






Operation/Task:	Job Complete, End of Shift, Excess Material and Waste			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 what to do at the end of a job or shift and if you have excess material or waste.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Complete end of job or shift paperwork	<ul style="list-style-type: none"> Fill out skid sheet, record quantity, Pkg, drop, operator/sorter, customer, job #; place this sheet on top of skid and tape to bag/tray. Complete the mailing Job Ticket Envelope with counts, rates, total postage, mail sack/tray breakout. Check ticket for disposition of excess material. 	This documents for the next shift or step the necessary information they need about the job.
2		Determine disposition of excess material	<ul style="list-style-type: none"> Check the ticket and proceed accordingly 	Some clients will want us to store excess material to be used at a later date
3		Determine disposition of production waste	<p>Check the ticket to determine if job is a 100% mailing job</p> <p>If 100% mailing, waste is to be provided back to inkjet/laser personnel for reproduction. If Indigo or if there is a very large amount of waste, supply sequence numbers to Data Processing so they can create a data file to be reproduced. Then the waste should be placed in the locked disposal bins.</p> <p>If not 100% mailing, waste should be placed in locked disposal bins</p>	<p>Some clients require that all mail pieces are sent to be delivered to the post office so any pieces that are deemed damaged, need to be recreated.</p> <p>Since the piece contains the name/address and potentially PHI/SPII information of consumers, we treat that information securely by shredding the product.</p>

Notes:

Definitions:

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; reviewed by Lead – no changes	Andy Jones	3/21

CI035

Rev. Date 4/20