SOP Reference #: MAIL013

Operation/Task:	Sorting			Equipment:	ALL	
Owner:	**Mailing Services Manager**	**Date Created:**	12/10/14	**Department:**	Mailing Services	
		Revision History:	See last page			

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for sorting mail to USPS requirements.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	Review the Job Ticket for job instructions. No job shall be set-up and run without supervisor approval.		
2	◆	Set up the work area for the operations required on the Job Ticket.	• Review qualification report and tray tags to see what type of Postal containers are used. • If you are unsure as to the class of mail, stop, ask your supervisor.	To ensure USPS requirements are being met.
3	☑	Obtain 2nd set of eyes approval.	"See procedures for sign off"	To catch any possible errors introduced by the operator.

| 4 | ◆☑ | **Sorting OPERATION:**
Bundle and containerize the mail per USPS requirements | • Some jobs bundle, like non-auto mail and postcards. Bundles must have two rubber bands or two stramps; one length wise the other width wise.

• The sorter must constantly throughout the job fan through the bundles looking for irregularities and notify the operator so they can be corrected. I.e., flaps not sealing, double envelopes, missing postage, no address in window, missing label, etc.

• If no OEL is used, then the appropriate bundle sticker must be applied to the top piece in the bundle, i.e., Green 3, Red D, etc.

• The sorter is responsible placing mail into correct type of tray and that the correct tray tag is applied to the tray.

• The sorter is responsible to proper "Brick" stacking of the trays on the mail skid and that all trays are contained within the edges of the pallet.

Note: Each time more material is gathered for the job you are producing, you must have you supervisor ok each item you have brought to your production area. ****Your original "ok" is not good for the whole day if you have altered what was is at your production area when the job was ok'd.** | • To ensure bundle integrity during transportation.

• Miss-metered, no label, no address showing causes returned mail and non-delivery.

• The sticker indicated the type of sort for the bundle with the absence of the OEL.

• Not placing the mail in the correct tray type can cause rejection of the mail, through the weights off, cause lost integrity.
• Not applying the correct tray tag can cause rejection of mail, miss-routed mail, USPS quality score card damage and possible penalties.
• Proper stacking of the skid ensures easy loading onto trucks & preserves skid integrity. |

Notes:

If a quality concern is found, follow Non-conforming Product SOP (NCP001).

Definitions: OEL = Optional Endorsement Line. Green 3, Red D = stickers that identify package sort level, Green 3 = 3-digit bundle, Red D = a 5-digit direct bundle.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Lasher	12/10/14
Rev 2	Added Revision History table	Steve Lasher	8/1/16
Rev 3	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; grammar updates; reviewed by Lead – added the Why to step 2	Andy Jones	3/21