

City Carrier Guide to Edit Book Maintenance

Edit Book Maintenance is essential for:

- **Capturing New Deliveries**
- **Correcting Out of Sequence Deliveries**
- **AMS Matching the City Line of Travel**
- **Managing Active & Vacant Deliveries**
- **Non-Delivery Day Customers**
- **Generating New Case Labels**

*****Must be maintained monthly – if you have no changes in a specific month, then notify your manager and they will report it to the appropriate department.**

AMS Route Summary Page (This will accompany new edit sheets)

Case Equipment Section:

- Verify your casing equipment configuration is correct by making sure it has the right number of pieces, and that they are in the right order. Shelving is normally set at either 4, 5 or 6 shelves. ******This is essential to case labels printing correctly and will significantly reduce time spent on cutting and taping new labels******

Case Equipment									
Case	1	2	3	4	5	6	7	8	9
Equip	144	124	144						
Mode	Lbs	Lbs	Lbs						
Shelves	6	6	6						
Cells	240	240	240						
Totals									
Lbs = 720 Both = 0 Flats = 0									

Allocated Case Cells								
Row	1	2	3	4	5	6	7	Total
Letter	119	118	119	118	118	98	0	690
Flat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	1	11	0	16
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	1	0	1	1	0	0	3
Used	120	120	120	120	120	109	0	709
Unassigned	0	0	0	0	0	11	0	11
Available	120	120	120	120	120	120	0	720
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

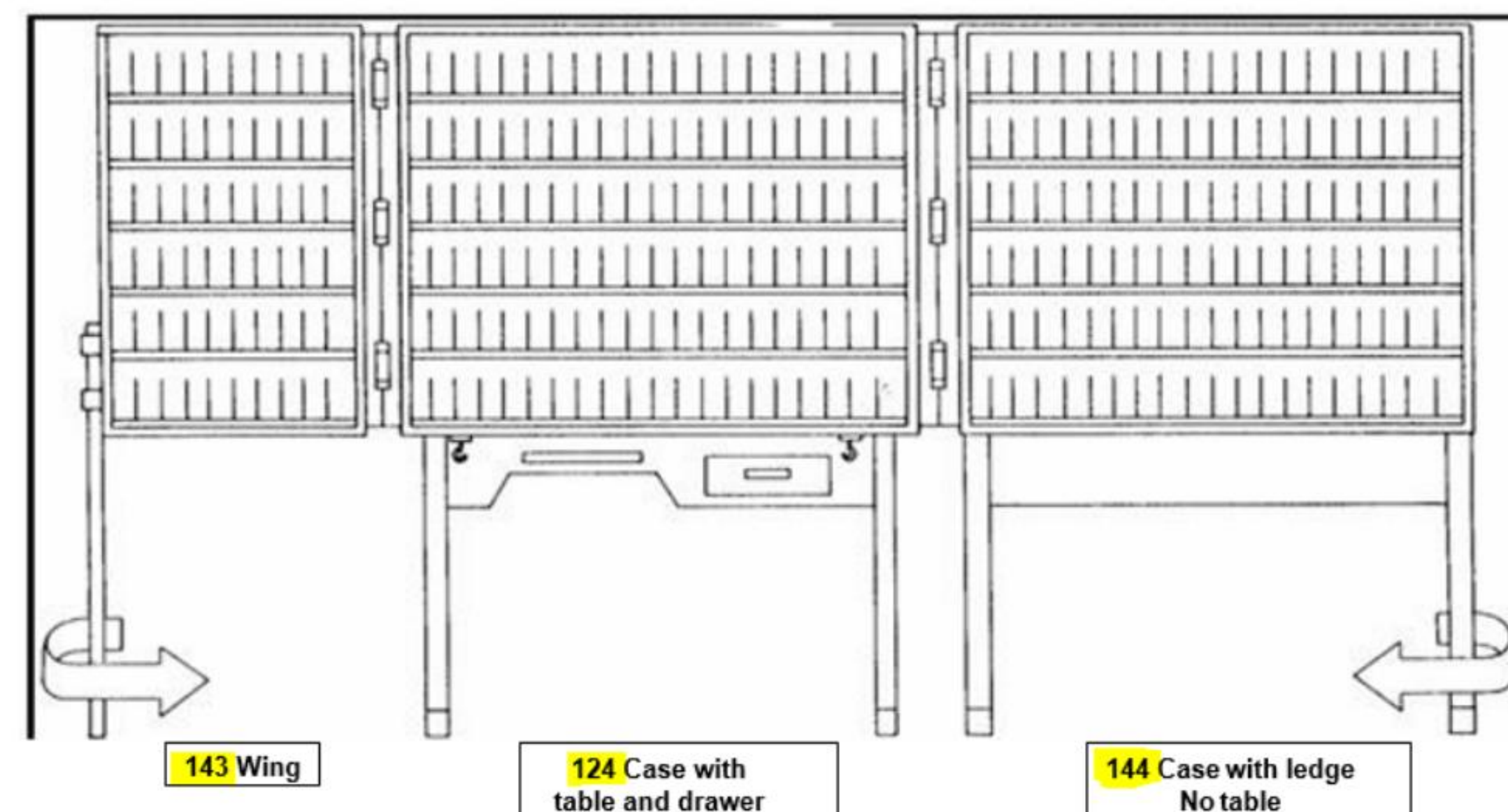
(DelPt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)

Delivery Counts By 1621 Type															
1621 Type	--RESIDENTIAL--					-RES- TOTAL	--BUSINESS--					-BUS- TOTAL	--PO BOX--		TOTAL
	1 OTHER	2 CURB	3 CBU	4 CENT			5 OTHER	6 CURB	7 CBU	8 CENT			9 RES	10 BUS	
Possible Delv	0	582	0	0		582	0	4	0	0		4	0	0	586
Active Delv	0	582	0	0		582	0	4	0	0		4	0	0	586
Active w/Drops	0	607	0	0		607	0	4	0	0		4	0	0	611

Stops = 14 NoStats = 106 Vacancies = 0 PO Box Throwbacks = 0 Inbound = 0 Outbound = 0 Seasonal Deliveries = 0



Case Equipment

Case	1	2	3	4	5	6	7	8	9	
Equip	144	124	144							
Mode	Lbs	Lbs	Lbs							
Shelves	6	6	6							
Cells	240	240	240							
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Allocated Case Cells

Row	1	2	3	4	5	6	7	Total	
Letter	119	118	119	118	118	98	0	690	
Flat	0	0	0	0	0	0	0	0	
3982/CFS	1	1	1	1	1	11	0	16	
Assigned	0	0	0	0	0	0	0	0	(DelPt Blank Cells, Blank Strips, Lean Over Cells)
Insufficient	0	1	0	1	1	0	0	3	(Not enough space to fit next DelPt at the end of the case)
Used	120	120	120	120	120	109	0	709	
Unassigned	0	0	0	0	0	11	0	11	(All other blank cells)
Available	120	120	120	120	120	120	0	720	
UnDisplayed(L)	0	0	0	0	0	0	0	0	(Total overflowed cell count undisplayed on Letter Section)
UnDisplayed(F)	0	0	0	0	0	0	0	0	(Total overflowed cell count undisplayed on Flat Section)

Delivery Counts By 1621 Type

1621 Type	--RESIDENTIAL--					-RES- TOTAL	--BUSINESS--					-BUS- TOTAL	--PO BOX--		TOTAL
	1 OTHER	2 CURB	3 CBU	4 CENT			5 OTHER	6 CURB	7 CBU	8 CENT			9 RES	10 BUS	
Possible Delv	0	582	0	0		582	0	4	0	0		4	0	0	586
Active Delv	0	582	0	0		582	0	4	0	0		4	0	0	586
Active w/Drops	0	607	0	0		607	0	4	0	0		4	0	0	611

Stops = 14 NoStats = 106 Vacancies = 0 PO Box Throwbacks = 0 Inbound = 0 Outbound = 0 Seasonal Deliveries = 0

Allocated Case Cells Section:

- Displays the cell utilization per shelf. Each full shelf has 40 cells and the wing shelf has 20 cells, so depending on the equipment and number of shelves, the Total Available will vary.
- Each shelf should have the 1st cell designated for the COARS/ 3982 Labels.
- 10 cells are reserved at the end for CFS.

Delivery Count Section:

- This section provides a summary of Active Deliveries, and they are split several ways. It will show Residential vs. Business deliveries, and then the 4 types for each.
- The 4 types are Curb. CBU. Cent and Other (More info)
 - ***Active Delivery Total from this Summary Page must match your City route records to ensure route integrity is correct. Submitting changes for your edit book is only half of the process, management must also submit the updated route data (e.g., Form 1621 / route structure updates) so AMS and route records match***.

mat
corr
half
gen



ZIP CODE: 12589

ROUTE: R003

BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELL	S I	DR OP	NDD SMTWHFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
**R1	1 8	BEL AIR DR	APT	2	CURB	R				1					18		8901	MARTINES	
	2 8		APT	1	CURB	R				2							8901	CAMPBELL/VANSPANJE	
	3 7		APT	2	CURB	R				1							8900	CORBETT/STROUD	
	4 7		APT	1	CURB	R				1							8900	KEYER	
5 6			APT	2	CURB	R				2							8901	CARRON/HYLAND/LANE	
6 6			APT	1	CURB	R				1							8901	ROLLMAN	
7 5			APT	2	CURB	R				1							8900	VILLAFANE	
8 5			APT	1	CURB	R				1							8900	MORETTI/FUOCO	
9 2			APT	2	CURB	R				1							8901	GRANIER	
10 2			APT	1	CURB	R				1							8901	WOODRUFF	
11 1			APT	2	CURB	R				1							8900	RIVERA/SHELTON	
12 1			APT	1	CURB	R				1							8900	ACKER/MATOS	
13 931		ORCHARD DR			CURB	R				1							2994	ROGERS	
14 304		NEW HURLEY RD			CURB	R				1					19		4136	VAZQUES	
15 312					CURB	R				2							4136	FRIEDLE	
16 316					CURB	R		C		1							4136		
17 315					CURB	R				2			2				4104	GUERCIO/LAST STOP LIGHT	
18 317					CURB	R		C									4104		
19 335					CURB	R				1							4104	GLEMBOCKI/STONE	
20 401					CURB	R		C									4138		
21 24		KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER	
22 30					CURB	R				2							4102	BOCCANFUSO/SUMMERFORD	
23 48					CURB	R				2							4102	DONOHUE/CLAVIN	
24 56					CURB	R				2							4102	VANDUSER C	
25 60					CURB	R				1							4102	ATKINS	
26 70					CURB	R				1							4102	QUICKSELL	
27 74					CURB	R				1							4102	PELO/CAMM	
28 80					CURB	R		C		#							4102		
29 82					CURB	R				1							4102	GUFLER/CHIMG	
30 84					CURB	R				1							4102	WASHER/FELDMAN	
31 104					CURB	R				1							4142	HENRY/PETROCELL	

Delivery Type Section:

- Please verify that your deliveries are coded correctly. There are 4 possible choices:
- CURB** – Traditional Mailbox that you would drive up to.
 - OTHER** – A delivery that is a dismount and the mail is brought inside, such as a school or business.
 - CBU** – CBUs that are posted on a pedestal.
 - CENT** – CBUs that are recessed into a wall.



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	28		APT	1	CURB	R				2							8901	CAMPBELL/VANSPANJE	
	37		APT	2	CURB	R				1							8900	CORBETT/STROUD	
	47		APT	1	CURB	R				1							8900	KEYER	
56			APT	2	CURB	R				2							8901	CARRON/HYLAND/LANE	
66			APT	1	CURB	R				1							8901	ROLLMAN	
75			APT	2	CURB	R				1							8900	VILLAFANE	
85			APT	1	CURB	R				1							8900	MORETTI/FUOCO	
92			APT	2	CURB	R				1							8901	GRANIER	
102			APT	1	CURB	R				1							8901	WOODRUFF	
111			APT	2	CURB	R				1							8900	RIVERA/SHELTON	
121			APT	1	CURB	R				1							8900	ACKER/MATOS	
13931		ORCHARD DR			CURB	R				1							2994	ROGERS	
14304		NEW HURLEY RD			CURB	R				1					19		4136	VAZQUES	
15312					CURB	R				2							4136	FRIEDLE	
16316					CURB	R	C			1							4136		
17315					CURB	R				2			2				4104	GUERCIO/LAST STOP LIGHT	
18317					CURB	R	C										4104		
19335					CURB	R				1							4104	GLEMBOCKI/STONE	
20401					CURB	R	C										4138		
2124		KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER	
2230					CURB	R				2							4102	BOCCANFUSO/SUMMERFORD	
2348					CURB	R				2							4102	DONOHUE/CLAVIN	
2456					CURB	R				2							4102	VANDUSER C	
2560					CURB	R				1							4102	ATKINS	
2670					CURB	R				1							4102	QUICKSELL	
2774					CURB	R				1							4102	PELO/CAMM	
2880					CURB	R	C			#							4102		
2982					CURB	R				1							4102	GUFLER/CHIMG	
3084					CURB	R				1							4102	WASHER/FELDMAN	
31104					CURB	R				1							4142	HENRY/PETROCELL	

Usage Code Section:

- Please verify that your deliveries are coded correctly. There are 2 possible choices:

1) R – Residential

2) B – Business.

No Stat Section:

- Please verify that your deliveries are coded correctly.

1) Blank - Stat/Occupied

2) Y - Vacant over 90 days (City Delivery).

Y-coded delivery is not counted towards active box counts.



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	3 7		APT	2	CURB	R				1							8900	CORBETT/STROUD	
	4 7		APT	1	CURB	R				1							8900	KEYER	
	5 6		APT	2	CURB	R				2							8901	CARRON/HYLAND/L ANE	
	6 6		APT	1	CURB	R				1							8901	ROLLMAN	
	7 5		APT	2	CURB	R				1							8900	VILLAFANE	
	8 5		APT	1	CURB	R				1							8900	MORETTI/FUOCO	
	9 2		APT	2	CURB	R				1							8901	GRANIER	
	10 2		APT	1	CURB	R				1							8901	WOODRUFF	
	11 1		APT	2	CURB	R				1							8900	RIVERA/SHELTON	
	12 1		APT	1	CURB	R				1							8900	ACKER/MATOS	
	13 931	ORCHARD DR NEW HURLEY RD			CURB	R				1							2994	ROGERS	
	14 304				CURB	R				1							4136	VAZQUES	
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	19 335				CURB	R				1							4104	GLEMBOCKI/STONE	
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	21 24	KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER	
	22 30				CURB	R				2							4102	BOCCANFUSO/SUMM ERFORD	
	23 48				CURB	R				2							4102	DONOHUE/CLAVIN	
	24 56				CURB	R				2							4102	VANDUSER C	
	25 60				CURB	R				1							4102	ATKINS	
	26 70				CURB	R				1							4102	QUICKSELL	
	27 74				CURB	R				1							4102	PELO/CAMM	
	28 80				CURB	R	C			#							4102		
	29 82				CURB	R				1							4102	GUFLER/CHIMG	
	30 84				CURB	R				1							4102	WASHER/FELDMAN	
	31 104				CURB	R				1							4142	HENRY/PETROCELL	

Vacant Indicator Section:

Used for City Delivery.

Indicates confirmed vacant deliveries (use with No Stat Y for 90+ days).

Seasonal Indicator Section:

Should be blank, except for 3 offices with Seasonal Delivery (12533, 12701 and 12788).

Drop Section:

- Will be blank in most scenarios, but indicates that there is a 2nd or 3rd family at the address.
- Example: Drop 2 is a home with 1 mailbox, but has 2 families. This will notify mailers to increase your Box Holders by 1, so the address would get a 2nd Red Plum.



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26 70					CURB	R				1							4102	QUICKSELL	
27 74					CURB	R				1							4102	PELO/CAMM	
28 80					CURB	R		C		#							4102		
29 82					CURB	R				1							4102	GUFLER/CHIMG	
30 84					CURB	R				1							4102	WASHER/FELDMAN	
31 104					CURB	R				1							4142	HENRY/PETROCELL	

Non-Delivery Day Section:

- Each day of the week is a choice. The mail we be pulled from the DPS on the designated day.
- Just write in the day of the week to have the mail pulled from the DPS.
- Not for holds, only Businesses that are closed on the same day every week.
- Examples:
 - S** – Saturday could be a business or school.
 - F** – Friday could be a Town Hall that is either closed or closes before the carrier would arrive.

ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
	8901	MARTINES	
	8901	CAMPBELL/VANSPA NJE	
	8900	CORBETT/STROUD	
	8900	KEYER	
	8901	CARRON/HYLAND/L ANE	
	8901	ROLLMAN	
	8900	VILLAFANE	
	8900	MORETTI/FUOCO	
	8901	GRANIER	
	8901	WOODRUFF	
	8900	RIVERA/SHELTON	
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	4102	VANDUSER C	
	4102	ATKINS	
	4102	QUICKSELL	
	4102	PELO/CAMM	
	4102		
	4102	GUFLER/CHING	
	4102	WASHER/FELDMAN	
	4142	HENRY/PETROCELL	

Address Marker Section:

- H** – Approved Hardship. It should also be listed on the route's dismount worksheet and renewed each year. Local management must submit Hardship forms to Operations.
- DNA** – Door Not Accessible.
- NSL** – No Secure Location.

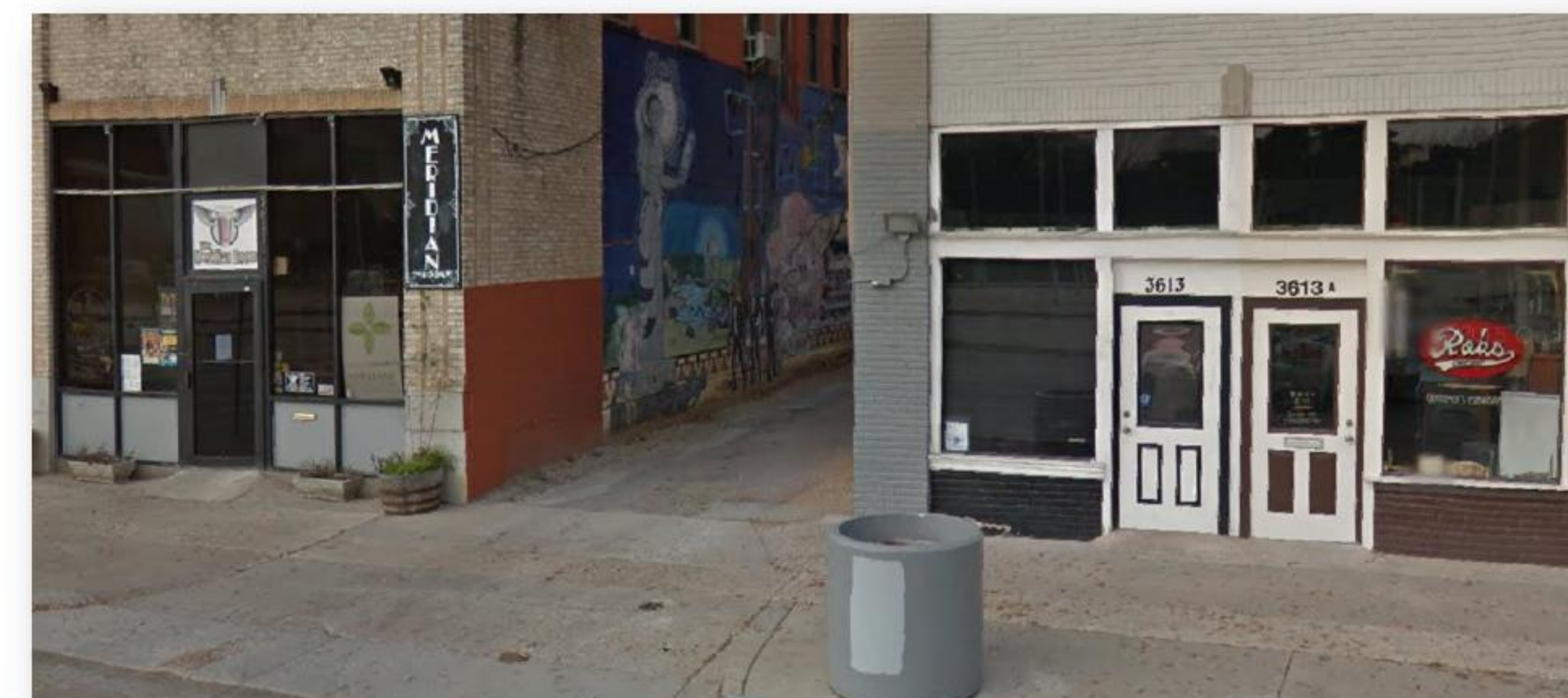
Door Not Accessible:

- Addresses where we cannot knock on a door to deliver.
- Situation where we cannot physically get to the residence/building
- Driveways exceeding .5 mile rule
- Gated residence



No Secure Location:

- We can access the door but we will not leave a package due to security concerns



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Additional Info Section:

- This is where you would update the customer's name that would display on the case labels.
- Space is limited, so prioritize which names to list.
- Updated case labels are a great resource for the newer RCAs.



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6 6			APT	1	CURB	R				1								8901	ROLLMAN	
7 5			APT	2	CURB	R				1								8900	VILLAFANE	
8 5			APT	1	CURB	R				1								8900	MORETTI/FUOCO	
9 2			APT	2	CURB	R				1								8901	GRANIER	
10 2			APT	1	CURB	R				1								8901	WOODRUFF	
11 1			APT	2	CURB	R				1								8900	RIVERA/SHELTON	
12 1			APT	1	CURB	R				1								8900	ACKER/MATOS	
13 931		ORCHARD DR			CURB	R				1								2994	ROGERS	
14 304		NEW HURLEY RD			CURB	R				1								4136	VAZQUES	
15 312					CURB	R				2								4136	FRIEDLE	
16 316					CURB	R		C		1								4136		
17 315					CURB	R				2			2					4104	GUERCIO/LAST STOP LIGHT	
18 317					CURB	R		C										4104		
19 335					CURB	R				1								4104	GLEMBOCKI/STONE	
20 401					CURB	R		C										4138		
21 24		KINGSVIEW RD			CURB	R				2								4102	OBRIEN/VADUSER	
22 30					CURB	R				2								4102	BOCCANFUSO/SUMMERFORD	
23 48					CURB	R				2								4102	DONOHUE/CLAVIN	
24 56					CURB	R				2								4102	VANDUSER C	
25 60					CURB	R				1								4102	ATKINS	
26 70					CURB	R				1								4102	QUICKSELL	
27 74					CURB	R				1								4102	PELO/CAMM	
28 80					CURB	R		C		#								4102		
29 82					CURB	R				1								4102	GUFLER/CHIMG	
30 84					CURB	R				1								4102	WASHER/FELDMAN	
31 104					CURB	R				1								4142	HENRY/PETROCELL	

Cell Size Section:

- Most address are either a Cell 1 or 2 for spacing, and can be more or less based on the specific route, volume and space in the office.
- Make sure every delivery point has a designated cell size.
- To the left, you can see 335 and 401 New Hurley Rd with a box around their information. 401 New Hurley Rd is blank for the cell size and will have a 0 in the program. When a delivery point has a 0, it will merge with the previous address. The label will print as 335-401.



ZIP CODE: 12589 ROUTE: R003 BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECTY ABBR	SECTY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L CELL
**R1										
1 8		BEL AIR DR	APT	2	CURB	R				1
2 8			APT	1	CURB	R				2
3 7			APT	2	CURB	R				1
4 7			APT	1	CURB	R				1
5 6			APT	2	CURB	R				2
6 6			APT	1	CURB	R				1
7 5			APT	2	CURB	R				1
8 5			APT	1	CURB	R				1
9 2			APT	2	CURB	R				1
10 2			APT	1	CURB	R				1
11 1			APT	2	CURB	R				1
12 1			APT	1	CURB	R				1
13 931		ORCHARD DR			CURB	R				1
14 304		NEW HURLEY RD			CURB	R				1
15 312					CURB	R				2
16 316					CURB	R	C			1
17 315					CURB	R				2
18 317					CURB	R	C			1
19 335					CURB	R				
20 401					CURB	R	C			
21 24		KINGSVIEW RD			CURB	R				2
22 30					CURB	R				2
23 48					CURB	R				2
24 56					CURB	R				2
25 60					CURB	R				1
26 70					CURB	R				1
27 74					CURB	R				1
28 80					CURB	R	C			#
29 82					CURB	R				1
30 84					CURB	R				1
31 104					CURB	R				1

Additional Cell Size Info:

- 80** – This designation means that the address is Vacant well over 90 days and **you do not want the address label printed.**
- 81** – This designation is for street customers that have **only a PO BOX in the same office and do not receive street delivery.**
- 83** – This designation is for future deliveries. An example would be a new development that is partially dedicated and the other future deliveries have already been identified by AMS & 911.
- 89** - This designation is to annotate a structure that no longer exists. Example: Business may expand and purchase an adjoining lot, condemn the building and level the lot to create an additional parking lot.

Cell Sizes 80, 81, 83 & 89 will appear as a # sign on your next set of edit sheets, and **the case label for this address will not print.** This is a great way to clear out labels that had to be cut out, and will free up additional space for active customers at the same time.

IMPORTANT: Route and AMS data must match to ensure route integrity is CORRECT

***Updating your Edit Book is only half of the process. Once your edit book has been corrected, management must also update your City route data (e.g., Form 1621 / route structure / AMS records) with the updated delivery point changes. This ensures AMS and route documentation match, supporting accurate route maintenance, adjustments, and inspections.

If your route serves more than one ZIP Code, you may have more than one AMS Summary page and will need to add totals from each page when reconciling route records.***

Summary page has 515 CBUs accounted for and the 4003 has 516, which would be accepted because the total box count has a variance of 1 or less. *****If your route serves more than 1 zip code, you will have more than 1 AMS Summary page and will need to add all the boxes from each page to match the 4003 – Line of Travel*****

Delivery Counts By 1621 Type																								
1621 Type	--RESIDENTIAL--				-RES-	--BUSINESS--				-BUS-	--PO BOX--		TOTAL											
	1	OTHER	2	CURB	3	CBU	4	CENT	TOTAL	5	OTHER	6	CURB	7	CBU	8	CENT	TOTAL	9	RES	10	BUS		
Possible Delv		71		27		515		0	613		0		0		0		0	0		0		0		613
Active Delv		71		27		515		0	613		0		0		0		0	0		0		0		613
Active w/Drops		71		27		515		0	613		0		0		0		0	0		0		0		613
Drop Stops = 0		NoStats = 20		Vacancies = 0		PO Box Throwbacks = 0		Inbound = 0		Outbound = 0		Seasonal Deliveries = 0												

10/27/2018 (Seq 1)		47:22		Hardship *		Remeasured *		Seasonal Route *				
Vehicle Stops	Route Miles	Regular Boxes	Central Boxes	Weekly Dismounts	Weekly Dismount Distance	CBU NDCBU Coll Comp	Parcel Locker	Vehicle Data		Option Election	Locked Pouch	
								GOV	EMA		Total No	Avg Dly W
22	12.50	98	516	138	4710	32	38		X	-	0	0

