

Chapter 3

Letter Carrier Route Sampling

Section 1 – General Information

Purpose	The purpose of this exercise is to determine the extent of the inside workload and subsidiary delivery allowances on each individual letter carrier route.
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How	<p>The exercise consists of counting every piece of mail sorted and delivered, on each route, during a consecutive one or two week period depending on the mail volume index method used (chapter 2) . The mail volume count may be made during any full one or two week period where there is no statutory holiday. Mail volume counts are not to be conducted during the months of July, August, or December.</p> <p>In areas where there is a significant seasonal transient population, such as University students, armed forces personnel, tourists, etc., the volume count should be conducted during the period of higher occupancy</p>
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Dispute	If a dispute arises during the sampling exercise, the route measurement officers will record the disputed information both ways until such time as the dispute is resolved.
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Section 1 – General Information (cont'd)

Data Capture Software To simplify the systematic capture of all required data and to ensure the accuracy of the resultant mathematical calculations, a computerized system has been developed. This system consists of Pocket PC software and Desktop software.

- The “Pocket PCI” application captures Route, LDU, and Point of Call information during the volume count.
- The Integrated Route Measurement Application (IRMA) assesses and evaluates the workload of each individual route as per the data entered in the Pocket PC and data entered on the 072 cards.
- Volumes of sequenced mail are captured in an electronic format by the mechanized sequencing equipment. The volume is reported by LDU or address in ranges that correspond to the 072 cards. This data is transferred to IRMA for the calculation of the Percentage of Coverage.

All subsequent instructions in this chapter explain how to capture the information during the volume count using IRMA

Section 2 – Pocket PCI Application

Point of Call Information

Subject	In the proper space, indicate the following:	Pertinent Information
Regular items	<p>Record the number of regular items to be delivered that will not fit in the regular mail receptacle,</p> <p>Include items delivered to CMB parcel compartments, items that are safe dropped, and items that require personal contact.</p> <p>Do not include bar-coded items, signature items or collection of funds items. .</p>	<p>Note: This also applies to parcels addressed to buildings in which parcel post compartments have been installed.</p>
Stop 1	<p>Record the number of stops required to deliver regular items. Each point of call receiving regular items should receive a stop.</p> <p>Do not credit a stop for items delivered to a CMB parcel compartment.</p>	<p>Note: Items with no apparent value such as publications, newspapers, catalogues, etc. may be delivered to an auxiliary device such as double doors, etc, protected from inclement weather.</p>
BC Fit	Record the number of bar coded items to be delivered that will fit in the regular mail receptacle. Include items delivered to CMB parcel compartments.	<p>Note: Card for pickup items, (proof of identity and carded items) must be returned to the registration clerk. Credit one BC Fit.</p>
Stop 2	<p>Record the number of stops required to deliver bar coded items that fit in the mail receptacle. Each point of call receiving items should receive a stop.</p> <p>Do not credit a stop for items delivered to a CMB parcel compartment.</p>	
Parcel Locker Regular Items (PL Reg)	<p>Record the number of regular items to be delivered that will fit into a parcel locker compartment.</p> <p>If all parcel locker compartments are full the item will need to be attempted to the door and recorded as a Regular item.</p> <p>Do not include bar-coded items, signature items or collection of funds items.</p>	<p>Note: PL items and stop will only apply at buildings with centralized delivery.</p> <p>Note: The parcels and or packets to be recorded as PL items are only those items that are too large to fit in the individually assigned customer compartments.</p>

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Parcel Locker Regular Stop (PL Reg Stop)	Record the number of stops required to deliver items that fit in the parcel locker compartments. A parcel locker should only receive 1 stop per individual parcel locker per day. Do not credit more than 1 stop for each individual parcel locker per day	
Parcel Locker Barcode Items (PL BC)	Record the number of bar coded items to be delivered that will fit into a parcel locker compartment . If all parcel locker compartments are full the item will need to be attempted to the door and recorded as a BC No Fit.	
Parcel Locker Barcode Stop (PL BC Stop)	Record the number of stops required to deliver bar coded items that fit in the parcel locker compartments. A parcel locker should only receive 1 stop per individual parcel locker per day. Do not credit more than 1 stop for each individual parcel locker per day	
No Fit	Record the number of bar coded items to be delivered that will not fit in the regular mail receptacle.	
Stop 3	Record the number of stops required to deliver bar coded items that will not fit in the mail receptacle. Each point of call receiving items should receive a stop.	
Signature	Record the number of items that require a signature on delivery.	
Stop 4	Record the number of stops required to deliver signature items. Each point of call receiving items should receive a stop.	Note: Where a combination of items are delivered to one address, the higher-value stop will apply.

Section 2 – Pocket PCI Application (cont'd)

Point of Call Information

Subject	In the proper space, indicate the following:	Pertinent Information
Collection of funds	Record the number of stops where the collection of funds is required. This includes payment by cash, credit card, cheque, or money order.	
AR Card	Record one AR Card for each item requiring an AR card. This gives credit for the card only, and should be accompanied by an appropriate item and stop.	
Card	Record the number of items intended for delivery in CMB areas that are carded without attempting delivery.	
CMB	Record the number of parcels to be delivered to CMB parcel compartments. This gives credit for the CMB parcel compartment only and should be accompanied by an appropriate item (eg: BC Fit).	Note: The parcels to be recorded as CMB parcels are only those parcels that are too large to fit in the individually assigned CMB compartments.
Document Packet / Oversized parcel	Select the appropriate size for each personal contact and bar coded item. Any item exceeding 3 pounds or 200 cubic inches is to be recorded as an oversized parcel. Any item less than or equal to 3 pounds or 200 cubic inches is recorded as a document packet.	

Section 2 – Pocket PCI Application (cont'd)

LDU Level Information

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
Direct – Container	D-Bags	Record the number of bags/containers prepared, by the Letter Carrier, for delivery as “directs” or for “callers”.	Record in the Pocket PC the number of A-6 bags prepared, by the Letter Carrier, for delivery as “directs” or “callers”. Where volume requires the use of the larger A-3 bags, count each as 2 A-6 (relay) bags.
Direct - Bundles	Bundles	Record the number of direct bundles that have been prepared by the Letter Carrier for delivery as “directs” or for “callers”. Bundles must be of reasonable size. To eliminate double values, direct bundles inserted in direct bags/containers are not to be counted as direct bundles.	

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LDU Level Information

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
Directory Items	Directory	<p>Record the number of items, which because of an insufficient address, require the letter carrier to refer to a directory where such is kept, up to date, and in regular use. Record all items for the same customer as 1 item.</p> <p>Management can permit the use of directory books created and maintained by the letter carrier(s) for large apartment and/or office buildings. A building or development of 30 or more units may be used as a guideline in determining the need to establish a directory book.</p> <p>Directory values will be credited only for buildings where a directory is kept and consulted for each incompletely addressed item. Delivery values for apartment receptacles allow for the eye time required to sort mail effectively to the receptacle.</p> <p>In instances where an item is received without the street name and/or number and it can not be delivered without this information, it should be returned to appropriate RTS container given that the letter carrier will not normally have the means to provide directory service to such mail.</p> <p>The business establishments' names are to be printed on the case labels to facilitate the sortation of items addressed to these firms, which may be received without complete addresses. The inclusion of the firm name on the revised sortation case labels will eliminate the need for provision of directory service to these items.</p>	<p>Note: The count of directory items is to be completed before counting the sorted mail. This will permit the letter carrier to receive the additional credit for sorting these items into the case. Where a directory book is to be maintained, the change is to be recorded in the "Book 10".</p>

Section 2 – Pocket PCI Application (cont'd)

LDU Level Information (con't)

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
DRS Pulls – Low Density	Card - L	Record the number of pulls (separations with a low density COAN with redirection mail) that the employee pulled from the sortation case(s). A COAN is low density if there is only one COAN in the sortation case separation AND either... <ol style="list-style-type: none"> 1. the separation occupies 1 or 2 slots on an A32 case (for an A62 case, the separation is less than 180 mm) or... 2. there is only one point of call in the separation 	Note: Redirection mail for bulk sites (non-automated) is to be recorded “Red Blk”.
DRS Pulls – Medium Density	Card - M	Record the number of pulls (separations with medium density COAN(s) with redirection mail) that the employee pulled from the sortation case(s). A COAN is medium density if... <ol style="list-style-type: none"> 1. there are two or more COANs in the sortation case separation and... 2. only 1 or 2 points of call and... 3. the separation occupies 1 or 2 slots on an A32 case (for an A62 case, the separation is less than 180 mm). 	
DRS Pulls – High Density	Card - H	Record the number of pulls (separations with high density COAN(s)). A COAN is high density if there is more than one point of call in the separation AND... <ol style="list-style-type: none"> 1. it is in a separation that occupies 3 or more slots on an A32 case (for an A62 case, a single poc or grouping of poc's [e.g. floor or apartment suites] that occupies more than 180 mm regardless of the position of the dividers] or... 2. it is in an A12 case or... 3. there are 2 or more COANs and 3 or more points of call. <p>These pulls are counted regardless of whether they have redirected mail, or not.</p>	

Section 2 – Pocket PCI Application (cont'd)

Route Level Information

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
S/L Missorts	Mis S.L	Record the number of short and long items that have been missorted to the route.	Note: Record one (1) Missorted item for each piece of mail to be diverted for boxholder delivery. Note: In instances where a bundle of pre-sort mail for a single route such as gas bills, magazines, a count of 3 pieces is to be recorded as a missort
O/S Missorts	Mis O.S.	Record the number of oversize items that have been missorted to the route.	
Weight of mail delivered	Weight	<p>Record the weight of mail to be delivered by the Letter Carrier. This weight includes the weight of mail dispatched to relay points and carried from the office.</p> <p>On mail mobile routes, do not include the weight of parcels that individually exceed 3 pounds in weight or 200 cubic inches in size which, on foot routes, would normally be delivered by truck.</p> <p>However, when weighing the mail to be delivered the weight of the satchel, relay bags and plastic/cardboard trays must be included.</p>	Note: Ensure that the weight of “Directs”, “Callers”, Straights and Householder mail is not inadvertently included with the weight of mail delivered. Once the weight of the mail has been recorded, the bags/trays are not to be returned to the letter carrier sortation area.

Section 2 – Pocket PCI Application (cont'd)

Route Level Information

Returns “Moved Unknown”	RTS A	Record the number of items (including all undeliverable Publications) to be returned to the sender which are: <ul style="list-style-type: none"> • Returns - “Moved/Unknown”. Include any of these items received in a Letter Carrier String Envelope (33-086-179) but <u>do not</u> include any missorted items.	<p>Note: All RTS Publications, regardless of reason of return, are to be entered as Returns “Moved Unknown”.</p> <p>Note: Any RTS items brought back at the end of the day should be recorded at end of day or next morning</p>
Returns - “Others”	RTS B	Record the number of items to be returned to the sender which is: <ul style="list-style-type: none"> • No such address, • Incomplete address • PCI items - Refused. Include any of these items received in a Letter Carrier String Envelope 33-086-179 but do not include any missorted items.	<p>Note: Literature for the blind; if the address label is inside a plastic pocket and the L.C. needs to pull the label out, credit an RTS B.</p>
Packet No Barcode	PKTNBC	Record the total number of document packet items to be delivered with no bar code and that will fit in the regular mail receptacle. <p>Do not include regular items, bar-coded items, signature items or collection of funds items.</p>	
Safe Keeping	SafeKeep	Record a “Y” on each day that the letter carrier has items which should be returned to the security clerk, for safekeeping, (C.O.D.'s, Customs and international registered items) because those items are intended for delivery on the PM portion of the route. At noon, only the letter carriers concerned will return to the wickets to pickup these items held by the clerk .	<p>Note: Safe Keeping does not apply to routes that are not structured to return to the office for lunch.</p> <p>Motorized routes keep those items in their vehicle.</p>

Section 2 – Pocket PCI Application (cont'd)

Route Level Information (con't)

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
Redirected Letters (Automated & Bulk Sites)	Red S.L.	<p><u>Automated DRS sites only</u> Record the total number of letter-type (S/L) redirection mail and number of case cards from the DRS center sorted in the case(s) by the letter carrier. The amount is not to be entered on the 072 Card.</p> <p><u>Bulk sites (non-automated)</u> Redirection mail is to be recorded as “Single Readdress with Label (Bulk Sites)”.</p>	Note: Any Redirected items (S/L and O/S) brought back at the end of the day should be recorded at end of the day or next morning
Redirected oversize sorted to case (Automated & Bulk Sites)	Red O.S.	<p><u>Automated DRS sites only.</u> Record the total number of redirected flats, magazines, newspapers, straights and packets sorted in the case by letter carrier in A32, A33 or A62 case(s). The amount is not to be entered on the 072 Card.</p> <p><u>Bulk sites (non-automated)</u> Redirection mail is to be recorded as “Single Readdress with Label (Bulk Sites)”</p>	
Redirected oversize sorted to A-12 (Automated & Bulk Sites)	Red A12	<p><u>Automated DRS sites only.</u> Record the total number of redirected flats, magazines, newspapers and packets sorted by letter carrier into the A12 case.</p> <p><u>Bulk sites (non-automated)</u> Redirection mail is to be recorded as “Single Readdress with Label (Bulk Sites)”</p>	
Mech. Seq. Office - Other Cards	Oth Crd	<p>Where cases may be shared, count all other case cards not counted elsewhere. (E.g. Redirection case cards when no mail was received, Hold case cards, Dog Incident card, Delivery Employee Warning card (084), etc.) Record these other case cards separately in the Pocket PC</p>	Time will be credited for sort and pull if the restructured route is required to share a case

Section 2 – Pocket PCI Application (cont'd)

Route Level Information (con't)

Subject	PCI Field	In the proper space indicate, the following:	Pertinent Information
Single readdress with label (Bulk Sites)	Red Blk	Record the number of items for which the DRS bulk site clerk is required to change the address by affixing a pre-printed readdress label. These volumes are kept separate and are not part of the office assessment.	
Bundles readdressed by hand & to boxes	Red Hnd	Once the items intended for each individual boxholder have been bundled and the top item endorsed "all for" with the complete box number and installation, count each bundle and record the total. Each piece is also to be counted as a missort.	Note: Bulk readdressing is to be used wherever 5 or more items are to be readdressed to the same address. For recording purposes, enter the appropriate number of items (envelopes, publications or bags) as single readdress, no label or single readdress by letter carrier, with label.
Single readdress no label	Red Hnd	Record the number of items on which the letter carrier is required to change the address by inscribing a new address by hand.	Note: During the sampling exercise, the number of items to be credited as readdressed is to be determined by physical count after the letter carrier has amended the address as required.
Single Readdress by Letter Carrier (with label)	Red LC	Record the number of items for which the delivering employee is required to readdress by affixing a label to each item.	
PCI requiring hand- written readdress	Red Hnd	Record the number of PCI items requiring readdressing by the delivering employee.	

Section 3 - LDU Sampling Card

Local Delivery Unit	The term “LDU” in this exercise refers to a “Local Delivery Unit” as determined by the postal code and identified by the last three characters of the postal code and is a specific segment of a letter carrier route, as detailed in the chapter “Inventory of Points of Delivery.”
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LDU Sampling Card 072	“LDU Sampling Cards” are used in conjunction with the IRMA application. A separate card is to be used for each “LDU” on routes.
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When an “LDU” contains more than one type of call as indicated on the 038; residential (incl. apartments), commercial and direct, a separate card must be prepared for each type of call within the LDU. The count of S/L and oversize letters must be done at the LDU level.

Headings	All headings, such as “Post Office name”, “Route Number”, “Points of Call”, etc. are automatically printed on the card but should be verified before the volume count. The type of call (R, A, C or direct) appears on each card.
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Counting the Mail	When the sortation of each type of mail (S/L and O/S) has been completed, the items are to be counted while still in the sorting case, before they are “tied out.” The number of items of each type (S/L and O/S) is to be recorded in the appropriate column for the day. The figure entered is to include all items regardless of whether sorted by the Letter Carrier, Router, etc.
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Note: “Directs and Callers” prepared at the city final cases are not to be included.

In units receiving Machine Sequenced Mail, the machine sequenced mail volume is not included on the 072s. These volumes are obtained daily from the mechanized sequencing equipment and listed on the 501a report.

The 511 report lists the mail volumes sequenced by machine for each route, in delivery sequence by address range. This report will be available at the unit, each day of the volume count.

Recording	Following this exercise, ensure that the cards are stored in a secure place in preparation for the next day's count.
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Section 3 – LDU Sampling Card (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
POC	The term “POC” on the LDU sampling card 072 is to be interpreted as the number of calls for which mail is sorted by letter carriers at the time the volume count occurs. This includes “Directs” and “Callers” which are sorted by letter carriers.	Note: The number of calls must be the same as the one in AIM. Calls which receive direct delivery or pick up their mail are to be counted. Vacant calls are not to be counted.
Letters	<p>Record on the 072 card the total number of letter-type items (S/L) sorted into the case(s) by letter carriers, except redirection mail.</p> <p>For an A62 case, use the same criteria as an A32 or A33 case for determining letters (S/L).</p>	<p>Note: The following types of mail are not to be entered on the 072 card:</p> <ul style="list-style-type: none"> • Mail to be returned to the sender • Householder mail • Missorted Mail <p>Note: Ensure all “Hold” and/or “Temporary Readdressed” mail is recorded as sorted on the appropriate 072 card</p> <p>Note: Volumes of “Hold” and/or “Temporary Readdressed” in the machine sequenced mail stream, are collected via an automated report (512 report) and added to the appropriate LDU for calculation of the Percentage of Coverage.</p> <p>Note: Do not count case cards sorted as the credit is provided based on the number of cards pulled.</p>

Section 3 – LDU Sampling Card (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
Oversize sorted to letter carrier case	<p>Record on the 072 card the total number of flats, magazines, newspapers, straights and packets sorted by letter carriers in A32 or A33 case(s), except redirection mail, change of address cards and the hold mail.</p> <ul style="list-style-type: none"> • Straight - A straight is mail that comes in a container (sleeve, tray) or a bundle of mail intended for delivery to a single call which has been sorted to the POC by the sortation staff or by machine. <p>A flat item is any item that requires folding before being sorted into an A-32 or A-33 letter-type case and includes items such as Readers Digest magazines or large envelopes, which, because of their size, require extra muscular effort to be sorted into a letter case.</p> <p>In instances where “Bulk Readdress” envelopes and/or bags are received, the letter carrier is to inform the verification officer, who will open the envelope or bag and count the number of items and record them as individual items.</p>	<p>Note: Any redirection mail placed on the ledge because of high mail volume (separations full) is to be counted as redirected mail (Automated Site)</p> <p>Note: Each “Straight” of mail received by the letter carrier is to be counted by bundle and recorded as one (1) oversize item for each bundle.</p>
Oversize sorted to A62	<p>Record on the 072 card the total number of flats, magazines, newspapers and packets sorted by letter carrier into the A62 case, except redirection mail.</p> <p>A flat item is an item that is not a letter as per the criteria used to identify a S/L in an A-32 or A-33 case.</p>	
Oversize sorted to A-12	<p>Record on the 072 card the total number of flats, magazines, newspapers and packets sorted by letter carrier into the A12 case, except redirection mail.</p>	

Section 3 – LDU Sampling Card (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
Direct - Pieces	<p>Record in the Pocket PC the total number of items sorted by letter carrier to be delivered as “directs” or “callers.” These items are to be included on the 072 Block Sampling cards. Refer to the “Single point of call profile” concept for Direct calls within an LDU in chapter 4.</p> <p>Before detailing the procedures to be followed during the sampling exercise, a clear understanding of the following definitions is required.</p> <ul style="list-style-type: none">• Straight - A straight is mail that comes as an individual point of call in a container (sleeve, tray) or a bundle of mail intended for delivery to a single call that has been prepared by the sortation staff.• Caller - A bundle or bag of mail items bearing the same address that is to be picked up by the addressee at the office and sorted by the letter carrier.• Direct - A bundle or bag of mail items bearing the same address to be delivered by a courier or motorized letter carrier and sorted by a different letter carrier.	<p>Note: For motorized routes, the carrier should, before the beginning of the volume count, identify the POC’s which received regularly 15 pounds of mail or more (S/L and O/S) and identify them as potential POC’s for ‘Direct’. These POC’s must be subject to an appropriate assessment.</p>

Section 4 – IRMA Desktop Application

Data Required for the IRMA application The following instructions relate to the data that must be captured and entered into IRMA.

Subject	In the proper space, indicate the following:	Pertinent Information
Mode of Transportation	Indicate either “MM” for motorized or “F” for foot.	
The type of sortation case(s) used	Only case(s) used for sortation purposes are to be recorded (A32, A33, A62, A12). Case(s) used for storage purposes only are not to be entered. If a non-standard (e.g.: A-54, A-55, A-56, etc.) case is used to sort the mail, indicate that an A33 case has been used.	
The “Mail Volume Index”	Enter the MVI for the period of the sampling.	
Sampling Start Date	Select the date of the first volume count day.	
Relay Prep Methodology	<p>Indicate the method used to prepare the relay/trays. The category is to be determined as follows:</p> <p>Separate Relays/Same Case – if the Letter Carrier is expected to tie out separate bundles (letters and oversize are not combined in the same bundle) and only one type of case is used to sort the mail.</p> <p>Combined Relays/Same Case – if the Letter Carrier is expected to tie out combined bundles (letters and oversize are combined in the same bundle) and only one type of case is used to sort the mail.</p> <p>Separate Relays/Separate Cases – if the Letter Carrier is expected to tie out separate bundles (letters and oversize are not combined in the same bundle) and more than one type of case is used to sort the mail.</p>	

Section 4 – IRMA Desktop Application (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
Relay Override	<p>Computerized calculation of relay stops (automatically calculated in IRMA):</p> <p>If the number of calculated relay stops is incorrect, enter the correct number in the Relay Override field in IRMA. If the number of calculated relay pick-ups is less than the number of reported relay stops, the correct number of stops as determined by supervisors conducting a verification of relay stops is to be entered in the average column. The procedure to be applied when making such verification is as follows:</p> <p>a) During the sampling period, the checking officer is to obtain from the Letter Carrier the number of relay pick-up stops made on each trip each day.</p> <p>b) In instances where there is an indication that the reported relay stops exceed the calculated stops, supervisors are to conduct a one-day verification of relay stops in the following manner:</p> <p>Before the mail is dispatched to the relay boxes, ask the letter carrier how many stops he will make at the relay boxes. Weigh the mail the letter carrier will carry from the office and add to the weight dispatched to relay boxes. Do not include householder weight. Calculate the number of relay stops and if less than the number reported, the supervisor will accompany the letter carrier to determine whether the additional stops are required, or are for the personal convenience of the letter carrier.</p> <p>If the test indicated that the additional stops are warranted, record the number of required stops in the Relay Override field in IRMA. If the test indicates that the additional stops are not warranted, leave the Relay Override field in IRMA blank. A record of the one-day verification is to be kept and filed with the assessment papers for the route.</p>	<p>Note: Motorized letter carrier routes will generally not use relay boxes. Accordingly, enter 0 in the Relay Override field in IRMA. If circumstances require a motorized letter carrier to use relays on a portion of the route, determine the correct number of pick-ups required and enter the correct number in the Relay Override field in IRMA.</p> <p>Note: The time required for the preparation of the satchel is covered in the “Total preparation time”. Furthermore, a minimum of one relay must be shown for all routes assessed to use relay boxes, even if the average weight is less than 5 pounds.</p> <p>Note: See the following table titled, “Calculating the Number of Relays” for an explanation of how the number of relays is calculated.</p>

Section 4 – IRMA Desktop Application (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
Satchel Preparation	<p>Indicate the number of satchels prepared on a daily basis by the foot route, whether it is 0, 1 or 2. The number is used to amend the assessed relay stops on the route. This number is invalid on a mobile route.</p> <p>Full time foot route = 2 Full time foot route with Designated Meal Location = 1 Part time foot route = 1 Motorized route = 0</p>	
Sortation Methodology	<ul style="list-style-type: none"> • If the oversize items are sorted in the case with the letters, record “Combined”. • If the oversize items are not sorted in the case with the letters, record “Separate”. • In units with Machine Sequenced Mail record “Machine Sequenced”. • Following the volume count the Corporation will assess which sortation methodology is to be used for the restructure assessment. 	
On Route PDT	<ul style="list-style-type: none"> • If the route uses a PDT while on route, select “Yes”. • If the route uses an IDB on route, select “No”. 	
Inside PDT	<p>Select one of the following 5 options</p> <ol style="list-style-type: none"> 1. No PDT – The registration clerk is responsible for scanning the items for the route. 2. Shared PDT (scanner) – The carrier is responsible for scanning their items and share a PDT with other route(s) 3. Dedicated PDT (scanner) – The carrier is responsible for scanning their items and does not share a PDT with other route(s). 4. RF Shared PDT (scanner) – The carrier is responsible for scanning their items and shares a wireless PDT with other route(s). 5. RF Dedicated PDT (scanner) – The carrier is responsible for scanning their items and does not share a wireless PDT with other route(s). 	

Section 4 – IRMA Desktop Application (con't)

Subject	In the proper space, indicate the following:	Pertinent Information
A12 Case Configuration	<p>If an A12 case is used in the sortation process, the following information is required to permit proper evaluation of the sequencing of the mail. Accordingly, the required information is to be recorded in the spaces provided as follows:</p> <p>Full Separations - Record the number of full separations into which the letter carrier is expected to sort oversize items.</p> <p>Partial Separations - Record the number of partial separations (divided) for more than 1 POC into which the letter carrier is expected to sort oversize items.</p> <p>Full Separations Req. Sequencing - Record the number of full separations in which the mail must be sequenced (placed in delivery order).</p> <p>Part Separations Req. Sequencing - Record the number of partial separations in which the mail must be sequenced.</p>	<p>Note: For those routes which use an A-12 Case for the sortation of oversize mail which must be revised, the following procedures to determine the total sortation time allowance must be followed:</p> <ol style="list-style-type: none"> 1. By means of a simple count determine: <ol style="list-style-type: none"> a) The number of full separations in the case used for the sortation of mail. b) The number of partial separations in the case used for the sortation of mail. c) The number of separations dedicated to multiple points of call. Do not include any separations dedicated to apartment and/or business building mailrooms or lobby box assemblies, group boxes, etc. Time allowances for the delivery of mail into the various mail receptacles (K 's) for these types of calls include allowances for sortation that assumes that the mail is not already sorted into a specific delivery sequence. 2. Determine the percentage of separations that require revision ($1c / (1a + 1b) \times 100$). Round up the resulting percentage to the nearest 2.5%. This final percentage will determine which table of values is to be used to determine the time required to sequence the mail sorted into an A-12 case. The time allowance for revising the mail is to be added to the time allowance for sorting the mail, and the total is to be recorded in the appropriate space.

Section 4 – IRMA Desktop Application (con't)

Calculating the time to prepare: satchels relay bags, containers

Step	Calculation
1	The system divides the average weight by 20 lbs. (ie. 106 lbs./20 lbs. = 5 relays with remainder of 6 lbs.)
2	If the remainder is less than 5 pounds the system does <u>not</u> add an additional relay.
3	If the remainder is equal to or greater than 5 lbs. then the system <u>adds</u> one (1) additional relay to the result of “Step 1.”

The result is used to calculate the ‘Preparation’ time credit for satchels, relay bags, containers and the ‘Relay Stop’ time credit as follows:

	‘Preparation’ time credit
	The result of step 3 is used to credit the time for the preparation of satchels, relay bags, containers from the appropriate table of values.

	Relay Stop time credit
	<p>From the result of step 3 the system subtracts;</p> <ul style="list-style-type: none">○ 2 satchels for Full time foot route○ 1 satchel for Full time foot route with Designated Meal Location○ 1 satchel for Part time foot route○ 0 satchel for Motorized route <p>to account for the satchels carried out in the AM or/ & PM. and to calculate the time credit required to retrieve mail from relay boxes.</p> <p>Note: The preparation of these satchels is covered under ‘Satchel Preparation’.</p>

Note: The total weight of the mail to be delivered with a mailmobile for loop delivery must not exceed 20 pounds.

Section 5 – Other Sampling Information

After the Volume Count period	When the LDU sampling card has been completed, bundle all cards together and file together with all assessment papers for the route concerned, in a secure location.
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Accuracy	The need for accuracy in the data collecting exercise cannot be over-emphasized. Therefore, it is imperative that each examiner become completely conversant with the established procedure before the volume count begins.
-----------------	---

Delays	Every effort is to be made not to delay the Letter Carrier during the volume count period. Therefore, the volume of mail processed on each route will govern the number of routes an examiner/counter can effectively count at one time.
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Procedure on Removal or Establishment of “Single POC Profile”

Procedure	To remove or confirm a “Single POC Profile” on a L.C. route after the mail volume count, add or remove the “Single POC Profile” designation from the point of call, as appropriate.
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See Chapter 4 for a description of the “Single POC Profile” concept.

Section 5 – Other Sampling Information (con't)

Data analysis – Transfer of values to Georoute

Validity of the Data Normally, the data collected should be valid for approximately 3 years. However, the scheduling of route sampling exercises is at the discretion of the Urban Services Manager, based on local needs such as:

- Areas where letter carrier delivery service has been implemented with functional rates derived from established comparable areas. This should be applicable only after one full year of service.
 - A change in the weekly average volume per route of 5% (Column 5, form 073 or columns 3 and 5, form 073b).
-

Volume Index Before starting the data analysis, obtain the mail volume index for the sampling exercise from the Mail Volume Index (form 073 or 073b). Enter this information in the spaces provided.

Section 5 – Other Sampling Information (con't)

Data Analysis - Transferring Values to Georoute

Values Transferred to Georoute The values from the volume count are transferred from IRMA to Georoute. IRMA generates rates for each LDU on a route.

Prior to transfer to Georoute, the volumes from Machine Sequenced Mail are combined with manual mail volumes, and indexed to allow the Percentage of Coverage to be calculated.

Subject	In the proper space, indicate the following	Pertinent information
Letters adjusted to volume index	<p>The IRMA application will multiply the total number of letters found on the LDU sampling cards by 100 and divide the results by the Mail Volume Index. The application will then add the redirected mail received at the case to this number and average over the volume count period. The sortation time for letters can now be determined based on the average number of letters sorted into the case and the appropriate table of values.</p> <p>This applies to both S/L and O/S volumes.</p> <p>Example: S/L mail= $2620 \times 100 \div 93.3 = 2808$ Redirected mail= 131 Daily average = $2808 + 131 = 2939 \div 5 = 588$</p>	Note: If more than one type of case is used to sort the oversize items, the IRMA application will evaluate them separately and combine them into one sort value.
Calculating Daily Average	<p>The volumes recorded during the volume count are averaged over the 5 or 10 day period of the count and the appropriate tables of values are applied.</p> <p>The S/L & O/S volumes for each LDU are transferred to Georoute</p>	

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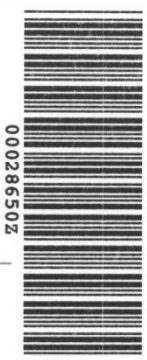
Subject	In the proper space, indicate the following	Pertinent information
Personal Contact Item Volume Assessment (PCI)	<p>The PCI volumes will be attributed to the various LDUs based on the distribution pattern of items and stops that were recorded during the volume count period. Each item counted during the count will be adjusted in order to credit the appropriate values for the POC it was delivered to.</p> <p>Document packet items will be adjusted in order to credit the appropriate preparation time.</p> <p>The IRMA system will assess the PCIs volume as follows;</p> <p>The PCI index is calculated in the same manner as the MVI. To calculate the index, divide the weekly average of all bar coded items (including barcoded, signature, and funds items) from the Delivery Information Application (DIA) for the 1 or 2 weeks of the volume count by the weekly average of 48 weeks of all barcoded items from DIA (one year minus Christmas period). This index applies to all non-barcoded items captured during the count.</p> <p>Apply the index and daily averages as follows: Packet no barcode: $(VC \text{ daily PKTNBC}) / (PCI \text{ index})$</p> <p>Regular: $(VC \text{ Daily Reg}) / (PCI \text{ index})$</p> <p>Stop1: $(VC \text{ daily Stop1}) / (PCI \text{ index})$</p> <p>PL Reg: $(VC \text{ Daily PL Reg}) / (PCI \text{ Index})$</p> <p>PL Reg Stop: $(VC \text{ Daily PL Reg Stop}) / (PCI \text{ Index})$</p> <p>The barcoded items are adjusted to the daily average route volumes from the 48 weeks of DIA data by multiplying each volume counted daily item by the ratio below.</p> <p>BC ratio: $(48\text{-week daily BC items}) / (VC \text{ daily BC total})$ The BC ratio applies to all BC fit, BC no fit, PL BC, Stop 2, Stop 3, PL BC Stop</p> <p>Sig ratio: $(48\text{-week daily Sig items}) + (48\text{-week daily Collect items}) / (VC \text{ daily Sig total})$ The Sig ratio applies to all Sig and Stop 4 items</p>	

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	<p>Funds ratio: (48-week daily Collect items) / (VC daily funds total)</p> <p>Where the volume count yielded no items in a given category for a given route, office totals will be used to establish ratios (eg: BC fit or BC no fit) for 48-week daily volumes. This credit will be spread evenly over the LDU's on the route.</p>	
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Section 6 – Forms

072 Card

CANADA POST  POSTES CANADA	ASPEN CRES 101 to 71 N3B1J9 Route: 4 Type: R # POC: 16	 00028650Z																													
	Depot: MAIN Volume Count Finish: 2004-05-21 Printed: 2004-05-06	POC/PDR: 15																													
	DNC/NPC: <input type="checkbox"/>	S/L -- C/L O/S -- G.F.																													
	<table border="1"> <tr> <td>Mon / Lun</td> <td>1 2 3 4 5 6 7 8 9 0 20</td> <td>1 2 3 4 5 6 7 8 9 0 10</td> </tr> <tr> <td>Tue / Mar</td> <td>1 2 3 4 5 6 7 8 9 0 9</td> <td>1 2 3 4 5 6 7 8 9 0 8</td> </tr> <tr> <td>Wed / Mer</td> <td>1 2 3 4 5 6 7 8 9 0 12</td> <td>1 2 3 4 5 6 7 8 9 0 4</td> </tr> <tr> <td>Thu / Jeu</td> <td>1 2 3 4 5 6 7 8 9 0 19</td> <td>1 2 3 4 5 6 7 8 9 0 7</td> </tr> <tr> <td>Fri / Ven</td> <td>1 2 3 4 5 6 7 8 9 0 13</td> <td>1 2 3 4 5 6 7 8 9 0 4</td> </tr> <tr> <td>Mon / Lun</td> <td>1 2 3 4 5 6 7 8 9 0 31</td> <td>1 2 3 4 5 6 7 8 9 0 21</td> </tr> <tr> <td>Tue / Mar</td> <td>1 2 3 4 5 6 7 8 9 0 14</td> <td>1 2 3 4 5 6 7 8 9 0 18</td> </tr> <tr> <td>Wed / Mer</td> <td>1 2 3 4 5 6 7 8 9 0 22</td> <td>1 2 3 4 5 6 7 8 9 0 9</td> </tr> <tr> <td>Thu / Jeu</td> <td>1 2 3 4 5 6 7 8 9 0 11</td> <td>1 2 3 4 5 6 7 8 9 0 12</td> </tr> <tr> <td>Fri / Ven</td> <td>1 2 3 4 5 6 7 8 9 0 8</td> <td>1 2 3 4 5 6 7 8 9 0 9</td> </tr> </table>	Mon / Lun	1 2 3 4 5 6 7 8 9 0 20	1 2 3 4 5 6 7 8 9 0 10	Tue / Mar	1 2 3 4 5 6 7 8 9 0 9	1 2 3 4 5 6 7 8 9 0 8	Wed / Mer	1 2 3 4 5 6 7 8 9 0 12	1 2 3 4 5 6 7 8 9 0 4	Thu / Jeu	1 2 3 4 5 6 7 8 9 0 19	1 2 3 4 5 6 7 8 9 0 7	Fri / Ven	1 2 3 4 5 6 7 8 9 0 13	1 2 3 4 5 6 7 8 9 0 4	Mon / Lun	1 2 3 4 5 6 7 8 9 0 31	1 2 3 4 5 6 7 8 9 0 21	Tue / Mar	1 2 3 4 5 6 7 8 9 0 14	1 2 3 4 5 6 7 8 9 0 18	Wed / Mer	1 2 3 4 5 6 7 8 9 0 22	1 2 3 4 5 6 7 8 9 0 9	Thu / Jeu	1 2 3 4 5 6 7 8 9 0 11	1 2 3 4 5 6 7 8 9 0 12	Fri / Ven	1 2 3 4 5 6 7 8 9 0 8	1 2 3 4 5 6 7 8 9 0 9
Mon / Lun	1 2 3 4 5 6 7 8 9 0 20	1 2 3 4 5 6 7 8 9 0 10																													
Tue / Mar	1 2 3 4 5 6 7 8 9 0 9	1 2 3 4 5 6 7 8 9 0 8																													
Wed / Mer	1 2 3 4 5 6 7 8 9 0 12	1 2 3 4 5 6 7 8 9 0 4																													
Thu / Jeu	1 2 3 4 5 6 7 8 9 0 19	1 2 3 4 5 6 7 8 9 0 7																													
Fri / Ven	1 2 3 4 5 6 7 8 9 0 13	1 2 3 4 5 6 7 8 9 0 4																													
Mon / Lun	1 2 3 4 5 6 7 8 9 0 31	1 2 3 4 5 6 7 8 9 0 21																													
Tue / Mar	1 2 3 4 5 6 7 8 9 0 14	1 2 3 4 5 6 7 8 9 0 18																													
Wed / Mer	1 2 3 4 5 6 7 8 9 0 22	1 2 3 4 5 6 7 8 9 0 9																													
Thu / Jeu	1 2 3 4 5 6 7 8 9 0 11	1 2 3 4 5 6 7 8 9 0 12																													
Fri / Ven	1 2 3 4 5 6 7 8 9 0 8	1 2 3 4 5 6 7 8 9 0 9																													

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501 – Letter Carrier Daily S/L and O/S Volumes

Print Date / Date d'impression: 2004-05-10 12:51
Volume Count End Date / Fin d'échantillonnage: 2002-06-21

501 - Letter Carrier Daily SL and OVS Volumes / Volume total quotidien du facteur

Depot / Dépôt: MAIN - H (ELMIRA)

Route Itinéraire	Week 1 / Semaine 1										Week 2 / Semaine 2										Total OS	Total SL	Total CL	Total SD
	Mon-SL Lun-SL	Mon-OS Lun-OS	Tue-SL Mar-SL	Tue-OS Mar-OS	Wed-SL Mer-SL	Wed-OS Mer-OS	Thu-SL Jeu-SL	Thu-OS Jeu-OS	Fri-SL Ven-SL	Fri-OS Ven-OS	Mon-SL Lun-SL	Mon-OS Lun-OS	Tue-SL Mar-SL	Tue-OS Mar-OS	Wed-SL Mer-SL	Wed-OS Mer-OS	Thu-SL Jeu-SL	Thu-OS Jeu-OS	Fri-SL Ven-SL	Fri-OS Ven-OS	Total OS	Total SL	Total CL	Total SD
1	1065	246	363	292	1121	214	691	163	726	212	813	306	666	294	857	288	618	187	798	110	7718	2312		
2	1106	284	753	273	918	255	787	199	728	247	885	308	680	323	941	301	707	249	752	148	8257	2587		
3	1186	292	459	310	815	243	706	184	599	220	703	337	611	292	730	324	570	243	624	139	7003	2584		
4	1266	245	340	300	854	211	686	168	663	286	550	315	571	315	817	331	629	226	613	122	7089	2519		
5	1115	264	388	309	723	187	699	179	571	254	570	299	607	279	800	294	473	226	705	122	6651	2413		
6	1386	200	603	236	997	195	868	148	717	173	932	277	799	243	936	215	551	212	890	130	8679	2029		
7	1074	231	336	236	877	216	713	154	638	210	557	305	592	221	731	236	460	195	718	146	6796	2150		
Total	8198	1762	3242	1956	6305	1521	5150	1195	4642	1602	5210	2147	4526	1967	5812	1989	4008	1538	5100	917	52193	16594		

Form no. 33-002 501e(9-03)

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501a – Letter Carrier Daily S/L and O/S Volumes (Sequenced)



Print Date / Date d'impression: 2008-11-21
 Volume Count End Date / Fin d'échantillonnage:

501a - Letter Carrier Daily SL and OVS Volumes (Sequenced)/ Volume total quotidien du facteur (Séquence)
 Depot / Succursale: Depot: MAIN - ELMIRA (MOCK REPORT)

Week 1 / Semaine 1																
Route	Mon-SL	SEQ Mon	Mon-OS	Tue-SL	SEQ Tue	Tue-OS	Wed-SL	SEQ Wed	Wed-OS	Thu-SL	SEQ Thu	Thu-OS	Fri-SL	SEQ Fri	Fri-OS	Week 1 Total
Itinéraire	Lun-SL	Lun-SEQ	Lun-OS	Mar-SL	Mar-SEQ	Mar-OS	Mer-SL	Mer-SEQ	Mer-OS	Jeu-SL	Jeu-SEQ	Jeu-OS	Ven-SL	Ven-SEQ	Ven-OS	Total SEQ
1	213	852	246	72	290	292	224	896	214	138	553	163	145	581	212	792
2	222	884	284	151	602	279	184	734	255	157	603	199	146	582	247	860
3	237	949	292	92	367	310	163	652	243	141	565	184	120	479	220	753
4	253	1013	245	68	272	300	170	683	211	140	546	168	133	530	286	764
5	223	892	264	78	310	309	145	578	187	140	559	179	114	457	254	700
6	277	1108	200	121	482	236	199	798	195	174	694	148	143	574	173	914
7	215	859	232	47	189	236	175	702	216	143	570	154	128	510	210	708
Total	1640	6557	1763	629	2512	1962	1260	5043	1521	1033	4090	1195	929	3713	1602	5491
																21915
																8043

S E A M I R A

Week 2 / Semaine 2																
Route	Mon-SL	SEQ Mon	Mon-OS	Tue-SL	SEQ Tue	Tue-OS	Wed-SL	SEQ Wed	Wed-OS	Thu-SL	SEQ Thu	Thu-OS	Fri-SL	SEQ Fri	Fri-OS	Week 2 Total
Itinéraire	Lun-SL	Lun-SEQ	Lun-OS	Mar-SL	Mar-SEQ	Mar-OS	Mer-SL	Mer-SEQ	Mer-OS	Jeu-SL	Jeu-SEQ	Jeu-OS	Ven-SL	Ven-SEQ	Ven-OS	Total SEQ
1	163	650	306	133	533	294	171	686	238	123	493	187	160	638	110	750
2	177	708	308	136	554	323	188	753	301	141	566	249	150	601	148	792
3	141	562	337	122	489	292	146	584	324	114	456	243	125	499	139	648
4	130	520	315	114	457	315	163	654	332	126	503	226	123	490	122	656
5	114	456	299	121	486	279	160	640	294	95	378	226	141	564	122	631
6	186	746	277	160	639	243	187	749	215	110	441	212	178	712	130	821
7	131	526	305	118	474	221	146	585	236	92	368	195	143	574	146	630
Total	1042	4168	2147	904	3632	1967	1161	4651	1940	801	3205	1538	1020	4078	917	4928
																19734
																8509
																10419
																16552

33-082-501a (11-08)

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502 – PCI Daily Volumes

Print Date / Date d'impression: 2004-05-10 12:51
 Volume Count End Date / Fin d'échantillonnage: 2002-06-21

502 - PCI Daily Volumes
Depot: MAIN - H (ELMIRA)

Day Number: 1

Route	REG	BCF	BCNF	BCS	Carded	\$\$	A.R.	CMB	Due-R	COD-R	Miss	Weight	RTS A	Safe	Red SL	Red A12	Red LC	Red H	Red M	Dir
	Stop 1	Stop 2	Stop 3	Stop 4					Due D	COD D	Miss OS		RTS B		Red OS	Red Blk	Red Hnd			
1	1	5	0	2	0	0	0	0	2	0	29	108	17		5	0	0	0	0	0
	1	5	0	2					1	0	5		0		2	0	0	0	0	0
2	0	5	0	3	0	0	0	0	0	0	90	106	9		1	0	0	0	0	0
	0	5	0	3					0	0	8		0		1	0	0	0	0	0
3	0	3	0	5	0	0	0	0	0	0	43	114	24	X	6	0	0	0	0	0
	0	3	0	4					0	0	5		7		2	0	0	0	0	0
4	1	2	0	5	0	0	0	0	1	1	13	109	15		18	0	0	0	0	15
	1	2	0	4					0	1	4		0		5	0	0	0	0	0
5	2	3	0	2	0	0	0	0	0	1	30	107	2		15	0	0	0	0	0
	2	3	0	2					0	1	2		4		2	0	0	0	0	0
6	1	3	0	4	0	0	2	0	2	1	28	76	2		4	0	0	0	0	1
	1	2	0	4					1	1	5		0		0	0	0	0	0	0
7	1	6	4	3	2	0	0	6	0	3	42	117	7		10	0	0	0	0	0
	1	1	3	0					0	3	6		0		2	0	0	0	0	0
Total	6	27	4	24	2	0	2	6	5	6	275	737	76	0	59	0	0	0	0	1
	6	21	3	19					2	6	35		11		14	0	0	0	0	0

Form no. 33-082-502e(9-03)

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503 – PCI 10-Day Total Volumes

Page 1 of 1 Print Date / Date d'impression: 2004-05-10 12:51
Volume Count End Date / Fin d'échantillonnage: 2002-06-21



503 - PCI 10-Day Total Volumes
Depot: MAIN - H (ELMIRA)

Route	REG	BCF	BCNF	BCS	Carded	\$	A.R.	CMB	Due-R	COD-R	Miss	Weight	RTS A	Safe	Red SL	Red A12	Red LC	Cards	Cards	Bundle	Dir
	Stop 1	Stop 2	Stop 3	Stop 4					Due D	COD D	Miss		RTS B		Red OS	Red Blk	Red Hnd	Cards	Cards	D Bags	
1	10	29	2	20	0	0	1	0	8	0	169	1025	140		37	0	0	0	0	0	0
	8	27	2	17					5	0	31		1		27	0	0	0	0	0	0
2	24	31	1	15	0	0	0	0	0	1	486	877	122		36	0	0	0	0	0	0
	22	28	1	12					0	1	118		0		19	0	0	0	0	0	0
3	17	27	3	27	0	0	0	0	0	1	360	1078	118	X	57	0	0	0	0	0	0
	17	21	3	24					0	1	87		29		21	0	0	0	0	0	0
4	10	15	0	14	0	0	0	0	1	6	82	969	129	X	79	0	0	0	0	0	61
	8	15	0	13					0	6	31		0		40	0	1	0	0	0	0
5	11	16	2	11	0	0	0	0	0	1	197	990	25		57	0	0	0	0	0	0
	10	16	2	11					0	1	46		13		41	0	0	0	0	0	0
6	2	33	1	14	0	0	2	0	8	7	208	746	51		30	0	0	0	0	10	0
	2	31	1	14					3	4	86		0		17	0	0	0	0	0	0
7	6	23	21	22	5	0	1	61	2	6	244	943	60		75	0	0	0	0	0	0
	4	8	7	14					0	6	89		0		30	0	0	0	0	0	0
Total	80	174	30	123	5	0	4	61	19	22	1746	6628	645	0	371	0	0	0	0	10	61
	71	146	16	105					8	19	488		43		195	0	1	0	0	0	0

Form no. 33-582-503e(9-03)

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504 – PCI 10-Day OS Volumes

Print Date / Date d'impression: 2004-05-11 10:59
Volume Count End Date / Fin d'échantillonnage: 2002-06-21



504 - PCI 10-Day OS Volumes
MAIN - H (ELMIRA)

Day Number: 1

Route	REG	Stop 1	BCF	Stop 2	BCNF	Stop 3	BCS	Stop 4	Carded	\$\$	A.R.	CMB	Due-R	Due D	COD-R	COD D
1	1	1	1	1	0	0	2	2	0	0	0	0	0	0	0	0
4	0	0	1	1	0	0	2	2	0	0	0	0	0	0	0	0
7	1	1	1	0	2	1	3	0	1	0	0	1	0	0	3	3
Total	2	2	3	2	2	1	7	4	1	0	0	1	0	0	3	3

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505 – Total PCI OS Volumes by LDU

Print Date / Date d'impression: 2004-05-11 10:59
Volume Count End Date / Fin d'échantillonnage: 2002-06-21



505 - Total PCI OS Volumes by LDU
MAIN - H (ELMIRA)

FSALDU	REG	Stop 1	BCF	Stop 2	BCNF	Stop 3	BCS	Stop 4	Carded	\$\$	A.R.	CMB	Due-R	Due D	COD-R	COD D
N3B1E3	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
N3B1G5	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1H3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1J5	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
N3B1N3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B1N9	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
N3B1R8	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
N3B1R9	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B2A9	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B2C8	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0
N3B3C1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B3G5	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B3G9	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B3H6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
N3B3H7	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
N3B3J1	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0
N3B3J2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
N3B3J4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Total	2	2	7	6	2	1	7	4	1	0	0	1	0	0	3	3

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506 – PCI by POC

Print Date / Date d'impression: 2004-05-10 12:52
Volume Count End Date / Fin d'échantillonnage: 2002-06-21



506 - PCI by POC / ICP par PDR
MAIN - H (ELMIRA)

Day Number: 1

POC Address	DP OS	Time	REG	Stop 1	BCF	Stop 2	BCNF	Stop 3	BCS	Stop 4	Carded	\$\$	A.R.	CMB	Due R	Due D	COD-R	COD D
N3B1A3-3 Green Warbler Cres	DP		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B1B3-44 Nightingale Cres	DP		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
N3B1C2-93 Oriole Pky	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1C3-110 Oriole Pky ENTRANCE OFF FLAMINGO	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1C7-148 Oriole Pky	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1E3-11 Cedar Waxwing Dr	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1E7-4 Canary Crt	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1G2-2 First St W CHURCH PO BOX	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1G3-39 First St W	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1G5-63 First St W	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1G6-48 First St W	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1J5-29 Aspen Cres	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1L2-6 Park Ave W	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1L5-6 James St	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1M3-106 Church St W 6 BUSINESSES IN PANEL	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1M5-24A Church St W CREDIT UNION	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1M5-34 Church St W MALCOLM GILSON	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1N3-106 Church St W	DP		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B1N9-14 William St	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1R8-68 Riverside Dr W	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1R9-9 Victoria Glen St	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B1V3-35 Flamingo Dr	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B1V5-30C Flamingo Dr	DP		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
N3B1Z9-20A Arthur St N CENTRETOWN	DP		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B2A7-8 Dunke St N SENIORS APT.	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
N3B2A9-15 Snyder Ave N	DP		0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
N3B2C8-8 Eldale Rd	DP		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B2L1-26 Church St E	DP		0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0

Form no. 33-002-506e(9-03)

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507 – Total PCI DP CMB Volumes by LDU



Print Date / Date d'impression: 2004-05-10 12:52
Volume Count End Date / Fin d'échantillonnage: 2002-06-21

507 - Total PCI DP CMB Volumes by LDU
MAIN - H (ELMIRA)

FSALDU	REG	Stop 1	BCF	Stop 2	BCNF	Stop 3	BCS	Stop 4	Carded	\$\$	A.R.	CMB	Due-R	Due-D	COD-R	COD-D
N3B1M3	2	2	5	4	2	2	8	5	0	0	0	0	0	0	0	0
N3B2C7	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
N3B2C8	0	0	0	0	2	1	3	2	0	0	0	2	0	0	1	1
N3B2C9	0	0	2	0	0	0	2	2	0	0	0	0	0	0	0	0
N3B2E1	0	0	0	0	0	0	5	3	0	0	0	0	0	0	0	0
N3B2R1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B3G2	0	0	0	0	3	1	1	0	1	0	0	2	0	0	1	1
N3B3H4	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
N3B3H5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
N3B3H6	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1
N3B3H7	0	0	0	0	0	0	1	0	0	0	0	3	0	0	1	1
N3B3H8	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0
N3B3H9	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
N3B3J1	0	0	1	0	2	1	0	0	0	0	0	2	0	0	0	0
N3B3J2	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0	0
N3B3J3	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0
N3B3J4	0	0	0	0	1	0	1	0	1	0	0	3	0	0	1	1
N3B3J5	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
N3B3J6	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
N3B3J7	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0
N3B3J8	0	0	0	0	0	0	2	2	0	0	0	6	0	0	0	0
N3B3K3	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0
N3B3K4	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0
N3B3K5	0	0	1	0	2	1	0	0	0	0	0	4	0	0	0	0
N3B3K6	0	0	1	0	1	0	0	0	1	0	0	9	0	0	0	0
N3B3K7	0	0	6	0	1	0	1	0	1	0	0	7	0	0	1	1
N3B3K8	0	0	0	0	0	0	2	2	0	0	0	3	0	0	0	0
Total	3	2	20	4	18	6	27	16	5	0	0	60	0	0	6	6

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508 – One-Day DRS Volumes



508 - One-Day DRS Volumes / Volumes SRD quotidien

Volume Count Date / Date d'échantillonnage: **2002-06-10**

Depot: MAIN - H (ELMIRA)

FSALDU / RTAUDL	LC Route / Itin. Facteur	Total Credit / Valeur total	DRS Low SRD Bas	Value Low Valeur bas	DRS Med. SRD Moy	Value Med. Val. moy.	DRS High SRD Haute	Value High Val. Haute
N3B1E2	4	0	0	0	0	0	0	0
N3B1A1	5	0	0	0	0	0	0	0
N3B2E3	6	0	0	0	0	0	0	0
N3B3B1	6	0	0	0	0	0	0	0
N3B1N3	7	0	0	0	0	0	0	0

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Card Verification Report

Print Date / Date d'impression: 2004-05-10 12:52
Volume Count End Date / Fin d'échantillonnage: 21/06/2002



Daily SL and OVS Card Volumes / Volume total quotidien du carte

Depot: MAIN

Route	Card ID	FSALDU	Street	Week 1 / Semaine 1							Week 2 / Semaine 2						
				Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu
				SL	OS	SL	OS	SL	OS	SL	OS	SL	OS	SL	OS	SL	OS
1	00109050Z	N3B2C5	Ann St (28-40)	11	2	3	3	21	2	7	3	7	3	9	3	4	5
1	00108650Z	N3B2C4	Ann St (35-29)	1	4	2	2	3	0	3	2	3	1	1	2	0	4
1	00109400Z	N3B2C6	Ann St (42-54)	9	2	4	2	21	3	10	2	7	1	7	6	5	3
1	00139250Z	N3B1Z5	Arthur St N (6-6)	13	6	9	8	4	7	0	9	5	8	3	10	0	10
1	00106350Z	N3B1M3	Church St W (22*1-10*6)	62	17	22	9	59	8	43	8	38	9	61	21	48	35
1	00103900Z	N3B1M4	Church St W (37A-39)	8	0	1	0	4	1	7	0	4	0	2	0	2	1
1	00106050Z	N3B1M5	Church St W (38-24A)	28	8	7	5	34	5	24	4	16	0	27	16	27	3
1	00106100Z	N3B1M5	Church St W (38-24A)	1	0	1	0	1	0	1	0	1	0	2	0	1	1
1	00106250Z	N3B1M5	Church St W (38-24A)	91	11	19	14	24	7	16	4	11	3	10	6	36	13
1	00136550Z	N3B1M7	Church St W (46-40)	2	1	1	0	0	0	0	0	3	1	1	2	1	0
1	00105900Z	N3B1M7	Church St W (46-40)	4	1	1	1	3	1	0	1	2	3	4	0	7	1
1	00105900Z	N3B1M7	Church St W (46-40)	6	1	3	0	10	3	3	0	6	1	3	1	6	3
1	00115750Z	N3B1M2	Church St W (5-33)	7	0	6	2	0	2	1	0	7	0	2	0	1	1
1	00115800Z	N3B1M2	Church St W (5-33)	2	0	2	1	3	1	0	0	1	0	2	0	4	0
1	00126950Z	N3B1M2	Church St W (5-33)	20	5	11	1	9	3	9	1	4	3	8	21	5	8
1	00115850Z	N3B1M2	Church St W (5-33)	3	0	0	1	0	1	1	0	0	0	0	0	0	1
1	00115950Z	N3B1M2	Church St W (5-33)	1	0	1	0	1	0	1	0	0	0	1	0	0	1
1	00127000Z	N3B1M2	Church St W (5-33)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	00116000Z	N3B1M2	Church St W (5-33)	79	2	20	3	80	4	66	10	112	6	120	7	63	4
1	00116050Z	N3B1M2	Church St W (5-33)	6	2	4	1	2	4	5	2	6	1	3	4	2	3
1	00139400Z	N3B1M2	Church St W (5-33)	3	0	2	1	3	0	3	0	3	0	1	0	2	0
1	00116150Z	N3B1M2	Church St W (5-33)	1	0	0	1	0	2	0	0	2	0	0	1	0	0
1	00116200Z	N3B1M2	Church St W (5-33)	8	1	4	0	4	1	4	1	5	1	5	1	4	1
1	00105700Z	N3B1M2	Church St W (58-58)	7	0	0	2	9	2	2	1	2	0	1	4	2	0
1	00104100Z	N3B1M6	Church St W (41Rear-51)	12	1	2	3	13	2	9	0	3	0	5	4	5	4
1	00136600Z	N3B1M6	Church St W (41Rear-51)	1	0	0	0	2	0	3	0	1	0	1	0	2	1
1	00104250Z	N3B1M6	Church St W (41Rear-51)	6	0	4	1	9	2	9	0	4	4	8	1	5	3
1	00105750Z	N3B1M9	Church St W (54-54)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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POC Change Report

Deleted POC
MAIN - H(ELMIRA)

Deleted POC	Route	Orig >>>	POC Type	Rec Type	Civic	Suffix	Comments	Seps.	Occupied	Total Receptions
N3B3K5 Church St W (105-111)	7	Orig >>>						0	0	1
N3B2E1 Howard Ave (84-50)	7	Orig >>>						0	0	1
N3B3J8 Bonnie Cres (104»1-126»2)	7	Orig >>>			104			0	1	1
N3B1Z4 Arthur St N (21-7)	2	Orig >>>			9		SEWING	0.5	1	1
N3B2T6 Centre St (3-9)	2	Orig >>>			9	A		0.5	1	1
N3B2R6 Memorial Ave (48-38)	2	Orig >>>			46	A		0.5	1	1
N3B2M4 Arthur St S (3-37»39)	3	Orig >>>			0	A		0.5	1	1
N3B2P5 Arthur St S (383-383)	7	Orig >>>			383	A		0.5	1	1
N3B2P5 Arthur St S (383-383)	7	Orig >>>			383	B		0.5	1	1
N3B2P5 Arthur St S (383-383)	7	Orig >>>			383	C		0.5	1	1
N3B3K7 Bristow Creek Dr (7-10)	7	Orig >>>			18			0.5	1	1

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New POC		Route	POC Type	Rec Type	Civic	Suffix	Comments	Seps.	Occupied	Total Receptacles
N3B2M5	Arthur St S (28A-21-4)	3	New >>> A	K	2	1-4		1	4	4
N3B1Z9	Arthur St N (20-20B)	2	New >>> C	M	20	A	CENTRETOWN	0	1	1
N3B1Z4	Arthur St N (21-7)	2	New >>> C	M	11		BARBER	0	1	1
N3B2R1	Memorial Ave (11-9)	2	New >>> C	M	15		DENTURE	1	1	1
N3B2R1	Memorial Ave (11-9)	2	New >>> C	M	15		RECIPRICAL	1	1	1
N3B2R1	Memorial Ave (11-9)	2	New >>> A	R	15	E		0.5	1	1
N3B2J2	Wyatt St E (28-36)	2	New >>> R	R	34	B		0.5	1	1
N3B2M4	Arthur St S (3-37»39)	3	New >>> R	R	11			0.5	0	1
N3B1L2	Park Ave W (26-4»4)	3	New >>> R	R	16	B		0.5	1	1
N3B2P4	Arthur St S (300-384)	7	New >>> R	R	342			0.5	1	1
N3B1N3	Church St W (88-162)	7	New >>> R	R	128	B		0.5	1	1
N3B2C9	Howard Ave (35-21)	7	New >>> C	K	35		LUCKY TIRES	0.5	1	1
N3B2E1	Howard Ave (84-50)	7	New >>> C		64	4		0	1	1
N3B2E1	Howard Ave (84-50)	7	New >>> C	R	64	5	ELMIRA PUMP	0.5	1	1

MAIN - H(ELMIRA)

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POC Type Changed		Route	POC Type	Rec Type	Civic	Suffix	Comments	Seps.	Occupied	Total Receptacles
N3B1N2	Church St W (58-58)	1	Orig >>> R New >>> C	R	58		CHURCH	0.5	1	1
N3B2R2	Memorial Ave (28-12)	2	Orig >>> R New >>> C	R	12		P.O. BOX	0	1	1
N3B1X8	Hampton St (14-14)	3	Orig >>> C New >>> R	R	14		FYFIELD MANOR ANTIQUES	1	1	1
N3B3G8	Pinail Dr (29-61)	6	Orig >>> R New >>> C	R	43			0.5	0	1
					43				1	1

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POC Type Not Set		Route	POC Type	Rec Type	Civic	Suffix	Comments	Seps.	Occupied	Total Receptacles
N3B1M5	Church St W (38-24A)	1	New >>>		24	B	UNIROYAL CHEMICAL PO BOX	0	0	0
N3B2M6	Arthur St S (41-65)	3	New >>>		47	2		0	0	0
N3B2M6	Arthur St S (41-65)	3	New >>>		47	3		0	0	0
N3B3G7	Bunting Pl (4-3)	5	New >>>		8		P.O. BOX	0	0	0
N3B3J7	Bonnie Cres (100»1-102)	7	New >>>		123	A		0	0	0
N3B3J7	Bonnie Cres (100»1-102)	7	New >>>		123	B		0	0	0
N3B3J7	Bonnie Cres (100»1-102)	7	New >>>		123	C		0	0	0
N3B3J7	Bonnie Cres (100»1-102)	7	New >>>		123	D		0	0	0
N3B3J7	Bonnie Cres (100»1-102)	7	New >>>		123	E		0	0	0
N3B3K3	Industrial Dr (25-1-25-12)	7	New >>>		25			0	0	0
N3B2Y4	UNION ST (62-62)	7	New >>>		62			0	0	0

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Total K Changed		Route	POC Type	Rec Type	Civic	Suffix	Comments	Seps.	Occupied	Total Receptacles
N3B1M7	Church St W (46-40)	1	Orig >>> New >>> A		44	A & B A & B	FRONT FRONT	0.5	1 3	1 3
N3B1M2	Church St W (5-33)	1	Orig >>> New >>> A	K	33			2	4 3	4 3
N3B1Z7	Arthur St N (14-18)	2	Orig >>> New >>> A	K	14			4.5	9 8	9 8
N3B2R1	Memorial Ave (11-9)	2	Orig >>> New >>> R	K	15	A A+D		3	3 4	3 4
N3B3H9	Eagle Dr (3-4)	7	Orig >>> New >>> R	K	3			0.5	1 0	1 0

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511 Report



Postal Transformation
PMR-RPT-317 – POC Volume Report

4.3 Report Layout

POC Volume - Summarized by Address Range

Delivery Installation: N3B 2N0 - ELMIRA STN MAIN
Delivery Mode: LC0004

Delivery Date: 2008-11-09

Start Seq #	POC	FSA LDU	Address Range	Street Name	Street Type	VOLUME		Range	TOTAL
						COMM	RES		
0010	4	N3B1M7	46-40	CHURCH	ST. W.	-	2		2
0050	1	N3B1M7	38	CHURCH	ST. W.	5	-		5
0060	3	N3B1M7	36-32	CHURCH	ST. W.	-	1		1
	8	N3B1M7				5	3		8
SAMPLE									
	8					5	3		8

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512 Report

6 Sample Report Layouts



From anywhere... to anyone

Inline Redirection | Réexpédition en ligne
512 COAN HOLD Statistics Report /
Rapport de statistiques TBD

Page 1 of/de 2
 2009-06-07

Period: 2009-03-01 TO 2009-03-31	Période: 2009-03-01 À 2009-03-31
Criteria: Depot	Critère: depot

OFFICE NAME:	Elmira - Main	DATE:	9-Sep-09
ROUTE NO:	4		

HOLD	TEMP REDIRECT	FSA LDU	ADDRESS	STREET NAME	STREET TYPE	Res	Comm	Item Total
	X	N3B1Z7	16	ARTHUR	ST. N	2	1	
X		N3B1J9	89	ASPEN	CRES	1	0	
	X	N3B1J9	85	ASPEN	CRES	0	2	
X		N3B1J9	69	ASPEN	CRES	0	11	
	X	N3B2C2	121-100	CHURCH	ST	2	0	
	X	N3B2C2	207-100	CHURCH	ST	3	0	
	X	N3B2C2	409-100	CHURCH	ST	1	0	
	X	N3B2C2	805-100	CHURCH	ST	1	2	
X		N3B2R4	150	MAIN	ST	0	22	
Totals						10	38	48