).

   (2) When the originally determined skip intervals are located in the far-right column of the table, select the container and mailpiece skip intervals in the row immediately below the originally determined cells. For instance, modifying the example from 4-5.6, if you determine that the average number of pieces per container is 801 or more (the far-right column), then go to the

cells below those cells, and use the intervals for 201–500 containers with an average pieces per container of 801 or more — in this case, a container skip of 30 and a mailpiece skip of 60.

(3) If moving over one cell is not sufficient for the time window and volume, move to the intersection of the row and column that maximizes the number of mailpieces available for recording.

(4) Enter the new container and mailpiece skip intervals at the ODIS-RPW *Test Header* screen. CODES generates new random start numbers.

(5) Write the new skip intervals and random start numbers on the Header Report.

b. Less mail than expected or larger time windows:

(1) Using the Container Subsampling Table in RG-3, and the originally determined container and mailpiece skips (using the example in 4-5.6, with a container skip of 18 and a mailpiece skip of 16), move one column to the left (in this example, move to the column for 151–300 average pieces) and use the container skip and mailpiece skip intervals noted there (in this example, a container skip of 16 and a mailpiece skip of 11).

(2) When the originally determined skip intervals are located in the far-left column of the table, select the container and mailpiece skip intervals in the row immediately above the originally determined cells. For instance, modifying the example from 4-5.6, if you determine that the average number of pieces per container is 5–10 (the far-left column), then go to the cells above those cells, and use the intervals for 76–125 containers with an average pieces per container of 5–10 — in this case, a container skip of 5 and a mailpiece skip of 1.

(3) If a large time window exists, move to the intersection of any row or column that maximizes the number of mailpieces available for recording.

(4) If the time window allows, change to mailpiece skip subsampling (see 4-4).

(5) Enter the new container skip and mailpiece skip intervals at the ODIS-RPW *Header Test* screen. CODES generates new random start numbers.

(6) Write the new skip intervals and random start numbers on the Header Report.

4-5.8 Selecting the Containers

Select the containers by performing the following steps:

1. Keep track of the number of containers in each dispatch.
2. Use a consistent method of counting to choose containers.
3. Use the random start number to select the first container.

Example: If the container skip interval is 10 and the container start number is 9, select the ninth container.

4. Select the remaining containers by applying the container skip interval.

   Example: If the container skip interval is 10, select every tenth container after selecting the starting container.

5. Include containers of missent mail that were not isolated before beginning the test. Do not substitute other containers in their place.

4-5.9 Selecting the Mailpieces

Select the mailpieces by performing the following steps:

1. Use the mailpiece random start number to select the first mailpiece within the first selected container.

   Example: If the mailpiece skip interval is 6 and the mailpiece start number is 4, select the fourth mailpiece within the first selected container.

2. Select the required mailpieces by applying the skip interval through all the containers selected for sampling. When you encounter a detached mailing card in DPS mail, do not consider it in the mailpiece skip count. When you encounter a commingled missent mailpiece, do not substitute another mailpiece in its place.

   Example: If using a mailpiece skip interval of 6, choose every sixth mailpiece after selecting the starting mailpiece.

3. Use one of the following methods to select mailpieces:

   a. **Delivery Point Sequence (DPS).** Mail must be kept in its walk-sequenced order. Mark the place of the selected mailpiece in the tray or container by turning the next mailpiece on end. When you select the last mailpiece in the tray or container, mark its place. After counting the DPS mail, record the mailpieces individually. Return each mailpiece to its place in the tray before recording the next mailpiece.

   b. **Non-DPS.** Place mail to the side as each piece is selected.

4. After counting the mailpieces within one container, mark the container as complete and carry over the mailpiece skip interval to the next container. Write down the number of residual mailpieces following the last selected mailpiece from the just-completed container.

5. Record selected residual mailpieces by following the procedures outlined in chapter 5.

6. Repeat these procedures to record all groups. Use the Change Skip or ~~DPS/FSS~~DPS Indicator option at the *Options Menu* screen to change the skip interval before recording the mail for the next shape group.

7. Evaluate each dispatch to determine if you should apply new container and mailpiece skips. If you use the same skips between dispatches, keep track of the residual containers and mailpieces for each shape group. Continue to apply the same skips through the next dispatch starting with the residual container and mailpiece count in each shape group.

4-5.10 Adjusting the Mailpiece Skip Interval During Sampling

If you do not have enough time to complete sampling with the chosen skip intervals, increase the mailpiece skip by 10 until you can record the maximum number of mailpieces in the time window. If you have more time than expected for sampling, decrease the mailpiece skip by 10 until you can record the maximum number of mailpieces. Do not change the container skip interval once containers have been selected.

Adjust the mailpiece skip interval by performing the following steps:

1. Complete the data recording for selected mailpieces in the current container if sampling has begun.
2. For a shortened time window or unexpected increase in volume, increase the mailpiece skip interval by 10 until you reach an interval that allows you to record the maximum number of mailpieces in the time window.
3. For an increased time window or less volume than expected, decrease the mailpiece skip interval by 10 until you can record the maximum number of mailpieces.
4. Select Change Skip or DPS/FFS Indicator from the Options Menu. Enter the new mailpiece skip and do not change the container skip (re-enter the previous container skip).
5. Ignore any residual mailpieces from the previous container. Apply the new random start number and the new mailpiece skip interval to the next container and all remaining containers.
6. If you do not have enough time to sample the remaining mail without delaying the carriers, make a note of the volume missed, and contact the SPSC.

Example: You are conducting a test on a letter stream MEP for an entire office. The last dispatch is 70 letter trays with 301–500 average pieces per container. The Container Subsampling Table in RG-3 provides a container skip of 10 and a mailpiece skip of 11. You apply the container skip to select trays and begin mailpiece sampling on one of the trays, but the station manager informs you that the carriers are leaving earlier than usual. You complete the sampling of the current tray using the mailpiece skip of 11 and ignore the residual mailpieces. Because the time window is shortened, you increase the mailpiece skip by 10 for a skip of 21, but you determine that the mailpiece skip needs to increase further, so you again increase the mailpiece skip by 10 for a skip of 31. At the *Options Menu* screen, select "Change Skip" or "DPS/FFS Indicator" and enter the container skip of 10 and the new mailpiece skip of 31. Starting with the next tray, apply the new random start number and the new mailpiece skip of 31 to the remaining selected containers.

4-6 Software Instructions for Changing Skip Intervals

4-6.1 Changing the Sampling Method Between Dispatches

Change the sampling method between dispatches by performing the following steps:

1. Press Esc to return to the *Options Menu* screen.
2. Select "Change Skip" or "DPS/FFS Indicator." Choose the subsampling method to record maximum mailpieces in the time available.
3. Enter "Yes" or "No" for Container Subsampling (Y/N).
4. Insert the appropriate container skip number and the mailpiece skip number from the Container Subsampling Table in RG-3, or the appropriate mailpiece skip number from the Mailpiece Subsampling Table in RG-4. Press Enter.
5. Record the mail using the new random start number and skip interval.

4-6.2 Changing the Mailpiece Skip Interval Within a Dispatch

Do not change the container skip once containers are selected. Change the mailpiece skip interval by performing the following steps:

1. Press Esc to return to the *Options Menu* screen.
2. Select "Change Skip" or "~~DPS/FSS~~DPS Indicator."
3. Enter "Yes" or "No" for Container Subsampling (Y/N).
4. Insert the previous container skip number and the new mailpiece skip number from the Mailpiece Subsampling Table in RG-4.
5. Record the remaining mail for this dispatch using the new random start number and the new mailpiece skip interval.

4-7 Container Subsampling Examples

4-7.1 Parcel Mailstream Example

The MEP is a parcel mailstream for the entire facility. Mail arrives in three OTRs and four APCs. The OTRs contain only loose parcels, with approximately 200 mailpieces per OTR. The APCs contain 28 mail sacks. Two of the mail sacks are Priority Mail sacks. Each of the 28 mail sacks contains between 15 and 18 parcels. Perform the following steps:

1. Identify primary containers. The primary containers are the OTRs and mail sacks. Because the APCs are larger containers (they are not holding loose mail but other containers — the sacks), separate the sacks from the APCs.

2. Exclude reprocessed mail, curtailed mail, and easily isolatable containers of missent mail.
3. Isolate Multiple Identical Pieces (MIPs) and use the MIP procedure to record these mailpieces.
~~4. Separate Priority Mail containers. Separate the two Priority Mail sacks to form their own group for testing. Do not open every sack to determine if there is at least 75 percent Priority Mail items. Assume that none of the OTRs are composed of at least 75 percent Priority Mail items. You do not need to separate any of the OTRs in this step.~~
~~5.~~4. Group primary container types. Treat each primary container type as an independent group to be tested by separating the primary containers into two container type groups: OTRs and sacks.
~~6.~~5. Determine the container and mailpiece skip intervals for the first group, the OTR container group. Use the Container Subsampling Table in RG-3 to find the appropriate container range and average pieces per container range. In this example for the 3 OTRs, the appropriate container range is 3–5, and because each OTR has approximately 200 mailpieces, the appropriate average pieces per container range is 151–300. The intersection of this row and column indicates a container skip interval of 2 and a mailpiece skip interval of 3.
~~7.~~6. Determine the random start number. Using the CODES data entry software, enter your OTR container skip interval and parcel shape mailpiece skip interval and then press Enter. CODES automatically generates your container and mailpiece random start numbers and displays them in the Start field. For this example, suppose the container start number is 2 and the mailpiece start number is 3.
~~8.~~7. Apply the container and mailpiece skip intervals — in this example, a container skip interval of 2 and a mailpiece skip interval of 3 — and perform the following steps:
   a. Using the container random start number, select the starting OTR. In this example, because the container start number is 2, select the second OTR. With a container skip interval of 2, you would select every second OTR thereafter, but because in this example there are only three OTRs, you would select only the second OTR.
   b. From the first selected OTR container, use the mailpiece random start number to select the first parcel for recording. In this example, because the mailpiece start number is 3, select the third parcel.
   c. Thereafter, select every third parcel shape mailpiece (as determined by your mailpiece skip interval of 3).
   d. Record the selected mailpieces.
~~9. Repeat these steps for the sack container group.~~
~~10.~~8. ~~Record separated Priority Mail items independently.~~

4-7.2 Multiple Mailstreams Example

The MEP is composed of letter mail (in letter trays) and flats (in flats trays). The estimated number of letter trays is 40–50, and the estimated number of mailpieces within a letter tray is 500–600. The estimated number of flats trays is 20–25, and the estimated number of mailpieces within a flats tray is 100–125. Perform the following steps:

1. Identify primary containers. The primary containers are the letter trays and flats trays. If necessary, remove the letter trays from any larger containers so you can select specific letter trays using your skip interval.
2. Exclude reprocessed mail, curtailed mail, and easily isolatable containers of missent mail.
3. Isolate Multiple Identical Mailpieces (MIPs) and use the MIP procedure to record these mailpieces.
4. Separate Priority Mail containers. Since Priority Mail items are rare in letter tray mail and will probably be commingled if present, you do not need to find and separate Priority Mail mailpieces from the letter trays. From the flats trays, separate flats trays holding Priority Mail. These are flats trays marked Priority Mail and flats trays consisting of at least 75 percent Priority Mail mailpieces.
5. Group primary containers. Treat each primary container type as an independent group to be tested by separating the primary containers into two container type groups: letter trays and flats trays.
6. Determine the container and mailpiece skip intervals for the first group, the letter trays. Use the Container Subsampling Table in RG-3 to find the appropriate container range and average pieces per container range. In this example for the estimated letter trays of 40–50, the appropriate container range is 36–75, and because each letter tray has approximately 500–600 mailpieces, the appropriate average pieces per container range is 501–800. The intersection of this row and column indicates a container skip interval of 10 and a mailpiece skip interval of 18.
7. Determine the random start number. Using the CODES data entry software, enter the container skip interval and mailpiece skip intervals and press Enter. CODES automatically generates your container and mailpiece random start numbers and displays them in the Start field. For this example, suppose the container start number is 5 and the mailpiece start number is 8.
8. Apply the container and mailpiece skip intervals — in this example, a container skip interval of 10 and a mailpiece skip interval of 18 — and perform the following steps:
   a. Using the container random start number, select the starting letter tray. In this example, because the container start number is 5, select the fifth letter tray.
   b. Because the container skip interval is 10, select every tenth letter tray thereafter.

c. From the first selected letter tray container, use your mailpiece random start number to select your first letter for recording — in this example, because the mailpiece start number is 8, select the eighth letter.

d. Select every eighteenth mailpiece thereafter (as determined by your mailpiece skip interval of 18).

e. Record the selected mailpieces.

9. Repeat these steps for the flats and Priority Mail groups.

5 Preparing and Entering Data into the CODES Laptop

5-1 Entering Header and Sampling Information

To begin the ODIS-RPW test, CODES requests the input of header information and the selection of a sampling option. This section explains how to enter test header information and how to make a sampling selection.

When entering header information or sampling information into the CODES software, observe the following guidelines:

a. If two or more data collectors are performing an ODIS-RPW test on different computers, each data collector must use a unique user ID assigned by the ~~MFPC~~SSP. If the data collectors do not use unique user IDs, the mainframe might drop one of the data sets.

b. To change the container or mailpiece skip intervals because of unexpected volume changes or shortened time windows, see the subsampling procedures contained in 4-3 and 4-4.

5-1.1 Accessing the ODIS-RPW Test

Perform the following steps to access the ODIS-RPW Test:

1. Select ODIS-RPW from the CODES Main Menu on the laptop.
2. Select Conduct Test.
3. Highlight and select a test.

The *Conduct Test* screen contains a table with the following information:

a. Test ID.
b. Test Date.
c. Test Type.
d. MEP ZIP.
e. Finance number.
f. Sample Office.
g. Subsampling Application (SA).
h. Status.
i. MEP Description.

Note: Read the Test Type, MEP ZIP, and MEP Description carefully to ensure that the correct MEP and the correct mail for that MEP are selected.

Confirm the data displayed at the *Confirm* screen.

Check the Test ID, MEP ZIP, and MEP Description and verify that the test information is correct:

a. "Y" verifies that the test information is correct and continues to the ODIS-RPW *Test Header* screen.

b. "N" returns to the *Conduct Test* screen.

5-1.2 Completing the *Test Header* and *Options Menu* Screens

Perform the following steps to complete the *Test Header* and *Options Menu* screens:

1. At the *Test Header* screen, enter the required header information:
   a. Enter your User ID and your employee identification number (EIN). The Test ID number and the Test Date fields are already filled. Change the Test Date if necessary.
   b. Verify the MEP Description and the MEP ZIP.
   c. Enter the Sampling Method. For information on subsampling guidelines and for selecting the appropriate subsampling method (see 4-1).
   d. Enter the Container Skip. The computer generates a random start number. For information on selecting a Container Skip (see 4-4).
   e. Enter the Mailpiece Skip. The computer generates a random start number. For information on selecting a Mailpiece Skip (see 4-3).
   f. Enter "Yes" or "No" depending on whether or not the mailpiece is a DPS Mailpiece (Y/N), whether an electronic scale is attached (Scale Attached (Y/N)) and leveled (Scale Leveled (Y/N)), and whether a scanner is attached (Scanner Attached (Y/N)) to the laptop.~~Enter "Yes" or "No" depending on whether or not the mailpiece is a DPS Mailpiece (Y/N) or a FSS Mailpiece (Y/N), whether an electronic scale is attached (Scale Attached (Y/N)) and leveled (Scale Leveled (Y/N)), and whether a scanner is attached (Scanner Attached (Y/N)) to the laptop~~.

   Once you verify that the header information is correct, CODES displays the *Options Menu* screen.
2. At the *Options Menu* screen, select the appropriate action to go to one of the following sections:
   a. Collect Mailpiece Data (see 5-2.1).
   b. Change Skip or ~~DPS/FSS~~DPS Indicator (see 5-2.3 and 4-5):
      (1) Change skip during a census.
      (2) Change skip during mailpiece skip subsampling.
      (3) Change skip during container skip subsampling.
      (4) Select Multiple Identical Pieces (MIPs) when appropriate (see 5-2.2). MIPs are defined as easily isolatable groups of 200 or more mailpieces identified before applying the skip interval.

5-2 Preparing to Enter Mailpiece Data into the CODES Laptop

After entering the sampling method into the CODES laptop and selecting some or all of the necessary mailpieces, begin recording the mailpiece data.

This section gives directions on how to enter data into the CODES laptop by accessing the *Options Menu* screen. Use the Collect Mailpiece Data option to enter data on a single mailpiece, and use the Multiple Identical Mailpiece option to enter data on multiple identical pieces.

5-2.1 Collect Mailpiece Data

Select Collect Mailpiece Data to begin recording information from the selected mailpiece.

5-2.2 Multiple Identical Pieces

Multiple Identical Pieces (MIPs) are defined as an easily isolatable group of 200 or more mailpieces identified before applying the skip interval. The mailpieces must be identical in all the recorded characteristics — that is, the pieces must have the same characteristics, as follows:

a. Mail class.
b. Mail markings.
c. Mail shape.
d. Type of mailer.
e. Indicia.
f. Meter information.
g. Weight. (See the exception below.)
~~h. Postmark date.~~
h. Origin ZIP Code.
i. Total mailpiece revenue.
j. Extra services.
k. Any other characteristics that are class specific. This includes instances where the ~~postmark date and~~ origin ZIP Code ~~are~~ is ~~all~~ marked as Cannot Be Read.

Exception: If weight is not required for a particular type of mail, the mailpieces do not need to be identical in weight in order to apply the MIP procedure.

The following MIP procedure may be used more than once if two or more groups of identical pieces are present:

1. Determine the total number of identical mailpieces by actual count or by weight. To determine total number by weight, perform the following:
   a. Count the number of identical pieces that make up 1 pound.

b. Multiply the number of pieces by the weight (in pounds) of the entire group of identical mailpieces. This determines the total number of identical mailpieces within the group.

2. Select Multiple Identical Mailpiece (MIP) from the *Options Menu* screen.

3. Enter MIP data:

   a. Enter mailpiece characteristics. If the number of MIPs is greater than 9,999, make more than one entry.

   b. Enter the number of MIPs at the *Pieces* screen.

When you have to enter another group of 200 or more identical mailpieces, repeat steps a through c above.

Note: The MIP procedure is used on later dispatches or at natural breaks in mail processing when there is an easily isolatable group of 200 or more mailpieces identified before applying the skip interval on that dispatch of mail. Do not use the MIP procedure on mail that requires a scan or once mailpiece skip subsampling or container skip subsampling has begun. If you encounter a block of 200 or more pieces with identical characteristics, apply the container skip and mailpiece skip through all containers and all mailpieces in the containers, treating this mail just like other mail during your count.

5-2.3 Changing Skip Interval

Perform the following steps to change the skip interval:

1. Select Change Skip or DPS/FFS Indicator from the *Options Menu* screen.

   Note: Current Skip at the top of the screen displays the current skip intervals. Entering a skip for the container or for the mailpiece allows a change to the skip. CODES automatically enters a start number.

2. Complete the information at the *Change Skip* or *DPS/FFS Indicator* screen, as follows:

   a. Determine whether container subsampling is necessary.

   b. Enter the skip for the container and/or for the mailpiece. CODES automatically generates a start number.

5-3 Entering Mailpiece Data Into the CODES Laptop

In preparation for entering mailpiece data into the CODES laptop, review the special recording rules in chapter 6.

The ODIS-RPW test procedures described below are presented according to mail class:

a. First-Class Mail (see 5-3.1).

b. Standard Mail or USPS Marketing Mail (see 5-3.2).

c. Free Matter for the Blind and Other Physically Handicapped Persons (see 5-3.3).

d. International Mail (see 5-3.4).

e. Periodicals Mail (see 5-3.5).

f. Priority Mail (see 5-3.6).

g. Package Services (see 5-3.7).

As data is entered into the CODES laptop, a record of each entry appears on the right side of the screen. After entering all data for a mailpiece, the data collector must verify the information is correct by answering the prompt.

Here are some additional notes:

a. Before entering mailpiece data, it is critical to correctly identify the mail class and mail markings on each mailpiece selected for recording. For descriptions of mail classes, see RG-5.

b. Before entering any mailpiece data, ensure that the scale is attached, balanced, leveled, and functioning properly.

c. If the mailpiece is forwarded, returned, or missent, select the appropriate radio button.

d. Do not select the Forwarded/Returned/NOREC radio button when recording Parcel Return Service (PRS), Merchandise Return Service, or USPS Returns mailpieces.

e. Enter the appropriate option based on what service the mailpiece is receiving. Be certain to record all information appearing on the mailpiece regardless of whether it is forwarded, returned, or missent. See RG-7 for guidelines on specific characteristics of forwarded or returned mailpieces. Select the appropriate class from the options listed at the *Mail Class & Type* screen.

f. For all unmarked mail, refer to 6-1.1.

5-3.1 First-Class Mail

5-3.1.1 Overview

First-Class Mail weighs 13 ounces or less and includes letters, cards, flats, and parcels. First-Class Package Service parcels may weigh up to 16 ounces and up to 5 pounds when mailed under a special contract.

Complete all steps in 5-3.1.2 through 5-3.1.6 to record First-Class Mail data.

5-3.1.2 Type of Mail and Mailer Information

To record data regarding the type of mail and mailer information from First-Class Mail, complete the following steps:

1. Select the option First-Class Mail (First-Class, First-Class Postage, or First-Class Returns) from the *Mail Class & Type* screen.
2. Select the appropriate marking at the *First-Class Mail Markings* screen:
   a. Use PRESORTED (or PRSRT) or AUTO to record a mailpiece paid at the automation or presort prices. These mailpieces are physically marked Presorted, PRSRT, AUTO, FP, AB, AT, AV, or

MB, or contain a multiline optical character reader (MLOCR) barcode beginning with a letter from A through L.

Note: Do *not* record any mail marked single-piece or paid at the single-piece price in this category.

b. Use First-Class Package Return Service to record a mailpiece marked First-Class Package Return Service or First-Class Returns, with or without other markings.

c. Use None of the Above to record the following: a mailpiece with no markings; a mailpiece marked *SP, SNGLP,* or *single piece*; or a mailpiece whose postage is at least the single-piece price.

Note: Include all Forever stamp mail in this category. Forever stamps always indicate single-piece mail.

Price markings are printed on the mailpiece to indicate the rate paid by the mailer. Do not consider mailstream, mail sorting, mail container, or mailpiece barcode (other than an MLOCR barcode) when making a selection.

Note: The CODES software asks you to identify additional First-Class Mail markings if the mail shape is a flat or parcel and to identify additional letter markings for metered/Information-Based Indicia (IBI) letters.

3. Enter the shape of the mailpiece at the *Mail Shape* screen. Mail shape refers to the actual shape of the mailpiece. For definitions of mail shape see RG-8. If the mail shape is a parcel, enter the mailpiece dimensions.

4. When prompted, scan the Confirmation Services or Intelligent Mail package barcode:

   a. Confirmation Services or Intelligent Mail package barcodes begin with 91, 92, 93, 94, 95, or 420. The text above the barcode usually reads USPS TRACKING #, USPS SIGNATURE TRACKING #, or USPS [EXTRA SERVICE] #.

   See Exhibit 5-3.1.2((4)(a).

   Exhibit 5-3.1.2(4)(a)
   USPS Tracking Example

   b. The barcode number displayed in the Mailpiece Data column on the right-hand side of the screen reflects data obtained from the scan and it may not match the human-readable number below the barcode. This happens because some barcode fields are omitted from the printed information.

c. If the scanner is not operating properly, enter the barcode number manually.

d. If the barcode omits the destination ZIP Code, the software reverts back to the *Intelligent Mail* or *Confirmation Services Barcode* screen to scan the destination ZIP Code (5-digit or 9-digit) barcode. Scan (or manually enter if necessary) the ZIP Code barcode. If the barcode is missing, enter the ZIP Code from the destination address.

e. If more than one Confirmation Services or Intelligent Mail package barcode appears on the mailpiece, scan the barcode printed on the shipping label. If none of the barcodes are printed on the shipping label, choose a barcode with USPS Tracking #, USPS Signature Tracking #, or USPS [EXTRA SERVICE] # printed above it.

f. If no Intelligent Mail of Confirmation Services barcode is present on the mailpiece, record it as "No Barcode."

g. Record Cannot Be Read if a barcode is present but unreadable due to poor clarity, smudges, tears, etc.

5. Choose the type of mailer at the *Type of Mailer* screen.

6. Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen.

5-3.1.3 Indicia

You must record data regarding all indicia found on the mailpiece from First-Class Mail.

Indicia refers to the postage payment on the mailpiece (i.e., stamp, semipostal stamp, precanceled stamp, permit imprint, IBI, etc.). See RG-10 through RG-13 for descriptions and examples of indicia.

Enter all indicia found on the mailpiece by selecting all that apply from the following:

a. **Stamp:** Stamps are denominated stamps, official stamps, and nondenominated First-Class Mail stamps printed with one of the following rate markings: postcard, 2 ounce, 3 ounce, additional ounce, or nonmachinable surcharge.

Note: The postcard, 2-ounce, 3-ounce, additional ounce, and nonmachinable surcharge stamps are always valued at the current rate in effect for each category, regardless of when they are purchased or used. Do not record these as Forever stamps, as they lack the word Forever on the stamp.

b. **Semipostal Stamp:** Semipostal stamps, such as Breast Cancer Research and Save Vanishing Species, are sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (minus an administrative fee) is contributed to the specific cause featured on the stamp. Semipostal stamps may or may not be valued at the prevailing First-Class Mail 1-ounce letter rate. To determine the revenue for each stamp, refer to Quick Service Guide 604a, *Nondenominated Postage,* which is available through the Postal

Explorer Web site at http://pe.usps.com; select the PDF or HTML link for *Quick Service Guides (PUB 95),* and then select the link for 604a. A link to this Quick Service Guide is also available through the CODES Help file.

c. **Precanceled Stamp:** Precanceling is the cancellation of postage before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a price category from the USPS.

If a denominated, Forever, or semipostal stamp is precanceled by the mailer's permit marking, record the indicia as a precanceled stamp *and* denominated, Forever, or semipostal stamp. Record mailpiece revenue as the sum of all stamps on the mailpiece.

d. **Permit Imprint:** Permit indicia usually display a company name or the words Permit No. and the mail class of the mailpiece (e.g., Presorted Standard, Nonprofit Org., or First-Class Mail). USPS Return Services (Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service) may display a "no postage necessary legend" in lieu of a company name or permit number.

e. **Information-Based Indicia (IBI):** IBIs are digital indicia that show evidence of postage produced by meter and PC Postage systems. See Exhibit 5-3.1.3(e) for examples of IBIs. A human-readable postage value is optional on some mailpieces.

When prompted by the software, select the name of the first applicable meter/IBI manufacturer and then enter the meter/IBI number. The manufacturer's name is usually printed as an abbreviation near the meter number or postage — do not try to determine who the manufacturer is by using the manufacturer code in the meter serial number.

Meter/IBI serial numbers are usually three to nine digits in length. Do not record the meter/IBI manufacturer code at the beginning of the number. Exclude all leading zeroes. Enter an X for any illegible digits.

Example 1: The meter number is PB00123545. Exclude the manufacturer code and the leading zeroes, and key "123545."

Example 2: The meter number is NO46J00000045. Exclude the manufacturer code and the leading zeroes, and key "45."

Scan the IBI barcode when prompted by the software. If the IBI cannot be scanned, the software prompts you to enter the IBI number manually.

If you are recording a mailpiece with more than one IBI, then when the software prompts you to scan the IBI, choose the Multiple IBI Barcodes option at the *Information-Based Indicia* screen. This option bypasses scanning to streamline data collection for such a mailpiece.

The ODIS-RPW Help file provides many examples of meter/IBI manufacturers and meter/IBI number recording. Refer to this information any time you have a question about meter or PC Postage recording.

Exhibit 5-3.1.3(e)
Red and Black IBI Examples

f. **Permit e-VS or e-Postage:** e-VS (including e-Postage) is a Web-based verification system that allows mailers to electronically document postage and allows the Postal Service to electronically verify the postage accuracy for package mailings. The mandatory text (either "e-VS" or "e-Postage") appears in the permit imprint indicia area, or just above the Confirmation Services barcode.

g. **Forever Stamp:** Forever stamps are nondenominated postage. Record stamps in this category only when the word "Forever" is printed on the stamp. Forever stamps are always valued at the prevailing First-Class Mail 1-ounce letter rate, regardless of when they are purchased or used.

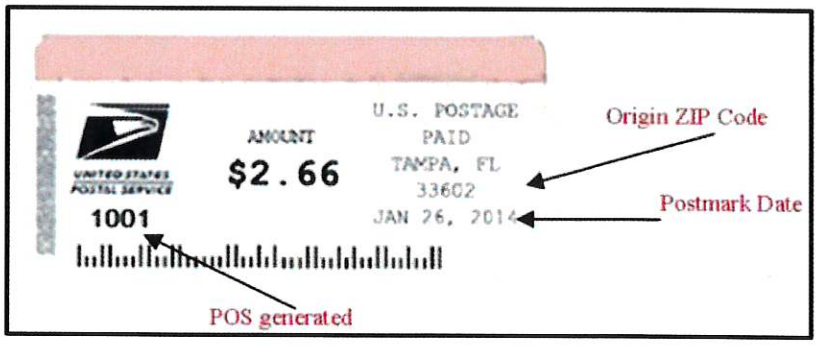
h. **Postal Validation Imprint (PVI):** A PVI or Postage Validation Imprint is printed at a postal retail service unit. See Exhibit 5-3.1.3(h) for an example of a PVI. Here are some additional notes:

(1) Private is the type of mailer for PVI indicia.

(2) Record Origin ZIP Code 000 (which is sometimes seen in PVI indicia) as Cannot Be Read.

(3) The PVI indicates whether it was generated by a POS or a non-POS system (such as an IRT). A 4-digit number is printed in the bottom left corner of the label. If the first digit is a 1, record it as a POS-generated label. If the first digit is a 0, record it as non-POS.

Exhibit 5-3.1.3(h)
PVI Example



i. **POS Postage Label:** POS Postage Labels are Postage Validation Imprint (PVI), mPOS, and "Retail" labels produced at Postal Service retail units. The type of mailer is "Private." If the Origin ZIP Code reads "000," record it as Cannot Be Read. See Exhibit 5-3.1.3i for an example of POS Postage Label.

Exhibit 5-3.1.3i
POS Postage Label Example

j. **Embossed Envelopes and Cards.** Embossed envelopes and cards are a type of postage-embossed stationery sold to mailers for a fee in addition to the preprinted postage. A postage-embossed item has the postage imprinted directly onto the envelope by the Postal Service. Envelopes and cards may be embossed with a denominated stamp or a nondenominated Forever stamp. Do not record adhesive stamps or any mailer-applied postage in this category.

k. **None:** Use this category/term when there is no indicia on the mailpiece.

5-3.1.4 Number of Mailpieces, Weights, and Nonmachinable Characteristics

To record data regarding the number of mailpieces, weights, and nonmachinable characteristics from First-Class Mail, complete the following steps:

1. At the *Pieces* screen, enter the number of mailpieces that have the same mail class, mail type, endorsements, revenue, weight, ~~postmark date,~~ postmark time, postmark of origin, and indicia.

   Here are some additional notes:

   a. This option is not available for all indicia types (e.g., not for a stamp, semipostal stamp, and Forever stamp).

   b. This option is not available for mailpieces that include a scan (e.g., parcels, including Priority Mail).

   ~~a.~~

   c. When the Forever stamp option is selected at the *Indicia* screen, or when the Automated Postal Center/Self-Service Kiosk (APC/SSK) Forever Postage option is selected at the *Meter/IBI Manufacturer* screen, the *Number of Forever Stamps* screen displays after the *Pieces* screen. Record the total number of Forever stamps that appear on the mailpiece.

Note: **Pieces that contain Forever postage must be keyed individually and cannot be grouped together.**

2. At the *Weight* screen, enter the weight of the mailpieces. **If more than one (identical) mailpiece is recorded on the *Pieces* screen, enter the total weight for all of the pieces (add all of the weights together).** Enter "Yes" at the *Test Header* screen to indicate that a scale is attached to the laptop and displays the *Weight* screen.
   a. Select "Use Scale" to automatically send weight to the laptop.

      Note: Weight between the scale and the laptop displays may differ 0.1 ounce.

   b. Select "Input Manually" to enter pounds and ounces at the appropriate fields at the screen.

      Note: Enter the actual weight of the mailpiece, not the printed weight indicated on a label.

      When there is an electronic scale attached to the CODES laptop, place the mailpiece(s) on the scale. When the electronic reading stabilizes, press S; if you prefer to use the manual weight option, press A.

      When there is no electronic scale attached to the CODES laptop, weigh the mailpiece(s) using a separate scale. Enter the weight at the screen using the number keys at the top of the keyboard or the alphanumeric keys at the right side of the keyboard. Press Enter to move from Pounds to Ounces. Press Enter again to input the weight.

3. At the *Nonmachinable* screen, enter whether or not the mailpiece has nonmachinable characteristics. First-Class Mail letters that weigh 3.5 ounces or less may be subject to a nonmachinable surcharge. The nonmachinable surcharge is applicable in the following circumstances:
   a. The aspect ratio (length divided by height) is less than 1.3 or greater than 2.5. (Square mailpieces have an aspect ratio of 1.0.)
   b. The letter is polybagged, polywrapped, or made of non-paper material like plastic or cloth.
   c. The letter has clasps, strings, buttons, or other similar closure devices.
   d. The letter contains items such as pens, keys, or coins that cause the thickness of the mailpiece to be uneven, or it contains loose keys or coins.
   e. The letter has a delivery address parallel to the shorter dimension of the mailpiece.
   f. The letter is very rigid (does not bend easily), like a wooden card or CD jewel case.

   Note: When you are unsure if the mailpiece is Nonmachinable, select "No."

5-3.1.5 ~~Date and~~ Origin ZIP Code

To record data regarding the origin ZIP Code from First-Class Mail, complete the following steps:

1. Enter the first three digits of the origin ZIP Code of the mailpiece at the *Origin ZIP Code* screen. When the mailpiece is canceled by the AFCS, record the origin ZIP

Code from the cancellation marking. Otherwise, locate the 3-digit origin ZIP Code in one of several places on the mailpiece depending on the type of indicia:

a. Stamp: The origin ZIP Code is located in the cancellation mark.

b. Meter/IBI: The origin ZIP Code is located in the meter/IBI indicia or the drop shipment endorsement (see 6-13).

Note: AFCS cancellation marks take precedence when recording ZIP Code information. When there is no AFCS cancellation, the PVI indicia takes precedence.

2. If the three-digit origin postmark ZIP Code is not known or is not readable, first try to determine ~~the ZIP Code~~ it with the following steps:

   a. Enter the origin ZIP Code's two-character state abbreviation in the field provided. To determine the correct state abbreviation, select F6 to display a list of states, and then press Enter to select the desired state — CODES displays the correct abbreviation in the state field.

   b. When you select the state, the city list automatically appears. Select the appropriate city from the display of cities within the selected state — CODES displays the ~~first~~ three-digits ~~of the~~ origin postmark ZIP Code in the Origin ZIP Code field.

3. If you still cannot determine the origin postmark ZIP Code after following the steps in step 2, enter Cannot Be Read.

5-3.1.6 Extra Services

To record data regarding extra services from First-Class Mail, complete the following steps:

1. Indicate when the mailpiece has an extra service at the *Extra Service(s) Present* screen. An extra service is a mail service for a fee (in addition to required postage) and includes Registered Mail, Certified Mail, insured mail, collect on delivery, etc.
2. Enter the extra service at the *Extra Services* screen.

   Note: Enter each extra service that appears on the mailpiece.
3. See RG-15 for a description of each of the extra services.
4. Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen. The total mailpiece revenue will be the mailpiece revenue for a single mailpiece (including extra service revenue). When you enter more than one mailpiece with identical characteristics, the software automatically computes the total mailpiece revenue.
   a. Enter the revenue (postage) that is indicated with any postage due marking. When there is no revenue indicated, select Cannot Be Read.
   b. Enter Cannot Be Read when total revenue cannot be determined or read directly from the mailpiece.
   c. A warning screen appears when the postage entered exceeds the maximum value or is less than the minimum value.
5. Confirm the data displayed at the *Mailpiece Data Correct* screen.

   Thoroughly check the mailpiece data and verify that all entries are correct:
   a. "Y" verifies the entries are correct and returns to the *Mail Class & Type* screen.

b. "N" discards the entire record due to incorrect entries. The *Confirm Delete* screen is displayed.

Note: To correct only one entry, press the up arrow key until the item that needs changing is reached.

5-3.2 Standard Mail or USPS Marketing Mail

Standard Mail or USPS Marketing Mail must weigh less than 16 ounces and includes two subclasses with their own unique indicia and mail markings or endorsements as identified below:

a. Standard Mail or USPS Marketing Mail (Regular): This mail class is easily identified by the words "Marketing" (or "MKT") or "Presorted Marketing" (or "PRSRT MKT") printed in the indicia. When a precanceled stamp is used, the words "Marketing" or "Presorted Marketing" appear on or near the precanceled stamp. When a meter is used, the words "Marketing" or "Presorted Marketing" appear may appear in the meter imprint or next to the meter imprint.

b. Standard Mail or USPS Marketing Mail (Nonprofit): This mail class is easily identified by the words "Nonprofit," "Nonprofit Organization," or "Nonprofit Org." or printed in the meter imprint, on the precanceled stamp, or in the permit imprint.

Note: Mail markings appear in a number of places on the mailpiece, such as in the indicia, next to the indicia, above the address label, in the address label, or at the bottom of the mailpiece.

Use the following steps to record Standard Mail or USPS Marketing Mail:

1. Determine if the mailpiece is forwarded, returned, or missent.
2. From the *Mail Class & Type* screen, select either "Standard Mail or USPS Marketing Mail (Regular)" or "Standard Mail or USPS Marketing Mail (Nonprofit)." Standard Mail or USPS Marketing Mail (Regular) includes all Marketing (MKT) or Presorted Marketing (PRSRT MKT) mail. Standard Mail or USPS Marketing Mail (Nonprofit) includes all mail marked "Nonprofit," "Nonprofit Organization," or "Nonprofit Org."
3. From the *Standard Mail (USPS Marketing Mail) Markings* screen, select ECRLOT, EB, ECRWSH, EH, ECRWSS, ES, or EDDM, or Plus One when the
4. mailpiece has one of those markings — otherwise, choose "None of the Above."
5. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

Note: Every Door Direct Mail (EDDM) is a type of saturation Standard Mail or USPS Marketing Mail. Each piece must meet the following criteria:

a. Use simplified addressing (such as "Postal Customer" or "P.O. Box Holder").

b. Be mailed at the regular (not nonprofit) Standard Mail or USPS Marketing Mail rates.

c. Show evidence of postage via meter, permit imprint, or the EDDM Retail permit.

d. Be marked "Presorted Marketing" or "PRSRT MKT" and "ECRWSS."

Record all EDDM as Standard Mail or USPS Marketing Mail. Test EDDM with the MEP that includes saturation Standard Mail or USPS Marketing Mail flats, unless EDDM is specifically excluded in the Special Instructions.

5-3.3 Free Matter for the Blind and Other Physically Handicapped Persons

Mail included in this class is domestic mail that contains the marking "Free Matter for the Blind or Handicapped." To record this mail, select "Free Matter for the Blind and Other Physically Handicapped Persons." Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens. Record international Free Matter for the Blind as international mail (see 5-3.4).

5-3.4 International Mail (Incoming From Foreign Countries)

Use the following general rule in identifying foreign origin mail: Record mailpieces with the service Xpresspost-USA as international. (Although these mailpieces are introduced into the domestic Priority Mail processing stream for handling, they are categorized as incoming international mail.)

To record data from an international mailpiece, complete the following steps:

1. Select "International" from the *Mail Class & Type* screen.
2. Select the foreign country from the country list at the *Country* screen.

   Type in the country name and press Enter when the country name is highlighted in the drop-down list. You may also select the country from the drop-down list by scrolling down until you reach the country and pressing Enter or clicking on OK. Once you select the appropriate country, the software displays the code for the chosen country. If you cannot read the country code on the mailpiece, enter Cannot Be Read.
3. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.5 Periodicals Mail

After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the item from the options list.

The following are general rules to follow in identifying Periodicals mailpieces:

a. The mailpiece has no indicia or visible postage.

b. The mailpiece is usually a newspaper, magazine, or other publication.

c. When the mailpiece contains the words "Marketing" (or "MKT") or "Presorted Marketing" (or "PRSRT MKT"), it is not Periodicals mail.

d. When the mailpiece contains the words "Bound Printed Matter," "Media Mail," "Library Mail," or "Free Matter for the Blind," it is not Periodicals mail.

Identify and record firm bundles as follows:

a. A Periodicals firm bundle consists of two or more copies of a publication bundled together for delivery to the same address. Firm bundles are paid as one addressed piece, regardless of the number of copies in the bundle.

b. Mailers must clearly label firm bundles using facing slips, barcoded pressure-sensitive bundle labels (the blue PS Label F, *All for Firm*), or

optional endorsement lines (****FIRM).

c. Record Periodicals firm bundles as one piece of mail, regardless of the number of copies in the bundle. Determine mail shape according to the physical dimensions of the bundle.

Note: Some bundles of Bound Printed Matter are also labeled FIRM in the optional endorsement line. The same recording rules apply.

To record a Periodical, complete the following steps:

1. Select Periodicals at the *Mail Class & Type* screen.
2. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.6 Priority Mail – (added text in **bold**)

After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the mailpiece from the options list.

Record the following mailpieces as Priority Mail:

a. A mailpiece that is marked as Priority Mail.

b. A mailpiece that is marked as both First-Class Mail and Priority Mail.

c. A mailpiece that is mailed in USPS provided Priority Mail box or envelope.

d. A mailpiece that is First-Class Mail marked as Priority Mail that weighs more than 13 ounces (for retail items) and 16 ounces (for commercial items) but not more than 70 pounds.

~~After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the mailpiece from the options list.~~

~~Priority Mail is First-Class Mail weighing more than 13 ounces but not more than 70 pounds. Priority Mail may also include mail weighing 13 ounces or less, as long as the mailer has chosen to pay for the Priority Mail rate. It should bear the marking Priority Mail or First-Class Mail, although at times it might not.~~

~~**Record the following mailpieces as Priority Mail:**~~

~~**a. A mailpiece that is marked as both First-Class Mail and Priority Mail.**~~

~~b. A parcel that is marked as First-Class Mail but that has postage greater than the 13-ounce parcel rate for First-Class **Package Service — Retail, Zone 9**.~~

For unmarked mail, see Exhibit 6-1.1.

To record Priority Mail, complete the following steps:

1. Select Priority Mail from the *Mail Class & Type* screen.
2. Select the marking(s) that apply from the *Priority Mail Markings* screen. Multiple markings are allowed.
   a. Select option 4 when Cubic or CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50 appears anywhere on the mailpiece. Record all Priority Mail Cubic Pricing shipments under option 4, whether or not they indicate Commercial Plus pricing.
   b. Select option 8 when Open and Distribute Box appears anywhere on the mailpiece.
3. If the mailpiece has a UPC barcode, scan the barcode in the *UPC Barcode Scanning* screen. A UPC barcode is preprinted on the mailpiece, begins with the letters "PS," and may appear on any side of the mailpiece.
4. If prompted, select the shape from the *Mail Shape* screen.

Note: If you selected option 4 in the *Priority Mail Markings* screen, select option 9 from the *Mail Shape* screen when a Priority Mail Cubic Pricing mailpiece is packaged in a soft-pack or padded envelope.

5. **If the option selected in the *Mail Shape* screen is for Large Flat-Rate Box, the *APO/FPO/DPO Address* screen appears with a question about whether the mailpiece is destined to an APO, FPO, or DPO address. When you answer the question, the software moves to the *Parcel Dimensions* screen.**

6. Follow the steps in 5-3.1.2 through 5-3.1.6 for First-Class Mail to complete the remaining data entry screens.

   Here are some additional notes:

   a. USPS-supplied boxes and envelopes have preprinted logos that indicate tracking or insured service. Do not record USPS Tracking or insurance as extra services based on these logos—instead, record these services only when they are indicated by markings specific to the mailpiece, such as the banner above the Intelligent Mail package barcode or PS Form 3813.

   b. Mailers may prepare Priority Mail Open and Distribute shipments on pallets or in pallet boxes. If the mail is opened and tested at the destination plant, record the container only; if it is opened and tested at the destination facility, record the container and the contents. These shipments are identified with the green Tag 161, *Priority Mail Open and Distribute (green for mail processing facilities)*, and the pink Tag 190, *Priority Mail Open and Distribute (pink for DDUs)*. The top line of the delivery address reads, OPEN AND DISTRIBUTE AT: [FACILITY NAME]. Record the shape for all pallets and pallet boxes as Pallet or Pallet Box (Open and Distribute shipments only). There is not a prompt to weigh or measure these shipments.

      Note: Priority Mail Open and Distribute Tray Boxes are not the same as Priority Mail Open and Distribute Pallet or Pallet Boxes. Record all Priority Mail Open and Distribute Tray Boxes under option 8 – Priority Mail Open and Distribute Tray Boxes.

   c. Package dimensions are usually preprinted on USPS-supplied Priority Mail packaging. Record these dimensions when prompted, rounding when necessary. When the packaging is reconfigured or enlarged before mailing (e.g., when two flat rate boxes are taped together to make a larger box), measure and record the actual dimensions of the mailpiece.

5-3.7 Package Services

Package Services mail is Bound Printed Matter, Media Mail, and Library Mail with the following markings:

a. Bound Printed Matter or BPM.

b. Media Mail.

c. Library Mail or Library Rate.

When no marking appears on a mailpiece weighing more than 13 ounces, record it as Priority Mail. (See 6-1.1 for guidelines on unmarked mail.)

After determining whether or not the piece is forwarded, returned, or missent, complete the following steps:

1. Select Package Services from the *Mail Class & Type* screen.
2. Select the appropriate subclass from the *Mail Subclass* screen. The

options are Bound Printed Matter, Media Mail, and Library Mail.

3. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

5-3.8 Retail Ground, Parcel Select, Parcel Return Service, and Retail Ground Return Service

These classes of mail are identified by the following markings:

a. Retail Ground.

b. Parcel Select, with or without Nonpresort (or NPS) or Lightweight (or PS Lightweight) **or USPS Connect Local**.

c. Parcel Return Service or Parcel Select Return Service. This mail is addressed to unique ZIP Codes beginning with 569.

d. Retail Ground Return Service, Ground Service Returns, or Merchandise Return Service with Ground markings.

When no marking appears on a mailpiece weighing more than 13 ounces, record it as Priority Mail. (See 6-1.1 for guidelines on unmarked mail.)

After determining whether or not the mailpiece is Forwarded/Returned/ Missent, complete the following steps:

1. Select Retail Ground, Parcel Select (including USPS Connect Local), Parcel Return Service, or Retail Ground Return Service from the *Mail Class & Type* screen.

2. Select the appropriate subclass from the *Mail Subclass* screen. The options are Retail Ground, Parcel Select (including USPS Connect Local), ~~,~~ Parcel Return Service, Retail Ground Return Service, and Retail Ground Limited Overland Routes (the latter option refers to parcels mailed within Alaska).

3. Record any additional Parcel Select rate markings at the *Parcel Select Markings* screen. The options are Parcel Select (with no additional markings), Nonpresort or NPS, and Lightweight or PS Lightweight, and USPS Connect Local. ~~,~~

4. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.

6 Special Data Recording Rules

Special Data Recording Rules provide background information for entering data into the CODES laptop. This section groups these rules according to common distinguishing features as identified below. Note that a complete discussion of recording mailpiece characteristics is found in chapter 5.

6-1 Mail Class

The following recording rules address questions regarding mail class characteristics encountered while entering mailpiece data into the CODES laptop.

6-1.1 Unmarked Mail

Use the information in Exhibit 6-1.1 to determine mail class based on the weight of an unmarked mailpiece.

Exhibit 6-1.1
Determining Mail Class for Unmarked Mail

If the piece weighs...	Then record as...
13 ounces or less	First-Class Mail
More than 13 ounces	Priority Mail

6-1.2 Handwritten Endorsement for Free Matter for the Blind and Other Physically Handicapped Persons

Free Matter for the Blind and Other Physically Handicapped Persons must have the endorsement "Free Matter for the Blind" in the upper right corner of the address side of the mailpiece. The endorsement may be handwritten or printed. Record these mailpieces as Free Matter for the Blind and Other Physically Handicapped Persons at the *Mail Class & Type* screen.

6-1.3 Enclosures

Record the presence of a First-Class Mail enclosure for non-permit imprint Package Service, Retail Ground, and Parcel Select mail. The markings for an enclosure (or attachment) are First-Class Mail Enclosed, First-Class Enclosed, or Letter Enclosed.

Note: Enclosure markings are not used to determine the mail class of a mailpiece.

6-2 Mail Markings

Special recording rules apply to markings on a mailpiece.

6-2.1 Manifest Mailing System Price Category (Keyline) Code Information

Manifest Mailing System Price Category (Keyline) Code Information takes precedence when recording mail markings.

6-2.2 First-Class Single-Piece Override Rule

There are two cases when mail weighing 13 ounces or less bearing First-Class Mail presort/automation markings is likely to be First-Class single-piece mail. Under these circumstances, the First-Class Single-Piece Override Rule applies:

a. Mailpiece bears First-Class Single-Piece marking. In addition to an automation marking or a presort marking, the mailpiece has the marking "Single-Piece," "SNGLP," or "SP." In this case the presence of the First-Class Mail single-piece marking overrides any other markings, except for a Priority Mail marking. Record these mailpieces as First- Class Mail single-piece with the current single-piece postage rate.

b. Mailpiece bears postage equivalent to the First-Class Single-Piece rate. The mailpiece is not forwarded or returned, has automation or presort markings, and has postage affixed greater than or equivalent to the First-Class Mail single-piece rate. In this case the presence of the First-Class Mail single piece (or greater) postage overrides any other markings, except for a Priority Mail marking. Record these mailpieces as First-Class Mail single piece with the total postage revenue on the mailpiece.

6-3 First-Class Mail Shape

Record a postcard as a letter or a flats mailpiece when it exceeds maximum card dimensions (6 inches long by 4¼ inches high **for single-piece, and 9 inches long by 6 inches high for presorted**). Record an irregular-shaped (nonrectangular) letter that is at least ¼-inch thick as a parcel.

~~Record a postcard as a letter or a flats mailpiece when it exceeds maximum card dimensions (6 inches long by 4¼ inches high). Record an irregular- shaped (nonrectangular) letter that is at least ¼-inch thick as a parcel.~~

6-4 Type of Mailer

The following sections include rules that must be noted before entering mailpiece data.

6-4.1 Identifying Postal Service (USPS) Mail

USPS Mail is strictly identified by the following:

c. Permit imprint series G-10.

d. Series G-400 through G-499.

e. Permit numbers 73026 and 99998 for USPS BRM.

f. Permit number 999 for USPS Merchandise Return

Service. Do not use the return address to identify USPS Mail.

6-4.2 Damaged Mail

When a damaged mailpiece is enclosed in a USPS transparent envelope, record the mail characteristics visible through the transparent envelope. If the indicia is removed because of damage (i.e., no indicia is present on the mailpiece), record the indicia as "None." Do not record as a USPS mailpiece.

If the damaged mailpiece with no indicia is not enclosed in a USPS transparent cellophane envelope, then follow the instructions in 6-5.3, depending on whether or not the mailpiece is marked as postage due.

6-4.3 Definition of Federal Government Mail

Federal Government mail refers to the following:

a. Federal Agency Mail.

b. U.S. Congressional Franked Mail.

c. The rare category of Other Franked Mail (e.g., mail originated by former presidents and their spouses).

d. Armed Forces Free Mail.

e. Absentee Ballots (see 6-4.4 and 6-4.5).

Here are some additional notes:

a. Do not record state and local government mail as Federal Government — instead, record it as Private.

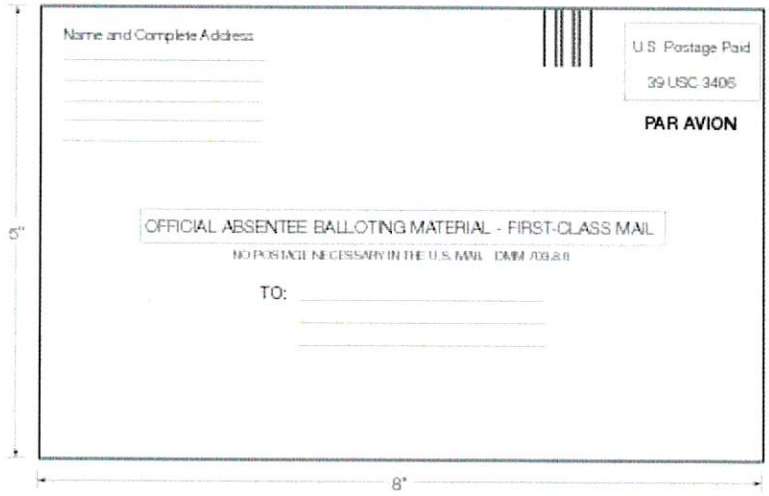
b. Do not record U.S. Postal Service Mail as Federal Government — instead, record it as USPS.

c. Armed Forces Free Mail is recorded as Armed Forces Free Mail at the *Indicia* screen. The Type of Mailer is Federal Government, and the applicable Mail Classes are First-Class Mail, Priority Mail, and Retail Ground.

6-4.4 Absentee Ballots — Federal Government

Record federal government absentee ballots and voting registration postcards as *Federal Government* at the *Type of Mailer* screen, then select *Absentee Ballots* at the *Indicia* screen. The envelope or card used to send the material and the envelope or card supplied for its return are printed with the words "Official Absentee Balloting Material — First-Class Mail" (or similar language) in a rectangular box. In the upper-right corner of the mailpiece, in a rectangular box, the words "U.S. Postage Paid 39 USC 3406" must be printed. See Exhibit 6-4.4 for examples.

Exhibit 6-4.4
Federal Government Absentee Ballots



6-4.5 Absentee Ballots — State and Local

State and local absentee ballots require prepaid postage and do not include the "U.S. Postage Paid 39 USC 3406" marking. Record these ballots (and other election materials) as *Private* at the *Type of Mailer* screen. Record the characteristics (mail class, markings, and all other characteristics for this mail) that are readily observable for these mailpieces (this is sometimes called the "key-what-you-see" method).

6-4.6 Meters with the Capital Letters "U.S.P.S." in the Indicia

For meters with the capital letters "U.S.P.S." in the indicia, the Type of Mailer is recorded as Private (not USPS), and the Indicia is recorded as Meter (not

Postage Validation Imprint or PVI).

6-5 Indicia

Indicia refers to the postage payment on the mailpiece (stamp, semipostal stamp, precanceled stamp, PVI, permit imprint, IBI, etc.).

6-5.1 More Than One Indicia

The recording of multiple indicia is allowed. Select all indicia that are on the mailpiece.

6-5.2 Mailpieces Without Postage Payment Affixed

Mailpieces found in the mailstream without postage payment affixed — including pieces intended for, or provided by, non-USPS delivery services such as UPS or FedEx — are included in the skip, but are not recorded. Mail without postage payment affixed is *not* postage due mail.

6-5.3 No Indicia Present

This mail has no imprinted designation denoting payment of postage. These instructions are not applicable to Periodicals or to Free Matter for the Blind and Other Physically Handicapped Persons. Congressional Mail must bear a signature or specified marking. Armed Forces Free Mail must be marked Free written in the sender's handwriting.

Here are some additional notes:

a. If the mailpiece does not have an indicia and if there is no marking on the mailpiece indicating that postage is due, then include the mailpiece in the skip, but do not record the mailpiece.

b. If the mailpiece does not have an indicia and if there is a marking on the mailpiece indicating that postage is due, or if there is a marking indicating evidence of postage affixed (or postage verified), then record all of the characteristics associated with the mailpiece. At the *Indicia* screen, record the indicia as "None" (no indicia present on the mailpiece).

c. If the Postage Due Unit (PDU) or other internal office has not indicated a mail class with an associated postage due reference, then identify the mail class based on the special data recording rules for unmarked mail (see 6-1.1). If there is any doubt about whether the item actually represents a mailpiece at all, then include the item in the skip, but do not record it.

6-6 ~~Postmark Date and~~ Origin ZIP Code

The ~~postmark date~~ origin ZIP Code is ~~are~~ usually found in the cancellation mark on the stamp, in the IBI, or in the USPS-applied or mailer-applied video ink jet cancellation. Many times, however, multiple indicia or multiple cancellations are present. In these cases, review the special recording rules in the following sections.

6-6.1 Multiple Indicia and Multiple Cancellations

When there are two or more types of indicia or cancellations on a mailpiece, record the ~~postmark date~~ origin ZIP Code as follows, in order of preference:

a. From the Advanced Facer Canceler System (AFCS) cancellation. Always record the origin ZIP Code from the AFCS cancellation marking when this cancellation is present. If there are multiple AFCS cancellations, record the origin from the earliest cancellation.

b. From the POS postage label (PVI, mPOS, and "Retail" label).

c. From the stamp. If there is more than one postmark on the stamped indicia, record the origin ZIP Code from the earliest postmark.

d. From the date correction or drop shipment endorsement.

e. From the IBI. When a mailpiece has multiple IBIs, record the origin ZIP Code from the IBI with the most recent date.

6-6.2 Known Origin ZIP Codes Versus Cannot Be Read Origin ZIP Codes

To determine origin ZIP Code, do not use the return address as the city, state, or ZIP Code reference. This includes using the return addresses for Federal Government mailpieces and USPS mailpieces. The exception to this rule applies to mailpieces using Merchandise Return Service, Parcel Return Service, or one of the USPS returns services. Here are some additional notes:

a. **Merchandise Return Service:** When there is no postmark, use the ZIP Code in the customer's return address as the origin ZIP Code. The return address is provided in the upper left corner of the merchandise return service label. When there is no return address, record the origin ZIP Code as Cannot Be Read.

b. **Parcel Return Service:** When there is no postmark, use the ZIP Code in the customer's return address. When there is no return address, record the origin ZIP Code as Cannot Be Read.

c. **USPS Returns (First-Class Returns, Priority Mail Returns, and Ground Returns):** When there is no postmark, use the ZIP Code in the customer's return address. When there is no return address, record the origin ZIP Code as Cannot Be Read.

d. **Federal Government and USPS:** Mailpieces with a G-series permit do not have a known origin ZIP Code. Do not associate the agency name in the permit indicia with the return address in order to assign an origin ZIP Code.

e. **POS Postage Label (PVI, mPOS, and "Retail" label):** When the origin ZIP Code reads "000," record it as Cannot Be Read.

6-6.3 Parcel Select Destination Delivery Unit Mailpieces

The origin 3-digit ZIP Code for destination delivery unit (DDU) mailpieces is taken from the physical ZIP Code of the facility where the contractor entered the mailpieces. In some instances, this ZIP Code is the same as the MEP being tested, but it can also be different when the MEP is located in a multi–ZIP Code facility.

6-6.4 Multiple 3-digit Origin ZIP Codes

Record the first 3-digit ZIP Code that appears either in a range or in a list of 3-digit ZIP Codes separated by a comma. For example, if the provided range is "641–661" or if the provided list is "641, 651, 661," record the 3-digit ZIP Code as "641."

6-7 Destination ZIP

If the realignment of districts changes a 3-digit ZIP Code, the old ZIP Code is honored for a period of 6 months following implementation. For ODIS-RPW, both the old and new ZIP Codes are correct during this time period and are recorded as "Yes" at the *Is the Destinating 5-digit ZIP Code Correct* screen. After the 6-month period, the old ZIP Code is considered incorrect and is recorded as "No" for this question.

6-8 Additional Services

Additional Services provided by the Postal Service include Business Reply Mail, Postage Due Mail, Notice to Mailer of Correction in Address, and Notification of Undeliverable Periodical.

6-8.1 Business Reply Mail

Record domestic Business Reply Mail (BRM) as an extra service associated with First-Class Mail or Priority Mail. Record total mailpiece revenue only when a BRM mailpiece has stamped or other postage affixed. Enter the amount of postage indicated by the stamp or other postage. Do not include any BRM fees with total revenue.

For domestic Business Reply Mail (BRM) with foreign postage, record the mailpiece as incoming international mail without BRM as an extra service.

6-8.2 Postage Due Mail

Postage Due Mail is defined as Business Reply Mail, Merchandise Return Service Mail, address corrections, keys and identification devices, and all other mail marked postage due. For all Postage Due Mail, enter the correct postage for the mailpiece at the *Total Mailpiece(s) Revenue* screen even though the amount of postage may not actually appear on the mailpiece.

6-8.3 PS Form 3547, Notice to Mailer of Correction in Address

PS Form 3547, *Notice to Mailer of Correction in Address,* is used to notify mailers of address corrections. Record PS Form 3547 fees under USPS Extra Services as an extra service attached to a parent USPS mailpiece.

PS Form 3547 is the manual notification component of the address correction service. Do not confuse this with ACS (Address Change Service), which is an automated electronic program address change notification. These electronic fees are not recorded in ODIS-RPW.

Here are some additional notes:

a. **PS Form 3547 inside a USPS envelope:** If two or more cards are enclosed in an envelope, enter this item as single-piece First-Class or Priority Mail with USPS as the type of mailer. Select PS Form 3547 Revenue under Extra Services. *Do not* record the per-piece fees. Instead, enter the total PS Form 3547 revenue indicated on the outside of the envelope.

b. **PS Form 3547 found separately as a card, flats mailpiece, or photocopy:** Enter the mailpiece as single-piece First-Class Mail with USPS as the type of mailer. Select PS Form 3547 Revenue under Extra Services. Enter the per-piece address correction fee when prompted.

6-8.4 PS Form 3579, Notice of Undeliverable Periodical

PS Form 3579, *Notice of Undeliverable Periodical,* is used to notify Periodicals mailers of address corrections. Similar to PS Form 3547,

PS Form 3579 is the manual notification component of the address correction service.

Here are some additional notes:

a. **PS Form 3579 inside a USPS envelope:** If two or more cards are enclosed in an envelope, enter this item as single piece First-Class Mail or Priority Mail with USPS as the type of mailer. Select PS Form 3579 Revenue under Extra Services. *Do not* record the per-piece fees. Instead, enter the total PS Form 3579 revenue indicated on the outside of the envelope.

b. **PS Form 3579 found separately as a card, flats mailpiece, or photocopy:** Enter the mailpiece as single-piece First-Class Mail with USPS as the type of mailer. Under Extra Services, select PS Form 3579 Revenue. Enter the per-piece address correction fee when prompted.

6-8.5 Bundled Address Correction Forms (PS Forms 3547 and 3579)

When a census is conducted on accountable mail and a bundle of address correction forms is encountered, use the information from the facing slip (if present) to determine the revenue and volume information for all the address correction forms in the bundle.

6-8.6 Electronic Return Receipt

Electronic Return Receipt may or may not be marked on the mailpiece. Do not record Electronic Return Receipt as an extra service.

6-9 Total Mailpiece Revenue

~~6-9.1 Enclosure or Attachment Revenue~~

~~First-Class Mail enclosure or attachment revenue is recorded for non-permit imprint Package Service, Retail Ground, and Parcel Select mail. The markings for an enclosure (or attachment) are First-Class Mail, First-Class, or Letter Enclosed.~~

~~If a marking indicating that an enclosure or attachment is present, but the postage for both the parent mailpiece and the attachment or enclosure is paid together (for example, with a single meter strip), then use Notice 123, *Price List*, to compute the correct postage for the mailpiece.~~

~~To determine the correct enclosure or attachment revenue, perform the following steps:~~

~~1. Determine the correct postage rate by considering the price category, weight, and, if necessary, zone of the mailpiece.~~

~~2. Determine the enclosure or attachment revenue by subtracting this postage from the total mailpiece revenue.~~

~~3. Enter the attachment or enclosure revenue at the *Total Enclosure(s) Revenue* screen.~~

~~***Note:*** If the enclosure or attachment revenue cannot be determined, then assume this revenue to be equal to the current 1-ounce, First-Class Mail single-piece rate.~~

~~4. Enter the total revenue shown on the mailpiece, including the enclosure or attachment revenue at the *Total Mailpiece(s) Revenue* screen.~~

6-9.1 Stamped (Postage-Embossed) Envelopes and Cards

Stamped envelopes and cards are a type of postage-embossed stationery sold to mailers for a fee in addition to the preprinted postage.

Record revenue for postage-embossed envelopes and cards at the *Total Mailpiece(s) Revenue* screen as follows:

a. Record the preprinted postage on the envelope or card, either the amount of the denominated postage shown in the indicia or, for Forever stamped letters and cards, the current First-Class Mail 1-ounce letter or card rate.

b. Continue to include revenue from extra services shown on the mailpiece.

c. Do not record the additional fee for the stationery. We capture these fees from the accounting systems when the stationery is sold, so including it as total mailpiece revenue would double-count this revenue.

6-9.3 Multiple Information-Based Indicia

When a mailpiece has multiple Information-Based Indicia (IBI) ~~(Meter or PC Postage)~~, record the manufacturer and meter/IBI number from the ~~indicia with the greatest revenue~~ first applicable indicia. Record the total revenue from all indicia.

6-9.4 Cannot Be Read

Select Cannot Be Read at the *Total Mailpiece(s) Revenue* screen when total revenue cannot be determined or read directly from the mailpiece. Cannot Be Read includes mailpieces paid using multiple indicia — i.e., stamps or IBI ~~Information-Based Indicia (Meter or PC Postage)~~ —

when the postage value on one of the indicia is not displayed or legible, even if the other indicia can be read. Mailpiece revenue is derived when the data is processed, based on the characteristics of the mailpiece.

Example: If a mailpiece is paid using a Forever stamp, and if an IBI shipping label does not show a postage amount, record Cannot Be Read because you cannot determine the total postage paid.

For mailpieces combining a permit imprint (including Business Reply Mail) with stamps or IBI, enter the total postage value of all stamps and IBI at the *Total Mailpiece(s) Revenue* screen.

Here are some additional examples:

a. If a permit imprint or BRM letter bears a Forever stamp, record the Forever stamp postage value (First-Class Mail letter rate) at the *Total Mailpiece(s) Revenue* screen. Do not include the BRM fee in the total revenue.

b. If a First-Class Mail permit imprint letter bears meter indicia of $1.11, record $1.11 at the *Total Mailpiece(s) Revenue* screen.

Continue to look up and enter the value of nondenominated stamps.

6-10 Forwarded and Returned Mail

Record mailpieces indicated as forwarded or returned using the "Forwarded/ Returned/NOREC" radio button in the *Mail Class & Type* screen. Forwarded or returned mailpieces may have a CFS or PARS label, a USPS reference such as a hand-pointing or finger-pointing identifier, or a handwritten reference made by a USPS employee or a private addressee.

Exception: A mailpiece with no indicia is sometimes returned to the sender with a nonmailable marking or a returned-for-postage marking. If there are no indicia on the mailpiece, and if the mailpiece is being returned to the sender with a nonmailable or returned-for-postage marking, then include the mailpiece in the skip, but do not record the mailpiece.

If the mailpiece is forwarded to an addressee with no indicia and the mailpiece has a marking indicating that postage is due, follow the recording guidelines in 6-5.3.

For Standard Mail or USPS Marketing Mail revenue, if the postage due is the weighted fee, then the fee is the appropriate First-Class Mail single piece or Priority Mail rate multiplied by 2.472 and rounded up to the next whole cent.

6-10.1 NOREC Mail From CFS

Record mailpieces labeled "NO REC," "For Review," and "Deliver As Addressed" using the "Forwarded/Returned/NOREC" radio button at the *Mail Class & Type* screen.

~~6-10.2 Bulk Parcel Return Service~~

~~Record return to sender mailpieces as "Forwarded/Returned/NO-REC" at the *Mail Class & Type* screen. At the *Ancillary Service Endorsement* screen, indicate if the returned mailpiece is endorsed "Return Service Requested — BPRS" or "Address Service Requested — BPRS." Standard Mail or USPS Marketing Mail and Parcel Select Lightweight are the only mail classes eligible for Bulk Parcel Return Service.~~

6-11 Other

Review these miscellaneous recording rules before beginning to enter mailpiece data.

6-11.1 National Change of Address Linkage System (NCOA^{LINK})

NCOALINK is a computerized system used to meet the Move Update requirements for presorted First-Class Mail. Mail that is processed through NCOALINK shows an updated recipient address above the delivery barcode.

Record this mail as you would normally record mailpieces exiting the Postal Service for the first time. Do not record this mail as forwarded or returned.

6-11.2 Parcel Dimensions

At the *Parcel Dimensions* screen, use the following steps to record the dimensions of a parcel:

1. Determine whether the parcel is Square or Rectangular or Other Shapes:
   a. A square or rectangular parcel has three definite dimensions with distinct hard edges.
   b. You may encounter some mailpieces that appear square or rectangular but have rounded or tapered edges (e.g., soft goods wrapped in paper or plastic bags). The preferred method for measuring these items is to select the option for "Other Shapes."

2. Using a tape measure, record the parcel's measurements as follows:
   a. The length is the longest side of the mailpiece (regardless of the placement or orientation of the delivery address).
   b. The height is the longer dimension that is perpendicular to the length (i.e., the second longest side of the mailpiece).
   c. The thickness (width) is the shortest side of the mailpiece (i.e., the side perpendicular to the length and height). When the piece has uniform thickness, measure this dimension anywhere on the side of the mailpiece, but if the piece does not have uniform thickness (for example, an irregularly shaped mailpiece such as enveloped matter that is packaged so that the thickness varies), measure this dimension at the thickest point of the mailpiece.
3. Round off measurements to the nearest inch as follows:
   a. If greater than or equal to 1/2 inch, round up to the next inch.
   b. If less than 1/2 inch, round down to the previous inch.
   c. If rounding down from less than 1/2 inch would equal 0 inch, then round up to 1 inch.

   Exception: For a Priority Mail Cubic parcel, round measurements down to the nearest 1/4 inch. If rounding down would equal 0 inch, record the measurement as a 1/4 inch.

If the length plus girth exceeds the maximum (130 inches for Retail Ground and Parcel Select, and 108 inches for all other parcels), include the parcel in the skip, but do not record it.

See RG-8 for measurement guidelines.

6-11.3 Detached Address Labels and Detached Marketing Labels

Detached address labels (DALs) and detached marketing labels (DMLs) are cards that provide the mailing address and postage indicia for a parent mailpiece. Sample and record DALs and DMLs only on the first day when both the parent mailpiece, and the DALs or DMLs are present. Record all information except mail shape from the DAL or DML — record shape from the parent mailpiece. If you encounter DALs or DMLs commingled in DPS letter trays, exclude them from the count and do not record them.

6-11.4 Philatelic Mail — ~~Postmark Date and~~ Origin ZIP Code

For individual first day cover mailpieces, record the ~~postmark date and~~ origin ZIP Code as Cannot Be Read. First day covers can have cancellation dates other than the actual date they are entered in the mailstream, and can also have an origin ZIP Code other than the ZIP Code shown in the indicia block of the mailpiece.

6-12 DPS ~~and FSS~~ Indicators

Use the DPS Indicator to identify delivery point sequence (DPS) mail. The indicator provides additional information for use in statistical estimation. **Set** the indicator to ***Y* (Yes)** or ***N* (No)** at the *Test Header* or *Change Skip* or *DPS Indicator* screens **as follows**:

a. Set the DPS Indicator to ***Y*** to record mail that is sorted in carrier walk sequence in a DPS **letter** tray. Use the "DPS" marking on the tray label to identify all DPS mail. DPS labels typically include an alphanumeric code to identify the type of sequenced mail in the tray, such as city route (C000), box section (B000), and Business Reply Mail (Z000). Record all mail from trays labeled DPS — regardless of the alphanumeric code — as DPS mail.

b. Some DPS trays may contain mailpieces that are in carrier walk sequence and other pieces that are not in carrier walk sequence. Set the indicator to *N* to record any nonfinalized pieces, such as bundles of mail that is sorted to the route or zone and placed in front of the sequenced mail.

c. An upstream test is one that takes place at a facility that is not the final delivery facility. **Set the indicator to *N* for upstream tests performed at the plant as outlined in section 3-9. For other upstream tests that are not performed at a plant, set the DPS Indicator to *Y* where applicable.**
Note: The DPS Indicator does not refer to drop shipment mail.

~~Use the DPS and FSS indicators to identify delivery point sequence (DPS) and Flats Sequencing System (FSS) mail. The indicators provide additional information for use in statistical estimation. Turn the indicators to "Y" (on) or "N" (off) at the *Test Header* or *Change Skip* or *DPS/FSS Indicator* screens as follows:~~

~~a. Set the DPS indicator to "Y" to record mail that is sorted in carrier walk sequence in a DPS tray. Use the "DPS" marking on the tray label to identify all DPS mail. DPS labels typically include an alphanumeric code to identify the type of sequenced mail in the tray, such as city route (C000), box section (B000), and Business Reply Mail (Z000). Record all mail from trays labeled "DPS" — regardless of the alphanumeric code — as DPS mail.~~

~~b. Set the FSS indicator to "Y" to record mail that is sorted in carrier walk sequence in an FSS tray.~~

~~c. Some DPS and FSS trays contain some pieces that are in carrier walk sequence and other pieces that are not in carrier walk sequence. Set the indicators to "N" to record any nonfinalized pieces, such as bundles of mail that is sorted to the route or zone, and placed in front of the sequenced mail.~~

~~d. Do not use the indicators during upstream testing (set the indicators to "N" for the entire test). An upstream test is one that takes place at a facility that is not the final delivery facility.~~

~~***Note:*** The DPS and FSS indicators do not refer to drop shipment mail.~~

6-13 Corrected ~~Postmark Date or~~ Origin ZIP Code on Metered Mail

6-13.1 Origin ZIP Code on Drop Shipment Metered Mail

Metered mail must ~~may~~ be deposited by the date of mailing shown in the indicia, unless the mailer corrects it by printing a new date on the mailpiece or applying a second meter strip showing the actual date of deposit and zero postage value ("0.00"). In some cases, the Postal Service may also print the origin processing date on the mailpiece. Record the origin ZIP Code on metered mail from the AFCS cancellation marking, when this cancellation is present. If there are multiple AFCS cancellations, record the origin from the earliest cancellation. ~~Record the postmark date origin ZIP Code on the metered mail as follows, in order of preference:~~

~~From the AFCS cancellation marking, when this cancellation is present.~~

~~If there are multiple AFCS cancellations, record the postmark date and origin from the earlies cancellation.~~

~~From the date of mailing shown in the IBI indicia, unless a corrective date is applied to the mailpiece.~~

~~From the corrective date. The date may be mailer or USPS applied and the format may vary. If more than one date is applied, record the postmark date from the final (latest) date shown on the mailpiece.~~

~~at a Post Office other than the licensing office if authorized by the Postal Service. The name of the licensing Post Office appears in the IBI, and a drop shipment endorsement indicates the entry facility. Record the origin ZIP Code from the drop shipment endorsement any time this endorsement is present.~~ The endorsement

provides the following elements:

a. The city and state of the entry Post Office, the words "Drop Shipment Authorization" (or "D/S AUTH"), and the authorization number issued by the Postal Service. The mailing office ZIP Code may be used instead of the city and state of mailing. See the following examples:

MAILED AT CHICAGO IL DROP SHIPMENT AUTHORIZATION 12	DROP SHIPMENT AUTHORIZATION 48 MAILED AT YAKIMA WA
MAILED AT 606 DROP SHIPMENT AUTHORIZATION 12	DROP SHIPMENT AUTHORIZATION 48 MAILED AT 98901
CHICAGO IL D/S AUTH 12	D/S AUTH 48 YAKIMA WA

b. The letters "DS" followed by the authorization number and the words "MAILED AT" followed by the 3-digit ZIP Code of the entry Post Office. This type of endorsement may also include a corrective mailing date. See the following examples:

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48 641

c. If the entry Post Office ZIP Code is provided as a range or list, record the first 3-digit ZIP Code from the range or list. For example, if the provided range is "641–661" or if the provided list is "641, 651, 661," record the 3-digit ZIP Code as "641."

7 Conducting a Digital Test

The ODIS-RPW digital test is used to estimate revenue, volume, and other characteristics for mailpieces sorted on automated mail processing equipment.

7-1 Introduction

The ODIS-RPW digital test is designed to automate statistical sampling by replacing on-site data collection with mailpiece images collected during mail processing. Data collectors view the images on a central server instead of traveling to a test facility and physically sampling the mail. The digital system includes the following features:

a. A random sample of mailpieces. Digital MEPs are defined by ZIP Code, and mailpiece images are randomly selected to provide an unbiased sample of the test-day mail.

b. An image repository and viewer. The Statistical Programs Virtual Image Enterprise Warehouse (SP VIEW) application on the Statistical Programs Web page gathers images from mail processing, aggregates them into test sets, and displays each image for recording in the CODES software.

c. A streamlined version of the CODES software. The CODES software requires data entry only for characteristics relevant to digital mail.

d. Procedures for collecting the nondigital portion of the mail for a digital ZIP Code. Although digital testing captures a large portion of the letter mailstream, manually sampling is required for some letters, such as nonmachinable mail, machine rejects, and accountable items (see 3-38).

7-1.1 Mail Exit Points (MEPs)

Statistical Programs maintains the digital letter frame. ZIP Codes are selected for testing based on average daily volumes and other characteristics.

7-1.2 Sampling Methods

Mail processing equipment collects mailpiece images on specified test dates by applying a random start and a mailpiece skip designed to provide a statistically valid sample of mailpieces.

7-1.3 Image Retention

Mailpiece images are encrypted and stored for 30 days from the date of the test. After 30 days, the files are permanently deleted and cannot be retrieved.

7-1.4 Storing, Printing, and Reproducing Mailpieces

Do not save, store, print, email, capture, or reproduce mailpiece images. Images must remain encrypted within the SP VIEW application.

7-2 Preparing for the Digital Test

7-2.1 Materials and Equipment

Data collectors conduct digital tests at assigned district work locations. Before the test, obtain all of the following materials and equipment:

a. Header Report showing the assigned digital test ID and the corresponding ZIP Code.

b. CODES laptop.

c. ACE computer (with monitor) connected to the USPS network.

Note: The CODES scale and scanner are not used during the digital test.

7-2.2 Accessing the Sample File on the CODES Laptop

The ODIS-RPW sample selection file on the CODES laptop contains digital test information for the entire quarter. Sample selection files contain the test date, test ID, and test type (destination test or digital test). Complete the following steps to display information from the sample selection file on the CODES laptop:

1. Turn on the CODES laptop, and enter your user name and password.
2. Click on the CODES icon.
3. Choose ODIS-RPW from the CODES Main Menu.
4. Select Conduct Test from the ODIS-RPW Main Menu.
5. The *Conduct Test* screen displays a complete list of all the ODIS-RPW tests currently stored on the laptop.

7-2.3 Accessing the Test Mailpieces on SP VIEW

Access the SP VIEW application using an ACE computer connected to the USPS network as follows:

a. Select the SP VIEW icon on the Statistical Programs Web page at http://blue.usps.gov/statprog.

b. Log in to SP VIEW using your ACE ID and password.

c. Enter the test ID and test ZIP Code to retrieve the test images. The test ID and test ZIP Code are listed on the Header Report.

7-3 Preparing and Entering Data in the CODES Laptop

7-3.1 Accessing the Digital Test on the CODES Laptop

Perform the following steps on the CODES laptop to access the digital test:

1. Select ODIS-RPW from the CODES Main Menu.
2. Select Conduct Test. The *Conduct Test* screen contains a table with the following test information:
   a. ID.
   b. Date.
   c. Type (destination test or digital test).
   d. ZIP Code.
   e. Finance number.
   f. Office to be sampled.
   g. Subsampling application (SA).
   h. Status.
   i. MEP description.
3. Use the arrow keys or the PgUp/PgDn keys to highlight the record that corresponds to the assigned digital test.
4. Review the test ID, type, ZIP Code, and MEP description carefully to ensure that you are selecting the correct digital test.

7-3.2 Completing the *Test Header* and *Options Menu* Screens

Perform the following steps to complete the *Test Header* and *Options Menu* screens:

1. At the *Test Header* screen:
   a. Enter your user ID and employee identification number (EIN).
   b. Verify the MEP description and the test ZIP Code.
   c. The test ID and the test date fields are filled and cannot be changed. The test date is the date the images became available and may not be the same date the test is completed in CODES.
2. Once you verify that the header information is correct, CODES displays the *Options Menu* screen. At the *Options Menu* screen, select "Collect Mailpiece Data" to begin recording data from the mailpiece images. Note that the Test Notification Checklist, Test Day Checklist, container and mailpiece skips, and ~~DPS/FSS~~DPS indicators are disabled — these selections do not apply to digital tests.

7-4 Entering Mailpiece Data in the CODES Software

Refer to chapter 5 for recording instructions for each mail class, and refer to chapter 6 for special recording rules.

7-4.1 Mail Classes Eligible for the Digital Test

It is critical that you correctly identify the class of mail and the mail markings on each mailpiece before entering mailpiece data. The following mail classes are eligible for the ODIS-RPW digital test:

a. First-Class Mail (see 5-3.1).

b. Standard Mail or USPS Marketing Mail (Regular), and Standard Mail or USPS Marketing Mail (Nonprofit) (see 5-3.2).

c. Free Matter for the Blind and Other Physically Handicapped Persons (see 5-3.3).

d. Incoming international mail (see 5-3.4).

e. Periodicals (see 5-3.5).

7-4.2 Characteristics of a Digitally Imaged Mailpiece Recorded During the Digital Test

Record the following characteristics for each digitally imaged mailpiece that was recorded in the digital test:

a. Mailpiece image number. This number is located directly above the mailpiece image in SP VIEW.

b. Mail class and subclass.

c. Mail markings.

d. Type of mailer.

e. Indicia. Note the following issues:

(1) For mailpieces paid with Forever stamps, record the number of stamps and the year on each stamp. If you cannot determine the year on the Forever stamp, record it as Cannot be Recorded.

(2) If you cannot distinguish between a Forever stamp and a denominated stamp, record the stamp as a Forever stamp and select Cannot be Recorded for the year.

f. Origin ZIP Code.

~~g. Postmark date.~~

~~h.~~g. Any extra services on the mailpiece.

~~i.~~h. Total mailpiece revenue.

~~j.~~i. Forwarded or returned. Note the following issues for such mailpieces:

(1) For forwarded mailpieces, record whether the mailpiece was intercepted by PARS.

(2) For forwarded or returned mailpieces, record any additional postage due.

~~k.~~j. Double-Feed. When a mailpiece is stacked on top of one or more additional mailpieces, do the following:

(1) Record the top piece *if the following elements can be read:*

(a) Mail class and mail markings.

(b) Indicia.

(c) Origin ZIP Code.

(d) Extra services.

(e) Revenue

Note: *If the preceding elements cannot be read,* see item ~~7-4.2l~~7-4.2k below.

(2) Select a mail class.

k. Digital Image Cannot be Recorded. Select this option when the mailpiece characteristics noted in item ~~7-4.2l~~ 7-4.2j above cannot be recorded due to poor image quality. Include in this category double-feeds if the top piece cannot be recorded because the mail characteristics are not visible. Also record in this category detached address labels, detached marketing labels, and unpaid mail. You do not need to select a mail class.

Note: To determine if a mailpiece should be keyed as Digital Image Cannot be Recorded due to poor image quality, first decide if the mailpiece would still look the same in a live test. If the mailpiece would look the same in a live test, the mailpiece is recorded. If the mailpiece would not look the same in a live test, record the mailpiece as Digital Image Cannot be Recorded.

7-4.3 Mail Characteristics Not Recorded During the Digital Test

Do not record the following mail characteristics during the digital test (CODES does not prompt for this information):

a. Pieces, pounds, and ounces.

b. Mail shape and machinability.

c. Length, height, and thickness.

d. Barcode scans.

e. IBI number.

7-4.4 Special Recording Rules for Unmarked Digital Letters and Cards

Record all unmarked digital letters and cards as First-Class Mail — "unmarked" means that a class marking is not printed on the mailpiece. If the mail markings cannot be read due to poor image quality, select Digital Image Cannot be Recorded at the *Mail Class & Type* screen (see 7-4.2).

7-4.5 Special Recording Rules for DALs and DMLs

Detached address labels (DALs) and detached marketing labels (DMLs) are cards that provide the mailing address and indicia for a parent mailpiece, usually a parcel. If you encounter DALs or DMLs in a digital test, exclude them by selecting Digital Image Cannot be Recorded at the *Mail Class & Type* screen and record any carrier route markings on the piece by choosing the first applicable option in the *Mail Markings* screen (see 7-4.2).

7-4.6 Single-Piece Override Rule

There are three cases when First-Class Mail with presort or automation markings in a digital test is likely to be single-piece First-Class Mail:

a. The mailpiece is marked as single piece. In addition to presort or automation markings, the mailpiece is marked "Single Piece," "SNGLP," or "SP." The single-piece marking overrides any other markings, except for a Priority Mail marking. Record these mailpieces as single-piece First-Class Mail.

b. The mailpiece is paid with any type of Forever stamp, or with a denominated or nondenominated stamp that equals at least the First-Class Mail 1-ounce letter price. In this case the postage overrides any other markings, except for a Priority Mail marking. Record these mailpieces as single-piece First-Class Mail, with the total revenue shown on the mailpiece.

c. The mailpiece is paid using a postage meter or PC Postage system, and the total revenue is exactly equal to the 1-ounce, 2-ounce, 3-ounce, or 3.5-ounce metered letter price.

7-4.7 Data Review

As data is entered into the CODES software, a record of each entry appears on the right side of the screen. After all the data for a mailpiece is entered, verify that the information is correct by answering the prompt.

7-5 Viewing the Test Mail in SP VIEW

7-5.1 Eligible Mail

All mailpieces in SP VIEW for a particular test ID are eligible for the test. Test-day volumes vary.

7-5.2 Navigating the Test Mail

Navigate through the test mail in SP VIEW as follows:

a. Use the rotate, zoom, and click-and-drag options to view the entire face of the mailpiece.

b. Select "Recorded" or "Unrecordable" for each mailpiece as follows:

(1) Select "Recorded" if the mailpiece characteristics are entered in the CODES software.

(2) Select "Unrecordable" if the mailpiece is entered as Digital Image Cannot be Recorded at the *Mail Class & Type* screen in CODES (see 7-4.2).

c. Resolve all mailpieces by selecting "Recorded" or "Unrecordable" before completing the test.

7-5.3 Mailpiece Review

To review the mailpieces as needed before completing the test, use the "Recorded" and "Unrecordable" review windows, or enter an image number in the "Search" window. Make a note of any mailpiece or test anomalies on the Header Report and in the CODES comment field. Do not save, store, print, email, capture, or reproduce any mailpiece image.

7-6 Ending, Suspending, or Aborting the Digital Test

7-6.1 Ending the Digital Test and Saving the Data

Once the final mailpiece is recorded, end the ODIS-RPW test and save the data as follows:

a. Select "Complete Test" in SP VIEW. This selection saves the "Recorded" and "Unrecordable" selections and locks the test so that it cannot be keyed again. It also indicates that the test is completed in the SP VIEW reporting system.

b. Select "End Test and Save" in CODES. This selection saves the mailpiece data recorded during the test.

c. At the CODES *Time* screen, enter the total test time in hours and minutes. For a digital test, the total test time is the time spent accessing the test, resolving the mailpiece images, and entering and reviewing the test data.

7-6.2 Aborting the Digital Test

To abort a session, choose "Abort Test" in the CODES software and in the SP VIEW application. All data is lost when a test is aborted, including the "Recorded" and "Unrecordable" selections in SP VIEW.

7-6.3 Suspending the Digital Test

Suspend a digital test if you must leave and return to the test later, or if another data collector will complete the test. Suspend the test as follows:

a. In the CODES software, choose "Suspend Test" from the *Options Menu* screen. All previously entered data is saved.

b. In the SP VIEW application, select "Suspend." All "Recorded" and "Unrecordable" selections are saved, as well as the progress indicator in the status bar. Upon resuming the test, SP VIEW opens to the first unresolved mailpiece in the test set.

7-7 CODES Laptop Data Communications

Once a digital test is completed, you must immediately transfer the test data from the CODES laptop to the CODES Web Base Unit. Follow the instructions in chapter 9.

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8 Ending the ODIS-RPW Test and Saving the Data

Once you have recorded the final mailpiece, end the ODIS-RPW test and save the data. However, before ending a test, sometimes the test data must be edited or deleted. The data collector might need to suspend a test for a period of time, or in some circumstances, abort a test. This chapter provides guidelines on how to perform all of the functions identified at the *Options Menu* screen.

8-1 Reviewing and Editing Mailpiece Recordings

Once an ODIS-RPW mailpiece has been verified, the data collector may review the last entry by selecting "Edit Previous Record" from the *Options Menu* screen. Selecting this option produces an *Editing Record* screen, which allows the data collector to once again verify or edit the entered information.

8-2 Deleting Mailpiece Recordings

If any of the test data is incorrect, the record must be deleted. To delete the record, select "Delete Previous Record" from the *Options Menu* screen.

8-3 Ending the Test and Recording Time

At the conclusion of an ODIS-RPW test, save the test data.

Select "End Test and Save" from the *Options Menu* screen to display the *Time* screen.

Record the time for activities directly related to the test, including time spent preparing for and completing the test. This includes time spent on the following tasks:

a. Communicating with the facility manager, supervisor, and carrier. Isolating and preparing the mail.

b. Setting up and taking down the computer.

c. Gathering and selecting sample mailpieces.

d. Entering, reviewing, and sending data.

e. Waiting (for dispatches, etc.).

f. Traveling to and from the test site.

Enter the total time in hours and minutes.

Do not include time while not on the clock or time spent performing other activities unrelated to the test, such as conducting IOCS readings, MEP Reviews, or site reviews while awaiting dispatch arrivals. Do not include the time used to notify the office of the test.

Each data collector records his or her own time in the test session. When one data collector is recording and another is assisting but not recording, the recording data collector adds the times together.

If multiple data collectors worked on the test and used separate laptops, do not add the times together; each data collector records his or her own time in the laptop session.

8-4 Aborting the Test Session

When the incorrect test is selected from the *Conduct Test* screen and data is recorded in the incorrect selection, the test must be aborted in order to select the correct test. The CODES software stores all aborted test data.

To abort the session, choose "Abort Test" from the *Options Menu* screen.

8-5 Suspending an ODIS-RPW Test

A test is suspended when any of the following occur:

a. Waiting for the next dispatch.

b. Going to lunch.

c. Sharing the laptop with another data collector performing the same test on another tour.

Choose "Suspend Test" from the *Options Menu* screen.

Upon suspending a test, the data collector may return to that test to continue entering test data at a later time. To return to a suspended test, select the test from the *Conduct Test* screen. Notice that in the status column of that screen, suspended is indicated, and all previously entered data is saved.

9 CODES Laptop Data Communications

After completing a test and reviewing data, immediately transfer the test data from the CODES laptop to the CODES Web Base Unit. Transfer the test to the CODES Web Base Unit using a LAN connection.

Software updates are released quarterly. The releases are distributed from Statistical Programs at Postal Service Headquarters via the Postal Routed Network (PRN). Release notes are available on the Statistical Programs Web site. The release notes contain important information about the changes and instructions on how to install the software updates to the CODES laptops.

The data collector is responsible for transferring the test data, downloading sample files, and installing software updates to the CODES laptops.

The ~~MFPC~~SSP is responsible for the review and approval of the uploaded data. The ~~MFPC~~SSP, SSP, and data collector are responsible for maintaining the

CODES laptops and scales. See the user guides on the Statistical Programs Web site for more information.

The remainder of this chapter discusses the transfer method in detail, as well as how to use CODES laptop transmission functionality to update sample files and system software. Each section gives step-by-step instructions for performing these tasks.

9-1 Transferring Data to the CODES Web Base Unit

CODES uses a LAN connection to transmit data from a CODES laptop to the CODES Web Base Unit.

9-1.1 Initiate Data Transfer

Use the following steps to begin the data transfer process:

1. Select the CODES icon on the desktop to display the CODES *Main Menu* screen.
2. Click the ODIS-RPW button to open the ODIS-RPW *Main Menu* screen.
3. Click the Transmit Test button to display the *Transmit Test* screen.

   Note: A test or test notification checklist must be complete before it can be transferred.

4. From the desired test or test notification checklist, highlight the desired test notification checklist and click the OK button. CODES displays the *Test Result Transfer* screen.
5. Type your DCT ID number and any comments, or information pertaining to the test or test notification checklist being transferred.
6. Select the destination.
7. Click the Transmit button. CODES briefly displays a *Transmit in Progress* screen, followed by a *Test Confirmation* screen showing that the test successfully uploaded.

9-2 Receiving Sample Files and Software Updates

Sample files are downloaded directly from the CODES Web Base Unit to a CODES laptop. Software updates are distributed automatically to the CODES laptop while connected to the Postal Routed Network (PRN).

9-2.1 Samples

9-2.1.1 Download Samples

To download samples from the CODES Main Menu Communications option window to the CODES laptop, complete the following steps:

1. Click the Download Samples button.
2. Select the CODES application associated with the desired samples (you may select more than one application).

   Note: Ensure that at least one application is selected. If no application is selected, a warning screen appears.
3. Click the Download Samples button at the *Application Selection* screen.

9-2.1.2 Load Samples

Click the Load New Samples button to load new samples from the ODIS-RPW Main Menu; CODES presents options for either CODES Folder or External Drive Transfer. The following steps explain the process used for loading samples after the Web download described in 9-2.1.1.

1. Choose the CODES folder option from the *Sample Loading* screen.
2. CODES presents a message acknowledging that the samples are successfully loaded.

9-2.2 Software

9-2.2.1 Download Software

The CODES software is distributed automatically to the CODES laptops while connected to the Postal Routed Network (PRN).

Perform the following steps to receive the software:

1. Once you receive notification that the software is available, connect the CODES laptop to the Postal Network by a LAN cable or via the Internet.
2. The ACE system automatically sends the software to the CODES laptop. The time needed to receive the software depends not only on the CODES laptop configuration and the network connection speed, but also on whether the laptop is receiving other updates.
3. The activation icon appears on the Windows desktop of the CODES laptop when the CODES software is ready for activation.

Important: Before activating the updates, ensure that all of the prior quarter's tests are completed and that the test data is transmitted from the CODES laptop to the Web Base Unit. Data collectors must verify with the ~~MFPC~~SSP when the new software may be activated. Double-clicking the activation icon activates the release software immediately.

9-2.2.2 Software Installation and Updates

After completing all scheduled tests for the prior quarter and transmitting test data from the CODES laptop, proceed with activating the quarterly updates on the CODES laptop by completing the following steps:

Note: Do not activate and use the installed software on tests scheduled before the software effective date. Data collectors must verify with the ~~MFPC~~SSP when the new software may be activated.

1. Exit all applications that are running on the CODES laptop and close the CODES Main Menu by clicking Close at the bottom of the window.
2. Double-click the activation icon on the Windows desktop of the CODES laptop.
3. A progress indicator displays the status of the software activation. Upon completion, an information dialog box appears. Click OK or press Enter.

9-3 Troubleshooting Failed Transmissions

Complete the following steps to ensure proper cable connections and configuration of the CODES laptop:

1. Ensure that the CODES laptop is connected to the PRN at least once a week.
2. Ensure that all laptop connections (e.g., power supply, etc.) are secured.
3. Check all tests and applications to ensure that they are properly prepared for transmission (transferring or receiving) according to the procedures outlined in this chapter.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your ~~MFPC~~SSP for further assistance.

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