

Welcome to the new Route Listing Report, also known as the edit sheet. The information visible on the report page has been expanded to enable Delivery and Address Management personnel to maintain all the varied information possible for each delivery point address, in order to achieve the highest possible completeness and accuracy in our Postal Service™ addressing data repository. Address Management System(AMS) data is essential for ZIP+4® coding directories, mail processing sortplans which produce Delivery Point Sequence mail, and customer products that bring in over \$100 million in annual revenue, so maintaining the highest quality possible is critical.

District Address Management offices will not immediately replace all existing edit sheets with the new format. As edit books are submitted with maintenance after April 10, 2006, the route listings returned inside the edit books will be in the new format.

The report heading displays the ZIP Code™, the Carrier Route ID (CRID), and bundle type. Each row on the report is an individual delivery address, with the columns displaying the information corresponding to each address. If the contents of any given field exceed the allocated column width the text will wrap to the following line.

Column Headings on the report, from left to right:

Sequence Number (SEQ #) — The sequence number indicates the position of the delivery on the carrier's line of travel. The sequence number is automatically assigned by the system. Deliveries which are handed off to another route appear at the beginning of the listing with a "O" sequence number. This column also includes the New Row Indicator, the Equipment Break Indicator, and the Blank Cell indicator if entered. The New Row Indicator displays on the first delivery of a new row as an "R" followed by the row number. The Equipment Break Indicator shows an "L", "F", or "LF" depending on whether the address is the first in a new piece of equipment for letter (L), flat (F), or both (LF) cases. The Blank Cell Indicator displays and "BC" for each row that is inserted as a blank following the tagged delivery. Blank cells allow room for new deliveries to be added without disturbing the rest of the case layout. (Note — the Blank Cell Indicator only shows for rows/cells inserted behind a specific delivery point.)

Primary address (PRIMARY ADDRESS) — House number, or the Rural or Highway Contract Route box number.

Complete Street Name (COMPLETE STREET NAME) — The name of the street on which the delivery is located, including the main street name, suffix, pre-, and post-directionals. The complete name only appears on the first delivery on the street and the top of each new page.

Secondary abbreviation (SECY ABBR) — Describes the secondary unit within the primary address, such as apartment (APT), suite (STE), room (RM) or trailer (TRLR). A complete list of acceptable values is available in Publication 28, Postal Addressing Standards, in section 3.C2.

Secondary address number (SECY UNIT #) — Individual secondary unit number. Required if the secondary abbreviation field is entered, except for BSMT, FRNT, LBBY, LOWR, OFC, REAR, SIDE, and UPPR values.

Delivery Type Code (DELV TYPE) — The delivery type code categorizes the delivery point and describes the mode of delivery. Valid values include OTH=Other, CENT=Centralized, CBU=NBU/NDCBU/CBU, CURB=Curbline.

Usage Code (USG CODE) — The usage code describes a delivery as a business delivery, a residential delivery, or a mixed residential/business delivery. Valid values include R=residential, RC=residential combined with business, B=business, BC=business combined with residential, X-nostat.

No Stats Indicator (NO STAT) — The No Stats indicator describes the status of a delivery address and whether it is counted as a possible delivery. The No Stat indicator contains the values Y and C. C indicates a nostat record that will be supplied to mailers. The carrier is not expected to make the distinction between Y and C. This choice will be made by AMS personnel.

Vacant Indicator (VAC IND) — The Vacant Indicator describes whether an address has been unoccupied for 90 days or more. This field is blank for addresses receiving current delivery. The only valid value is Y=vacant address.

Address Sort Code (ADDR SORT) — The Address Sort Code provides information used by both the mailers and US Postal Service™ automated mail processing equipment to sort mail. Valid values include H=firm holdout, T=PO Box throwback, A=Accelerated Reply Mail, V=High volume delivery point.

Letter and flat cell sizes (L/F CELL) — The cell size values indicate the size of the separation for the address on the carrier case labels. Flat cell sizes are ignored for 1-bundle cases. Valid values include ½, 1-9, F (10 inch separation), and the pound sign #. The # indicates a delivery that appears on the route listing report but which is completely suppressed from the carrier case labels.

Seasonal indicator (S I) — Indicates that an address is unoccupied and does not receive delivery for a given period each year. Valid value is Y for a seasonal address.

Drop count (DR OP) — Indicates the number of businesses or families served by a drop delivery or other multi-service delivery point.

Day-of-week non-delivery (NON DOW) — This field displays a code which indicates that the address does not receive mail one or more days each week. The code is based on the days indicated.

Congressional District (CO NG) — The Congressional District ID is a standard number identifying a geographic area within a state, served by a member of the US House of Representatives. The first delivery will always have an entry, then the field will remain blank until a new District is entered.

Relay (RL Y #) — This field displays information about relay points and park points. An address which is indicated as the first delivery in a relay will display a system-generated sequential number in this field corresponding to the relay number appearing on the carrier case labels. Park points are indicated by a "P" in this field. If a delivery address is both a park point and the first delivery in a relay the relay number will override the park point indicator, but the case labels will display both indicators.

ZIP+4 Codes:

Street Default (STR-DEF) — The ZIP+4 Code for the blockface or address range.

Highrise Default (HI-DEF) — The ZIP+4 Code default for the building.

Highrise Exact (HI-EXA) — The ZIP+4 Code for the specific secondary address or group of secondary addresses.

Firm Unique (FIRM UNIQ) — A ZIP-4 Code assigned to a specific business entity at a specific address.

Case label text (ADDITIONAL INFO) — This field contains information (company name, apartment numbers, notes) to be printed on the carrier case labels to aid the carrier in casing and delivering mail.

Alternate ZIP/Route (ALTERNATE ZIP/RTE) — This field indicates addresses that are schemed to one ZIP Code/carrier route combination and delivered by another. These include scheme handoffs and parent/child routes.

Update Procedures

Basic procedures for edit book maintenance have not changed with the introduction of the new format. Please see the carrier edit sheet instructions for specifics on adding, deleting, changing, and sequencing delivery addresses.

DETERMINING A “NO-STAT” DELIVERY POINT

All Routes:

Firm Holdouts - Addresses for firm holdouts (not Paid Caller Service) that are in a carrier's delivery territory but not delivered by the carrier must be listed as active possible deliveries. These addresses must not be flagged as Throwbacks or No-Stat.

Long Term Vacant - Review long term vacant delivery points to determine if they are truly vacant or if there has been a change to their possible delivery status. Review the vacant delivery point to see if it falls into a No Such Delivery Address category (absorbed by another address, converted to a warehouse or storage unit, part of a drop, condemned building, vacant pad in a trailer park, etc.) If the delivery point no longer qualifies as a possible delivery, replace the Vacant indicator with a No-Stat indicator.

What Is Not A Possible Delivery?

Any address in the Edit Book, including apartments and suites, that do not represent a possible delivery point is a No Such Delivery address. Addresses that no longer exist as possible deliveries may be flagged as No-Stat or deleted, depending on circumstances.

Absorbed by Another Address - When an address has expanded into another adjoining address and no space is available for another tenant to move in, the address must be flagged as a No-Stat or deleted. This situation frequently occurs in strip malls and business buildings.

Replaced by Another Entity – When an address has been dissolved and has been replaced by another entity, that, by its' nature, will never have an address (such as a lake, a highway, land claimed by eminent domain for entities such as runways, etc.) the address may be considered for deletion. If the address has no potential for delivery (i.e., no delivery now and high probability there will never be delivery) the address record may be deleted.

Intended Use is Modified – When an existing address (such as a farmhouse) or a potential address (such as a platted address for a new development) is modified (for example, the farmhouse is razed and replaced by a subdivision; the platted house number is eliminated or realigned) and there is a high probability that the original address will not be used in the future, the address may be considered for deletion. Examples could include the assignment of 2 corner addresses and entered into the database prior to any structure being built. When the structure is completed only one address is used. The second address should be deleted. A second scenario may be multiple address records for businesses demolished and replaced with a parking lot.

Natural Disasters – When the long-term effects of a natural disaster (such as beach erosion, landslides, sinkholes, etc.) render the territory incapable of development the previous addresses occupying the territory may be deleted.

Warehouses and Storage Units - Delivery points converted into warehouses or storage units that no longer receive delivery must not be counted as possible deliveries and must be flagged as No-Stat.

Not Vacant / No PO box / Refuse Delivery - Delivery points that meet all three conditions (not vacant, not known to be a PO box throwback and the customers refuse mail delivery for the address) must be flagged as a No-Stat.

Drops - When secondary addresses share a receptacle, only one possible delivery may be counted for the address.