

Contents

- 1 Introduction 1**
 - 1-1 Overview 1
 - 1-2 Definition of Drop Shipment 1
 - 1-3 Destination Entry Rate Levels 1
 - 1-4 Plant-Verified Drop Shipment (PVDS) 2

- 2 Procedures at Origin Office 3**
 - 2-1 Verification at Mailer’s Plant 3
 - 2-1.1 Mailer Responsibilities 3
 - 2-1.2 Postal Service Responsibilities 3
 - 2-1.3 Resolving Discrepancies Reported by Destination Entry Facilities 4
 - 2-2 Pallet Requirements 4
 - 2-2.1 General Standards 4
 - 2-2.2 Exceptions for DSCF, DDU, and OBMC 5
 - 2-3 Bedload Guidelines 6
 - 2-3.1 Bedloading Trays 6
 - 2-3.2 Bedloading Sacks 6
 - 2-3.3 Bedloading Parcels 6

- 3 Appointment Process 7**
 - 3-1 Overview 7
 - 3-2 Drop Shipment Control Center 7
 - 3-2.1 Overview 7
 - 3-2.2 Daily Schedule Report 8
 - 3-2.3 DSAS Facility Profile(s) 8
 - 3-2.4 Potential DSAS Appointment Slots 8
 - 3-3 Telephone Appointments 8
 - 3-3.1 SCF, ASF, and BMC Scheduling Procedures 8
 - 3-3.2 DDU Appointment Procedures 9
 - 3-4 Electronic Appointments 9
 - 3-4.1 Overview 9
 - 3-4.2 Confirmation Number 10
 - 3-5 Drop Shipment Appointments 10
 - 3-5.1 Appointment Characteristics 10
 - 3-5.2 Valid Appointments 10

| | |
|--|-----------|
| 3-5.3 Mixed Loads | 11 |
| 3-5.4 Periodicals | 11 |
| 3-5.5 Recurring Appointments | 11 |
| 3-5.6 Drop-and-Pick Appointments | 12 |
| 3-6 Drop Shipments Not Requiring Appointments | 13 |
| 3-6.1 Perishable Shipments | 13 |
| 3-6.2 Periodicals | 13 |
| 3-6.3 Local Mailers | 14 |
| 4 Mailer Transport of PVDS | 15 |
| 4-1 Mailer Responsibility | 15 |
| 4-1.1 Overview | 15 |
| 4-1.2 Trailer Seal | 15 |
| 4-1.3 Liability (Transporting) | 15 |
| 4-1.4 Multi-stops | 15 |
| 4-2 Vehicle Compatibility | 16 |
| 4-2.1 Electronic Appointments | 16 |
| 4-2.2 Telephone Appointments | 16 |
| 4-2.3 AMS Drop Ship Product | 16 |
| 4-3 Appointment Discrepancies | 16 |
| 4-3.1 Early Arrival | 16 |
| 4-3.2 Late Arrival | 16 |
| 4-3.3 Cancellations | 17 |
| 4-3.4 Multiple Appointments — Same Vehicle and Destination | 17 |
| 4-3.5 “No-Shows” | 17 |
| 4-3.6 Rescheduling Appointments | 17 |
| 4-3.7 Unscheduled Arrivals | 17 |
| 4-3.8 Invalid Scheduling | 18 |
| 5 Procedures at Destination Facility | 19 |
| 5-1 Mailer Responsibilities | 19 |
| 5-2 Postal Service Responsibilities | 19 |
| 5-3 Vehicle Redirection | 20 |
| 5-4 Vehicle Turnaround Time | 20 |
| 5-4.1 Overview | 20 |
| 5-4.2 BMCs/ASFs and SCFs | 20 |
| 5-4.3 DDUs | 20 |
| 5-5 Destination Entry Office Acceptance | 21 |

| | |
|--|-----------|
| 6 Problem Resolution | 23 |
| 6-1 Overview | 23 |
| 6-2 Problems With Receipt of Shipments | 23 |
| 6-2.1 Incorrect Destination Facility | 23 |
| 6-2.2 Defective Vehicle | 23 |
| 6-2.3 Palletization Integrity | 24 |
| 6-2.4 Improperly Prepared PS Form 8125 | 24 |
| 6-2.4.1 Volume Discrepancies | 24 |
| 6-2.4.2 Missing PS Form 8125 | 24 |
| 6-2.5 Damaged/Wet Mail | 25 |
| 6-2.6 Past In-Home Date/Dead on Arrival | 25 |
| 6-3 Safety Issues | 26 |
| 6-3.1 Mailer Responsibilities | 26 |
| 6-3.2 Postal Service Responsibilities | 26 |
| 6-3.2.1 Dock Personnel | 26 |
| 6-3.2.2 Supervisor | 26 |
| 6-3.2.3 Safety Specialist | 26 |
| 6-3.2.4 Customer Service Representative | 27 |
| | |
| 7 Drop Shipment Appointment System | 29 |
| 7-1 Overview | 29 |
| 7-2 System Authorization | 29 |
| 7-3 DSAS Functions | 30 |
| 7-4 DSAS Close-Out Procedures | 31 |
| 7-4.1 Finalizing Appointment Process | 31 |
| 7-4.2 Differentiating “Late” From “No-Show” Close Outs | 32 |
| | |
| Appendix A — Forms | 33 |
| | |
| Appendix B — Glossary | 45 |
| | |
| Appendix C — Abbreviations and Acronyms | 49 |

Exhibits

| | |
|--|----|
| Exhibit A-1 | |
| PS Form 8125, PVDS Verification and Clearance | 36 |
| Exhibit A-2 | |
| PS Form 8125-C, PVDS Consolidated Verification and Clearance | 38 |
| Exhibit A-3 | |
| PS Form 8125-CD, PVDS Consolidated Verification and Clearance — DSMS | 39 |
| Exhibit A-4 | |
| PS Form 8125-WS, DDU Appointment Worksheet for PVDS Mailings | 40 |
| Exhibit A-5 | |
| DSAS Web User/Mailer ID Application Form | 42 |
| Exhibit A-6 | |
| PS Form 1357, Request for Computer Access | 43 |

1 Introduction

1-1 Overview

This publication has been developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. These procedures consist of mailing standards found in the *Domestic Mail Manual* (DMM) and establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail (A), and Standard Mail (B), including Parcel Select.

1-2 Definition of Drop Shipment

While the DMM contains sections on other types of drop shipments for Express Mail, Priority Mail, and metered mail, in this publication the term “drop shipment” relates to discounted mailings generally claimed at destination entry rates and transported by a mailer to destination postal facilities.

1-3 Destination Entry Rate Levels

Effective February 3, 1991, destination entry rates were introduced as a new level of discount for mailers. Currently, there are three destination entry rates used with Standard Mail and Periodicals mail:

- a. DBMC: Destination bulk mail center rate.
- b. DSCF: Destination sectional center facility rate.
- c. DDU: Destination delivery unit rate.

Origin offices must ensure that mailers meet the requirements for destination entry, including basic standards for preparation and deposit as found in DMM E651 (Standard Mail), E652 (Parcel Post), and E250 (Periodicals).

1-4 Plant-Verified Drop Shipment (PVDS)

Plant-verified drop shipment (PVDS) is a procedure that enables a mailer to pay postage and have mailings verified at its origin office and then to enter the mailings at a destination office using shipper-paid transportation. A mailer participating in PVDS must comply with the requirements found in DMM P750. PVDS allows for destination entry of Standard Mail (A) and (B) and also Periodicals mail while taking advantage of the ease of use associated with origin postage payment. Verifications of mail as to classification, preparation, and postage payment must take place at either the detached mail unit (DMU) in the mailer's plant or the business mail entry unit (BMEU) at the origin office. Postage and fees are paid at the origin office where the mail is verified. After verification and payment, the mailer or mailer's agent transports the verified mailings at the mailer's expense and presents the mailings for deposit as mail at the appropriate destination postal facility.

Throughout the remainder of this publication, the term "mailer" will encompass anyone involved with the preparation and transportation of a mailing, including agents, shippers, contractors, consolidators, or others.

2 Procedures at Origin Office

2-1 Verification at Mailer's Plant

Before PVDS verification can be done at the mailer's plant, the mailer must have either a Postal Service plant-load authorization or a postage payment agreement that establishes a detached mail unit (DMU) at the mailer's plant.

2-1.1 Mailer Responsibilities

The mailer must present the appropriate documents:

- a. Individual, consolidated, or facsimile postage statements.
- b. For Standard Mail (B) with special services (insured, certified, COD, delivery confirmation, etc.), PS Form 3540-S, *Postage Statement — Supplement*, or facsimile.
- c. One of the following forms, as applicable to the requirements of the shipment:
 - (1) PS Form 8125, *PVDS Verification and Clearance*, or facsimile (see Exhibit A-1 in Appendix A).
 - (2) PS Form 8125-C, *PVDS Consolidated Verification and Clearance*, or facsimile (see Exhibit A-2 in Appendix A).
 - (3) PS Form 8125-CD, *PVDS Consolidated Verification and Clearance — DSMS*, or facsimile (see Exhibit A-3 in Appendix A).

Throughout the remainder of this publication, the term "PS Form 8125" will refer to any of the three clearance documents in this series of forms.

2-1.2 Postal Service Responsibilities

A Postal Service acceptance clerk verifies the mailer's product with the following steps:

- a. Verify classification, rate eligibility, preparation, packaging, and presort for compliance with requirements.
- b. Verify postage due, collect fees, and/or debit mailer's permit account.
- c. Verify the section "Mailer Information" in PS Form 8125 accurately represents the mailer's product and shows the correct destination entry office where the product is to be drop shipped.

- d. Complete the section for “Origin Post Office” on PS Form 8125. Unless the mailer has authorization to submit unsigned, consolidated forms, the Postal Service clerk must sign and round-date stamp each PS Form 8125.

2-1.3 **Resolving Discrepancies Reported by Destination Entry Facilities**

The origin office must ensure that the mailer takes steps to prevent recurrence of the discrepancies reported by a destination post office. Based on the nature of the discrepancy reported, the mailer may also be required to pay additional postage (e.g., on deposit of mail at incorrect destination for entry discounts claimed).

2-2 **Pallet Requirements**

2-2.1 **General Standards**

All pallets presented to the Postal Service must meet the standards found in DMM M041 and M045. Mail on pallets must meet the standards for the class and rate claimed.

The following pallet requirements apply to all categories of mail:

- a. Height:
 - (1) Maximum, single pallet: 77 inches (pallet plus mail).
 - (2) Maximum, stacked pallets: 84 inches (pallet plus mail plus top caps).
- b. Weight:
 - (1) Minimum: 250 pounds of mail (for exceptions, see DMM M041.5).
 - (2) Maximum: 2,200 pounds (pallet(s) plus mail plus top cap(s) plus strapping plus stretchwrap for all categories of mail).
- c. Trays on Pallets:
 - (1) Minimum height: 3 tiers of trays.
 - (2) Maximum height: same as basic dimensions or 12 layers of managed mail (MM) trays or 11 layers of extended managed mail (EMM) trays.
 - (3) Stretchwrap must be used to secure the trays to the pallet and must be securely wrapped around the pallet.
- d. Pallet Boxes: Pallet boxes may be constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets. They can be filled with machinable or non-machinable parcels — but if an origin bulk mail center (OBMC) or bulk mail center (BMC) presort discount is claimed, only machinable parcels may be in pallet boxes. Pallet boxes must protect the mail and maintain the unit integrity of the pallet loads throughout transportation, handling, and processing. The stacking, top caps, and banding requirements listed in the items below also apply to pallet box use.

- e. **Stacking Pallets:** Pallets may be stacked up to four tiers high if the following requirements are met:
 - (1) Individual pallets meet minimum height and weight requirements.
 - (2) A stacked pallet unit (up to 4 stacked pallets) does not exceed maximum height and weight limits.
 - (3) The heaviest pallet is on the bottom and the lightest is on the top.
 - (4) Each pallet is top-capped as specified in DMM M041.2.0.
 - (5) Pallets are banded and secured to maintain unit integrity during transportation and handling.
 - (6) Sufficient space between the pallets allows easy forklift blade entry for pallet separation.
- f. **Top Caps:** All pallets of sacks, letter mail trays, parcels, packages or bundles of mail, or pallet boxes must be top-capped if the pallets are stacked when presented to the Postal Service for acceptance. Exceptions are described in DMM M041.2.1b and c.
- g. **Strapping and Stretchwrap:**
 - (1) Individual pallets must be secured with at least two straps or bands, be wrapped with plastic stretchwrap, or both. Stretchwrap should be wrapped completely over the lip of the pallet.
 - (2) Stacked pallets must be secured with at least two straps or bands of appropriate material to maintain its integrity during transportation and handling. Stretchable or shrinkable plastic may not be used to secure stacked pallets (see DMM M041.3).
- h. **Nonmachinable Outsides (NMOs):** Palletization of NMOs must be authorized in advance by the Postal Service (see DMM E652.2).

2-2.2 **Exceptions for DSCF, DDU, and OBMC**

- a. **Parcel Select DSCF Rate Pallet Requirements:**
 - (1) Minimum: one of the following:
 - (a) 50 pieces and 250 pounds.
 - (b) 36-inch height of mail (excluding pallet).
 - (c) 35-piece average and 200 pounds (see DMM M045.12.2).
 - (2) Maximum: 2,200 pounds; 77 inches for packages, bundles, parcels, sacks, or pallet boxes; for letter trays, 77 inches or 12 layers of trays (whichever occurs first) (see DMM M041.5.5).
- b. **Parcel Select DDU:** Pallet boxes cannot exceed 60 inches.
- c. **OBMC Presort:**
 - (1) **Machinable Parcels:**
 - (a) Pallet boxes cannot exceed 69 inches.
 - (b) Minimum height of mail on pallet is 52 inches (see section DMM M045.11.1).
 - (c) Maximum: see sections of the DMM as stated in 2-2.1.

- (2) Nonmachinable Parcels: Minimum height of mail on pallet is 42 inches (see section DMM M045.11.2).

Plant managers may authorize pallets of less than 250 pounds for mailings entered and delivered within their service area of the entry office.

To facilitate unloading, mailers are encouraged to implement the following Standard Mail (B) pallet guidelines:

- a. The heaviest parcels should be on the bottom of the pallet and the lightest parcels on the top.
- b. Nonmachinable parcels weighing 35 pounds or more should not be stacked above 60 inches (including pallet height).
- c. Parcels on pallets must be secure, stable, and able to maintain unit integrity during normal transit and unloading.

2-3 Bedload Guidelines

2-3.1 Bedloading Trays

Bedloaded trays should not be stacked higher than 60 inches. Load integrity must be maintained during transport.

2-3.2 Bedloading Sacks

Bedloaded sacks should not be stacked higher than 60 inches. Whenever possible, heavier sacks should be on the bottom.

2-3.3 Bedloading Parcels

The heaviest parcels should be stacked on the bottom and the lightest parcels on top.

Items weighing 35 pounds or more should not be stacked above 60 inches from the trailer floor.

Outside parcels (i.e., those that exceed machinable dimensions) are to be stacked against the walls or on the tail of the trailer whenever possible. When commingled with the rest of the mailing, they must be stacked no higher than 60 inches and in such a manner as to maintain load integrity during transit.

3 Appointment Process

3-1 Overview

Each mailing claimed at a destination rate must be deposited at the time and the location specified by the Postal Service. Prior to arriving with a drop shipment, the mailer is required to have a valid appointment with that facility. Only one appointment is permitted for each vehicle arrival. Exceptions to the scheduling standard include the following:

- a. Perishable commodities.
- b. Periodicals mail.
- c. Local mailers.

See “Drop Shipments Not Requiring Appointments” in 3-6 for further clarifications on the exceptions.

The Postal Service requires a minimum of 24 hours advance notice for an appointment, unless mailers electronically access the Drop Shipment Appointment System (DSAS), which allows mailers to make an appointment a minimum of 12 hours before the desired appointment time. Exceptions to the 24-hour and 12-hour requirements (“same day” appointments) may be granted by a facility’s drop shipment control center. Appointments may be made up to 30 calendar days prior to the desired appointment date. Mailers must comply with the scheduled appointment/deposit time.

Appointments can be scheduled in one of two ways:

- a. *Telephone access.* The Postal Service schedules an appointment after the mailer has called with a request to make a drop shipment at a specific facility (BMC, SCF, or DDU).
- b. *Electronic access to DSAS.* The mailer logs into the DSAS via the Internet and enters appointment information for a destination facility.

3-2 Drop Shipment Control Center

3-2.1 Overview

Each district office and BMC is responsible for establishing and maintaining a drop shipment control center. The core function of the control center is to

oversee all aspects of the PVDS program in regard to the acceptance of drop shipments. The control center manages the appointment process and monitors and reports general drop shipment compliance by shippers. The control center must provide a 24-hour emergency contact number that mailers can use in the event Postal Service personnel must be contacted.

Appointments to deposit DBMC rate mail must be scheduled by the appropriate BMC control center. SCF and auxiliary service facility (ASF) appointments must be made through the appropriate district's drop shipment control center. Appointments to deposit DDU rate mail must be scheduled by calling the delivery office.

3-2.2 **Daily Schedule Report**

Each control center will maintain a master schedule for facilities within its designated area. The control center will use the DSAS Daily Schedule Report to provide notification of scheduled arrivals and confirmation numbers to offices without access to DSAS. Those facilities must report truck arrivals and unload times to the control center within 24 hours for data input to DSAS (except for Saturdays, Sundays, and holidays).

3-2.3 **DSAS Facility Profile(s)**

The control center must ensure DSAS Facility Profiles are complete and accurate. The facility's physical address, contact name and phone number, and a 24-hour emergency contact number are critical fields and should be verified at least every 6 months. The "Comments" section should be used to communicate allowable truck/trailer size and any other information affecting entry of drop shipments.

3-2.4 **Potential DSAS Appointment Slots**

The control center should monitor the number of potential appointment slots against mailer requests for each destination office within their jurisdiction. Disparity between appointment slot availability and mailer requests should be reported to appropriate postal management. When appointment requests routinely exceed appointment slot availability and postal operational limits and/or facility constraints will not be adversely impacted, USPS management should increase the number of potential appointment slots shown in their DSAS appointment profile.

3-3 **Telephone Appointments**

3-3.1 **SCF, ASF, and BMC Scheduling Procedures**

Mailers wishing to schedule drop shipment appointments by telephone for SCFs or ASFs must call the appropriate district drop shipment control center at least 24 hours in advance. Telephone appointments for BMC shipments must be made with the BMC drop shipment appointment coordinator.

When contacting the Postal Service to make an appointment, the mailer must provide the control center with the following information:

- a. Mailer's name, address, and telephone number.
- b. Description of the shipment:
 - (1) Class of mail (Standard Mail (A), Standard Mail (B), Periodicals).
 - (2) Processing category (letter, flat, parcel, etc.).
 - (3) Type and number of containers (pallets, sacks, trays, etc.).
 - (4) Mailer ID number.
 - (5) Vehicle type, size, and trailer identification number.
 - (6) Transportation agent's name (contact person) and telephone number(s).
 - (7) Requested appointment date and confirmed destination facility.

Appointments for multi-stop loads may have to be made through more than one district control center.

3-3.2 **DDU Appointment Procedures**

All appointments for DDU shipments must be made by contacting the DDU at least 1 business day before delivery of the drop shipment. The DDU will document each appointment at the time it is made by using PS Form 8125-WS, *DDU Appointment Worksheet for PVDS Mailings* (see Exhibit A-4 in Appendix A). This form has two columns. At the time the appointment is made, the delivery unit employee taking the phone call completes the column on the left. The right-hand column is completed at the time the mailing is received at the delivery unit.

Mailers should not be prevented from scheduling an appointment if entry information is incomplete at the time of the request. At a minimum, the requestor must provide the mailer's name, mail class, type, containerization, volume, and date and time of the requested appointment. All remaining information (e.g., transportation company, trailer number, product name, permit number, etc.) is not necessary to reserve an appointment and can be provided at a later time prior to deposit of the mail.

3-4 **Electronic Appointments**

3-4.1 **Overview**

A mailer with an electronic access to DSAS must provide all pertinent information as required by the system. If other information requested is not available (e.g., trailer number) at the time the appointment is made, the mailer can provide it by electronically modifying the appointment profile at least 4 hours prior to the arrival of the shipment.

A mailer with electronic access to DSAS may query drop shipment arrival data from the system. Using the appointment confirmation number as a

reference, the mailer may obtain the actual date and time of shipment arrival and unload times.

3-4.2 **Confirmation Number**

DSAS generates a confirmation number for every appointment entered. A mailer making an electronic appointment is provided the confirmation number immediately upon completing the appointment process. A mailer making a telephone request for an appointment will be notified of the confirmation number by the drop shipment appointment coordinator. The mailer should show the confirmation number on PS Form 8125 in the top right block (“Drop Ship Appointment Number”) or be able to provide the confirmation number to the destination at the time the shipment is presented for acceptance. The mailer is also encouraged to write the confirmation number on the shipping bill of lading to assist in reconciling arrivals.

3-5 **Drop Shipment Appointments**

3-5.1 **Appointment Characteristics**

The following categories of appointments exist in DSAS:

- a. Palletized: Majority of the shipment is on pallets.
- b. Speedline: All mail is on pallets; total does not exceed six pallet positions.
- c. Bedload: Majority of the shipment is bedloaded (driver unload).
- d. Standard Mail (B): All mail is sorted to a 5-digit level for an SCF.
- e. D&P (Drop-and-Pick): Entire shipment is DBMC bedloaded parcels (Postal Service unload).
- f. Perishable: Entire shipment is perishable as defined in DMM C022; it can be containerized, palletized, or bedloaded.

3-5.2 **Valid Appointments**

A mailer has a valid appointment when the following criteria are met:

- a. The shipment arrives on the scheduled date and is not more than 2 hours late for BMCs and SCFs, or is not more than 20 minutes late for DDUs.
- b. The appointment is scheduled at the correct facility.
- c. The appointment is scheduled under the appropriate DSAS category.
- d. The mailing is for the facility where the appointment is scheduled.
- e. The trailer content matches the appointment profile (e.g., mail class and containerization).
- f. There is only one appointment confirmation number per trailer load per destination.

When a trailer has multiple mailings for the same destination, only one appointment confirmation number is required.

If a large mailing requires two trailers, then each trailer must contain a separate PS Form 8125 and must have its own individual confirmation number.

3-5.3 **Mixed Loads**

The term "mixed load" refers to a vehicle containing mailings that have different containerization, classes of mail, or processing categories. Examples of mixed loads include pallets and bedloads, sacks and trays, and Standard Mail (A) and (B). When scheduling mixed loads, the majority of the mail class and container type dictates the appointment category. For example, when more than 51 percent of a trailer contains Standard Mail (A) on pallets, with the balance consisting of bedloaded Standard Mail (A) in sacks, then the shipment must be scheduled as a pallet load of Standard Mail (A).

3-5.4 **Periodicals**

When Periodicals mail is transported and drop shipped together with Standard Mail (A) or (B), an appointment is necessary and must be scheduled under the majority Standard Mail type (class and containerization). As such, the applicable appointment, acceptance, and unload process will also apply to the Periodicals portion of the shipment. Periodicals mail that is being entered as a single shipment separate from Standard Mail destined for another facility does not require an appointment.

3-5.5 **Recurring Appointments**

A recurring appointment (also known as a "standing appointment") may be established at the discretion of the destination facility manager through a written application.

"Recurring" refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc.), and mode of transportation.

Requests to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Requests must include the following information:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.

- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement.

Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges.

3-5.6 Drop-and-Pick Appointments

To reduce operational burden, drop-and-pick (D&P) appointments for mailings occurring on a regular frequency (i.e., on a consistent basis at least once a week) can be established at BMCs and ASFs at the discretion of the destination facility manager through written application. D&P appointments are available only to shippers delivering DBMC Standard Mail (B) shipments in trailers having **at least 75 percent capacity**. D&P appointments may have up to six pallet positions of Standard Mail (A) on the trailer. The following procedures must be adhered to:

- a. Appointment must be scheduled as a D&P shipment, and the "Comments" section of the appointment profile must include the notation "Speedline Pallets" and the number of pallet positions.
- b. The pallet portion of the shipment must be tailgated on the trailer.
- c. A double layer of cardboard must segregate the pallet portion from the bedload product. The barrier should be anchored to the walls of the trailer to prevent the bedload portion from shifting and jeopardizing the integrity of the palletized portion.
- d. Drivers must have a single appointment confirmation number for each trailer load and must provide the corresponding PS Forms 8125 for each mailing contained in the shipment.
- e. Drivers must stay with the trailer until the pallets are unloaded and then queue the van (as directed by Postal Service personnel) for the D&P bedload portion.
- f. The appointment unload information (DSAS closeout data) is based only on the bedload portion of the shipment.

To establish D&P appointments, the mailer (permit holder) must submit a request in writing on company letterhead to the BMC/ASF manager. The BMC/ASF manager will respond to all requests within 10 days. Requests must include the following information:

- a. Name, address, and telephone number of the mailer.
- b. Name (contact person) and telephone number(s) for the following:
 - (1) Transportation agent authorized to deliver the mailing to the BMC/ASF.
 - (2) Transportation agent authorized to pick-up the trailer once it has been unloaded.

- c. Telephone number of the BMEU where postage is paid.
- d. Method used for payment of postage: meter, permit, or precanceled stamps.
- e. Mail volume (average).
- f. Size and type of trailer(s) transporting mail.
- g. Frequency/schedule.

D&P appointments are approved for a period not to exceed 12 months. Thereafter, a new application must be submitted to ensure up-to-date mailer information is on file. Written request for an additional 12 months may be made within 60 days of the expiration of a current arrangement.

Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of D&P appointment privileges. D&P appointments will generally be limited to 20 percent of available dock capacity allocated for drop shipment acceptance.

D&P shipments will be unloaded within 24 hours after arrival at the BMC or from the time of scheduled appointment, whichever is later. Once the unload process is complete, mailers must retrieve their trailer(s) within 24 hours (or, with permission by the BMC management, within 48 hours). A shipper's repeated failure to remove empty trailers in a timely manner will result in revocation of its D&P privilege, and could also result in demurrage charges. The Postal Service will not be responsible for any demurrage or detention charges incurred by anyone participating in the D&P appointment program.

3-6 Drop Shipments Not Requiring Appointments

3-6.1 Perishable Shipments

Shippers transporting products recognized by the Postal Service as perishables (DMM C022) are not required to have an appointment. However, they must notify the destination facility at least 24 hours in advance of deposit to facilitate timely acceptance, unloading, and processing of their freight. These shippers may use DSAS to fulfill the 24-hour notification requirement. If shippers of perishables mix other mail classes or non-perishable products in the same trailer, the appointment, acceptance, unloading, and handling requirements for Standard Mail will be imposed for the entire shipment.

3-6.2 Periodicals

No appointment is required for shipments containing 100 percent Periodicals mail, nor is notification to the destination facility of their arrival required. Dedicated Periodicals shipments may not be deposited at a BMC. A mixed load with Periodicals mail requires an appointment at all facilities.

3-6.3 Local Mailers

Although a local mailer is not required to make an appointment for drop shipments at the facility where its permit is held, making appointments for local shipments is encouraged.

4 Mailer Transport of PVDS

4-1 Mailer Responsibility

4-1.1 Overview

The mailer must transport PVDS mailings from the origin point of verification and postage payment to the destination entry postal facility(s). PVDS shipments are considered freight until accepted as mail at the destination facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. A PVDS mailing must not be transported with another mailing job that requires verification and postage payment by a bulk mail acceptance unit.

Other types of freight may be transported along with PVDS when they are segregated from the PVDS portion of the load and clearly identified as non-mailable matter. Freight must be loaded on the vehicle in such a manner to facilitate the identification and unloading of PVDS mailings by postal personnel.

Any material classified by the Postal Service as "hazardous" under DMM C023 may not be carried on the same vehicle with the PVDS mailing.

4-1.2 Trailer Seal

Drop shipments are freight until deposited and accepted as mail at the destination facility. The mailer may use its own seal or request the use of a numbered PVDS band seal to secure mailer vehicles transporting PVDS mailings, although this is not required.

4-1.3 Liability (Transporting)

The mailer assumes all responsibility and liability for any loss or damage to PVDS shipments before they are deposited and accepted as mail at destination entry postal facilities. This applies even if a third party transports those mailings. Mail is considered freight until deposited and accepted at the destination office.

4-1.4 Multi-stops

The mailer is required to identify and separate mailings for each specific stop.

4-2 Vehicle Compatibility

4-2.1 **Electronic Appointments**

Prior to scheduling an appointment through DSAS, mailers should review the facility restrictions in the Address Management System (AMS) Drop Ship Product file. Mailers should also review the "DSAS Message Board" and the "Facility Profile" screens (comment field) for information on specific sites.

4-2.2 **Telephone Appointments**

When making a telephone appointment, the mailer must confirm that the trailer size is compatible with the destination facility.

4-2.3 **AMS Drop Ship Product**

The AMS Drop Ship Product is produced by the National Customer Support Center (NCSC) in Memphis. It is available by CD-ROM on a subscription basis and distributed monthly. The product includes facility information, such as dock restrictions (e.g., dock height, canopy clearance, etc.) and material handling capabilities (e.g., pallet, rolling stock, etc.). This information is derived from the Facility Profile Database, which is maintained and updated by local sites at least once a year.

4-3 Appointment Discrepancies

4-3.1 **Early Arrival**

At BMCs or SCFs, mailers are considered early if they arrive on the scheduled appointment date more than 2 hours in advance of a scheduled appointment time. At DDUs, mailers are considered early if they arrive more than 20 minutes prior to the scheduled appointment.

4-3.2 **Late Arrival**

At BMCs or SCFs, mailers are considered late if they arrive more than 2 hours after the scheduled time and date. The appointment is no longer considered a valid appointment. Platform acceptance may be delayed or in some cases refused. Every effort will be made to accept the mailing, if operationally feasible.

At DDUs, mailers are considered late if they arrive more than 20 minutes after the scheduled appointment time. The appointment is no longer considered a valid appointment. Every effort should be made to accept the shipment. However, when a late mailing is refused, DDU management must document the reason(s) why the shipment could not be accepted.

4-3.3 **Cancellations**

A mailer who cannot keep an electronic appointment must cancel it at least 12 hours before the scheduled appointment time. Appointments at BMCs, DSCFs, and DDUs originally made via telephone must be cancelled at least 1 day in advance. To cancel shipments past the allowable time frame, mailers must telephone the appropriate control center. The control center must notify associate offices of all untimely cancellations.

4-3.4 **Multiple Appointments — Same Vehicle and Destination**

If a vehicle arrives containing more than one appointment for the same entry office, the confirmation number provided by the driver (or the number shown on the first PS Form 8125) becomes the appointment confirmation number of record. All other confirmation numbers are considered invalid and must be finalized in DSAS as a “No-Show.”

4-3.5 **“No-Shows”**

A mailer’s failure to arrive on the scheduled date of appointment or failure to provide and reconcile a valid appointment confirmation number for an arrival is a “No-Show.”

4-3.6 **Rescheduling Appointments**

The mailer has the following options to reschedule appointments:

- a. Through DSAS: A mailer may reschedule an appointment for a later date or time up to 12 hours before the original appointment schedule. When rescheduling an appointment, the mailer can retain the original confirmation number by accessing the “Reschedule” option in DSAS. A mailer who desires a new confirmation number should use the “Cancel” option and make a new appointment, thus generating a different DSAS confirmation number.
- b. At DDUs: A mailer may verbally reschedule an appointment up to 4 hours prior to the scheduled arrival by contacting the DDU.

4-3.7 **Unscheduled Arrivals**

When shipments arrive without an appointment, the destination facility has the following options:

- a. BMCs/SCFs:
 - (1) If operationally feasible, accept the mailing and enter the shipment in DSAS as an “Unscheduled Arrival.” A unique confirmation number will be generated to identify and track the unscheduled arrival.
 - (2) If not operationally feasible, refuse the shipment and require the mailer to make an appointment for the following day.

- b. DDUs:
 - (1) If operationally feasible, accept the mailing and note it on PS Form 8125-WS as “Unscheduled Arrival.”
 - (2) If not operationally feasible, refuse the shipment and document the reason on PS Form 8125-WS.

4-3.8 **Invalid Scheduling**

The type of mail presented must correspond to the appointment category scheduled (e.g., bedload, pallets, speedline). Otherwise, the appointment is considered invalid and is subject to refusal. Examples of invalid scheduling include the following:

- a. Mailers schedule a “speedline” appointment but arrive with bedloaded mail or with more pallet positions than allowed.
- b. Mailers schedule a “STD B” appointment (5-digit parcel post) but arrive at an SCF with 3-digit parcels or Standard Mail (A).

5 Procedures at Destination Facility

5-1 Mailer Responsibilities

Drop shipments will be considered freight until they are actually deposited and accepted as mail at the destination facility. The mailer is responsible for any demurrage or detention charges incurred by participating in the drop shipment program.

Mailers who believe they are denied equitable treatment may appeal to the district manager of Customer Service or the applicable Postal Service area DSAS coordinator.

Upon arrival, drivers must check in at the designated area, identify themselves, provide a valid appointment confirmation number, and submit their PS Form 8125. The form must be presented by the driver or be attached to the right rear inside wall of the vehicle.

With Postal Service direction, the driver will proceed to an assigned area to stage the vehicle. Drivers must adhere to all instructions issued by Postal Service personnel while driving on Postal Service premises.

When driver unloading is required, the driver must stay with and continue to unload the vehicle until the unload process is complete. The mailer is responsible for obeying all applicable Postal Service and Occupational Safety and Health Administration (OSHA) regulations while on postal premises.

When directed by Postal Service personnel, the driver must remove the vehicle from Postal Service premises immediately after unloading. The driver is not permitted access to the Postal Service facility except for the dock and designated driver rest areas.

5-2 Postal Service Responsibilities

Postal Service personnel must verify that the shipment has a valid appointment and corresponding confirmation number for the entry facility. If the driver does not know the confirmation number, the driver should contact the dispatch office to obtain it. If no appointment was made, the destination office may accept the shipment as an unscheduled arrival. If the facility is unable to accept the shipment, the mailer should be told to schedule an appointment through the appropriate drop shipment appointment coordinator.

Before directing the vehicle to a dock stall or beginning the unload process, Postal Service personnel must also verify that the load is being entered at the correct Postal Service facility and not destined for another facility.

5-3 Vehicle Redirection

To facilitate handling or processing, shipments may be diverted or redirected to a facility other than the designated SCF or BMC due to facility restrictions (e.g., building expansion, seasonal mailings, or emergency constraints).

5-4 Vehicle Turnaround Time

5-4.1 Overview

Each facility is required to develop contingency plans to ensure adherence to vehicle turnaround policy.

5-4.2 BMCs/ASFs and SCFs

Drop shipments with a valid appointment will be unloaded as expeditiously as possible, but no later than the time frame listed below:

| Appointment Type | Unload Time* | Unloaded By |
|------------------|--------------|-------------------------------|
| Palletized | 4 hours | Postal Service personnel |
| Speedline | 2 hours | Postal Service personnel |
| Bedload | 8 hours | Driver (with USPS assistance) |
| D&P | 24 hours | Postal Service personnel |

* Unload times are calculated from the scheduled appointment time or once the trailer is docked, whichever is first. Exception: For D&P appointments, unload times are calculated from the arrival time or appointment, whichever is later.

5-4.3 DDUs

The driver must unload all shipments within 1 hour after arrival at a DDU. At offices with responsibility for more than one ZIP Code, part of the driver's responsibility includes separating the mail by ZIP Codes if required for the shape or class of mail. Pallets must be unstacked by the driver. If the office cannot handle pallets, the driver must unload the mail into a container specified by the delivery unit.

5-5 Destination Entry Office Acceptance

Upon arrival, the appropriate Postal Service personnel will have the responsibility for the following:

- a. Ensure the mailer has a valid appointment and is on time.
 - (1) BMC/SCF: The mailer must have a scheduled drop shipment appointment and a valid confirmation number on PS Form 8125. Appointments must be made at least 24 hours in advance of the mailer's arrival. Exception: Appointments can be made electronically at least 12 hours in advance of the mailer's arrival.
 - (2) DDU: Mailers are required to call a delivery unit at least 24 hours in advance of their arrival. These phone calls should be documented on PS Form 8125-WS (see Exhibit A-4 in Appendix A). Exceptions to the 24-hour advance notice are given to mailers who have been granted recurring appointments. However, mailers who arrive more than 20 minutes before or after their scheduled appointment (i.e., those exceeding the 20-minute rule — see 4-3.1 and 4-3.2) should be allowed to unload if operationally feasible.
- b. Obtain and review PS Form 8125 (BMC/SCF/DDU). The mailer must present the appropriate PS Form 8125 and must have accurately completed all required items in the mailer and origin office sections. Dock personnel have the following responsibilities:
 - (1) Verify that the entry office is the correct destination facility and is correct for the entry discount claimed.
 - (2) Review the integrity of the shipment for unsafe conditions and obvious damage.
- c. Unload the drop shipment. For mailings that can be verified on the vehicle, the unloading process should follow the verification of PS Form 8125. Adhere to drop shipment vehicle unload times as specified in section 5-4.2.
- d. Verify the drop shipment (BMC/SCF/DDU). Compare the information on PS Form 8125 with the actual mail. If the information on PS Form 8125 matches the shipment, accept the mail. If discrepancies cannot be resolved with the driver, contact the origin for a resolution. Also document the discrepancies in item 30 on PS Form 8125, item 23 on PS Form 8125-C, and item 15 on PS Form 8125-CD.
- e. Complete PS Form 8125 (BMC/SCF/DDU). Once volume and mail type have been verified and the unload process is completed, complete the "Destination Entry" section of PS Form 8125 with the following information:
 - (1) Name of the receiving employee.
 - (2) Date of arrival.
 - (3) Time of arrival.
 - (4) Date of departure.

- (5) Time of departure.
- (6) Signature of receiving employee.

The receiving employee should use the "Comments" section of PS Form 8125 to document any unusual circumstances (e.g., late arrival, damage to trailer or mail, missed in-home date, etc.).

Mailers who supply a second copy should have the duplicate form signed, round-date stamped, and returned to them prior to leaving the destination office.

- f. Retain forms.
 - (1) BMC/SCF: Retain the original copy of PS Form 8125 for 1 year.
 - (2) DDU: Retain the original copy of PS Forms 8125 and, if available, PS Form 8125-WS for 1 year.

6 Problem Resolution

6-1 Overview

Most problems can be corrected or resolved when the mail is received. However, if a serious problem cannot be resolved at the destination post office, the destination post office must contact the origin office (BMEU or DMU). The origin office may need to communicate with the mailer to resolve the inconsistency before the destination post office can accept the mailing. The origin office must issue a written authorization to the destination post office (by cc:Mail or fax) before the shipment is entered into the mail stream.

6-2 Problems With Receipt of Shipments

6-2.1 Incorrect Destination Facility

When a driver arrives with a drop shipment destined for a different facility, do not accept the shipment. The driver should contact the dispatch office for a resolution on the misdirected mail. The mailer will notify the correct facility of the misdirected drop shipment and verify/schedule an appointment at the correct facility.

If the mailer chooses to leave the shipment at the wrong facility, then that facility must notify the origin office of the discrepancy. The origin office will make the appropriate postage adjustment for the destination entry rate.

Likewise, when misdirected mail is found in a drop shipment destined for another facility, the facility that finds the misdirected mail must notify the origin office of the discrepancy. The origin office will make the appropriate postage adjustment for the destination entry rate.

6-2.2 Defective Vehicle

Under no circumstances will Postal Service personnel or a mailer unload a vehicle that postal management determines to be defective or a threat to the safety and well-being of any person. Defective equipment must be immediately removed from Postal Service premises and refused further entry until it has been repaired. The drop shipment control center will notify the mailer in writing of the defective vehicle. If the unload process has been completed before the defects are realized, the "Comments" section of

PS Form 8125 should indicate the defects, and a copy of the PS Form 8125 should be attached to the written notification sent to the mailer.

6-2.3 **Palletization Integrity**

Palletized shipments that have not maintained their integrity in transit result in unstable, leaning, or broken pallets. As long as the safety of Postal Service personnel and/or the driver is not compromised, this shipment may be accepted as a bedload with the driver required to perform the unload process (with Postal Service assistance). If the load is deemed unsafe, it must be refused and the mailer given the option to rebuild the shipment to match original preparation. Resubmitted mailings require a new appointment.

6-2.4 **Improperly Prepared PS Form 8125**

6-2.4.1 **Volume Discrepancies**

Occasionally, the volume of mail deposited at the destination facility will not match the amount indicated on PS Form 8125.

If the amount presented is more than the number documented on PS Form 8125, examine the shipment for missent containers/pieces and return them to the driver. If the number of containers/pieces still exceeds the volume stated on PS Form 8125, return the number of excess containers/pieces to the driver, and report the action taken in the "Comments" section of PS Form 8125. During the resolution process, the trailer may need to be removed from the dock.

If the amount presented is less than the number documented on PS Form 8125, accept the mailing and note the difference in the amount accepted in the "Comments" section of PS Form 8125. The appointment coordinator must also note the discrepancy in the "Comments" section of DSAS when finalizing the close-out process.

6-2.4.2 **Missing PS Form 8125**

If a shipment arrives without PS Form 8125, the driver must contact the dispatch office to request that a copy of the missing document be faxed to the destination facility and the original mailed to replace the faxed copy. If the dispatch office cannot provide a copy to the destination facility, then the mailer should contact the origin office to resolve the issue. Do not accept the shipment until PS Form 8125 has been provided. During the resolution process, the trailer may need to be removed from the dock.

When PS Form 8125 is eventually provided, entry office personnel must verify that it represents the shipment in question and is not a duplicate of another mailing that might have already been entered or does not represent a shipment for another entry office.

6-2.5 **Damaged/Wet Mail**

If during transit a significant amount of the shipment has become water damaged or visibly damaged (crushed, torn, etc.), the shipment should not be accepted/unloaded. The mailer will have the option to take the shipment off-site and repair the shipment to match its original preparation as verified. Resubmitted shipments require a new appointment and must contain appropriate documentation.

Drop shipments containing incidental damage to products may be accepted, and Postal Service personnel should note this information in the "Comments" section on PS Form 8125. Items with minor damage should be segregated and rewrapped before being entered into the mail stream. Subsequent to acceptance, items with major damage should be segregated, the mailer immediately notified, and the product held until a disposition is made. In most cases, products with major damage should not be rewrapped but instead should be containerized and returned to the mailer postage due.

6-2.6 **Past In-Home Date/Dead on Arrival**

Postal Service personnel should perform the following steps when mail arrives beyond the anticipated in-home delivery dates:

- a. Gather all pertinent information on the mailing.
- b. Document on PS Form 8125 in the "Comments" section that it is "past in-home date" (PIHD).
- c. Notify the mailer of the PIHD mail.
- d. Request instruction from the mailer regarding disposition of the mail, and document the instructions according to local procedures.
- e. Handle according to the mailer's instructions. If unable to reach agreement with the mailer regarding disposition in a timely manner (no later than the next day), process the mail.
- f. Report the PIHD mailing to the appropriate Business Services Network (BSN) and Postal Service personnel via cc:Mail.

Postal Service personnel should perform the following steps when mail arrives past a "Sales Event" or is "dead on arrival" (DOA):

- a. Gather all pertinent information on the mailing.
- b. Document on PS Form 8125 in the "Comments" section that it is DOA.
- c. Immediately notify the mailer and the appropriate service area management.
- d. Request instruction from the mailer regarding disposition of the mail, and document the instructions according to local procedures.
- e. Report the DOA mailing to the appropriate BSN and Postal Service personnel via cc:Mail.
- f. Process mailing according to the mailer's written instructions (faxed or e-mailed).

- g. If the mailer requests the DOA mailing to be treated as waste, the mailer must provide a written request on the company's letterhead, and the Postal Service must keep it on file for 1 year.
- h. If unable to reach agreement with the mailer regarding disposition in a timely manner (no later than the next day), process the mail.

6-3 Safety Issues

6-3.1 Mailer Responsibilities

The mailer/agent is responsible for obeying all applicable Postal Service and OSHA regulations while on postal premises.

6-3.2 Postal Service Responsibilities

Facility managers will provide for the safety of all employees and require compliance with procedures for the proper handling of all trailers processed at their facilities. The procedures and responsibilities listed below must be followed to promote a safe work environment for Postal Service employees and other personnel when unsafe/unstable mailings are detected at the destination facility.

6-3.2.1 Dock Personnel

All dock personnel will perform their duties in a safe manner. Upon receipt of a questionable trailer load, they will notify the supervisor for inspection.

6-3.2.2 Supervisor

Upon notification of receipt of an unsafe/unstable trailer load, the supervisor will perform an initial inspection of the trailer. If the load and/or trailer is deemed to be unsafe/unstable, the supervisor will refuse the mailing and advise the driver why the trailer is being refused. The supervisor should document the reason for refusal and may contact the safety specialist for assistance. When possible, include photographs of the unsafe condition. Documentation should then be sent to the customer service representative for follow-up with the mailer.

6-3.2.3 Safety Specialist

When available, the safety specialist will inspect questionable loads and recommend the proper course of action to the supervisor.

6-3.2.4 Customer Service Representative

The customer service representative will act as a liaison with the mailing companies. Upon receipt of an unsafe/unstable load, he or she will contact the mailer and do the following:

- a. Inform the mailer that the trailer is loaded in an unsafe/unstable manner, and direct the mailer to pick up the van and rearrange its contents before the Postal Service can accept it.
- b. Forward any information that may assist the mailer in preventing a recurrence of the condition.
- c. Ensure that the mailer fully understands all Postal Service regulations governing the loading of trailers for Postal Service processing, in accordance with the DMM.
- d. Create an incident report and forward a copy to the local Safety Office and to the appropriate BSN office.
- e. Create and maintain a master file regarding all unsafe/unstable trailer loads.

7 Drop Shipment Appointment System

7-1 Overview

The Drop Shipment Appointment System (DSAS) is a vehicle reservation system that allows mailers to schedule appointments and obtain entry office arrival information generated by the destination facility. DSAS allows the Postal Service to collect and monitor data about PVDS mailings destined for BMCs, ASFs, SCFs, and (in the near future) DDUs. Once an appointment is entered into DSAS, no further actions (such as written notification, faxing of manifest documents, or telephone calls to the Postal Service) are required. When a shipment reaches its destination, the drop shipment coordinator for the receiving Postal Service facility updates the appointment record by entering the actual arrival and unload times. DSAS has a "Comments" section for noting any special conditions of the shipment.

7-2 System Authorization

Appointment and report functions are restricted to registered users that have been issued a DSAS computer Logon ID code. To receive a Logon ID, users must complete one of the following forms:

- a. DSAS Web User/Mailer ID Application Form (see Exhibit A-5 in Appendix A).
- b. PS Form 1357, *Request for Computer Access* (see Exhibit A-6 in Appendix A).

Mailers can obtain a DSAS application form from the DSAS web site (<http://209.37.109.67>) by clicking on "Logon Registration" and downloading an application form. (This web site address is temporary, and if it cannot be accessed, contact your local DSAS coordinator for the new web site address.) Mailers should return the completed form to the address noted on the form. The national coordinator will assign and issue a DSAS Logon ID code within 5 business days.

Mailers can obtain PS Form 1357 through their local district coordinator. They should return the completed form to the following address:

ATTN: NATIONAL COORDINATOR NASS/DSAS
OFFICE OF LOGISTICS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 7826
WASHINGTON DC 20260-7130

Questions regarding the completion of PS Form 1357 should be directed to the national coordinator at 202-268-5225.

7-3 DSAS Functions

The following functions are the central components of DSAS.

- a. **Appointment Process:** Provides a method to capture details about a drop shipment appointment. A minimum of details is required for entry, but additional space is available for information that may be useful in monitoring the appointment. This function also provides the ability to modify or delete appointments.
- b. **Close-Out Data:** Allows users to inquire about the status of an appointment. The three basic data fields provide the following:
 - (1) Date and time of shipment arrival.
 - (2) Date and time of the "begin unload" process (when the shipper's trailer is placed at the dock).
 - (3) Date and time of the "end unload" process (when unloading of the product has been completed).

Service objectives require that Postal Service personnel "close-out" (finalize) all data entry within 24 hours of a shipment's arrival. Data input into DSAS may be delayed at some destination facilities due to weekend and holiday schedules.

- c. **Facility Information:** Provides specific information about the facilities where drop shipments can be scheduled. Users may query information by entering a city name and state (e.g., Memphis TN) or the appropriate 3-digit or 5-digit facility ID code (e.g., 38Z for Memphis BMC or 381 for Memphis SCF). The facility information function currently provides the following data:
 - (1) Facility ID code.
 - (2) Address, telephone numbers, and contact name.
 - (3) Hours of operation.
 - (4) Message field (to provide facility restrictions, diversions, etc.).
- d. **Appointment Calendar:** Enables internal and external users to view the number and type of appointments scheduled at a facility. Postal Service personnel have the option of clicking on a date, hour, and mailer name to view detailed appointment information.
- e. **Postal Service Contacts:** Provides internal and external users with a directory of DSAS coordinators by area and district level. The directory

- also provides the geographical area of responsibility for DSAS coordinators, along with Postal Service area name, city/facility name, and ZIP Code range for the area of responsibility.
- f. Facility Conditions: Communicates on-hand volume information for plants and BMCs. Status indicators relay three conditions: green — timely processing; yellow — possible 24-hour delay; and red — possible 48-hour delay. A list of the conditions for the previous 7 days is also displayed.
 - g. Reports: Allows a number of reports to be generated by internal and external users. Mailers/agents are restricted to information relative to their own appointments and mailings. DSAS reports fall into the following categories:
 - (1) Appointment status:
 - (a) Appointments made.
 - (b) Appointments canceled.
 - (c) Appointments no-show.
 - (d) Appointments closed.
 - (2) Mailer information:
 - (a) User profile.
 - (b) Corporate user associations.
 - (3) Management reports:
 - (a) Abuser.
 - (b) Appointment integrity.
 - (c) Appointment detail.
 - (d) BMC report.
 - (e) Missed appointments.
 - (4) Work reports:
 - (a) Appointment calendar.
 - (b) Daily schedule.
 - (c) Open appointment.

7-4 DSAS Close-Out Procedures

7-4.1 **Finalizing Appointment Process**

Once the drop shipment has entered the destination facility, the appointment process must be finalized within 24 hours. To close out the appointment, enter the trailer's actual date/time of arrival and unload information into DSAS. Operations personnel and/or the appointment coordinator originates and enters close-out data.

- a. Operations personnel: Platform personnel at plants are responsible for entering drop shipment arrival data into the Postal Service Transportation Information Management Evaluation System (TIMES).

At BMCs, the vehicle operator assistant uses the Vehicle Transportation Analysis Performance System (VTAPS) to track the arrival and unloading of drop shipments. Appointment data in TIMES and VTAPS is then automatically updated into DSAS. Close-out of drop shipment arrival and unloading data must be finalized within 24 hours of the shipment's unload completion.

- b. Appointment coordinator: Each Postal Service district office and BMC has an appointment coordinator that oversees the DSAS appointment close-out process for facilities within its performance cluster. When DSAS close-out data is missing or is incorrect in TIMES or VTAPS, the appointment coordinator must query all available drop shipment arrival documentation (e.g., PS Form 8125, in-house tracking sheets, etc.) to reconcile and then manually input the data into DSAS. This process must be completed within 24 hours after the shipment's arrival. Data input into DSAS may be delayed at some destination facilities due to weekend and holiday schedules.

7-4.2 Differentiating “Late” From “No-Show” Close Outs

A vehicle that does not arrive within 2 hours of its scheduled appointment time is considered a “No-Show.” The destination office has the option of manually inputting a “No-Show” designation in DSAS, thus closing out the appointment record, or allowing the appointment record to remain in an “Open” status in anticipation of the vehicle arriving later that day. If the vehicle ultimately arrives and is accepted for unloading on the same calendar date of the appointment schedule, the TIMES and/or VTAPS system will automatically assign a “Late” designation to the arrival time.

When the appointment record is left “Open” and the vehicle arrives on the next calendar day(s), the facility's appointment coordinator should manually change the “Late” notation generated by TIMES or VTAPS to a “No-Show” designation and then create a new record to show the vehicle arrival as “Unscheduled” in DSAS. Likewise, for vehicles that arrive late but that remain “Open” in DSAS, the facility's appointment coordinator should manually change the designation from “Open” to “Late” in DSAS.

When shipments are accepted but the mailer does not provide a valid appointment confirmation number (even if one exists), the appointment slot (reservation) goes unused and results in a DSAS “No-Show” designation.

The appointment control center should make every reasonable effort to reconcile drop shipment arrival activity to DSAS appointment records to ensure that the appropriate appointment activity designation (“Late” or “No-Show”) is reflected in DSAS.

Forms

PS Form 8125 (Clearance Documents)

General Information

There are three versions of the clearance documents currently in use (in this publication, any reference to PS Form 8125 actually refers to all of the versions of PS Form 8125):

1. PS Form 8125, *PVDS Verification and Clearance* (see Exhibit A-1).
2. PS Form 8125-C, *PVDS Consolidated Verification and Clearance* (see Exhibit A-2).
3. PS Form 8125-CD, *PVDS Consolidated Verification and Clearance — DSMS* (see Exhibit A-3).

Mailers can obtain these forms in several ways:

1. They can obtain standard forms printed and provided free by the Postal Service.
2. They can download forms from the Postal Service web site (www.usps.com).
3. They can obtain approval to create their own computer-generated facsimile forms.

The PS Form 8125 or facsimile used must be dated July 1998 or be a later version. Refer to the current edition of Publication 223, *Directives and Forms Catalog*, for the most recent edition of the forms. The submitted PS Form 8125 must be an original copy (not a photocopy) without any alternations to the information.

Facsimile Forms

Any facsimile PS Form 8125 must contain all required information found on the Postal Service form, including the correct form title (preceded by the word "facsimile") and form date, in the same relative location. Facsimile formats must be approved in advance by the district manager of Business Mail Entry or designee. The mailer may omit fields for rates or preparation methods that are not included in the mailing(s) reported on the form.

All PS Forms 8125-C must be a computer-generated facsimile. On PS Form 8125-C, the mailer may omit the “Number of Pieces” and “Piece Weight” columns for mailings prepared in sacks or trays or on pallets, if there is sufficient information on form to allow the origin office and destination entry postal facility to identify the mailings reported and to compare the information on the form with the physical mail. If mailings consist of individual mailpieces that are not prepared in containers, such as bedloaded parcels, the mailer must report the number of pieces in each mailing on PS Form 8125-C.

Purpose of PS Form 8125

PS Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination postal facility. PS Form 8125 proves to the entry facility that the mail presented by the mailer was verified and paid for at origin.

PS Form 8125-C provides a standardized format for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination postal facility on the same vehicle.

PS Form 8125-CD provides a standardized format for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a destination postal facility. Information from an electronic file is used to create PS Form 8125-CD. PS Form 8125-CD does not bear the authorized signature of the Postal Service acceptance employee or a post office round-date stamp.

Dates

The date shown by the mailer and the post office round-date stamp on PS Form 8125 do not necessarily represent the date that the Postal Service accepts the drop shipment as mail. The post office round-date stamp on PS Form 8125 represents the date that the origin office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination entry post office.

Forms Without a Signature or Round-Date Stamp

Mailers that have been authorized to generate forms without a signature or round-date stamp must print the following legend on PS Form 8125:

This 8125 was verified and accepted under alternate procedures authorized by the Manager, Business Mail Acceptance, USPS Headquarters. No postal signature or round stamp required. Contact origin office listed above if there are questions.

PS Form 8125-WS

Delivery Units

To assist in making and administering drop shipment appointments for destination rate mailings, complete and use PS Form 8125-WS, *DDU Appointment Worksheet for PVDS Mailings* (see Exhibit A-4). Completing this form properly will help you plan schedules by knowing what mailings to expect and when to expect them.

Left Column

Complete the left column when you are contacted by the mailer 24 to 48 hours prior to arrival of their shipment. The information to be recorded is self-explanatory (e.g., name of mailer, number of pieces, type/number of containers, etc.).

Restrictions

At the time the appointment is being made, the postal employee recording the information must remind the mailer about any and all applicable facility restrictions, such as the following:

1. No trailers over 40 feet.
2. ZIP Codes that are delivered through that location.
3. Any low overhangs.
4. Parking lot construction, etc.

Right Column

When the mailer arrives to deposit the mail, enter acceptance information in the right column and match it to the information in the left column. DDUs should retain a copy of this form with the PS Form 8125 submitted by the mailer. These forms will then be used to document continuing problems or situations that will require corrective action on the part of the mailer.

Refusal of Mailings

Do not use discrepancies between the two columns to justify refusing the mailing. Refuse mailings only in the following situations:

1. If you cannot reconcile the volume or entry discount claimed on the PS Form 8125 presented with the mailing.
2. If the mail is received in damaged or unsafe condition.
3. If no PS Form 8125 is provided.

Exhibit A-1 (page 1 of 2)
PS Form 8125, PVDS Verification and Clearance

| | | | | | |
|--|--|---|--------------------------------------|---|---------------------------------|
| United States Postal Service Plant-Verified Drop Shipment (PVDS) Verification and Clearance | | Requested In-home Delivery Date (Three-day window) _____ Drop Ship Appointment Number _____ | | | |
| See Instructions on Reverse | | | | | |
| Mailer Information 1. Mailer's Name _____ 2. Origin Plant Location (City, State, ZIP+4) _____ 3. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard (A) <input type="checkbox"/> Standard (B) <input type="checkbox"/> International (Specify class) _____ 4. Product or Publication Titles or Names _____ 5. Number of Containers by Type Pallets and Pallet Boxes: _____ _____ with pkgs. or bundles _____ with trays _____ with sacks _____ with parcels Non-Palletized Containers: _____ bundles _____ trays _____ sacks _____ parcels _____ other (describe): _____ 6. Comments _____ | | 7a. Mailer's Contact Name _____ | 7b. Mailer's Contact Telephone _____ | | |
| | | 8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ <input type="checkbox"/> Nonidentical-Weight Pieces | | 9. Total Gross Weight of Shipment _____ | |
| | | 10. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels | | 11. Entry Discounts Claimed (Check all that apply) <input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office <input type="checkbox"/> (International) Service Center (ISC) <input type="checkbox"/> Other (International) | |
| | | 12a. Contact at Company Making Drop Ship Appointment (if other than mailer and if known when completing this form) _____ | | 12b. Telephone _____ | |
| | | 13. Origin Post Office (City, State, and ZIP+4) _____ | | 22a. Name of USPS Employee Verifying Mail _____ | 22b. Employee's Telephone _____ |
| | | 14. Verified at <input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office | | 22c. Signature of Verifying Employee _____ | 23. Date (Month) Stamp _____ |
| Origin Post Office (Where verified) 15. Permit Number _____ 16. Postage Payment Method (Except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter 17. Total Pieces _____ 18. Total Weight of Mailing _____ 19. Vehicle PVDS Seal Number _____ 20. Vehicle ID Number _____ 21. Comments _____ | | 22d. Contact's Name (if other than verifying employee) _____ | | | |
| | | 22e. Contact's Telephone _____ | | | |
| | | 24. Entry Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well) _____ | | | |
| | | 30. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other (Describe in "Comments" section 32) _____ | | | |
| Destination Entry Post Office or Delivery Unit 25a. USPS Receiving Employee's Signature _____ 25b. USPS Receiving Employee's Name _____ 26. Date of Arrival _____ 27. Time of Arrival _____ 28. Date of Departure _____ 29. Time of Departure _____ | | 31. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N) | | | |
| | | 32. Comments _____ | | | |
| | | Destination Office—1 Mailer—2 Origin Post Office—3 | | | |
| | | PS Form 8125, July 1998 (Page 1 of 2) This form on Internet at www.usps.com | | | |

Exhibit A-1 (page 2 of 2)

PS Form 8125, PVDS Verification and Clearance**Definitions and Features**

Form 8125 proves to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination post offices, where the prepaid and pre-verified shipments are accepted by the Postal Service as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, and presort either at the mailer's plant or at the origin post office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual (DMM) P750*. Information about destination entry discounts for each class of mail are in *DMM Module E, Eligibility*. *DMM E651* contains volume limits for PVDS Standard Mail that is for delivery outside the entry office service area. There are no limits for Periodicals.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail. Appointments are required for Periodicals only if they will be presented on vehicles that also contain PVDS Standard Mail.

Instructions for Mailer

With each PVDS mailing presented for verification and postage payment to the origin post office (or detached mail unit), the mailer must submit a PS Form 8125 (or approved facsimile) completed as described below. The original Form 8125, after being signed and round dated by the origin verifying post office, must be submitted to the entry post office with the PVDS mailing it represents. But for PVDS mailings sent via Express Mail or Priority Mail drop shipment, Form 8125 is not required.

Completing Form 8125

"Requested In-Home Delivery Date": If completed, the mailing should be deposited by the mailer or mailer's agent at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.

"Drop Shipment Appointment Number": The appointment number may be added by the mailer or mailer's agent after the 8125 is signed and dated by the origin post office but before the PVDS mailing is presented to the destination post office.

The "Mailer Information" section (1 through 12) identifies the mail preparer and provides a description of the mail to be deposited at the destination entry post office listed in item 24. The mailer must complete all items in the "Mailer Information" section except for optional items 6 and 12.

- In item 5, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are presorted on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In item 6, you may show other mailer information (for example, sequence number for a postage statement, manifest, or 8125).
- In item 7 (and 12 if possible), report the name and telephone number of a mailer contact familiar with the subject mailing who can resolve problems that may arise at the entry office.
- In item 11, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).

In the "Destination" section, fill out only the first item (24), "Entry Office." Show the city, state, and ZIP+4 of the post office or postal facility where the PVDS mailing will be deposited. For mail entered at an SCF or a BMC, show the city and state names as they appear in the applicable labeling list from *DMM Module L* to facilitate verification of any entry discounts claimed. The physical address of the facility may also be shown. All entry discounts must be based on entry at this facility. If the mailing will be deposited at a bulk mail center (BMC), show the designation "BMC" with the city and state as they appear in the applicable labeling list from *DMM Module L* (the physical address may also be shown with the ZIP+4).

Submitting Mailing and Form 8125 to Entry Post Office

The mailer or mailer's agent must submit copy 1 of this Form 8125 (with the original signature and round date of the origin post office) with the PVDS mailing presented for acceptance to the entry postal facility shown in the first item of the "Destination" section. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under "Type and Number of Containers" and must match the other information on Form 8125 as validated by the origin post office (verifying office).

- Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.
- Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons like facilitating transportation) because the entry office will be unable to reconcile the mail with 8125s representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on Forms 8125 as non-palletized sacks, there would be no 8125 representing one pallet of 25 sacks and the destination entry office may refuse or delay acceptance of the mail.

Instructions for Post Office of Origin (Office Where PVDS Mailing Is Verified)

Be sure mailer has completed all required items in the "Mailer Information" section and item 24.

Complete the "Origin Post Office" section after verifying that all information is correct. Optional items are "Vehicle PVDS Seal number," "Vehicle ID Number," and "Comments."

Sign and round date this form. Return copies 1 and 2 to the mailer. Retain copy 3 in your files for one year.

Instructions for Destination Entry Post Office or Delivery Unit

Either remove the 8125s for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under "Entry Office" (item 24).

Check that the form is completed, signed, and round dated by the origin post office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under "Load Condition Irregularities" (item 30).

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, and so on.

If the 8125 is properly completed and the information on it matches the mail, accept the shipment. Complete the "Destination" section (items 25 through 32) legibly. Retain the completed 8125 in your files for one year. If the mailer or mailer's agent has presented two copies, complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, the shipment does not match the information on the 8125, or the entry facility on the 8125 is not your facility, do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin post office (entered as "USPS Employee Verifying Mail") to resolve the discrepancy.

Exhibit A-2

PS Form 8125-C, PVDS Consolidated Verification and Clearance

| | | | | | | | | | | | | |
|---|--|-----------------|----------------------------|--|--|--|------------------|--------------------------------|------------------------|--|------|--|
| United States Postal Service Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance | | | | | | | | | | Requested In-home Delivery Date (Three-day window) | | |
| | | | | | | | | | | Drop Ship Appointment Number | | |
| MAILER: This form is for the use of an individual mailer only, for multiple PVDS mailings cleared at origin on the same day for entry at a single destination on the same vehicle. | | | | | | | | | | | | |
| 1. Mailer's Name | | | | | 3a. Mailer's Contact Name | | | 3b. Mailer's Contact Telephone | | | | |
| 2. Origin Plant Location (City, State, ZIP+4) | | | | | 4. Contact and Telephone at Company Making Drop Ship Appointment (If other than mailer and if known when completing this form) | | | | | | | |
| 6. Individual Mailings KEY (Used below to describe individual mailings) Payment Type: P Permit M Metered S Pre-cancelled Stamped Number of Pallets & Type: PK Pallets with packages PS Pallets with sacks PT Pallets with trays PP Pallets with parcels Number of Non-Palletized Containers & Type: S Sacks T Trays P Parcels B Bundled bundles O Other Type (Mail category): L Letters F Flats A Automation compatible I Irregular parcels M Machinable parcels N Nonmachinable parcels | | | | | 5. Destination Entry Discounts Claimed (Check all that apply) <input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office | | | | | | | |
| Mailer Information | Permit Holder | Product Name/ID | Postage Stmt. Sequence No. | Permit No. & Payment Type (Except PSR) | Number of Pallets & Type | Number of Non-Palletized Containers & Type | Number of Pieces | Piece Weight | Total Gross Weight | Class | Type | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Totals | | | | | | | | | | | |
| 7. Comments | | | | | | | | | | | | |
| Origin P.O. (Where verified) | 8. Origin Post Office (City, State, and ZIP+4) | | | | | 15a. Name of USPS Employee Verifying Mail (Printed) | | | 16. Date (Round) Stamp | | | |
| | 9. Verified at <input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office | | | | | 15b. Employee's Telephone | | | | | | |
| | 10. Total Pieces | | | 11. Total Weight of Mailing | | 15c. Signature of Verifying Employee | | | | | | |
| | 12. Vehicle PVDS Seal Number | | | 13. Vehicle ID Number | | 15d. Contact Name (If other than verifying employee) | | | | | | |
| | 14. Comments | | | | | 15e. Contact's Telephone | | | | | | |
| Dest. Entry P.O. or Delivery Unit | 17. Entry Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as used) | | | | | 23. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overage Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other (Describe in "Comments" section 25) | | | | | | |
| | 18a. USPS Receiving Employee's Signature | | | 18b. USPS Receiving Employee's Name | | 24. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N) | | | | | | |
| | 19. Date of Arrival | | | 20. Time of Arrival | | 25. Comments | | | | | | |
| | 21. Date of Departure | | | 22. Time of Departure | | | | | | | | |
| | | | | | | | | | | | | |

Exhibit A-3

PS Form 8125-CD, PVDS Consolidated Verification and Clearance — DSMS

| United States Postal Service Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS | | | | | Requested In-home Delivery Date (Three-day window) <hr/> Drop Ship Appointment Number <hr/> | | | | |
|--|-----------------------|--|-------------------------------------|----------------------------|---|---|--------------------------------------|------|------------------|
| CONSOLIDATOR: This form is for the use of an authorized drop shipment management system (DSMS) consolidator only, for multiple PVDS mailings cleared at origin on the same day for entry at a single destination on the same vehicle. | | | | | | | | | |
| 1. Consolidator's Name | | | | | 3a. Consolidator's Contact Name | | 3b. Consolidator's Contact Telephone | | |
| 2. Origin Plant Location (City, State, ZIP+4) | | | | | 4. Contact and Telephone at Company Making Drop Ship Appointment (If other than consolidator and if known when completing this form) | | | | |
| 5. Individual Mailings KEY (Used below to describe individual mailings) Payment Type: P Permits M Metered S Precanceled Stamp Number of Pallets & Type: PK Pallets with packages PS Pallets with sacks PT Pallets with trays PP Pallets with parcels Number of Non-Palletized Containers & Type: S Sacks T Trays P Parcels B Sedded bundles O Other Type (Mail category): L Letters F Flats A Automation compatible I Irregular parcels M Machinable parcels N Nonmachinable parcels | | | | | 5. Destination Entry Discounts Claimed (Check all that apply) <input type="checkbox"/> ODU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> CBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office | | | | |
| Product/Job Name | Product/Job ID Number | Permit No. and Payment Type (Except PER) | Pallet/Pallet Group ID | Number of Pallets and Type | DSMS Mailer ID | Total Gross Weight | Class | Type | DMU Release Date |
| Totals | | | | | | | | | |
| 7. Comments | | | | | | | 8. Date This Form 8125-CD Created | | |
| This Form 8125-CD was verified and accepted under the Drop Shipment Management System (DSMS). No origin office postal signature or round stamp date is required. Contact the consolidator listed above if there are questions, or refer to the most recent Postal Bulletin article on DSMS for postal contacts. | | | | | | | | | |
| Destination Entry Post Office or Delivery Unit | | | | | | | | | |
| 9. Entry Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well) | | | | | 15. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other (Describe in "Comments" section 25) | | | | |
| 10a. USPS Receiving Employee's Signature | | | 10b. USPS Receiving Employee's Name | | | 16. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N) | | | |
| 11. Date of Arrival | | | 12. Time of Arrival | | | 17. Comments | | | |
| 13. Date of Departure | | | 14. Time of Departure | | | | | | |
| PS Form 8125-CD, November 1999 (Page 1 of 1) This form on Internet at www.usps.com Destination Office—1 Mailer—2 Origin Post Office—3 | | | | | | | | | |

Exhibit A-4 (page 1 of 2)

PS Form 8125-WS, DDU Appointment Worksheet for PVDS Mailings

| United States Postal Service | |
|---|---|
| DDU Appointment Worksheet for PVDS Mailings | |
| <i>(This is not a clearance document; instead, use Form 8125)</i> | |
| Appointment <i>(10 AM to 4 PM, Local Time)</i> | Acceptance <i>(Initial for concurrence. Note discrepancies)</i> |
| 1a. Name of Mailer | 1b. |
| 2a. Name of Mailpiece Owner | 2b. |
| 3a. Scheduled Date/Time of Arrival | 3b. |
| 4a. ZIP Codes in Mailings | 4b. |
| 5a. Class of Mail/Type (Letters, flats, parcels, etc.) | 5b. |
| 6a. Type/No. of Container (Pallet, sack, bedload, etc.) | 6b. |
| 7a. Volume in Units/Pieces | 7b. |
| 8a. Vehicle Size | 8b. |
| 9a. In-Home Data | 9b. |
| 10a. Contact Person & Phone Number | 10b. |
| 11a. Postal Employee Making Appointment | 11b. Employee Verifying Form 8125/8125-C |
| | 12. Is Form 8125/8125-C Signed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Comments | |

PS Form **8125-WS**, August 1999

Exhibit A-4 (page 2 of 2)

PS Form 8125-WS, DDU Appointment Worksheet for PVDS Mailings**Instructions**

This form is not a clearance document.

Delivery units: Complete and use this form to assist in making and administering drop ship appointments for destination rate mailings. Proper completion of this form will help you plan by knowing what mailings to expect and when to expect them.

Left Column: Complete when you are contacted by the mailer, 24 to 48 hours prior to arrival of their mail, as required for Plant Verified Drop Shipment (PVDS) mailings. The information to be recorded is self-explanatory, e.g., Name of Mailer, Number of Pieces, Type/Number of Containers, etc.

Restrictions: At the time the appointment is being made, the postal employee recording the information must remind the mailer or their agent about any and all applicable facility restrictions, such as the following:

- * No trailers over 40 feet.
- * ZIP Codes that are delivered through that location.
- * Any low overhangs.
- * Parking lot construction, etc.

Right Column: Enter acceptance information when the mailer arrives to deposit the mail and match it to the information in the left column. Destination Delivery Units (DDUs) should retain copies of this form with the PS Form 8125 submitted by the mailer. These forms will then be used to document continuing problems or situations that will require corrective action on the part of the mailer.

Refusal of Mailings: Do not use discrepancies between the two columns for justification to refuse the mailing. Refuse mailings only (1) when you cannot reconcile the volume or postage on the Form 8125 that is presented with the mailing or, (2) if the mail is received in damaged or unsafe condition.

Specific instructions regarding handling and receiving of PVDS mailings that contain errors are found in Publication 804, *Drop Shipment Guidelines for Destination Entry*. Your local BMEU manager may also be of assistance.

PS Form **8125-WS**, August 1999

Exhibit A-5
DSAS Web User/Mailer ID Application Form

DSAS Web User / Mailer ID Application Form

To request a DSAS Web User ID and/or Mailer ID, please complete this form and send it to the address at the bottom of the page. After the form is processed, the NCSC will assign you a DSAS Web User ID and/or DSAS Mailer ID.

Check appropriate box(es):

Request for User ID

Request for Mailer ID

Please print:

| | | |
|--|--|--------------------------------|
| Requestor Contact Name | Title | Social Security # |
| Management Contact Name | Title | Social Security # |
| Mailer/Company Name | DSAS Mailer ID or Postal Facility ID Code | |
| Complete Street Address, PO Box, or Rural Route and Box | | Suite # |
| City () | State () | ZIP+4 Code |
| Telephone Number | Fax Number | Requestor Email Address |
| Password <i>(can be up to 8 alpha/numeric characters)</i> | | |
| Requestor Signature | | Management Signature |

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, the information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

Send or fax completed form to

**DSAS WEB
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001
 901-681-4521 (fax)**

For more information or assistance, call 877-640-0724.

Exhibit A-6 (page 2 of 2)
PS Form 1357, Request for Computer Access

Instructions for Completing PS Form 1357

Note: Please print all entries except for signatures. Incomplete information may cause delays in implementation or return of this form.

Section A: User Identification

1. Print your full name.
2. Enter your Social Security Number.
3. Enter your Budget Authorization Code.
4. Enter your Finance Number.
5. Enter your official job title.
6. Enter your employment status.
7. Specify your work organization, e.g. IRMD; Phoenix Division; Central Region, Finance; Systems and Programming, San Mateo PDC.
8. Enter your USPS or company mailing address (include ZIP + 4).
9. Enter your PEN and commercial phone numbers.
10. Enter your MSC Code and MSC Name, if applicable.
11. Read and understand the User Responsibility Agreement Statement * and Privacy Act Statement (printed below) before signing and dating this document.
12. Your manager must read and understand the Manager Responsibility Agreement Statement * prior to affixing his/her name, Social Security Number, signature, date, and phone number.

Section B: Computer Access Requested

13a. Please check, circle, and describe the support that you will require. Specify any system compilers or other special software required in support of your request. Include all data access (CICS transaction IDs, IDMS codes, etc.) requirements or any special security required of the system or data. Include any support services (data entry, etc.) needed. Estimate the number of service hours required per week in support of your request. Special access request to the DDE/DR system will require DDE/DR Functional System Coordinator to supply the access code and user type.

Section C: Computer Access Approvals

13b. Enter the name of the application(s) or resources to which access is sought.
 13c. Specify if applications or files within applications are sensitive or proprietary.
 13d. Specify the appropriate access level to applications and files.
 READ access allows a user to read and copy, but not to change a filename or it's contents.
 WRITE access allows a user to change the contents of or delete a file, to create files within a catalog or directory, and may permit renaming and relocating files.
 EXECUTE access allows a user to execute or use a program file, but generally not to see or change it.
 ALLOCATE access allows a user to delete, rename, catalog, uncatalog, or archive a file.

14a-d. The Contracting Officer's Representative (COR) will complete this block -- reference the administrative Support Manual (ASM); Procurement Manual (PM); and Handbook AS-805, ADP Security. If the contractor has not been screened, the contractor must complete and attach PS Forms 2025 and 2181 with this request.
 15. The COR will complete Block 14 before entering his/her name, signature, date, and phone number.
 16. To approve grants of access, the Functional System Coordinator enters his/her name, signature, date, and phone number.
 17. Computer Systems Security Officer (CSSO) or the person (Logon ID Administrator) responsible for assigning a logon ID to a user enters his/her name, signature, phone number, and date. The Logon ID Administrator must also indicate in the upper left hand corner of Form 1357 where the original of this Form 1357 will be kept and in the upper right hand corner the Logon ID assigned.

* Additional responsibilities can be found in Handbook AS-805, ADP Security, and Administrative Support Manual (ASM).

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA, where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

| 13b. Resource Name (Continued from front) | 13c. Sensitive or Proprietary | 13d. Access Level Required (See instructions) |
|--|-------------------------------|--|
| | | |

PS Form 1357, January 1991 (Reverse)

Appendix B

Glossary

Address Management System (AMS) Drop Ship Product — A product produced by the National Customer Support Center (NCSC) in Memphis TN to mailers on a subscription basis. The product indicates the location where mail should be entered for destination entry rates and the facility characteristics of the location.

auxiliary service facility (ASF) — A mechanized facility, usually part of a general mail facility (GMF), that serves as a subordinate mail processing hub for a parent bulk mail center. It has its own service area and serves as a satellite processing hub for a particular bulk mail center (BMC). The eight ASFs are Albuquerque NM, Billings MT, Buffalo NY, Fargo ND, Oklahoma City OK, Phoenix AZ, Salt Lake City UT, and Sioux Falls SD.

bulk mail center — A highly mechanized mail processing plant that distributes Standard Mail in piece and bulk form.

confirmation number — A sequence of alpha and numeric characters assigned to a mailer when an appointment has been scheduled in the Drop Shipment Appointment System. It should be included on PS Form 8125.

consolidator — A mailing agent who consolidates PVDS mailings prepared by individual mailers and cleared at the origin office. The consolidator then transports the mailings to a destination post office.

delivery unit — A post office, post office station, or post office branch that has mail delivery functions.

destination bulk mail center (DBMC) — a term referring to all bulk mail centers (BMCs) and/or auxiliary service facilities (ASFs) as shown in DMM L605 depending on the requirement for each mailing. For Parcel Select, DBMCs also may include designated SCFs under DMM E652.4.0.

destination delivery unit (DDU) — For ECR Standard Mail (A) and Periodicals Mail, DDU refers to the facility designated by the Postal Service (for automation rate Standard Mail letters) or where the carrier cases mail for delivery to the addresses on pieces in the mailing (post office, branch, station, etc.). For Parcel Select, DDU is the facility that has the majority of carrier routes for the destinating zone. Refer to the AMS Drop Ship Product maintained by the National Customer Support Center (NCSC) to determine the location of a 5-digit delivery facility with the exceptions noted in DMM Exhibits E652.6 and E652.7.

destination sectional center facility (DSCF) — a term referring to the facilities listed in DMM L002, Column C, or L005. Standard Mail (B) prepared on pallets for 5-digit ZIP Codes listed in DMM Exhibit E652.6.0 must be entered at the corresponding BMC.

drop-and-pick (D&P) appointment — An appointment unique to DBMC drop shipments of bedload parcels, wherein the Postal Service waives the driver unload responsibility and allows a shipper to leave the trailer for postal unloading (up to 24 hours from the time of appointment or arrival, whichever is later). Once the unload process is complete, mailers must retrieve their trailer(s) within 24 hours (or, with permission by the BMC management, within 48 hours).

drop shipment — A mailing transported by the mailer or a private (nonpostal) carrier, from the point of production to a postal facility located closer to the destination. (Express Mail and Priority Mail drop shipment are not related to destination entry rates.)

Drop Shipment Appointment System (DSAS) — An electronic system that collects and monitors data about drop shipment appointments at Postal Service facilities.

Drop Shipment Management System (DSMS) — An electronic system used by mailers to consolidate palletized loads of PVDS using the Mail.dat file. DSMS mailings are accompanied by PS Form 8125-CD, which does not bear a signature or round-date stamp from the origin office.

facility ID code — A code represented by three to five characters to identify Postal Service facilities in DSAS. For BMCs, the code consists of two numeric characters followed by a “Z.” For SCFs, the code is typically represented by the 3-digit SCF ZIP Code.

late appointment — A term to describe a vehicle arriving more than 2 hours after the scheduled drop shipment appointment time on the date scheduled at a BMC, ASF, or SCF or more than 20 minutes at a DDU.

local mailer — A customer who enters mailings for verification and deposit in destination offices serviced by the post office the mailer hold its bulk mail permit.

mailer — The owner of a mailing responsible for postage payment.

mailing — A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a post office.

mailing agent — A private third party that engages in a principal-agent relationship to mail bulk mail (e.g., mail preparer, transporter, DSAS contact, etc.).

“No-Show” appointment — A term to describe a mailer’s failure to arrive on the scheduled date of appointment or a failure to provide and reconcile a valid appointment confirmation number to an arrival.

outside parcel — A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an “outside” because it cannot be placed in a sack or other mailing container.

Parcel Select — A marking in the postage area for Standard Mail (B) Parcel Post that is entered for drop shipment at DBMC, DSCF, or DDU rates. The name refers only to Parcel Post mail that is drop shipped at the destination entry rates (it does not include parcels mailed at other rates).

plant-verified drop shipment (PVDS) — A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer’s plant to destination post offices for USPS acceptance as mail. It is typically used for mailings for which a destination entry discount is claimed.

recurring appointment — A drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc.), and mode of transportation. Also called “standing appointment.”

sectional center facility (SCF) — A postal facility that serves as the distribution and processing center for post offices in a designated geographic area, which is defined by the first three digits of the ZIP Code of those offices. This facility may serve more than one 3-digit ZIP Code range.

Transportation Information Management Evaluation System (TIMES) — A LAN application that allows the Postal Service dock employees to collect data about the arrival and departure of mail truck transportation. This information is communicated to other Postal Service processing facilities for determinations about resources and scheduling.

unscheduled arrival — A mailer who arrives with a drop shipment mailing without an appointment or valid confirmation number.

Vehicle Transportation Analysis Performance System (VTAPS) — An application and database server used to address the needs of BMC vehicle and dock operations. VTAPS allows users to move trailers effectively and capture and view the tracking and yard activity information, thus increasing the accuracy and completeness of the data. It replaces the manual card system that was utilized to track all vehicle dock and yard movements.

Appendix C

Abbreviations and Acronyms

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| AMS | Address Management System |
| ASF | auxiliary service facility |
| BMC | bulk mail center |
| DBMC | destination bulk mail center |
| DDU | destination delivery unit |
| DMM | <i>Domestic Mail Manual</i> |
| DOA | dead on arrival |
| D&P | drop-and-pick |
| DSAS | Drop Shipment Appointment System |
| DSCF | destination sectional center facility |
| DSMS | Drop Shipment Management System |
| OSHA | Occupational Safety and Health Administration |
| P&DC | processing and distribution center |
| PIHD | past in-home date |
| PVDS | plant-verified drop shipment |
| SCF | sectional center facility |
| TIMES | Transportation Information Management Evaluation System |
| VTAPS | Vehicle Transportation Analysis Performance System |