CARRIER EDIT BOOK TRAINING

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	LIF CELL	S I	DR OP	NDD SMTWHFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP/RTE
*R1 1	105	OAK ST			CURB	R				1				06	1		3517	JONES	
2	107	OAK ST			CURB	R	C			#							3517		
3	217	N CHERRY ST E	APT	1	CENT	R				1/2							5482		
4			APT	2	CENT	R				0							5482	1-4	
5			APT	3	CENT	R				0							5482		
6			APT	4	CENT	R				0							5482		
7	1500	N 139th AVENUE CIR	STE	100	CENT	B				1		S					3372	BANK n BUY	
8			STE	200	CENT	B				1							3373	CLEAN AIR	
9			STE	300	CENT	B				1							3374	TOSS UP	
10	104	OAK ST			CURB	R		V		1							3518		

PRIMARY NUMBER   217
PRE-DIRECTIONAL   N
STREET NAME   CHERRY
SUFFIX   ST
POST   E

It is important to understand address elements to add omitted delivery points correctly and to check current delivery points.

The elements of the primary street address are street number, pre-directional (N,S,E,W,NE,SE, NW, or SW), street name, suffix, and post-directional (N,S,E,W,NE,SE,NW, or SW).
If the street name includes a pre or post directional, it must be used. Suffixes such as ST and AVE are NOT interchangeable.

The Postal Service does not assign primary addresses. The street name on the edit sheet should be the official street name assigned by the city or county officials. If you notice
a street sign different than the street name on your edit sheet, identify the street so the correct name can be verified with the city or county planning officials.

Occasionally, a city or county changes a street name, the edit sheet will need to be changed also.

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The elements of the secondary address are the secondary designator, such as APT or STE, and the secondary number.

Duplicate addresses may not be assigned in AMS. In situations where separate living quarters or separate businesses exist at a single primary address and each receives mail in its own receptacle, secondary designators must be used.

In some cases, such as APT or STE, the correct designator is obvious.

If a building is renovated and the APT or STE numbers change, they need to be corrected on the edit sheets.

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Apartment	APT
Building	BLDG
Department	DEPT
Floor	FL
Hangar	HNGR
Key	KEY
Lot	LOT
Pier	PIER
Room	RM
Slip	SLIP
Space	SPC
Stop	STOP
Suite	STE
Trailer	TRLR
Unit	UNIT

Address must contain a secondary unit number if using one of these descriptors.

Basement	BSMT
Lobby	LBBY
Office	OFC
Rear	REAR
Upper	UPPR
Front	FRNT
Lower	LOWR
Penthouse	PH
Side	SIDE

Secondary unit number NOT Required.

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WHAT IS AN EDIT SHEET?

AN EDIT SHEET CONSISTS OF 20 COLUMNS OF INFORMATION. THE FOLLOWING IS A BREAKDOWN OF WHAT EACH COLUMN REPRESENTS.

1. **SEQ. NO.** – Each delivery point is assigned a sequence number or line number, located at the far left of the edit sheet.

2. **PRIMARY ADDRESS** – Official primary street number of each delivery point.

3. **STREET NAME** – Official name of the street, including all suffixes, pre and/or post directional.

4. **SECONDARY ABBR.** – Used in conjunction with a secondary address. (I.E. - Apt, Ste, Flr, Frnt)

5. **SECONDARY UNIT #** - The secondary delivery address. (I.E. – Apt #, Ste #, Fl #)

6. **DELIVERY TYPE** – How the mail is delivered to the delivery point. (Curb, CBU/NDCBU, Central, or Other)

    A. **CURB** – The delivery point is serviced via motorized vehicle at a mail receptacle which is located at the curb such that in ordinary circumstances the carrier does not leave the vehicle to service box.

    B. **CBU/NDCBU** – The delivery point is serviced at a mail receptacle which is located within a centralized box unit, secured by an arrow lock and normally set on a pedestal.

    C. **CENTRAL** – A centralized delivery is a mail receiving unit where the carrier has access to more than one individual customer's receptacle by opening only one door or box unit. Delivery is normally within a centralized box, secured by an opening only one door or box unit. Delivery is normally within a centralized box, secured by an arrow lock, and set in a wall-type installation or as defined by the USPS.

    D. **OTHER** – All delivery types which do not fit into one of the above delivery types. (Hardships)

7. **USAGE CODE** – The type of delivery: Residential (R), Business (B), Residential Combined (RC) or Business Combined (BC)
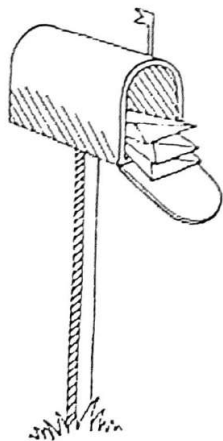
8. **NO-STAT** – Used when an address is no longer a possible delivery, but the address is not deleted from the database. When you want to add deliveries in a newly developed area and get labels before you actually begin delivery, you would use the "**C**". When delivery begins, cross the "**C**" out to remove from edit sheets.

A. Another suite has absorbed a suite in a high rise or strip mall. "**X**"
   A "**C**" would be used in this case if mail is received with the absorbed suites address.

B. An empty trailer pad (no trailer present) must be No-Stat.
   City – No trailer on a pad "**X**"
   Rural – No trailer on a pad "**C**"

C. A structure is demolished or burnt down, but will most likely be rebuilt. "**C**"

D. An occupied delivery point is no longer a possible delivery. "**X**"

E. No mail delivered because the carrier disposes of or returns all mail to sender. Occupant refuses delivery. "**X**"

F. No mail receptacle "**X**" and NMR on the additional info line.

G. **Rural Routes** – PO Box Throwbacks are marked "**C**" as well as deliveries that are vacant more than 90 days.

H. **City Routes** – If a building with multiple secondary addresses is completely vacant, the first secondary address is coded as "**V**" vacant. Each subsequent secondary address is coded as a "**C**" CDS no-stat.

9. **Vacancy Indicator** – Flag all vacant delivery points on City routes with a "**V**" on or by the 91st day of vacancy.

10. **Address Sort** – Address Sort information is a flag that indicates an address requiring other sortation processing.

   A. **Firm Holdout (H)** – Use this code to denote that the delivery point is a street address but the mail is not delivered to the street by the carrier. (i.e. Firm Callers)

   B. **PO Box Throwback (T)** – Use this code to denote that a delivery point is a street address but no mail is delivered by the carrier to the mail receptacle on the street. Delivery is made to the customer's PO Box address.

11. **L/F Cell** – Denotes the letter cell size for a delivery point. ½, 1, or 2. # in this column, the address will NOT print on the labels. Blank space= labels will show a span of addresses. (i.e. 14 ~ 28)

12. **S I – Seasonal Indicator** – E= educational facility.
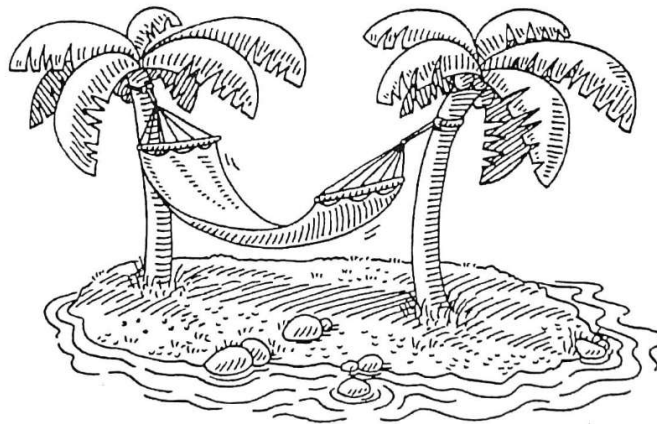
13. DROP – The drop count indicates the number of businesses or families served by a drop delivery or other multi-service delivery point.

   A. **City Routes** – All city route drops must have a secondary address. Even though primary addresses 103 Main St., 105 Main St., and 107 Main St., are different, a drop situation does not exist for city routes. Addresses that are marked as drops may never be marked vacant or no-stat.

   B. **Rural Routes** – When multiple primary addresses are delivered into one mail receptacle, only one address should be counted as an active delivery point (coded as a drop). 103 Main St., 105 Main St., and 107 Main St., are different, since all are delivered to the mail receptacle at 103 Main St., for rural routes, this situation is a drop. 103 is active and contains the drop information in the drop column. It may never be marked as vacant or no-stat.
   105 Main St. and 107 Main St. will be marked "C" in the no-stat column.

   C. **Commercial Mail Receiving Agents** – When a drop is a Commercial Mail Receiving Agency (CMRA) i.e. UPS Store, note that fact on the edit sheet in the additional information column.
   The drop served number column must list number of active PS Form 1583's on file in the delivery unit.

**14. NDD – Non-Delivery Days** – Indicates the days of the week that the address does not receive mail.

15. CONG – Congressional District – Column is not changed by station or carrier

16. RLY # - Relay # - The relay number is used to break up a route and separate relays. Carrier only needs to indicate a relay by a (Y). System computes #.

17. **ADDR MKR – Address Marker –**

   A. **NSL – No Secure Location –** Identifies address where a carrier can access the door but will not leave a package due to security concerns.

   B. **HSP – Hardship –** Identifies a delivery point where mail is delivered to the residence instead of the mail box. Delivery Mode will be "Other".

   C. **PARK – Park Point –** The park point indicates where a carrier parks the vehicle on a park and loop route.

   D. **CBOX – Collection Box –** The CBOX indicates the location of collection boxes.

   E. **MPT – Multipoint –** These indicators are set automatically from the WebEES intake module and cannot be modified by AMS.

   F. **DNA – Door Not Accessible –** Identifies addresses not accessible by carriers for mail delivery where the door cannot be reached to attempt delivery.

   Rural Route where the residence or business is more than ½ mile from the line of travel, or a shorter distance that has no passible road leading to it.
   Gated community or gated address where USPS does not have a key or code to gain entry.
   High-rise building that USPS is not allowed to access and does not have an arrangement to leave packages.

18. +4 ZIP – The ZIP +4 associated with the delivery point puts the address in a specific sector segment (geoseg).

19. ADDITONAL INFO – Used for additional information to assist in sortation of mail. (i.e. Firm Name, Box Number, Name, etc.) ½ inch cell size = 10 characters, 1 inch = 20 characters, and 2 inch = 30 characters

20. ALTERNATE ZIP/RTE – N/A

MR. ZIP
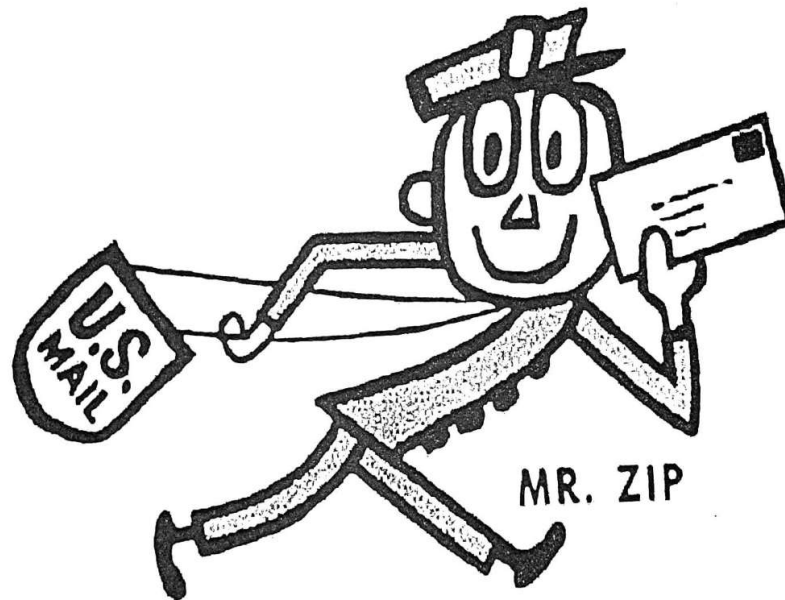
ROUTE SUMMARY PAGE

Case Equipment

Case	1	2	3	4	5	6	7	8	9
Equip	124	144							
Mode	Ltrs	Ltrs							
Shelves	5	5							
Cells	200	200							

Totals

Ltrs = 400   Both = 0   Flats = 0

This page shows

- The casing equipment
- The order of the equipment
- The number of shelves
- The total available cells for the piece of equipment

Equipment

- 124 = Full case with ledge
- 144 = Full case no ledge
- 143 = Wing (half of a case)

ROUTE SUMMARY PAGE CONTINUED

- Use this chart to check the total number of unassigned cells.
  - This will help when adjusting cell sizes for labels.

Allocated Case Cells

Row	1	2	3	4	5	6	7	Total
Letter	70	78	78	78	0	0	0	304
Flat	0	0	0	0	0	0	0	0
3982/CFS	8	1	1	1	0	0	0	11
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	0	0	0	0	0	0	0
Used	78	79	79	79	0	0	0	315
Unassigned	2	1	1	1	0	0	0	5
Available	80	80	80	80	0	0	0	320
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

(DelPt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)