

JUL 02 2021

LABOR RELATIONS



June 30, 2021

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

Certified Mail Tracking Number:
7020 3160 0002 0328 8019

Dear Brian:

As a matter of general interest, the Postal Service intends to test reusable mail transport equipment (MTE) in select processing and distribution centers (P&DCs). The purpose of this initiative is to determine the feasibility of using stackable plastic Gaylord containers in place of the cardboard containers currently used.

The subject test will begin July 6 at the Royal Palm P&DC in Miami, Florida, and at the Baltimore P&DC in Baltimore, Maryland on July 30, and expected to run for a period of 60 days. During the test, the Gaylord containers will be transported in Florida between the Royal Palm P&DC, its delivery units, and the Ybor City P&DC in Tampa, FL. In Maryland, the containers will be sent from the Baltimore P&DC to its delivery units.

Enclosed are the following documents for your review.

- Baltimore- New Gaylord Container Stand Up Talk
- Stand Up Talk for Facilities Surrounding Baltimore
- Royal Palm- New Gaylord Container Stand Up Talk
- Stand Up Talk for Facilities Surrounding Royal Palm
- Gaylord Container Pilot Power Point
- Standard Work Instruction (SWI): Collapsing Empty Reusable Plastic Gaylord
- SWI: Associating Reusable Pallet Box to 99P Placard Pilot
- SWI: Removing Plastic Gaylord Pallet Cap
- SWI: Reusable Plastic Gaylord Setup

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

Sincerely,

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

Shannon R. Richardson
A/Director
Contract Administration (APWU)

Enclosures

Mandatory Stand-Up Talk

July __, 2021

Baltimore P&DC to pilot test new MTE

Beginning July 30, the Postal Service will be conducting a 30- to 60-day pilot in this facility to test the ease of use and durability of new mail transport equipment (MTE) — plastic gaylord containers with stackable pallets.

During the pilot, data will be collected on the number of times each container is used, how easily the containers are damaged, if there are any safety issues, space analysis and set up time.

The Postal Service spends \$60 million per year on cardboard containers. While the cardboard containers are expected to be reused five times, the reuse is not optimized, and the cardboard containers are cut to expedite access. In addition to millions of dollars in cost to purchase additional cardboard containers, this practice causes significant problems with cardboard backing up, interfering with efficient operations and creating safety issues.

The new containers fold inward for easy storing, the sleeves secure to the pallets with locking tabs and the pallets interlock for a safer, more stable load during transport. They can also be reused possibly up to 100 times and includes easily accessible drop-down side panels.

New equipment of this sort can decrease the Postal Service dependency on cardboard and build on our established sustainability efforts.

The new containers will be used to transport mail and packages between this facility and the delivery units.

Thank you.

Mandatory Stand-Up Talk

July __, 2021

Royal Palm P&DC to pilot test new MTE

Beginning July 6, the Postal Service will be conducting a 30- to 60-day pilot to test the ease of use and durability of new mail transport equipment (MTE) — plastic gaylord containers with stackable pallets.

During the pilot, data will be collected on the number of times each container is used, how easily the containers are damaged, if there are any safety issues, space analysis and set up time.

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New equipment of this sort can decrease the Postal Service dependency on cardboard and build on our established sustainability efforts.

The new containers will be used to transport mail and packages between this facility and the delivery units and between the Ybor City P&DC.

Thank you.

Mandatory Stand-Up Talk

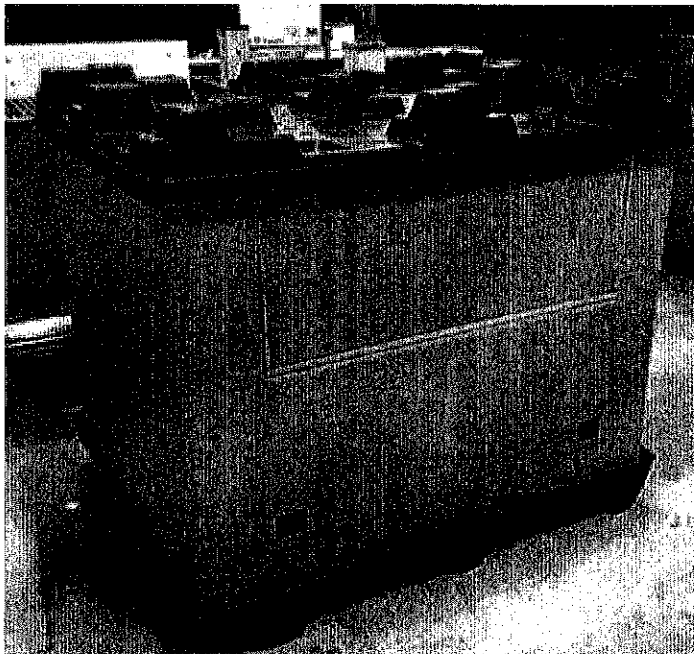
July __, 2021

Royal Palm and Ybor City P&DCs to pilot test new MTE

Beginning July 6, the Royal Palm P&DC will be conducting a 30- to 60-day pilot to test the ease of use and durability of new mail transport equipment (MTE) — plastic gaylord containers with stackable pallets.

The MTE will be used only between the Royal Palm P&DC and its delivery units and the Ybor City P&DC.

If you see a container that comes into this facility that look like this, please return them to Royal Palm P&DC as soon as possible.



Thank you.

Standard Work Instruction: Collapsing Empty Reusable Plastic Gaylord

Verify Excess
Containers
Present



Unlock
Sleeve
From Pallet



Lift Sleeve
From Pallet



Fold and
Nest



Attach
Pallet
Cap



Move to
Dispatch

Important Steps

Key Points

Reasons for Key Points

1. Verify excess reusable plastic gaylords are present in the processing unit

- Every effort should be made to maximize number of times each container is used during pilot
- If excess gaylords are accumulating in unit due to mail flow imbalances complete steps 2 to 6 below to collapse reusable plastic gaylords for dispatch
- Leave one reusable plastic gaylord constructed to nest collapsed sleeves in along with one pallet for the container cap

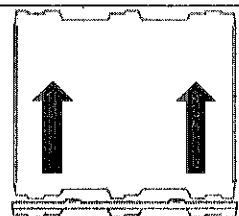
- Maximizing number of uses will help evaluation of container system for durability and suitability before purchase
- Gaylords should be kept in circulation to maximize number of uses during pilot



2. On bottom pallet sides push the four yellow locking tabs inward to unlock sleeve from pallet

- Verify all old placards are removed from the container
- Locking tabs are located on the two longer sides of the pallet

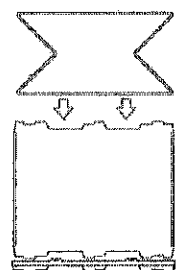
- Removing old placards helps prevent the misdirection of mail
- Locking tabs are a safety feature to securely attach the pallets to the container sleeves



3. Lift sleeve clear of bottom pallet

- Keeping your back straight and knees slightly bent lift the gaylord sleeve from the pallet

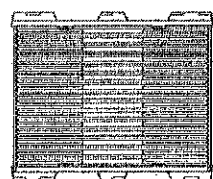
- Maintaining proper lifting techniques will help prevent injury



4. With the longer side facing you fold the sleeve, lift and nest inside the constructed gaylord

- Sleeves fold accordion style with the folds located on the shorter sides of the sleeve
- Lift sleeve keeping your back straight and knees slightly bent
- Up to 13 sleeves may be nested inside a constructed reusable plastic gaylord
- Stack and nest empty pallets to a height not to exceed approximately 5 feet – approximately 32 pallets

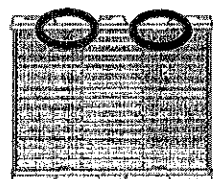
- Maintaining proper lifting techniques will help prevent injury
- Nesting sleeves inside a constructed reusable plastic gaylord reduces occupied floorspace and enables safe transportation



5. Lift an empty pallet, invert and place it on top of the constructed container with nested sleeves

- Keeping your back straight and knees slightly bent lift the gaylord sleeve from the pallet and place on top of gaylord containing collapsed sleeves
- Align form fitting slots on pallet with top of container sleeve

- Maintaining proper lifting techniques will help prevent injury



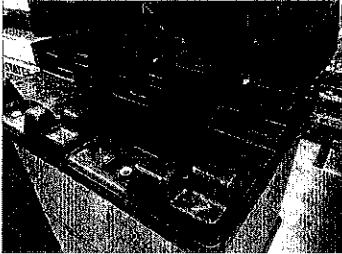
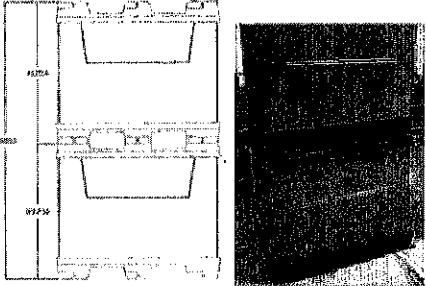


6. Pull four yellow locking rings to outward position to lock pallet cap in place

- Locking tabs are located on the two longer sides of the pallet
- Move container of sleeves and stacked pallets to dispatch
- Do not mix reusable plastic gaylord sleeves and pallets with standard USPS MTE

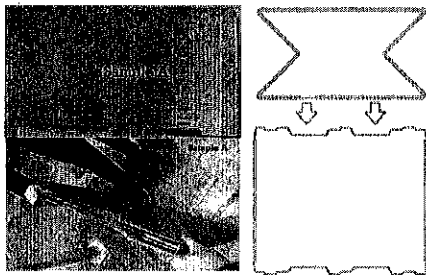
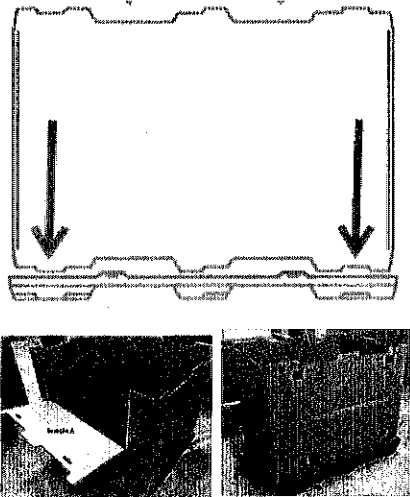
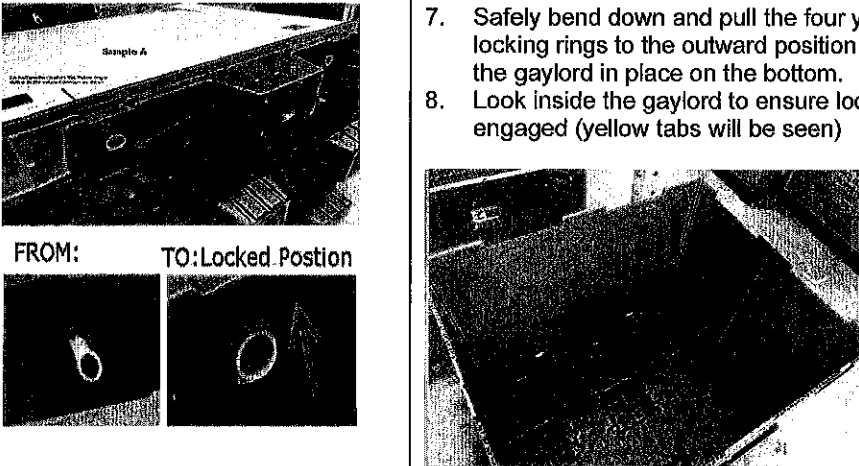
- Locking tabs are a safety feature to securely attach sleeves to pallets
- Pallets and sleeves are not usable with standard pallets or cardboard and may create safety hazards

Standard Work Instruction: Reusable Plastic Gaylord Setup

	<ol style="list-style-type: none"> 9. Gaylord is now ready to be placed on a sorting machine for use. 10. When placing on a sorting machine, ensure the door side is on the left side. 11. Utilize standard procedures for placarding and nesting if utilizing on a sorting machine. 12. Ensure you do not overfill the gaylord. <ol style="list-style-type: none"> a. Mail volume must not extend above the top of the container to allow use of the pallet cap. 	<p>Reusable gaylord is set up and stable for use.</p> <p>Ensure the door (which is on the long end) is closed and facing on the left side when placing under a bin on the machine.</p> <p>Do Not Overfill Gaylord.</p>	<p>Having the door end on the side prevents packages from inadvertently opening the door when sortation is occurring.</p> <p>Overfilling the gaylord impacts our ability to fully utilize trailer cube of transportation.</p>
 	<ol style="list-style-type: none"> 13. When removing a full gaylord for dispatch Take another black pallet and invert it to fit on the top inside the grooves and lock the yellow rings in place on the top by pulling them towards the outside edge. 14. Ensure placards are in place and that you are using the proper nesting procedures for scanning. 15. This type will interlock with the bottom of another pallet for double stacking for transport of 2 full containers. 	<p>Ensure you are using the proper pallet top provided for the reusable gaylord.</p> <p>Ensure you have proper placards and scanning completed.</p> <p>The pallets will interlock when double stacking</p>	<p>Placement of the top pallet on single pallets ensures the door remains closed and provides additional stability of the load for transportation.</p> <p>Placement of the pallet top ensures stability for double stacking of gaylords with mail for transportation.</p> <p>All gaylords should have a top placed on them when dispatched to the dock.</p>
	<p>View of the pallets double stacked. Both sleeves will have a Top and bottom to them and the pallet used for top and bottom is the same type of pallet.</p>		<p>Double stacking the interlocking pallets will stabilize the load and maximize the trailer cube for transportation.</p>

Standard Work Instruction: Reusable Plastic Gaylord Setup



	Important Steps	Key Points	Reasons for Key Points
	<ol style="list-style-type: none"> 1. Obtain unused gaylord from stacked supply 2. Ensure all old placards or labels are removed prior to setting up on pallet. 3. Use proper posture for bending and lifting the unused gaylord. 4. Unfold new lightweight reusable gaylord (the top and bottom of the sleeve are interchangeable). 	<p>Old labels & placards and must be removed prior to setting up. Use proper lifting practices to obtain new gaylord for set up.</p>	<p>Removing old labels and placards ensures the placarding for sortation is accurate.</p> <p>Using proper lifting practices reduces potential injury.</p>
	<ol style="list-style-type: none"> 5. Place the gaylord on the required black pallet for the gaylord into the form fitting grooves on the pallet floor. 6. Close the gaylord door by placing the door up so the gaylord is closed. 	<p>Ensure the grooves on the bottom insert into the grooves on the pallet floor. Close the door on the side if open prior to placing on a sorting machine.</p>	<p>Extended bottom of the sleeve will fit into the grooves of the pallet floor.</p> <p>Placing them on the fitted groove on the pallet ensures stability.</p> <p>Ensure the door is closed.</p>
	<ol style="list-style-type: none"> 7. Safely bend down and pull the four yellow locking rings to the outward position to lock the gaylord in place on the bottom. 8. Look inside the gaylord to ensure locking is engaged (yellow tabs will be seen) 	<p>Ensures the gaylord is locked in place on the bottom.</p> <p>Use proper posture when reaching down to engage the locking mechanism.</p>	<p>Ensure stability of the load for the gaylord.</p> <p>Using proper posture reduces potential injury.</p>



ROYAL PALM MTE PILOT

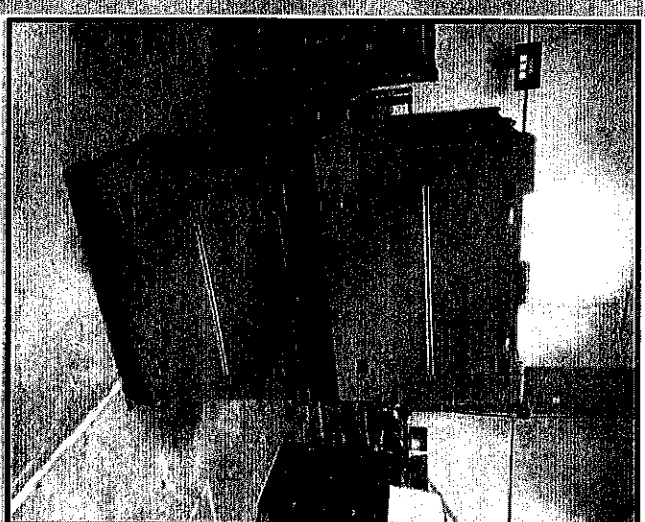


THIS PLANT WILL BEGIN TESTING
THESE NEW CONTAINERS ON JULY 6.



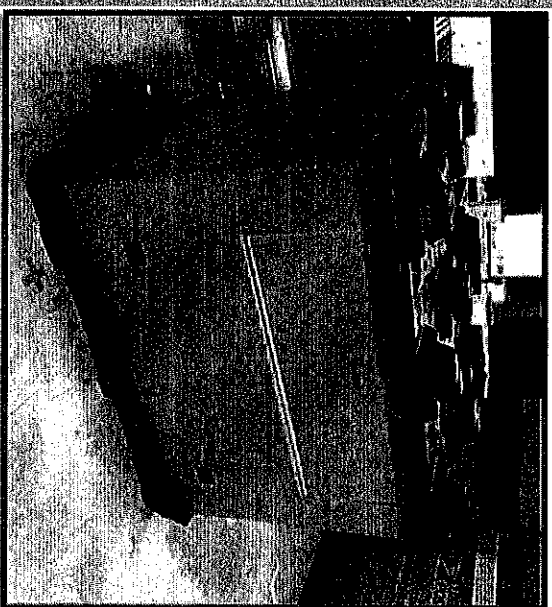
ROYAL PALM MTE PILOT

THESE CONTAINERS WILL BE
USED EXCLUSIVELY BETWEEN THIS
PLANT AND THE DELIVERY UNITS





ROYAL PALM MTE PILOT



WE WILL BE TESTING EASE OF USE
AND DURABILITY, AND DOCUMENTING
HOW MANY TIMES THE CONTAINERS
ARE USED, SET UP TIME, IF THEY
ARE DAMAGED EASILY, IF THERE ARE
SAFETY ISSUES, ETC.

Mandatory Stand-Up Talk

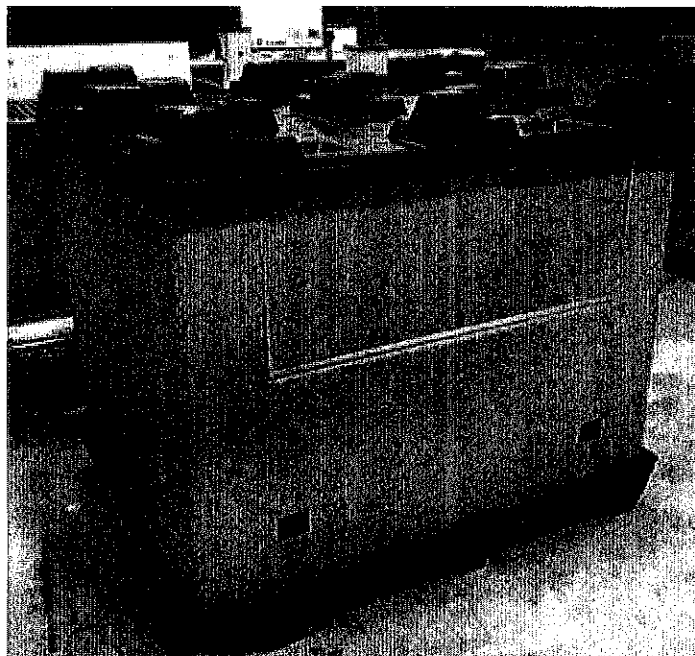
July __, 2021

Baltimore P&DC to pilot test new MTE

Beginning July 30, the Baltimore P&DC will be conducting a 30- to 60-day pilot to test the ease of use and durability of new mail transport equipment (MTE) — plastic gaylord containers with stackable pallets.

The MTE will be used only between the Baltimore P&DC and its delivery units.

If you see containers that comes into this facility that look like this, please return them to Baltimore P&DC as soon as possible.



Thank you.

Standard Work Instruction: Associating Reusable Pallet Box to 99P Placard

Pilot

Assign MTEL Placards at Machine (Manually or with IOPD)



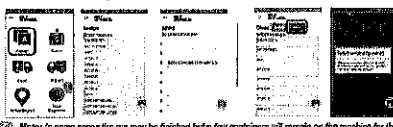

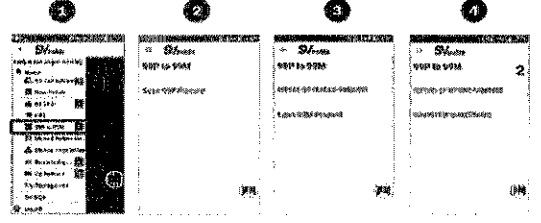

99P to 99M Assignment at the Bin



Pull Full Container from Machine for Dispatch and Repeat the Process

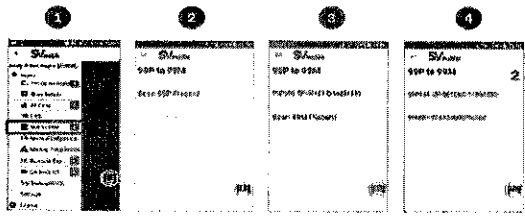
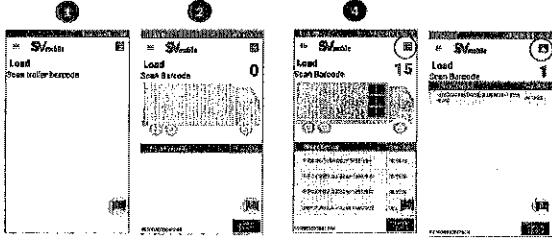


Load Scan the Container to a Trip on the Dock.

	Important Steps	Key Points	Reasons for Key Points
<p>Assign and Close Scans at Bin Based Machines</p> <ol style="list-style-type: none"> Before the machine starts its run, affix a unique barcoded MTEL placard to each container and a unique <i>RFID</i> to each sack. Select Assign from the <i>SV</i> mobile home screen or navigation menu. On the Assign screen, select the machine location where you are performing the scans. Perform an Assign scan on every container and sack by first scanning or reflecting the bin, then scanning the MTEL placard (99P, 99M, or 99K for MTEL). Once a single container/sack is full, press the Stop button, pull away the container/sack, and replace with an empty container/sack. Perform an Assign between the new MTEL placard or MTEL. <ul style="list-style-type: none"> NOTE: This action will automatically force close the container/sack that was pulled away from the bin. When the run has finished, a supervisor or designated employee should perform a Bulk Close of the appropriate machine location. Because an Assign will not be performed on a bin after the run has finished and therefore bins will not auto close, a Bulk Close is required at the end of a run. <ol style="list-style-type: none"> Select Close from the <i>SV</i> mobile home screen or navigation menu. Select Bulk. Select the machine location. Select Confirm on the Bulk Close message box. <p>Assign Scan Bulk Close</p>  <p>Notes: In some cases the run may be finished but a few containers will remain on the machine for the next run. In this scenario, the process should be to Bulk Close the entire machine and perform a new Assign on the few containers remaining. However, if the majority of containers will remain do NOT Bulk Close the machine and, instead, manually Close the few containers that will be dispatched.</p> <p>Note: Containers ready for dispatch can be moved to the dock to be Load scanned.</p> <p>Notes: Sacks can either be Load scanned individually onto the trailer or Bulk scanned into containers.</p> <p>Note: Containers not ready for dispatch can be Assigned again at the MPE to continue nesting during a different run.</p>	<ol style="list-style-type: none"> Assign placards to the machine per normal practice either via IOPD or manually Ensure that an MTEL placard is on each container assigned to the bin per the SV Nesting SOP 	<ul style="list-style-type: none"> Ensure each container has one MTEL placard assigned to the bin. Follow the Nesting SOP available in SV Web in the document library. 	<ul style="list-style-type: none"> Ensure normal practice for nesting is being applied. This pilot project does not replace normal nesting requirements.
 <p>The 99M barcode will be placed in the upper right corner of the placard. To place the placard, top of the placard should be placed in the upper right corner of the placard.</p>  	<ol style="list-style-type: none"> 99P to 99M assignment: This process will be used to track the new pallet boxes travel in the network. This is done at the machine at the bin for every reusable pallet box only. Under Container Scanning from the Navigation menu: Select 99P to 99M scan mode. Scan the 99P placard already assigned that is on the reusable pallet box on the machine. Scan the 99M placard 	<ul style="list-style-type: none"> The 99M barcode will pre-labeled and located on the upper right corner 10 inches from the top with 4 matching barcodes on all 4 sides of the pallet box. Ensure that you use the 99P to 99M function to link the pallet box to the MTEL placard for tracking 	<ul style="list-style-type: none"> This process will enable HQ to evaluate and track the number of uses per pallet box to determine if this design will be cost effective for the USPS. It is critical to perform this step at the machine on the sweep side at the bin after 99P placards have already been assigned to the bin.

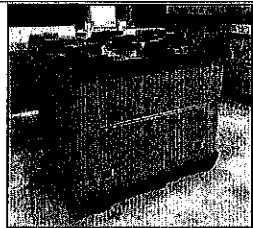
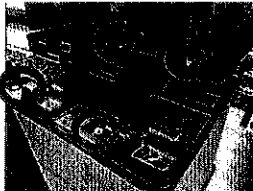
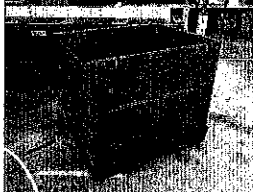
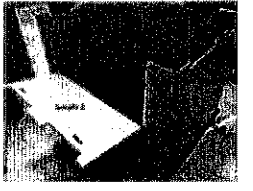
Standard Work Instruction: Associating Reusable Pallet Box to 99P Placard

Pilot

	<ol style="list-style-type: none"> When container is full or at dispatch time. Pull container and assign the next placard as normal according to the SV SOP to nesting. Complete the 99P to 99M assignment process on the new pallet box as described above. 	<ul style="list-style-type: none"> When putting a new container at the bin, you must do the 99P to 99M assignment after the 99P placard is assigned to the bin. 	<ul style="list-style-type: none"> Ensures tracking of the actual pallet box use through the network Users can perform a Load scan on either 99M or 99P barcode.
<p>Performing a Load Scan</p> <p>Select the Load button from the Home or Navigation screen:</p> <ol style="list-style-type: none"> Scan the Trailer barcode. Scan the MTEL Placard, IMTL, PMOD barcode or D&R tag. <ul style="list-style-type: none"> Tap the Manual Counts input the number of empty containers or unscannable equipment loaded to the trailer. Continue scanning containers and handling units on to the trailer. Tap the top right icon to change views. 	<ol style="list-style-type: none"> Ensure a LOAD scan is completed on the dock on the 99P MTEL placard as per normal practice. Select the Load button from the Home or Navigation screen. Scan the Trailer barcode. Scan the MTEL Placard. Continue scanning containers and handling units on to the trailer. 	<ul style="list-style-type: none"> All containers with MTEL placards require a LOAD scan when loading onto a trip to go to a destination. 	<ul style="list-style-type: none"> Ensures tracking of the container and contents from a facility to the destination. The Load scan records the loading of a container or handling unit onto a trailer and helps calculate the trailer utilization.

Standard Work Instruction: Removing Reusable Plastic Gaylord Pallet Cap for Mail Processing



	Important Steps	Key Points	Reasons for Key Points
	1. Retrieve reusable plastic gaylord of mail from First In, First Out staging area	<ul style="list-style-type: none"> • Move container from staging to mail processing area maintaining First In, First Out (FIFO) 	<ul style="list-style-type: none"> • Following FIFO processing helps ensure the 'oldest' mail is processed first
	2. On the pallet cap sides push the four yellow locking tabs inward to unlock pallet cap from sleeve	<ul style="list-style-type: none"> • Locking tabs are located on the two longer sides of the pallets 	<ul style="list-style-type: none"> • Locking tabs are a safety feature to securely attach the pallets to the container sleeves
	3. Remove container pallet cap and place in designated staging area	<ul style="list-style-type: none"> • Safely lift and remove top pallet keeping your back straight and knees slightly bent • Pallets must be staged separately and kept isolated from standard USPS pallets 	<ul style="list-style-type: none"> • Maintaining proper lifting techniques will help prevent injury • The pallets are not compatible or interchangeable with standard USPS pallets or cardboard gaylords
	4. Process mail as you normally do in accordance with all applicable SWIs	<ul style="list-style-type: none"> • For manual processing operations utilize access panel on side of container sleeve to avoid excessive bending to reach mail pieces <ul style="list-style-type: none"> ◦ Utilize a small shepherd's hook to pull pieces towards access panel • For machine processing load the container in the All Purpose Container Unloader (APCU) in accordance with the SWI 	<ul style="list-style-type: none"> • The access panel will help prevent excessive bending and injury caused by reaching over the container walls • The use of a shepherd's hook will help prevent employees from reaching over the container walls to retrieve mail pieces and prevent injuries
	5. Repeat steps 1 – 4 until all mail has been processed	<ul style="list-style-type: none"> • Stack removed pallet caps together in designated staging to a height of approximately 5 feet – approximately 32 pallets • For machine mail processing operations move empty constructed containers and pallets to designated machine bins where needed • Delivery Units utilize containers for Collections packages only to the Plant • See Collapsing Empty Reusable Plastic Gaylord SWI if excess containers are present in the processing unit 	<ul style="list-style-type: none"> • The pallets are not compatible or interchangeable with standard USPS pallets or cardboard gaylords and must be kept separated • Stack pallets to a height avoiding lifting over your head to help prevent injury • Using containers for Collections will help maximize container usage for evaluation before purchase • Excess containers should be dispatched daily to where needed to ensure maximum use during the pilot