

## **LDC 43 - DISTRIBUTION OPERATIONS**

### **A=Allied, L=Letter, F=Flat**

#### **43A - SETUP DISTRIBUTION AREA**

Retrieving and set up of empty equipment such as trays APC'S, carts, etc., necessary to support distribution operations, i.e. Parcel Post, SPRs, mail preparation, and presort.

#### **43A - UNLOAD AND STAGING INCOMING MAIL**

Removing all mail and equipment from incoming transportation and staging (movement of equipment containing mail) in appropriate area.

#### **43A - MAIL PREPARATION**

Preparation of mail, (i.e. open, dump, cull) for a final distribution. Includes cutting bands, removing plastic wrap, traying, combining of trays, placing handfuls in distribution equipment, presort sortation at first handling, opening and traying of presort sacks at carrier route.

#### **43A - PULL DISTRIBUTION CASES**

Extracting mail from distribution cases by separation and placing in the container.

#### **43A - PRESORT LETTER/FLAT MAIL**

Opening mixed routes of presorted sacks. Distribution of presorted mail to a case or other established equipment.

#### **43A - SPREADING MAIL**

Spreading manually distributed, automated, full coverage, carrier routed sacks, and presort mail to the carrier routes. Includes mail taken to the box section.

#### **43A - PARCEL POST/SPRs**

Set up and distribution of Parcel Post and SPRs.

#### **43A - STORING OF EMPTY EQUIPMENT**

Storage of empty equipment, i.e. sacks, tubs, trays, APCs, etc.

## **LDC 43 - DISTRIBUTION OPERATIONS**

### **A=Allied, L=Letter, F=Flat**

#### **43L - LETTER- PRIMARY DISTRIBUTION**

Distribution of single letters into a distribution case at first handling. Includes retrieving mail from working equipment such as cage, hamper, gurney, or u-cart and returning empty trays. Cutting of bands (if not isolated operation.)

#### **43F - FLAT - PRIMARY DISTRIBUTION**

Distribution of single flats into a distribution case at first handling. Includes retrieving mail from working equipment such as cage, hamper, gurney or u-cart and returning empty tubs. Cutting of bands (if not isolated operation.)

#### **43L- LETTER - SECONDARY DISTRIBUTION**

Distribution of single letters or missorted letters into a secondary distribution case at second handling. Includes retrieving mail from working equipment such as cage, hamper, gurney, or u-cart and returning empty trays. The second handling could be firm, box section, or dorm.

#### **43F - FLAT - SECONDARY DISTRIBUTION**

Distribution of single flats or missorted flats into a secondary distribution case at second handling. Includes retrieving mail from working equipment such as cage, hamper, gurney, or u-cart and returning empty tubs. The second handling could be firm, box section, or dorm.