

## **LDC 44- BOX OPERATIONS**

### **BOXING DIRECTS**

Placement of mail been isolated at a distribution point for a specific box, caller, or large firm into a box or receptacle. Verification of direct mail.

### **BOXING SECONDARY LETTERS**

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 for firm, delivery section, or CFSdispatch.

### **BOXING NON DPS LETTERS**

Placement of letters into a PO box.

### **BOXING DPS LETTERS**

Placement of letters into a PO box.

### **BOXING SECONDARY FLATS**

Distribution of single flats or missorted flats into a secondary distribution case at second handling. Includes retrieving the mail form the working equipment such as cage, hamper, gurney, or u-cart and returning empty trays. The second handling could be for firm, delivery section, or CFS/dispatch.

### **BOXING FLATS**

Placement of flats into a P0 box.

### **BOXING - SECONDARY PARCEL POST, SPR's, NOTICES AND LOCKER KEYS**

Distribution of single Parcel Post, SPR's, notices, and locker keys or missorted Parcel Post or SPRs into a secondary distribution case at second handling. Includes retrieving the mail from the working equipment such as cage, hamper, gurney or u-cart, and returning empty trays. The second handling could be for firm, delivery section, or CFSdispatch.

### **BOXING - PARCEL POST, SPR's, NOTICES AND LOCKER KEYS**

Boxing PP/SPR's, recording and placing of a notice or parcel locker key for an article which is too large for a PO box, and the storing of that article.