UNITED STATES POSTAL SERVICE

Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems

Handbook F-85

September 2006
Transmittal Letter 2

A. Purpose. This handbook serves as both a training aid and reference guide for Postal Service employees at Headquarters, area and district offices, and international gateways who conduct and support International Revenue, and Volume, and Performance Measurement tests. The procedures contained in the handbook are part of the Postal Service's continuing effort to improve data quality and productivity through benchmarking and standardization of best practices as outlined in the Postal Service's *Strategic Transformation Plan 2006–2010.*

B. Distribution.

1. **Initial.** This handbook is distributed to the Statistical Programs Service Center, district managers of Statistical Programs, and other offices and personnel involved with international statistical programs testing.

2. **Copies.** You can order Handbook F-85 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

   Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before you place your first order.)

C. Online Availability. You may view this handbook in electronic format on the Postal Service PolicyNet Web site.

1. Go to *http://blue.usps.gov.*
2. Under "Essential Links" in the left-hand column, select *References.*
3. Under "Policies" on the right-hand side, select *PolicyNet.*
4. Select *Hbks.*

The Statistical Programs Web site also provides a link to this handbook.

1. Go to *http://blue.usps.gov/statprog/.*
2. From the Statistical Programs References section, select Handbooks.

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D. Comments. Please refer all questions and suggestions about the content, clarity, organization, and format of this document in writing to:

MANAGER STATISTICAL PROGRAMS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 1830
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E. Effective Date. This handbook is effective September 1, 2006, and includes information previously published in Statistical Programs correspondence up through and including MOP FI-06-09-2006, Policy *Memo — Statistical Programs Letter #5, FY 2006,* dated June 9, 2006.

Lynn Malcolm
Vice President
Controller

Summary of Changes

Revisions to this September 2006 issue of Handbook F-85, *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* render the following publications obsolete:

Handbook F-85: *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* (February 2000)

All changes contained within this revision are effective September 1, 2006.

All changes to definitions, software navigation instructions, and recording rules reflect changes in the software. In every case, software screen examples have been updated and descriptions given to reflect those changes.

The following revisions have been made:

Overview

Since the last release of the Handbook in February 2000, our international data collection systems have undergone numerous changes. Our two outbound systems, SIRVO and IODIS, were merged to form a new streamlined SIRVO-IODIS system. Our inbound system, SIRVI, introduced automated sample selection using MIDAS-RVS and a new "day" sampling approach for data collection. Both systems now utilize receptacle barcode scanning, standard UPU codes, standardized screens across both systems, and new bulk container procedures. In addition, the CODES Laptop Communications software was replaced with new software to transfer data to and from the new Web Base Unit.

Preface

The Preface, which explains the purpose of the handbook, has been updated.

Chapter 1

Chapter 1 describes the two primary sampling systems used to estimate Postal Service revenue, pieces, and weight of international mail. The functions of the IODIS system are now incorporated into the SIRVIO-IODIS system and now are described in Chapter 3 of the handbook.

Understanding the SIRVO test has been moved to Chapter 3, and Understanding the SIRVI test is now contained in Chapter 4.

Chapter 2

Chapter 2 incorporates former Appendix B.

Section 2.1 combines information on how to access sample files for the SIRVO-IODIS and SIRVI systems on the CODES Laptop and from the CODES Web Base Unit.

Section 2.2 incorporates information on rescheduling or canceling SIRVO-IODIS tests, previously found in Section 2.3. SIRVI tests can no longer be rescheduled.

Information on contacting the test sites and on testing techniques has been moved to Chapter 3 for the SIRVO-IODIS system and to Chapter 4 for the SIRVI system.

Chapter 3

Chapter 3 incorporates information from Chapter 5, and reflects the merger of SIRVO and IODIS. Changes in policy are summarized below:

Section 3.2.2.1 incorporates former Appendix C.

Section 3.2.3.1 adds a discussion of the required elements for a receptacle to be selected for sampling.

Section 3.3 reflects new software, a diagram of the flow of the software, all new screen shots, updated options, and expended descriptions of the options.

Section 3.3.1 reflects EIN number.

Section 3.3.2 provides examples of the dispatch receptacle label and barcode; describes movement between screens, provides for data entry of the receptacle label's barcode using a scanner or manual entry; adds Reported No. of Parcels; and adds more receptacle types.

Section 3.3.2.3. allows only edits of non-scanned fields.

Section 3.3.3.1 provides new procedures for selecting and entering service pieces, and entering mailpiece skip intervals.

Section 3.3.3.2 reflects a new screen, Product Mode, as an interim step to selecting Products; it also expands the option, Product: Other options.

Section 3.3.4 incorporates a reduced number data collection elements from former Chapter 5.

Section 3.4 provides new procedures and policies for bulk containers.

Section 3.5 includes no substantive changes since the last publication.

Related Materials:

RM 3-1 reflects updated policies regarding weigh only and F-sack procedures.

RM 3-2 provides new subsampling tables for bulk containers.

RM 3-3 provides a new form for sampling bulk containers.

RM 3-4 updates country lists, incorporates UN country codes, and deletes numeric country codes.

RM 3-5 provides information on receptacle barcodes.

RM 3-6 updates international endorsements and markings.

RM 3-7 reflects the elimination of the use of the UCAN shape template.

RM 3-8 updates indicia.

RM 3-9 identifies Extra Services.

RM 3-10 displays meter manufacturer examples.

RM 3-11 includes the Inspection Service Mailpiece Photocopy Transmittal Form.

Chapter 4

Former Chapter 4 is merged into Chapter 3.

Chapter 4 is rewritten to reflect the new SIRVI day sampling, the selection of the SIRVI sample by MIDAS/RVS, and the new data collection software. Changes in policy are summarized below:

Section 4.1 includes discussion of the new MIDAS-RVS system and Program 256 for automated sample selection.

Section 4.2.1 describes the new day sample approach.

Section 4.2.3.1 adds a discussion of the required elements for a receptacle to be selected for sampling.

Section 4.3 reflects new software and a diagram of the flow of the software, all new screen shots, and use of the EIN number. This section also reflects that each site now has one test per day using the new day sampling approach.

Section 4.3.2 provides examples of the dispatch receptacle label and barcode; describes movement between screens, provides for data entry of the receptacle label's barcode using a scanner or manual entry; adds Reported No. of Parcels; and adds more receptacle types.

Section 4.3.2.3. only allows edits of non-scanned fields.

Sections 4.3.2.4 and 4.3.2.5 reflects new bulk container procedures.

Section 4.3.3 more clearly identifies when the DCT is entering Exempt/Return to US sender items.

Section 4.4 includes no substantive changes since the last publication.

Related Materials:

RM 4-1 reflects the elimination of the use of the UCAN shape template.

RM 4-2 updates country lists, incorporates UN country codes, and deletes numeric country codes.

RM 4-3 provides information on the receptacle barcode.

RM 4-4 reflects new guidelines regarding the selection of receptacles by MIDAS-RVS.

Appendix A

Appendix A is updated to reflect current organizational responsibilities.

Appendix B

Former Appendix B was incorporated into Chapter 2.

Appendix B now reflects former Appendix E, and also includes information on scanners.

Appendix C

Former Appendix C was incorporated into Chapter 3.

Appendix C now reflects former Appendix F.

Appendix D

Former Appendix D is deleted.

A new Appendix D was added for SIRVI MIDAS/RVS interface.

Appendix E

Appendix E was moved to Appendix B and deleted.

Appendix F

Appendix F was moved to Appendix C and deleted.

Glossary

New terms added, glossary updated.

Log of Revisions

No changes were made since last publication.

Text Messages

No changes were made since last publication.

DCT Notes

No changes were made since last publication.

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Preface

The *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* introduces the user to the data collection system which collects revenue, volume, and performance measurement data and spells out official Postal Service policies governing these processes. This step-by-step instructional guide assists the data collectors in preparing for and conducting the SIRVO-IODIS and the SIRVI tests, and also explains how to electronically transfer data from the CODES Laptop to the CODES Web Base Unit once a test is completed.

This guide updates and combines material previously referenced from several sources. It combines all SIRVO-IODIS and SIRVI regulations and test instructions in a single accessible reference for managers, Statistical Programs (MSPs), supervisors, Statistical Programs (SSPs), and SIRVO-IODIS and SIRVI data collectors.

Where appropriate, this book refers to other Postal Service publications.

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Who Should Read This Book

Data collectors are to use this guide as a learning tool during their training period. This book is also to be used as a reference source. Postmasters and other related Postal Service personnel use this guide for background reference.

To use this guide effectively, a strong knowledge of Postal Service operations and terminology is helpful. A list of acronyms appears on pages xxxi, and a Glossary may be found on page GL-1 through GL-10.

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How to Use This Book

The *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* is divided into five chapters. You may read and remove each chapter separately. You may remove Chapter 3 to conduct a SIRVO-IODIS test and Chapter 4 to conduct a SIRVI test without having to take the entire guide.

The *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* contains the following chapters:

Chapter 1: "Introduction" explains the Postal Service data collection process. It provides an understanding of the entire data collection cycle and the importance of following data collection procedures.

Chapter 2: "Preparing for the SIRVO-IODIS and SIRVI Tests" explains what must be done before conducting the SIRVO-IODIS and the SIRVI tests. It also explains how each test is developed, the scheduling process, and some important testing techniques.

Chapter 3: "Conducting the SIRVO-IODIS Test" explains how to communicate with the facility manager, select the sample, and enter mailpiece data into the CODES Laptop. Chapter 3 also contains a Related Materials section for detailed information.

Chapter 4: "Conducting the SIRVI Test" explains how to communicate with the facility manager, sample the mail, and enter mailpiece data into the CODES Laptop. Chapter 4 also contains a Related Materials section for detailed information.

Chapter 5: "CODES Laptop Data Communications" explains how to transfer data electronically from the CODES Laptop to the CODES Web Base Unit. It also explains how to download samples and software from the CODES Web Base Unit.

These chapters are followed by appendices, a glossary of terms, and an index.

Step-By-Step Instructions:

Easy to follow instructions will help you perform the SIRVO-IODIS and SIRVI tests.

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Conventions Used in This Book

The *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems* uses certain conventions to make it easy for you to identify different types of information. This section describes these conventions.

Trademarks

The following are among the trademarks owned by the United States Postal Service that may be found in this handbook: USPS, U.S. Postal Service, United States Postal Service, Postal Service, Post Office, Priority Mail, Express Mail, Standard Mail, First-Class Mail, Registered Mail, Certified Mail, Delivery Confirmation, Signature Confirmation, and ZIP Code.

Icons

This book contains small images, called icons, to help you recognize distinct types of information at a glance. Each icon fits a particular type of information. Each time that type of information is given you will see the icon. Icons do not appear if the corresponding type of information is not present.

The following graphic displays are the icons used in the *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems.* You might see the first three icons at the beginning of a chapter and the remaining icons in the chapter sections.

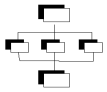
ESSENTIAL PERSONNEL

This icon appears when there is a discussion about which Postal Service staff are involved in a task.

REQUIRED MATERIALS

This icon appears when information about the materials needed to complete a task is given.

ASSOCIATED TASKS



This icon indicates that subtasks related to the main task will follow.

BACKGROUND INFORMATION

This icon appears when information needed to complete a task is provided.

PROCEDURES

This icon indicates steps to complete the task will follow.

EXCEPTIONS

This icon appears when there is an exception to a task or tasks explained in a previous section, or if the exception applies only to the previous task.

RELATED MATERIALS

This icon appears on the top of each page of the Related Materials section. Related Materials contain additional information that may help in performing tasks.

Note: This shows how a note is displayed.

Notes are reminders about the effect of particular actions. They also provide alerts to possible changes in procedure or special recording rules.

Example: Illustrates the text that comes before the particular actions. Usually, examples describe a situation that might appear on the job and illustrate how to handle the situation.

Procedures

All step-by-step instructions are numbered in bold text, as in the following example:

1. **Enter the number of mailpieces for the class, subclass, and type you have selected.**

Additional information about the step may follow the instruction, as shown below:

Bullets

Lines beginning with a bullet in step-by-step instructions indicate alternative steps as in the following example:

1. **To indicate if the information is correct, type the appropriate letter.**
   - **<Y>** The information is correct.
   - **<N>** The information is incorrect.

OR:

1. **To indicate that the information is correct, select the appropriate button.**
   - ***Yes*** The information is correct.
   - ***No*** The information is incorrect.

Bullets are also used to emphasize items in a list.

Screen Names and Options

All screen names and options are listed in italics as shown in the following example:

1. **Select *Enter Manually* on the *Receptacle Barcode* screen (Figure P-1).**

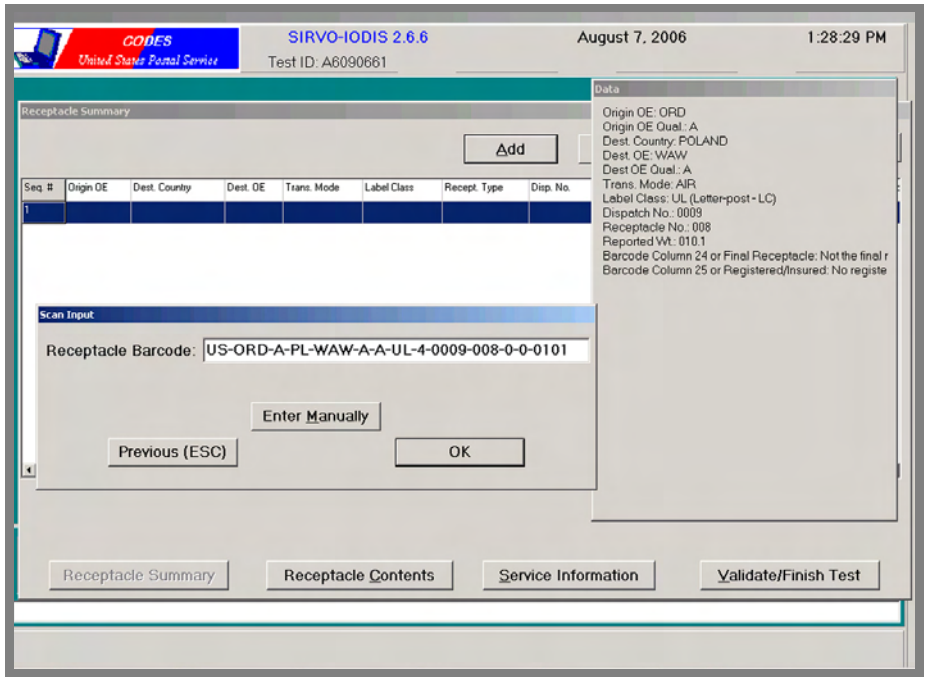


Figure P-1. Receptacle Barcode Screen

- Press the *Enter Manually* tab or type the letter <M>.
- Select *OK* or press <Enter> to display the *Origin Office of Exchange* screen (Figure P-2).

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Acronyms

The following acronyms are used throughout this book:

AMC/AMF	Airport Mail Center/Air Mail Facility
APC	All Purpose Container
BBM	Bulk Business Mail
BMC	Bulk Mail Center
CCSC	CODES Computer Support Center
CODES	Computerized On-Site Data Entry System
CP	Parcel Post mail class
DCT	Data Collection Technician
DMM	Mailing Standards of the United States Postal Service, Domestic Mail Manual
GPMC	General Purpose Mail Container
IBI	Information Based Indicia
IMM	International Mail Manual
IODIS	International Origin-Destination Information System
IPP	Irregular Parcels and Pieces
LC/AO	Letter-post mail class (airmail)
MIDAS	Military/International Dispatch and Accountability System
MIDAS-RVS	Military/International Dispatch and Accountability System - Receipt and Verification System
MSP	Manager, Statistical Programs
OTR	Over The Road Container
RVS	Receipt and Verification System
SAL	Surface Air Lift
SIRVI	System for International Revenue and Volume Inbound
SIRVO	System for International Revenue and Volume Outbound
SP	Statistical Programs
SSP	Supervisor, Statistical Programs
SPSC	Statistical Programs Service Center
USPS	United States Postal Service

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Where To Go for More Information

In addition to the *Data Collection User's Guide for International Revenue, Volume, and Performance Measurement Systems,* you may want to refer to the following resources:

- *The Mailers Companion.*
- *International Mail Manual* (IMM)*.*
- *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM)*.*
- *Postal Bulletin.*

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Chapter 1
Introduction

Understanding the International Revenue, Volume, and Performance Measurement Systems

The two primary sampling systems used to estimate Postal Service revenue, pieces and weight of international mail are: (1) the System for International Revenue and Volume, Outbound and International Origin-Destination Information System (SIRVO-IODIS) and (2) the System for International Revenue and Volume, Inbound (SIRVI). Information collected from these systems is used to develop estimates of revenue, number of pieces, and weight of outbound and inbound international mail. The systems also provide mail characteristic information, volume flows, and transit time information on the major categories of international mail.

The Postal Service uses SIRVO-IODIS and SIRVI to determine terminal dues, which are funds paid to postal administrations for delivering other countries' incoming mail; to advise senior management on budgeting and planning issues; to plan the Postal Service budget based on forecasts of mail volume, workloads, and overall productivity; to plan transportation and mail processing operations; to design and develop mail processing facilities and equipment requirements; to identify and correct service problems; to support revenue protection; and to estimate how much airmail is being sent from the origin U.S. city to the U.S. exchange office.

This chapter provides an overview of these systems, and reviews the organizational responsibility of all participating offices.

The International Revenue, Volume, and Performance Measurement Systems process consists of four major phases, as shown below in Exhibit 1.0.0–1.

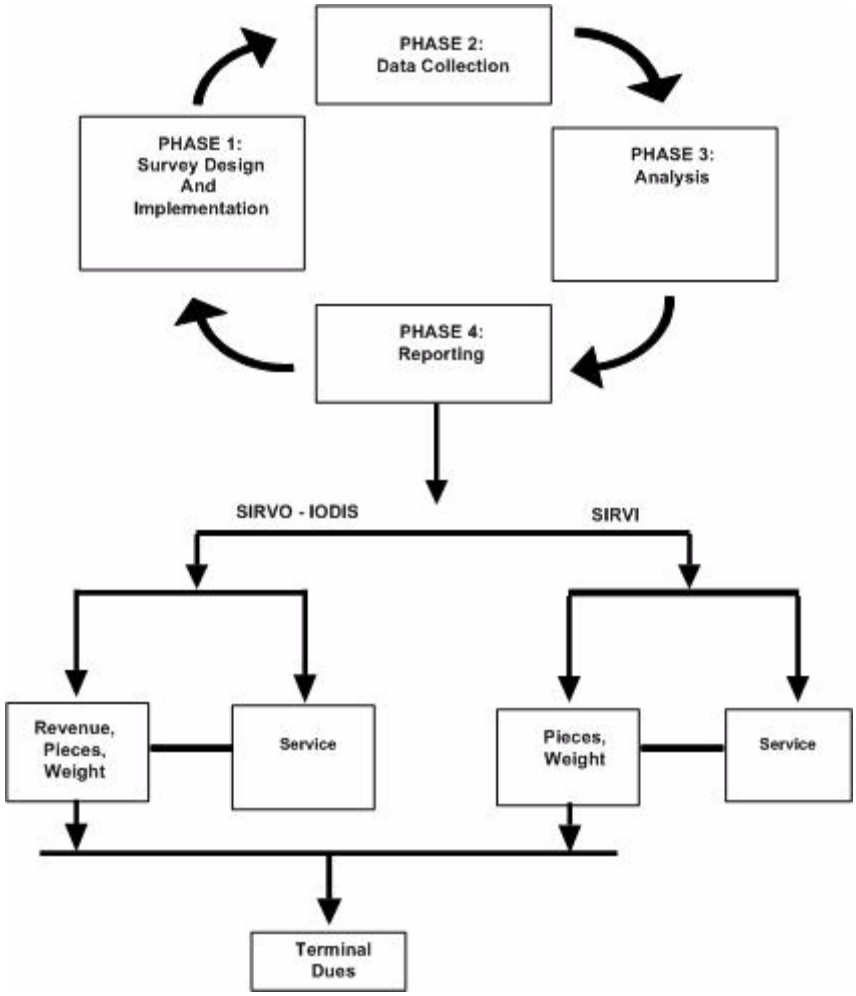

Exhibit 1.0.0–1 International Revenue, Volume, and Performance Measurement Systems Process

Survey Design and Implementation

In the survey design and implementation phase, United States Postal Service (Postal Service) Headquarters personnel work with managers, Statistical Programs (MSPs), supervisors, Statistical Programs (SSPs), and data collection technicians (DCTs) in the field to develop and revise the data collection methods for SIRVO-IODIS and SIRVI. Information from the Military/International Dispatch and Accountability System (MIDAS) and its subset, the inbound Receipt and Verification System (MIDAS-RVS), is used to determine a random selection of mail to be tested.

Introduction

As it is not practical to count all of the mail, SIRVO-IODIS and SIRVI use probability sampling techniques according to principles of mathematical statistics. These techniques make it possible to measure the characteristics of the total mail volume by examining a small fraction of that volume at international exchange offices.

The SIRVO-IODIS sampling process takes a probability sample drawn each quarter of mail destined for foreign countries. A random sample is drawn of individual mail flow-days within a unique combination of destination foreign city, US origin exchange office (OEO), transportation mode (air, SAL, surface), receptacle type, (letter trays, flat trays, bags, etc.), and mail category (LC/AO, CP). The collection of mail flow-days makes up the SIRVO-IODIS frame. The days are the number of days in the calendar quarter being considered.

Mail flows that are active (contain mail) are identified through MIDAS. MIDAS provides all of the mail flow characteristics for each receptacle of mail for every outbound dispatch including weight. An average weight over a period of time is calculated from the MIDAS data, which is then used in the sample process.

Within sampled mail flow-days receptacles are the sample unit. MIDAS is used to automatically select receptacles for testing. MIDAS uses an algorithm built upon expected weight of the mail flow-day to select a subset of receptacles from the total number of receptacles available on the test day. The algorithm defines a weighted skip to ensure at least five containers are selected for the test day. The manager, Statistical Programs (MSP), who oversees all statistical testing within the exchange office, has the discretion to adjust this weighted skip within MIDAS before the test day, to ensure that the maximum numbers of receptacles are tested in the available time window. Specially trained international mail data collectors are notified by MIDAS when receptacles have been identified for SIRVO-IODIS testing.

The SIRVI sample is a random sample of mail incoming from foreign countries following Universal Postal Union (UPU) guidelines. Each quarter reflects the selection of one inbound test per day for each exchange office, regardless of country, label class, transportation mode, or receptacle type. This is called the *day* sample. Within the sample test day, international inbound mail is targeted in proportion to the historical mix of receptacles received at the given exchange office. Over the course of a month or quarter, the mix of daily test sampled receptacles should generally reflect the same proportions as they exist in the population. Statistical Programs at Headquarters generates a sample matrix or sample schedule that is incorporated into Operation's MIDAS/RVS. MIDAS/RVS automatically selects receptacles. Where MIDAS/RVS is not available, receptacles are selected manually by data collectors.

In addition to the sample algorithms being programmed into MIDAS and MIDAS/RVS, the sample schedule for SIRVO-IODIS and SIRVI is provided to the field through the Web Base Unit. The schedule is available two weeks prior to the start of the calendar quarter.

Data Collection

In the data collection phase, trained data collectors use laptop computers to record data for SIRVO-IODIS and SIRVI tests. For SIRVO-IODIS tests, data collectors record revenue, pieces, and weight for various international classes, subclasses, and special services, and transit time for major categories of international mail from U.S. origin to U.S. exchange office. For SIRVI tests, data collectors record piece and weight data for international mail shapes.

Once a SIRVO-IODIS or SIRVI test is completed and the data are reviewed, the data are transmitted from the CODES Laptop to the CODES Web Base Unit.

Data collection is the cornerstone on which vital international statistics are based. Quality data, and ultimately the ability to make accurate revenue, volume, and service performance estimates, depend on proper data collection techniques. It is crucial that data are collected in the same way, no matter who performs the test. For this reason, the test procedures are written. This ensures that the data are gathered consistently and in a manner that will not introduce error or bias. It is imperative that data collectors follow the procedures exactly and review them periodically to guarantee that they have not veered away from them or forgotten small details.

Analysis

In the analysis phase, the data are analyzed for accuracy on two levels. On the first level, the MSP, SSP, or designee reviews and approves the tests. Once the data are approved on the CODES Web Base Unit, they are grouped with other test data from many other locations. The data are checked a second time by Headquarters personnel, and used to develop specific estimates of outbound and inbound international mail.

Reporting

In the reporting phase, SIRVO-IODIS and SIRVI data create reports that are used internally by the Postal Service and externally by the Postal Rate Commission. The compiled data are then made available electronically. The data collected from the two types of tests are used to develop estimates of the revenue, pieces, and weight of international mail by class, subclass, category, and special service and for measurement of service performance. Estimates of inbound mail volume play a crucial role in the determination of international terminal dues, the funds paid to postal administrations for handling other countries' incoming mail.

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Chapter 2
Preparing for International Measurement Systems Tests

BACKGROUND INFORMATION

Once Statistical Programs selects the dates and sample units to be tested, the manager, Statistical Programs (MSP), supervisor, Statistical Programs (SSP), or the designee performs several activities to prepare for the SIRVO-IODIS and SIRVI tests. This chapter describes the preparatory tasks for these tests. It also gives step-by-step instructions for completing the tasks.

If the MSP asks the data collector to help prepare for a SIRVO-IODIS or SIRVI test, the data collector does so with the help of the facility manager or designee at the selected site.

PROCEDURES

To prepare for the SIRVO-IODIS or the SIRVI test, perform the following tasks as necessary:

- Examine the test schedules and/or sample selection file that you receive.
- Determine the appropriate time to perform the test.

Note: Remember, all the necessary mailpieces must be available during the time scheduled for the test, and the test must not delay mail processing.

Sections 2.1 and 2.2 discuss the preliminary tasks of the data collector in more detail. Each section explains the purpose of the task, gives background information, and provides step-by-step instructions for performing the task.

Section 2.3 discusses rescheduling or canceling SIRVO-IODIS or SIRVI tests.

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2.1 Receiving the Test Schedule and Sample Selection File

BACKGROUND INFORMATION

SIRVO-IODIS and SIRVI tests are scheduled on a quarterly basis. About two weeks prior to the calendar quarter, Statistical Programs selects sample units to be tested. Software updates and sample files may be downloaded directly from the CODES Web Base Unit to a CODES Laptop, allowing the user to receive software updates and sample selection files via data transfer. The MSP may also download samples and software updates onto a diskette and mail it to the user.

The downloaded sample files are sample units which are defined as a day's worth of mail for sortation or combination of sortations going to or coming from a specific international destination. The list of sample units is called the *sample selection file* and is used by the MSP to develop a schedule. The MSP, SSP, or designee then assigns trained data collectors to conduct each of the tests.

On the day the test is to be performed, the data collector must report to the sample unit's facility early enough to complete the SIRVO-IODIS or SIRVI test without delaying the processing of the mail.

The quarterly SIRVO-IODIS and SIRVI test schedules are an important part of international revenue, volume, and performance measurement systems. Test schedules for these systems may be obtained from two places:

- Sample selection file available on the CODES Laptop.

  Note: The SIRVO-IODIS and SIRVI sample selection files show the following information:

  - Names and locations of the sample units to be tested during the upcoming quarter.
  - Date when each test must be performed.
  - Administrative information, such as test identification numbers, needed at the beginning of every test.

- Schedule developed by the MSP.

  Note: This schedule is based upon the quarterly SIRVO-IODIS and SIRVI sample selection files taken from the CODES Web Base Unit.

PROCEDURES

This section explains how to access the SIRVO-IODIS and SIRVI sample selection files on the CODES Laptop and the CODES Web Base Unit.

2.1.1 Accessing the SIRVO-IODIS Sample Selection File

The SIRVO-IODIS sample selection file on the CODES Laptop contains test schedule information and types of tests for the entire quarter. This information may be obtained either for the entire quarter, or for just one test date. Sample selection files contain entries such as the following for each site to be tested:

- Test ID
- Test Date
- Origin Office of Exchange
- Destination Code
- Destination Country
- Transportation Mode
- Label Class
- Receptacle Type
- MIDAS Test
- Status of the test

To display information from the sample selection file on the CODES Laptop, see section 3.3.

2.1.2 Accessing the SIRVI Sample Selection File

The SIRVI sample selection file on the CODES Laptop contains test schedule information, such as testing locations for the entire quarter. Sample selection files contain entries such as the following for each site to be tested:

- Test ID
- Test Date
- Status of the test
- Target Receptacles

To display information from the sample selection file on the CODES Laptop, see section 4.3.

2.1.3 Receiving Sample Files and Software Updates

Software updates and sample files can be downloaded directly from the CODES Web Base Unit to a CODES Laptop, allowing the user to receive software updates and sample selection files via data transfer. Alternatively, the MSP may download samples and software updates onto a diskette and mail it to the user. See Chapter 5, CODES Laptop Data Communications for instructions on receiving sample file and software updates.

2.2 Rescheduling or Canceling SIRVO-IODIS or SIRVI Tests

Rescheduling (SIRVO-IODIS only) or canceling SIRVO-IODIS and SIRVI tests must not be used as a means of managing resources. It is the MSP's responsibility to see that these tests are performed as scheduled in the sample selection file. The MSP should reschedule or cancel a test only as a last resort and only according to strict procedures.

Both the SIRVO-IODIS test and SIRVI test may be canceled for training purposes. If the MSP cancels a SIRVO-IODIS test, it may be rescheduled; however, a SIRVI test may not be rescheduled.

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Chapter 2 Index

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Chapter 3
Conducting the SIRVO-IODIS Test

BACKGROUND INFORMATION

The SIRVO-IODIS system captures revenue, pieces, and weight (RPW) data for U.S. origin mail destined for foreign countries and provides country-specific data to support terminal dues settlements. The system also measures the service time for U.S. origin outbound international Letter-post and Parcel Post mail from the postmark or cancellation date at an origin U.S. city to dispatch-ready condition at the U.S. exchange office.

SIRVO-IODIS tests are conducted at international exchange offices (air and surface) and other installations that finalize international mail. This chapter describes how to prepare for and how to conduct a SIRVO-IODIS test.

ESSENTIAL PERSONNEL

A trained data collection technician (DCT) conducts the SIRVO-IODIS test. A "SIRVO-IODIS test day" is generally defined as a 24-hour period (from midnight to midnight of the test day). A SIRVO-IODIS test day overlaps tours and typically requires more than one data collector to complete a single SIRVO-IODIS test.

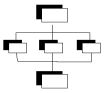
- The data collector is responsible for sampling and recording the necessary mailpieces. The data collector is also responsible for returning the mailpieces and receptacles to operations in a timely manner.
- The manager, Statistical Programs (MSP) is responsible for managing the available resources to ensure that the SIRVO-IODIS tests are conducted as scheduled.

REQUIRED MATERIALS

Use the following materials when conducting a SIRVO-IODIS test:

- CODES Laptop computer with fully charged battery pack.
- AC power pack (with a power cord).
- Extension cord (three-pronged safety).
- Two blank, formatted 3.5-inch data diskettes for saving data.
- Electronic scale with cable for power source and cable for computer connection. The scale must be accurate to one tenth of an ounce. To ensure accuracy, check the scale and balance/level before use (See Appendix B for instructions).
- Barcode scanner for scanning receptacle barcodes (see Appendix B).
- This handbook (or remove Chapter 3 to use as a guide).
- Marking slips to mark trays, bins, APCs, and other receptacles scheduled for testing. For testing of bulk receptacles—subreceptacles, see 3.4.
- Paper and pens or pencils.
- International shape template.

ASSOCIATED TASKS



To conduct a SIRVO-IODIS test, complete the following tasks as appropriate:

- Communicate with the facility manager.
- Select the sample.
- Enter data into the CODES Laptop.
- Record non-MIDAS bulk containers.
- Validate and finish the test.

Information and step-by-step instructions are provided in the remaining sections of this chapter.

3.1 Communicating with the Facility Manager

BACKGROUND INFORMATION

Before performing a SIRVO-IODIS test, speak with as many people as possible to learn about the mail processing stream at the test facility. Identify all mail flows in the sample unit to be tested. Speak with the MSP, facility managers, clerks, and mail handlers at the facility. Listen to and consider their advice. The data collector is responsible for isolating, counting, and recording the appropriate mailpieces in the sample unit and needs the cooperation of facility personnel. Personnel at the facility can answer questions such as the following to enable the data collector to prepare for the test:

- Where are the MIDAS stations located? Where is the MIDAS station that is designated for use by the data collector?
- At what point in the mail processing stream is the mail prepared for dispatch? Does this vary by shape?
- How does the mail processing stream change during the day? How does it change across tours?
- Are there any variations in the mail processing stream on Monday or the day after a holiday?
- Has operations recently changed its dispatch procedures or codes?

Note: For example, if receptacles are not selected by MIDAS or cannot be located for a non-MIDAS test for a particular SIRVO-IODIS test type, the DCT should ask Operations whether or not any of the four defining characteristics targeted by SIRVO-IODIS have changed recently (see Section 3.2.3.1).

The data collector must know the answers to these questions before performing a SIRVO-IODIS test. In most cases, the SIRVO-IODIS test takes place in the data collector's home facility where he or she is already familiar with these issues. If not, the data collector must contact the facility and speak with the facility manager or designee at least 24 hours before the test is scheduled to begin. Regardless, before any SIRVO-IODIS test, the data collector must review these issues with the facility manager or designee to make sure to account for any changes in mail processing operations.

3.1.1 Dispatch Times

Ask the facility manager or designee about dispatch times. The data collector needs to know the dispatch schedule for all the mail in the sample unit being tested, especially for non-MIDAS/Bulk Container tests. Upon arriving at the facility, the data collector must determine if any mail for the sample unit being tested has already been prepared for dispatch. The data collector also must ask about the time of the final dispatch leaving the facility and the times of any early dispatches.

Make certain enough time is allotted to sample all the mail in the sample unit before it is dispatched or all mail dispatched before lock-out time (approximately one hour before flight departure). If there is not enough time to finish a test without delaying the mail, advise the MSP immediately. Once all the mail is sampled, the data collector must return it to the appropriate mail processing operation for dispatch.

Note: For MIDAS tests, receptacles that are selected close to the dispatch time should be sampled using the "Weigh-Only" procedure (see RM 3–1).

Note: For non-MIDAS/Bulk-Container tests, the data collector must determine ahead of time a good estimate for the number of receptacles and average number of pieces per receptacle, for the mail to be tested. Also ask the MIDAS dispatch operator where the test may be performed.

Once the data collector has arrived at the test site and viewed the mail that is ready for dispatch, the data collector must approximate the number of receptacles and average number of mailpieces per receptacle with the help of facility personnel. Without a good estimate for the number of receptacles and average number of mailpieces per receptacle, the data collector will have a difficult time sampling for non-MIDAS/Bulk Container tests.

3.1.2 MIDAS Stations

The data collector asks the facility manager or designee where the MIDAS stations are located and which MIDAS station is interfaced with SIRVO-IODIS.

For MIDAS tests, sample receptacles are automatically selected as the mail is being containerized. Several MIDAS stations may be used to prepare the mail in the sample unit. For instance, parcels may be containerized and labeled at one MIDAS station, while flats are containerized and labeled at another. Know which MIDAS stations can select receptacles for the test.

Also know which MIDAS station is designated for data collection use. This station creates a printed report when a receptacle is selected for subsampling. The report identifies the MIDAS station where the data collector can collect sample receptacles.

3.1.3 Mail Processing Stream

Before performing a SIRVO-IODIS test, the data collector must speak with the facility manager or designee to ask about the mail processing stream. Determine the points in the mail processing stream where mail is prepared for dispatch. Because dispatch points may vary depending on mail shape, day of the week, or tour, be sure to know all the different dispatch points.

3.1.4 MIDASCOM (Program 255)

MIDASCOM is a computer program designed to allow access to MIDAS from PC compatible workstations. It permits access via a dial-up modem, via a direct connection, or over a TCP/IP compatible LAN. MIDASCOM allows the data collector to capture output from a MIDAS host computer to a file on the PC. MIDASCOM can be used to compile dispatch information for one exchange office or for several. It can be an important tool in determining the expected weight of mail for a SIRVO-IODIS test. For more information about MIDASCOM, ask the MSP or SSP.

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3.2 Selecting the Sample

During a SIRVO-IODIS test, receptacles are selected and mail within selected receptacles is recorded. This represents only a portion of the entire mail volume for the day. This sample statistically represents every mailpiece in the sample unit.

It is important that the data collector know the procedures well. Strict adherence to the sampling procedures produces accurate statistical data, while poor attention may produce data with deviations and biases. Every mailpiece selected and recorded represents thousands of similar mailpieces from around the country that are not being tested. If your site's operational processes or workload constraints suggest the need to deviate from standard written policies and procedures, contact Field Support for guidance.

3.2.1 The SIRVO-IODIS Sample

Statistical Programs at Headquarters generates a sample listing at each exchange office. The sample consists of tests for which receptacles are selected automatically by MIDAS (MIDAS tests) and manually by the data collector (non-MIDAS tests). See Section 3.2.3 below for information on MIDAS and non-MIDAS tests.

A subsample of receptacles and mailpieces is often needed for non-MIDAS tests. See Section 3.5 for bulk container procedures for non-MIDAS tests.

For air tests, service information is recorded for a subset of mailpieces. See Section 3.3.4 for instructions on selection and recording the service pieces.

3.2.2 The SIRVO-IODIS Test

Certain guidelines must be followed in conducting a SIRVO-IODIS test. Timing of the test and taking care not to double count or miss mailpieces that are to be counted are critical in performing an accurate test.

3.2.2.1 Sample Unit Cutoff Times

The beginning and ending times for a SIRVO-IODIS test are determined by the sample unit cutoff times. Each sample unit has two cutoff times; a beginning cutoff time and an ending cutoff time.

24-Hour Sample Unit: For the SIRVO-IODIS non-MIDAS/Bulk Container test, the sample unit is a 24-hour sample unit with the beginning cutoff time typically occurring at midnight of the test day, while the ending cutoff time occurs 24 hours later. In some cases, cutoff times are adjusted to match mail processing flows and dispatch times. For these sample units, the cutoff times are scheduled to start and stop at anytime during the test day, as long as they span a full 24-hour period.

For a MIDAS test, MIDAS automatically selects receptacles between the beginning and ending cutoff times. For non-MIDAS/Bulk Container tests, however, the data collector must ensure that receptacles are only selected between the two cutoff times. Keeping track of the appropriate cutoff times is very important, especially for SIRVO-IODIS tests that do not follow the typical pattern of beginning and ending at midnight. See section 3.2.3 for a description of MIDAS and non-MIDAS/Bulk Container tests.

Example: A non-MIDAS/Bulk Container test is scheduled for U.S. origin mail to Mexico at an air exchange office. The normal dispatch times for this mail are at 5 a.m., 2 p.m., and 10 p.m. The test is scheduled for Tuesday, but the beginning cutoff time starts at 10 p.m. Monday. Include all mail made available at the air exchange office after the last dispatch on Monday (i.e., after the 10 p.m. dispatch). Continue to sample all the mail through the last dispatch on the test date (i.e., 10 p.m. Tuesday).

Monday Tests and Tests After Holidays: Cutoff times for a sample unit span a 24-hour period from midnight to midnight of the test day; therefore, it is not necessary to make any special adjustments for Monday tests or tests after holidays. However, if either of the cutoff times do not occur at midnight, the data collector may need to make special adjustments *if performing a non-MIDAS/Bulk Container test*. Use the guidelines below for a Monday test or tests scheduled after a holiday.

- For a test that is scheduled for Monday at a facility that does not process mail on Sunday, include all mail made available since the Saturday cutoff time. If mail is processed on Sunday, include all mail made available since the beginning cutoff time on Sunday.
- For a test after a holiday, include all mail made available after the cutoff time on the day before the holiday.
- When a holiday falls on a Monday and a test is scheduled for Tuesday, include all mail made available after the beginning cutoff time on Saturday, if the facility does not process mail on Sunday. If mail is processed on Sunday, include all mail made available after the beginning cutoff time on Sunday.

3.2.2.2 Avoid Double Counting and Missed Mail

Always avoid double counting and ensure that all of the mailpieces required for the test are counted. Each mailpiece that is tested by the data collector represents thousands of other similar pieces from around the country that are not tested. If a mailpiece has a potential to be selected more than once, or if it *never* has a chance to be selected, the integrity of the test data is threatened. Accordingly, the data collector should follow the sample unit description closely, ask the MSP to clarify any potential inconsistencies in the sample unit description, and know the facility's mail processing stream well enough to identify any potential for double counting or missing test mail.

To help prevent double counting, ask these two questions:

- "If there were tests for every other sample unit on the same day, could any mailpiece from this sample unit possibly be counted in any of the other tests?"
- "Could any of this mail being tested have the potential to be tested on more than one day?"

When looking for any mailpiece that has the potential to be double counted, pay close attention to receptacles holding only missent mail (mail sorted to the wrong destination country).

To avoid missing any mailpiece, ask this question:

- "Could there be any mailpieces belonging to this sample unit that might be excluded in the sampling?"

3.2.2.3 Length of Test

As data is recorded for each selected receptacle, keeping track of the amount of time needed to complete the test is very important. Remember that all the mailpieces for the test must be returned to mail processing and prepared for dispatch well before the dispatch time. Because a SIRVO-IODIS test covers multiple tours, be certain to coordinate with other data collectors to ensure that all the receptacles of the sample unit are dispatched appropriately.

3.2.3 MIDAS and Non-MIDAS/Bulk Container Selected Tests

Some receptacles are automatically selected by MIDAS; whereas, other receptacles must be selected by the data collector. This section explains how each type of selection occurs and identifies the four defining characteristics that apply to the selection of all receptacles.

3.2.3.1 Four Defining Characteristics

The sample selection targets particular receptacles for sampling based upon four defining characteristics. A receptacle is appropriate for sampling so long as it fulfills each of these defining characteristics:

- Destination country and Destination Exchange Office (DEO)
- Label class (Letter-post “LC/AO” and Parcel Post “CP”)
- Transportation mode (air, SAL, surface)
- Receptacle type (letter tray, flat tub, bag, bulk containers, other)

These characteristics must be present in every sample selection process for both the sites with MIDAS and the sites with manual non-MIDAS/Bulk Containers. The first three characteristics are found on the receptacle label (i.e., CN 34-36) and in the 29-digit UPU barcode (RM 3–5). The last characteristic, receptacle type, is a physical description of the receptacle. In some circumstances, the receptacle type may be indicated on the label (e.g., IPC tray - P indicates letters; IPC tray - G indicates flats) and potentially in the barcode structure (Positions 24 and 25).

3.2.3.2 MIDAS Selected Receptacles

MIDAS automates the dispatch documentation for outgoing military and international air, SAL, and surface mail. MIDAS and SIRVO-IODIS have been integrated. A subset of receptacles is automatically selected by MIDAS as the mail is being containerized based on an algorithm using the accumulated weight of the mail scanned up to that point. MIDAS explicitly marks all SIRVO-IODIS sample receptacles with a special *Hold for SIRVO Sampling* label (Exhibit 3.2.3–1).

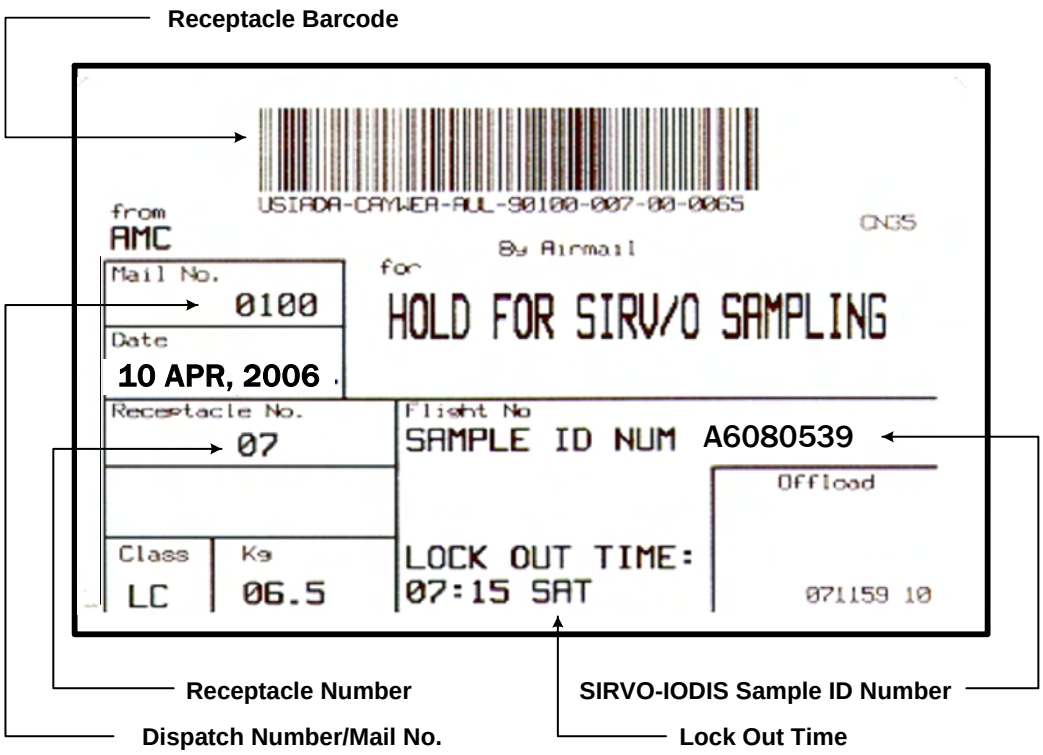

Exhibit 3.2.3–1 Hold for SIRVO Sampling Label

MIDAS prevents these receptacles from being dispatched before they are sampled.

For SIRVO-IODIS tests, identify the location of those MIDAS stations where receptacles for the sample unit may be automatically selected. Also identify the MIDAS station that is designated for data collection use. This station creates a printed report when MIDAS has selected a receptacle for sampling. See MIDAS Program 255 in Appendix C.

Once MIDAS selects a receptacle, sample it using the procedures described in 3.4.

3.2.3.3 Non-MIDAS/Bulk Container Selected Receptacles

Not all SIRVO-IODIS tests are linked to MIDAS. Although all bulk containers are ultimately entered into MIDAS shortly before dispatch, it is often difficult to sample bulk container(s) after it is entered into MIDAS. For this reason, MIDAS is not used to automatically select bulk containers for SIRVO-IODIS sampling. Instead, isolate this mail by hand and sample it using the procedures described in Section 3.5.

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3.3 Entering Data into the CODES Laptop

BACKGROUND INFORMATION

When data is being entered for a SIRVO-IODIS test, the CODES software requests various kinds of information concerning the receptacles selected for subsampling as well as the mailpieces within these receptacles. This section explains how to enter requested information about the receptacle and the mailpiece into the laptop and how to complete the SIRVO-IODIS test.

PROCEDURES

Perform these steps to conduct a SIRVO-IODIS test:

- Contact the facility manager or designee 24 hours before the test is scheduled to begin.
- Work with the facility manager or designee to determine all relevant dispatch times.
- For MIDAS selected receptacles, locate all MIDAS stations that can select receptacles for the test.
- For non-MIDAS/Bulk Container selected receptacles, determine the points in the mail processing stream where mail is prepared for dispatch. See section 3.2.3, for information on the differences between MIDAS and non-MIDAS/Bulk Container selected receptacles.
- Select the appropriate receptacles. MIDAS stations automatically select receptacles once they are ready for dispatch. Non-MIDAS/Bulk Container receptacles are selected by applying random sampling techniques.
- Attach to the CODES Laptop an electronic scale that allows recording of weight to the nearest tenth of an ounce. In addition, level the electronic scale properly before it is used in a SIRVO-IODIS test, and make certain it is calibrated. (For instructions on leveling and calibrating the scale, see Appendix B.) This level of precision is important in order to obtain the best measurements for mailpiece weights. The only exception for not using an electronic scale is when the scale is not functioning properly or when a bulk container is being weighed.
- Attach a barcode scanner to the CODES Laptop. (For instructions in using a barcode scanner, see Appendix B.)
- Use the keyboard to navigate through the software screens and data entry fields. Though the mouse/pointer may be used in some instances, data entry is improved by relying on the keyboard.

  The remainder of this chapter describes the keystrokes necessary for each step in completing the test. Special instructions and hot keys are indicated on the screen as information is being entered.
- Once the appropriate receptacles are selected, use the CODES Laptop to select the SIRVO-IODIS test from the sample selection file by using the procedures in 3.3.1.

- Enter receptacle, mailpiece, and service information into the CODES Laptop using the procedures outlined in sections 3.3.2 through 3.4.3.
- Validate and finish the SIRVO-IODIS test using the procedures outlined in section 3.5.
- Return all mail to the mail processing stream.

Exhibit RM 3.3.0–2 explains the relationship of the screens to the test process.

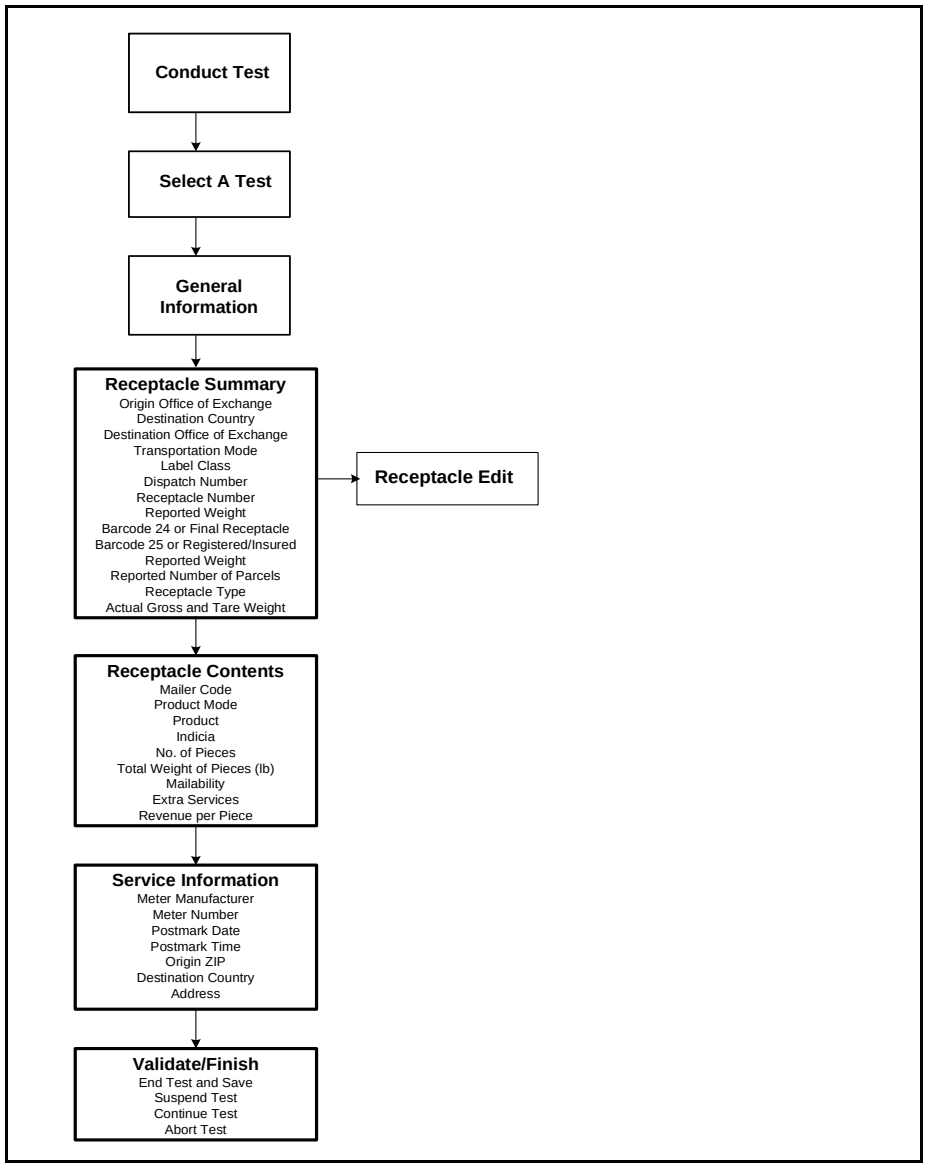

Exhibit 3.3.0–2 Relationship of Screens in SIRVO-IODIS

3.3.1 Selecting a SIRVO-IODIS Test From the Sample Selection File

For guidelines on how to navigate the various data screens on the CODES Laptop, refer to the steps listed below:

1. **Select *SIRVO-IODIS* from the *CODES Main Menu*.**

   After turning on the computer, CODES displays the *CODES Main Menu* screen (Figure 3.3.1–1).

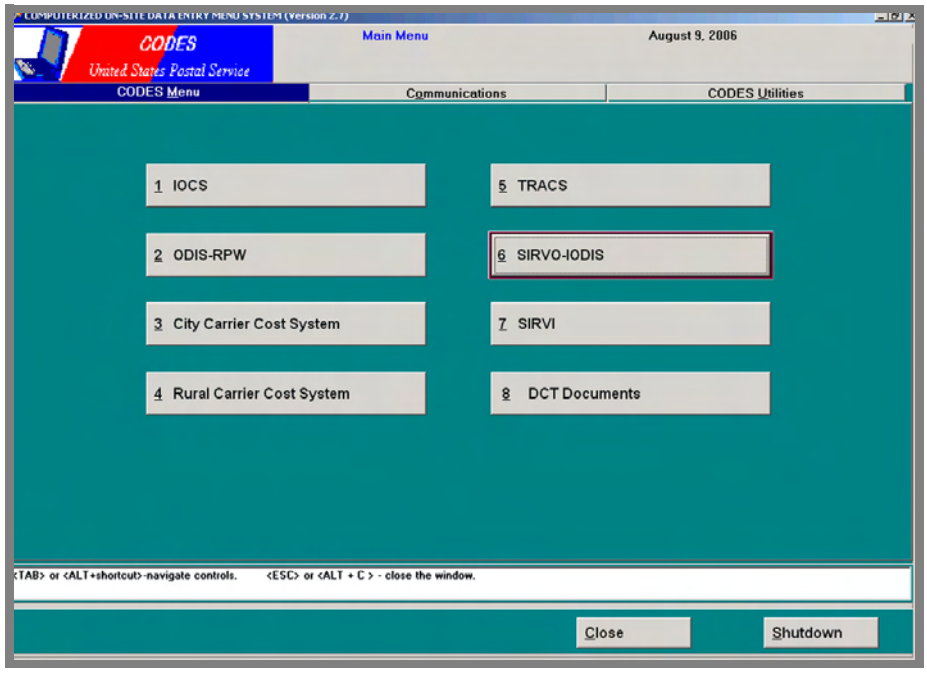

Figure 3.3.1–1 CODES Main Menu Screen

- Select the *SIRVO-IODIS* button or press the number beside *SIRVO-IODIS* to display the *SIRVO-IODIS Main Menu* screen (Figure 3.3.1–2).

2. Select *Conduct Test* from the *SIRVO-IODIS Main Menu* screen (Figure 3.3.1–2).

The *SIRVO-IODIS Main Menu* screen provides five options:

Conduct Test — allows the user to conduct a SIRVO-IODIS test.

Review/Delete Test—allows the user to review a completed test or to delete a test that has been completed or is partially completed.

Transmit Test—allows the user to transmit a test that is completed

Load New Samples—allows the user to load samples into the software. These tests are shown on the *Conduct Test* screen.

Unarchive Tests—allows the user to remove archived tests from the archive.

Figure 3.3.1–2 SIRVO-IODIS Main Menu Screen

- Type the number beside the *Conduct Test* button or select the *Conduct Test* button.

  The *Conduct Test* screen (Figure 3.3.1–3) immediately displays.

3. Select the test from the SIRVO-IODIS *Conduct Test* screen (Figure 3.3.1–3).

The table of tests on the *Conduct Test Screen* reflects the following information: *Test ID, Test Date* (also reflected in the *Test ID*), *Origin Office of Exchange, Destination Country Code, Destination Country, Transportation Mode*, *Label Class*, *Receptacle Type, MIDAS Test*, and *Status* of the test. The first character of the *Test ID* is the transportation mode, the second character is the last digit of the fiscal year, the 3rd and 4th characters are the month of the fiscal year, and the 5th - 8th characters are sequential numbers.

Note: The transportation mode codes used in the Test IDs (i.e., A = air, I = SAL, and S = surface) are not the same as the UPU Codes (i.e., A = air, B = SAL, and C = surface).

Figure 3.3.1–3 Conduct Test Screen

- Use the up <↑> and down <↓> arrows to highlight the appropriate test.
- Press <Enter> or *OK* to select the appropriate test.

  Upon pressing <Enter> the *General Info.* screen (Figure 3.3.1–4) displays.

4. Enter test administrative data on the *General Info.* screen (Figure 3.3.1–4).

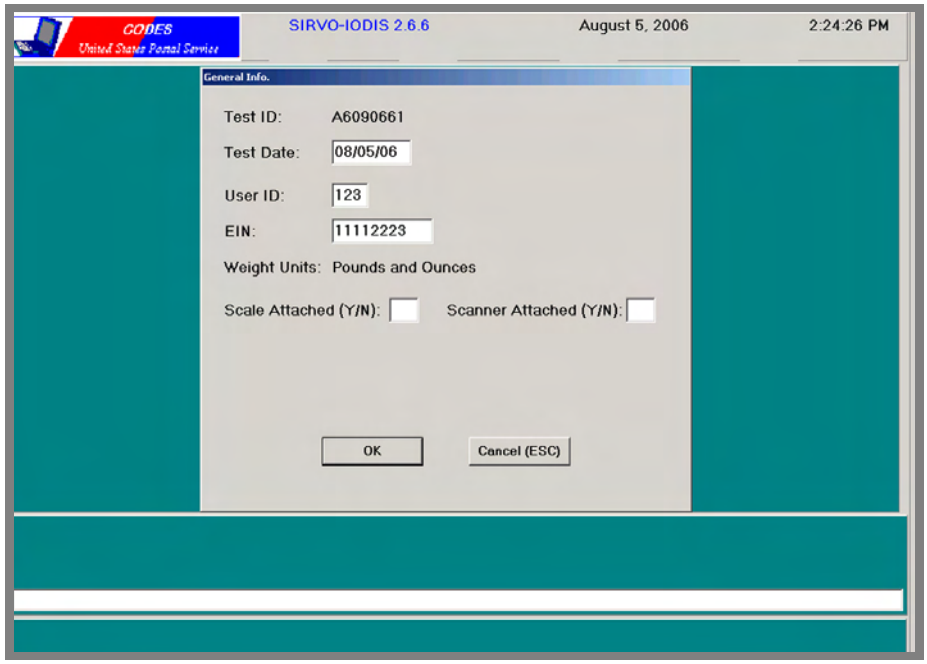

Figure 3.3.1–4 General Info. Screen

The *Test ID* and *Test Date* automatically transfer from the *Conduct Test* screen into the appropriate fields on the *General Info.* screen. The *Test Date* field may be changed if necessary. The *Weight Units* field defaults to pounds and ounces.

- Use <Tab> to navigate the fields on the screen.

Enter the following information:

- **Test Date:** This field is populated with the date from the test chosen on the Conduct Test Screen; however, the data collector may change the test date if necessary.
- **User ID:** This is a 3–digit number provided to each data collector by the MSP.
- **EIN:** This is the 8-digit number assigned to each employee as the Employee Identification Number.
- **Scale Attached (Y/N):** This field asks whether a scale is attached to a computer.
  - **<Y>** Indicates that a scale is attached to the CODES Laptop.
  - **<N>** Indicates that a scale is not attached.
- **Scanner attached (Y/N):** This field asks whether a scanner is attached.
  - **<Y>** Indicates that a scanner is attached to the CODES Laptop.
  - **<N>** Indicates that a scanner is not attached.

- Select *OK* or press <Enter> to display the *Receptacle Summary* screen (Figure 3.3.2–5).

3.3.2 Entering Receptacle Data on the *Receptacle Summary* screen.

The *Receptacle Summary* screen (Figure 3.3.2–5) provides a complete description of each of the tested receptacles. Most of the information is obtained from the receptacle label. The receptacle label is the UPU forms CN 34 (surface mail), CN 35 (Airmail), and CN 36 (SAL) for Letter-post dispatches and CP 83 (surface mail), CP 84 (Airmail), and CP 85 (SAL) for parcel post dispatches. An example of a receptacle label is shown below:

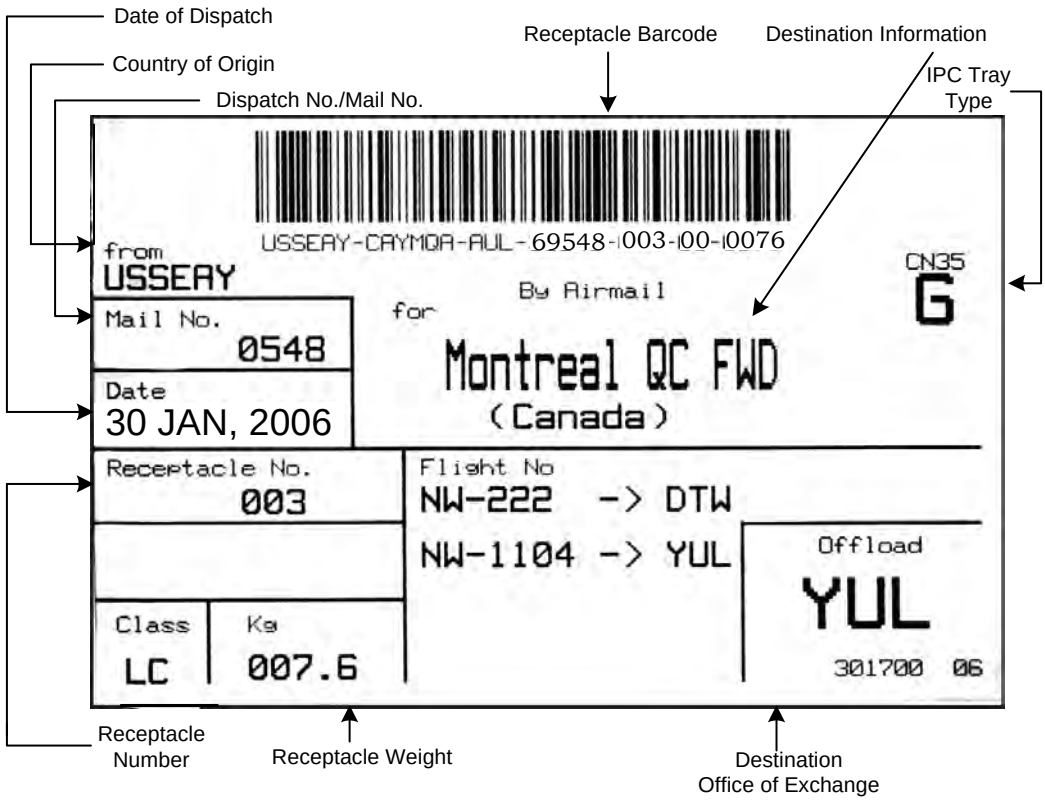

Exhibit 3.3.2–3 Receptacle Label: Outbound

The buttons at the top of the *Receptacle Summary* screen consist of commands that the data collector can use to add additional receptacles to the ones displayed on the screen by choosing the *Add* button. The information which has been entered on a particular receptacle may be edited by selecting the *Edit* button or deleted by selecting the *Delete* button. If the data collector decides that information which has been deleted should be retained, select the *Undelete* button.

The buttons at the bottom of the screen inform the data collector of the main screen that is collecting requested information. The *Receptacle Contents* button, the *Service Information* button, and the *Validate/Finish Test* button may be selected to move from the *Receptacle Summary* screen (Figure 3.3.2–5) to one of the other main screens. The grayed out button at the bottom of the screen indicates the screen that is being displayed.

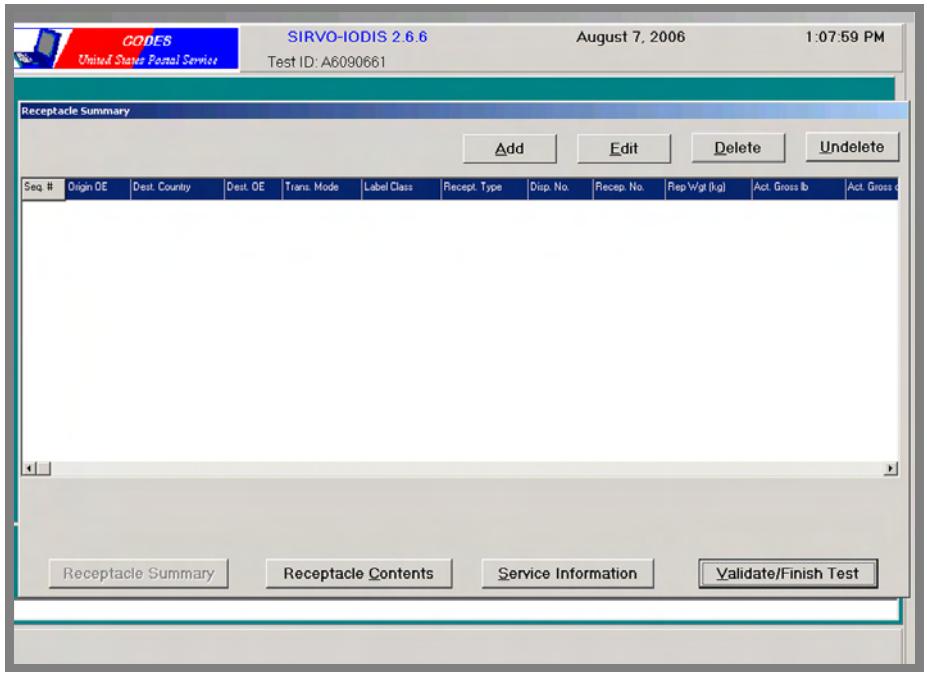

Figure 3.3.2–5 Receptacle Summary Screen

3.3.2.1 Entering Receptacle Information Automatically

Receptacle information must be entered electronically by scanning the 29-digit UPU barcode whenever possible. Scanning the barcode number not only reduces the testing time but also improves the accuracy of the test. See RM 3–5 for an example of a 29-character barcode.

The following guidelines give step-by-step instructions on entering label information for each receptacle included in the test:

Note: Skip to section 3.3.2.2, *Entering Receptacle Information Manually*, if there is not a barcode on the label or if the barcode cannot be scanned.

1. **Select *Add* to add a receptacle by typing the letter <A> or by clicking on the *Add* button (Figure 3.3.2–5).**

   A prompt to enter the receptacle barcode number appears (Figure 3.3.2–6). The receptacle barcode number is the 29-character barcode on the receptacle label.

2. **Enter the *Receptacle Barcode* by electronically scanning the barcode (Figure 3.3.2–6).**

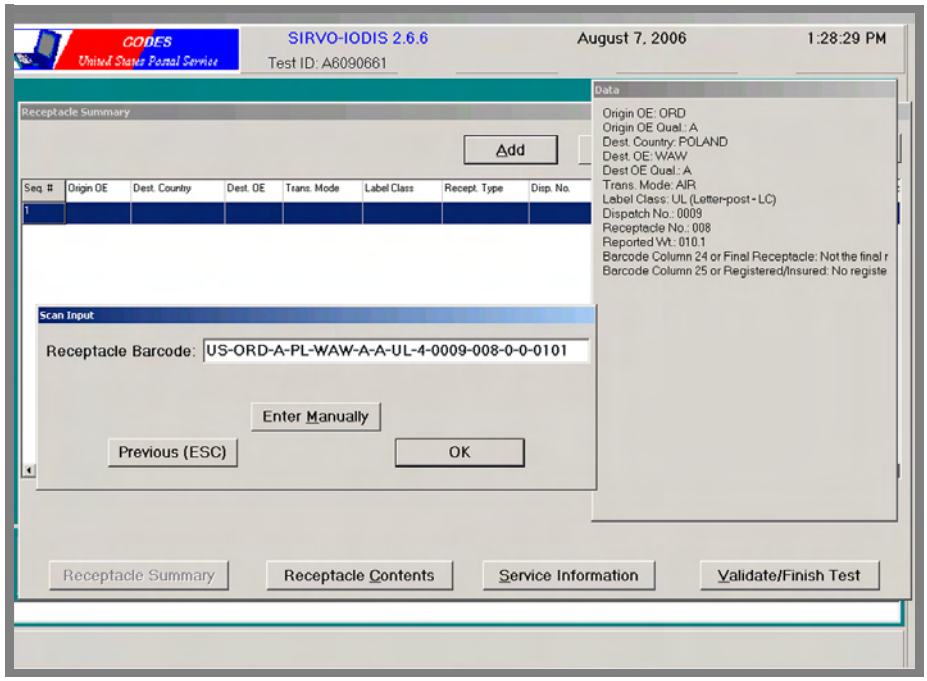

Figure 3.3.2–6 Receptacle Barcode Screen

- Scan the barcode on the receptacle label using the electronic scanner which is attached to the CODES Laptop.

The barcode number automatically populates the *Receptacle Barcode* screen, as well as the *Data* field with information from *Origin Office of Exchange* through the *Reported Weight (kg)* screen.

3. Enter the Reported Number of Parcels.

If the barcode indicates that the *Label Class* is *CN - Parcels - Ordinary*, the *Reported Number of Parcels* screen appears (Figure 3.3.2–7).

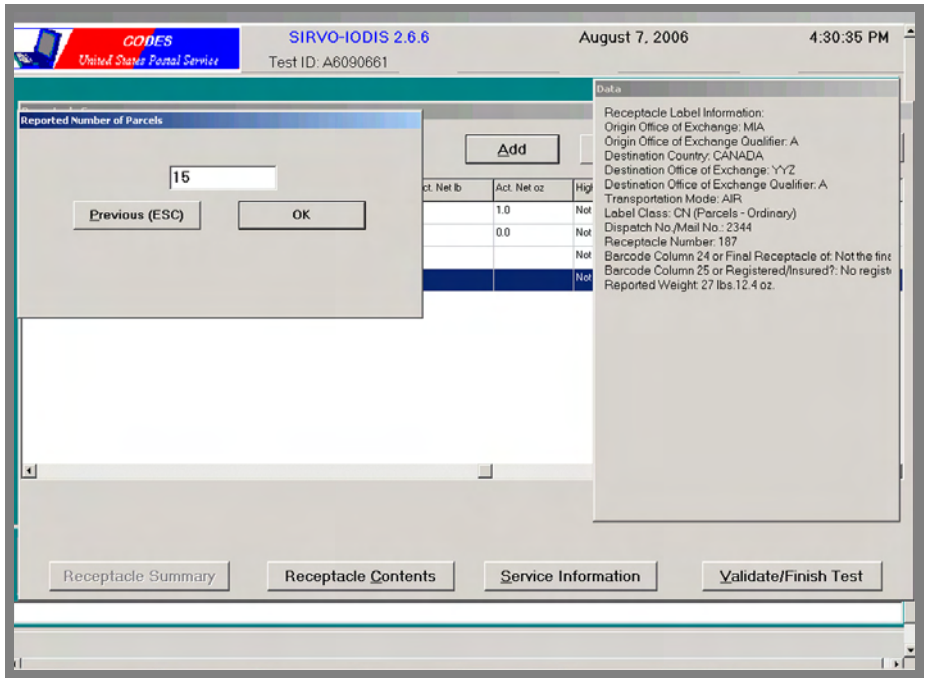

Figure 3.3.2–7 Reported Number of Parcels Screen

- Enter the number of parcels indicated on the receptacle label.

Note: If the receptacle label does not indicate the number of parcels, leave the field blank.

- Select *OK* or press <Enter> to display the *Receptacle Type* screen (Figure 3.3.2–8).

4. Select the type of receptacle from the *Receptacle Type* screen.

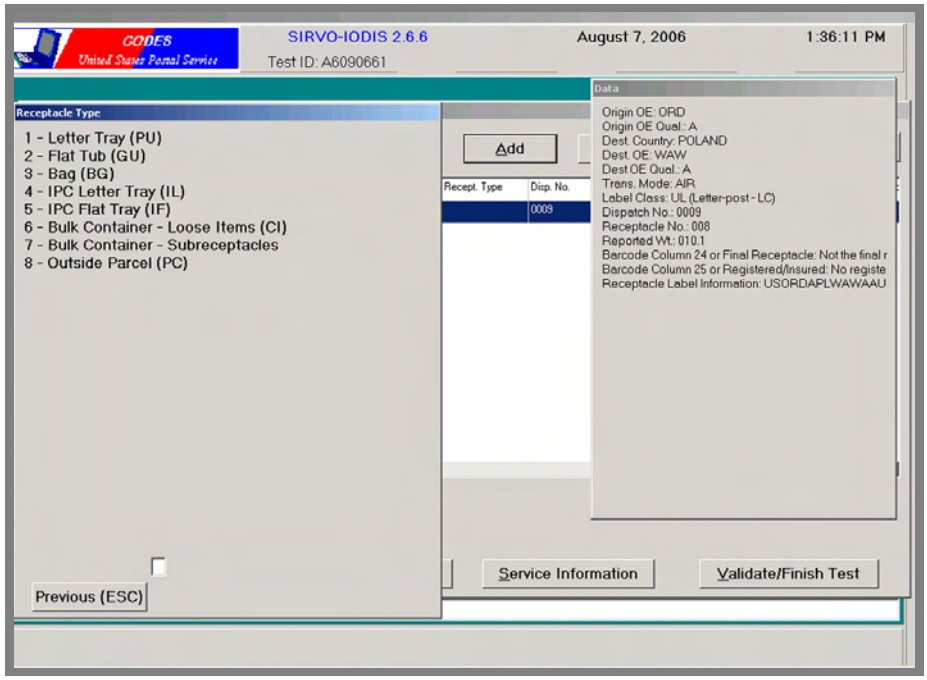

Figure 3.3.2–8 Receptacle Type Screen

- Enter the number beside the type of receptacle listed on the *Receptacle Type Screen*.
  - Selecting *Letter Tray (PU)* or *Flat Tub (GU)* indicates a non-IPC receptacle similar to domestic letter trays and flat tubs. Selecting *Letter Tray (PU) or Flat Tub (GU)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *Bag (BG)* indicates a bag/sack. Selecting *Bag (BG)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *IPC Letter Tray (IL)* and *IPC Flat Tray (IF)* indicates that the data collector is working with an IPC blue receptacle that has been selected for testing. IPC trays may contain letters or flat items. If the receptacle label reflects a "P," it is an IPC Letter Tray (IL). If the receptacle label reflects a "G," it is an IPC Flat Tray (IF). If the receptacle label does not indicate a "P" or a "G," or indicates "PGE" (Mixed), record the receptacle as an IPC Letter Tray (IL). Selecting *IPC Letter Tray (IL) or IPC Flat Tray (IF)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *Bulk Container—Loose Items* (CI) indicates that the data collector is working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, that has a receptacle label on it and contains loose items. The process in the CODES program for this type of bulk receptacle is similar to receptacle types: *Letter Tray PU, Flat Tub (GU), Bag (BG), IPC Letter Tray (IL)*, and *IPC Flat Tray (IF)*.

Bulk Container—Loose Items (CI), however, requires additional information since a subsample of the contents is performed by entering information on the *Receptacle Contents* screen; see section 3.4.2 for instructions. Prompts on the CODES screen also give additional guidance. Selecting *Bulk Container—Loose Items* (CI) displays the *Verify Screen* (Figure 3.3.2–11).

- Selecting *Bulk Container—Subreceptacles*, indicates a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, has a receptacle label on it, and contains one or more types of subreceptacles in it (subreceptacles without receptacle labels). For instructions on how to test the mail within the subreceptacles, see section 3.4.3. Selecting *Bulk Container—Subreceptacles* displays the *Bulk Container Contents* screen (Figure 3.4.3–70).
- Selecting *Outside Parcel (PC)*, indicates that a parcel is not contained in a receptacle.

  Upon entering *Outside Parcel (PC)*, the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9) displays, but no field is shown for the *Tare* weight. Enter only the *Gross* weight.

5. **Enter the actual gross weight and the actual tare weight on the *Actual Gross and Tare Weight* screen.**

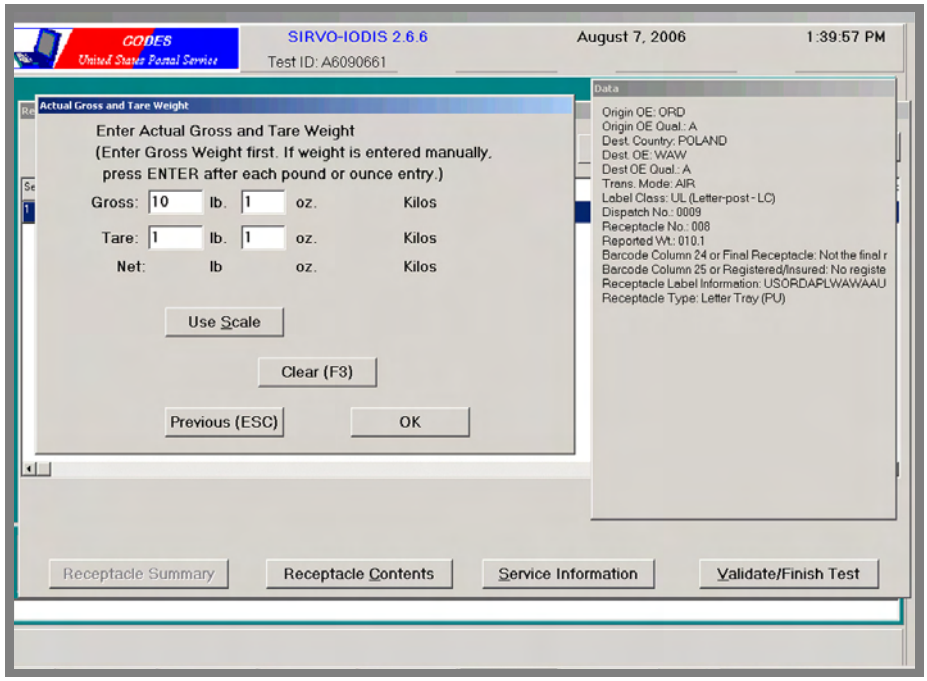

Figure 3.3.2–9 Actual Gross and Tare Weight Screen

5a. To enter the Actual *Gross* weight (lb.) electronically:

- Weigh the receptacle and the mailpieces together.
- Select the *Use Scale* button or press <S> and the actual weight in pounds and ounces populates the *Gross* weight field.

If the *Actual Gross* Weight is significantly different from the *Reported Weight,* a message will appear asking if the weight entered is correct. See Figure 3.3.2–10 for an example.

Figure 3.3.2–10 Weight Information Screen

Determine if the weight entered is correct.

- **<Y>** Select *Yes* if the weight entered is correct.
- **<N>** Select *No* if the weight is incorrect, and enter the correct weight into the *Gross* weight field.

5b. To enter the *Tare* weight (lb.) electronically:

- Remove the mailpieces from the receptacle.
- Weigh the receptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual weight in pounds and ounces populates the *Tare* weight field for the following receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL),* and *IPC Flat Tray (IF).*

  For *Outside Parcels (PC)* no option for entering the *Tare* weight is given.
- Press <Enter> and the *Net* weight automatically calculates in pounds and ounces.

Note: The kilogram equivalent of the weights is calculated and populates the *Kilos* fields automatically.

If the electronic scale is not attached to the CODES Laptop, weigh the receptacle and the mailpieces following the bulleted steps listed above, and manually enter the weights in the fields indicated in Figure 3.3.2–9.

If the tare weight does not appear reasonable for the selected receptacle type, a message appears asking, *Are you sure this weight is correct?* If the weight is correct, select *Yes.* If not, select *No* and enter the correct weight.

An error message appears if the tare weight is greater than the gross weight. The message says that the *Tare weight may not be greater than gross weight*. Return to the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9) and make the necessary corrections.

6. **Verify the information shown in the *Data* field of the *Verify* screen (Figure 3.3.2–11).**

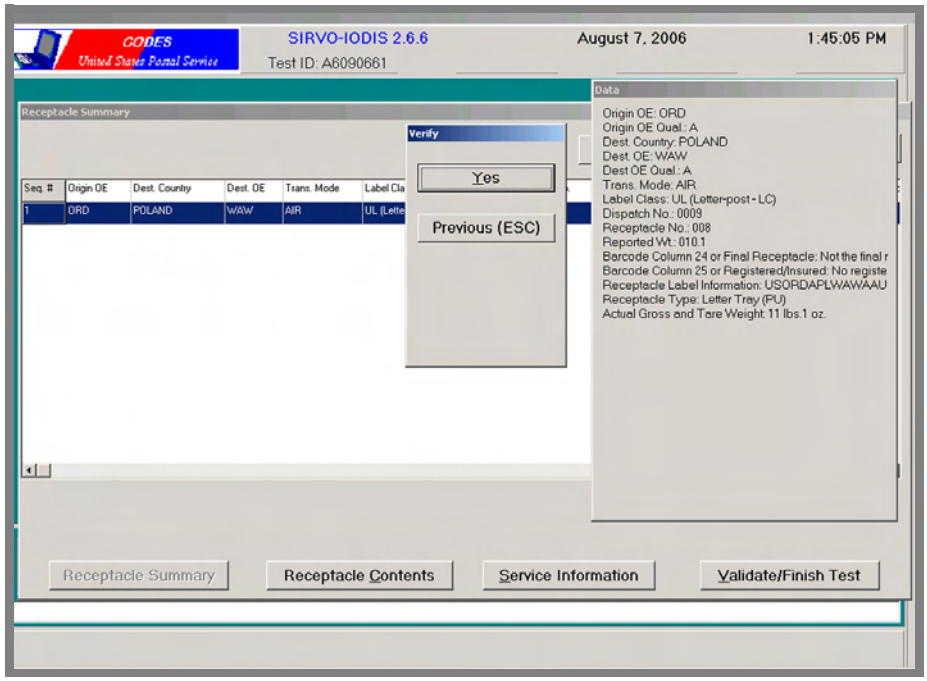

Figure 3.3.2–11 Verify Screen

- Determine if the information shown on the *Data* screen is correct (Figure 3.3.2–11).
- Select from the following options on the *Verify* screen:

  Yes - indicates that the information in the *Data* field is correct. The *Receptacle Summary* screen (Figure 3.3.2–5) displays.

  Previous (ESC) - indicates that the information in the Data field is not correct. Return to the screen with the incorrect information and enter the correct data. Then return to the *Verify* screen to complete the entry.

From the *Receptacle Summary* screen, another receptacle may be added by selecting the *Add* button. To record the contents of one of the receptacles highlight the receptacle's row on the *Receptacle Summary* screen and select the *Receptacle Contents* button.

You may change or delete data entered into the CODES Laptop by selecting the *Edit* or *Delete* buttons, respectively, at the top of the *Receptacle Summary* screen. For instructions on using the edit function, see section 3.3.2.3.

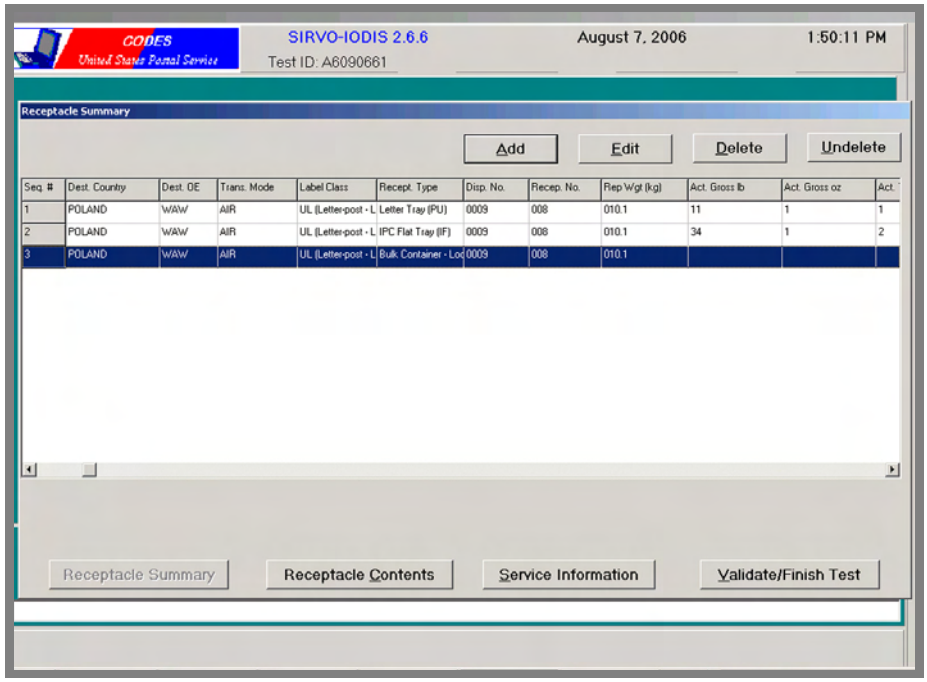

Figure 3.3.2–12 Receptacle Summary Screen

- Select the *Receptacle Contents* button from the *Receptacle Summary* screen. See section 3.3.3 for instructions on recording the contents within the receptacle.

3.3.2.2 Entering the Receptacle Information Manually

Although it is preferable to enter the barcode information electronically, sometimes this may not be possible due to a malfunctioning electronic scanner, a barcode that cannot be scanned, or the absence of a barcode on the receptacle label. In this case the barcode label information must be entered manually by using either the receptacle label or the MIDAS *Hold for SIRVO Sampling* label.

Complete the following steps to manually enter the barcode information:

1. **Select *Enter Manually* on the *Receptacle Barcode Screen* (Figure 3.3.2–6).**

- Press the *Enter Manually* button or type the letter <M> to display the *Origin Office of Exchange* screen (Figure 3.3.2–13).

2. Enter the origin of the receptacle on the *Origin Office of Exchange* screen.

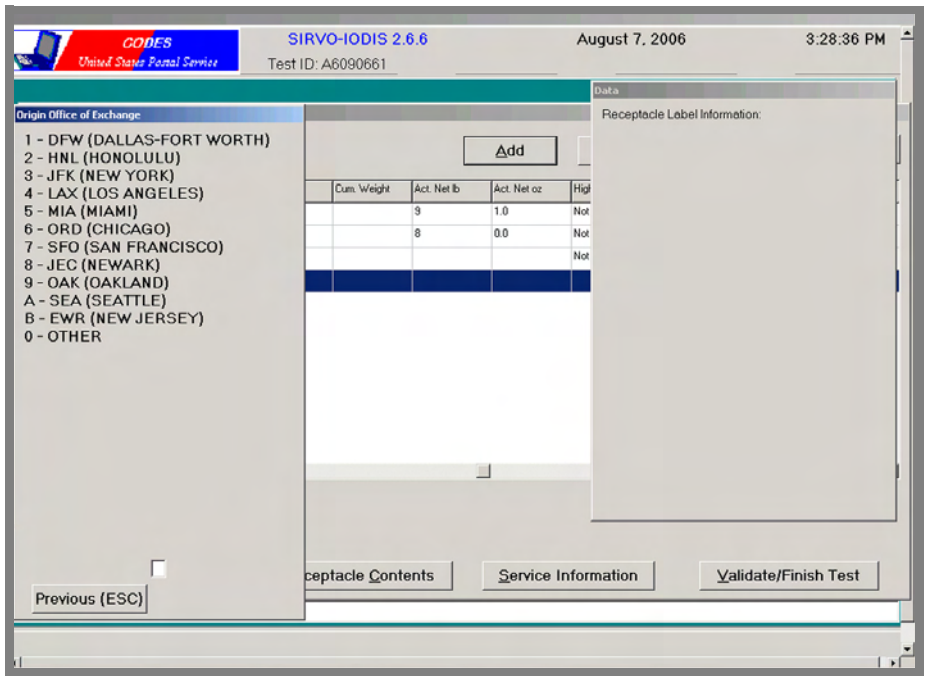

Figure 3.3.2–13 Origin Office of Exchange Screen

- Enter the number/letter beside the city of the receptacle's origin in the field provided.

If the origin location cannot be read, select *OTHER* which displays the *Unlisted Origin Office of Exchange screen* shown below.

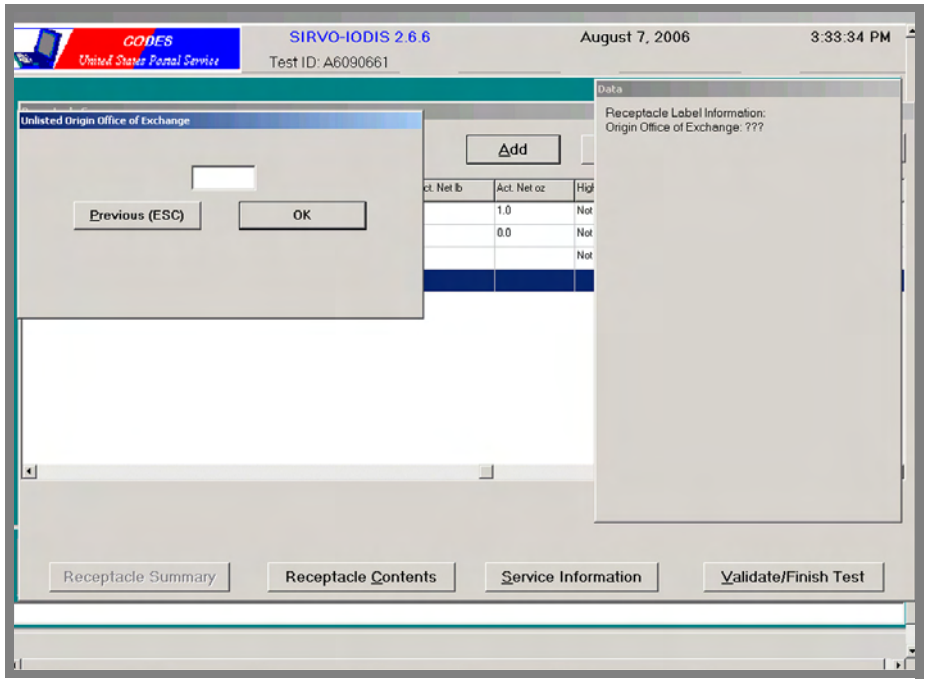

Figure 3.3.2–14 Unlisted Origin Office Of Exchange Screen

- Enter the 3-character code for the unlisted Origin Office of Exchange in the field provided.

  The *Origin Office of Exchange Qualifier* screen (Figure 3.3.2–15) displays.

Note: CODES automatically populates the *U.S*. as the origin country.

3. Enter the qualifier on the *Origin Office of Exchange Qualifier* screen.

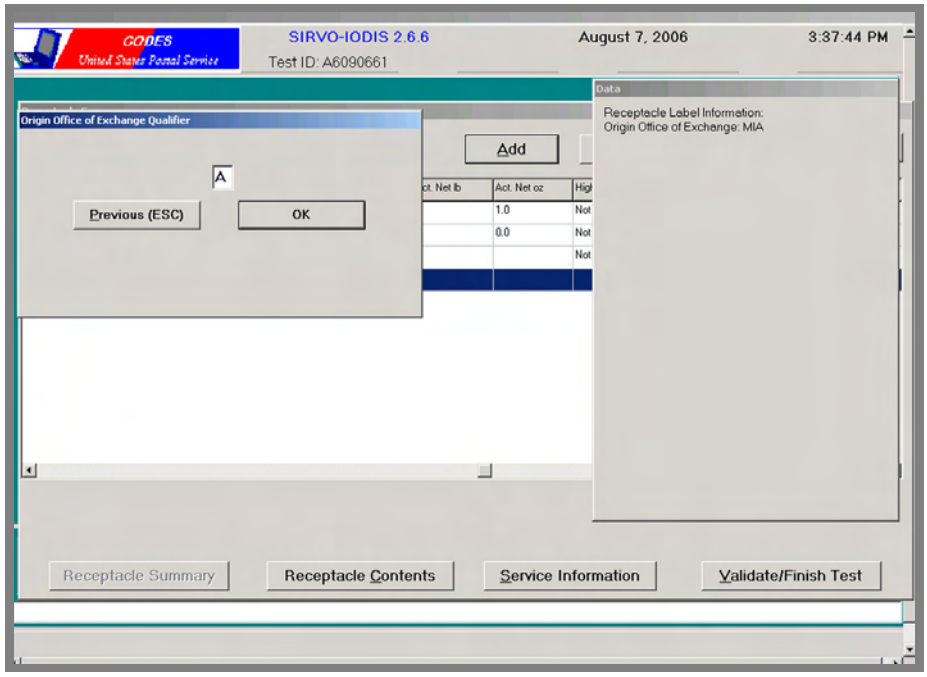

Figure 3.3.2–15 Origin Office of Exchange Qualifier Screen

- Enter the one-character alpha qualifier from the receptacle label. Note that the qualifier meanings vary from office of exchange to office of exchange; therefore, it is important that the data collector copy the qualifier directly from the printed label.

Note: If the origin office of exchange qualifier cannot be determined, leave the field blank and press <Enter> to bypass the screen.

- Select *Previous (ESC)* to return to the *Origin Office of Exchange* screen.
- Select *OK* or press <Enter> to display the *Destination Country* screen (Figure 3.3.2–16).

4. Enter the destination country on the *Destination Country* screen.

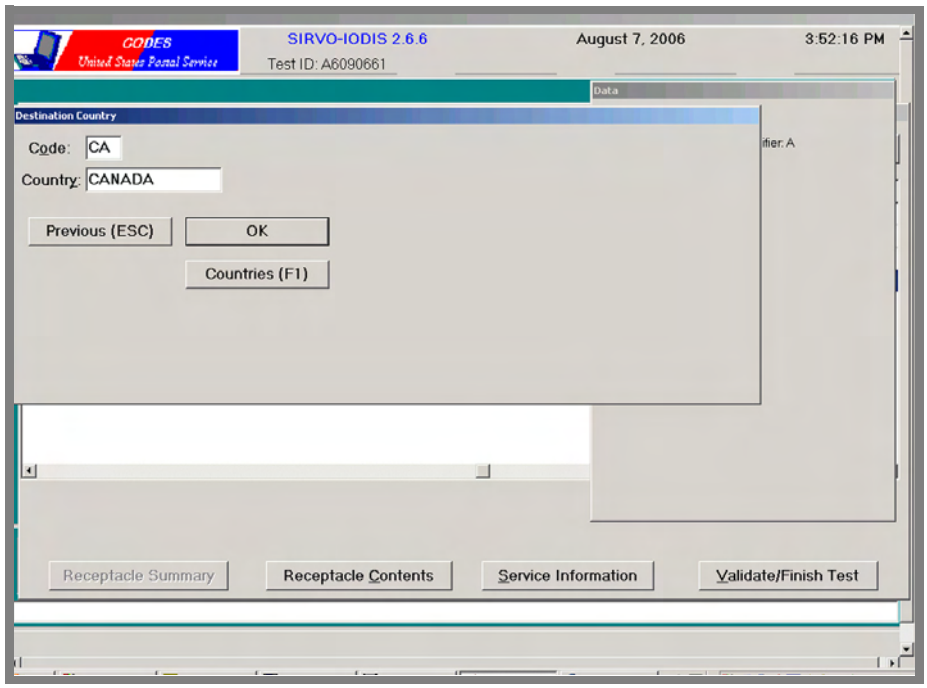

Figure 3.3.2–16 Destination Country Screen

- Enter the two-character code of the destination country in the *Code* field.
- If the alpha code is not known, press <Enter> or <F1> for a drop-down list of countries and their codes to appear (Figure 3.3.2–17).

The drop-down list of countries is displayed on the *Destination Country List* screen.

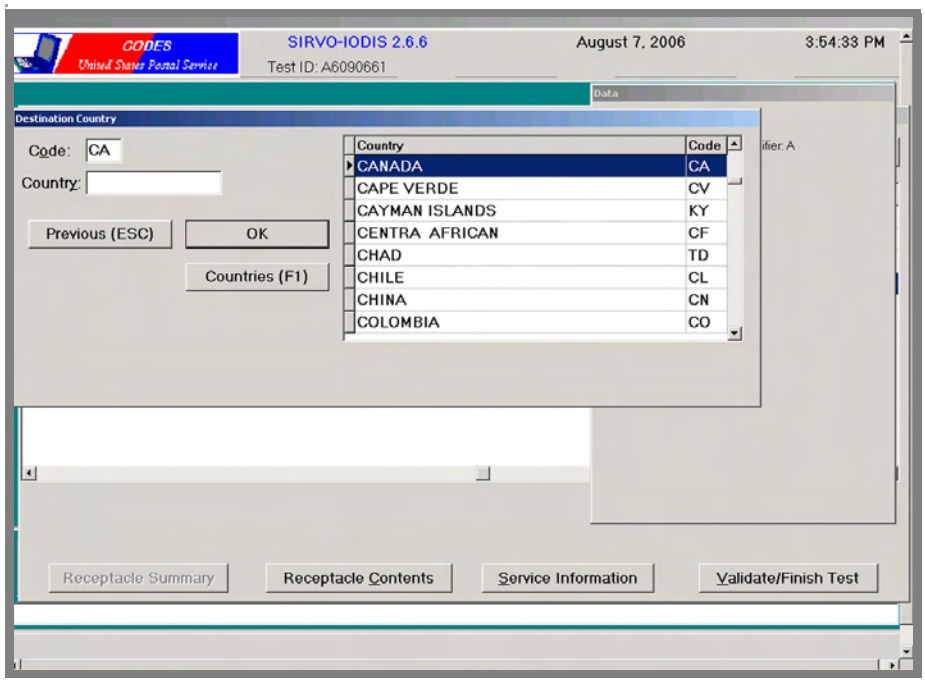

Figure 3.3.2–17 Destination Country List Screen

- Highlight the country by using the up <↑> and down <↓> arrow keys to move through the list, or click on the selected country. The country code automatically populates the *Code* field as the arrow moves through the list.
- Select *OK* or press <Enter> to display the *Destination Office of Exchange* screen (Figure 3.3.2–18).

5. Enter the city code on the *Destination Office of Exchange* screen.

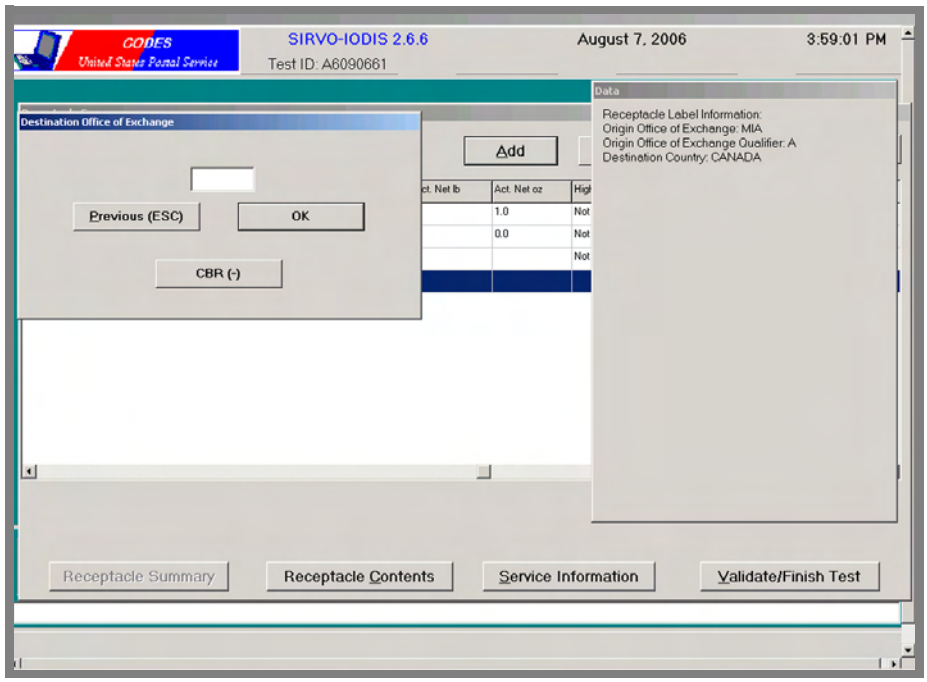

Figure 3.3.2–18 Destination Office of Exchange Screen

- Enter the three-character alpha code of the destination office of exchange as indicated on the receptacle label.
- Select *CBR (-)* if the office of exchange is not known.

If the three-character alpha code is not on a CODES list, the program asks, “Are you sure this is the correct office?” If the code entered is the reported code on the receptacle label, select the *Yes* button. If the code entered is not correct, select *No* and enter the correct code.

- Select *OK* to display the *Destination Office of Exchange Qualifier (Figure 3.3.2–19)* screen.

6. **Enter the one-character alpha qualifier on the *Destination Office of Exchange Qualifier* screen.**

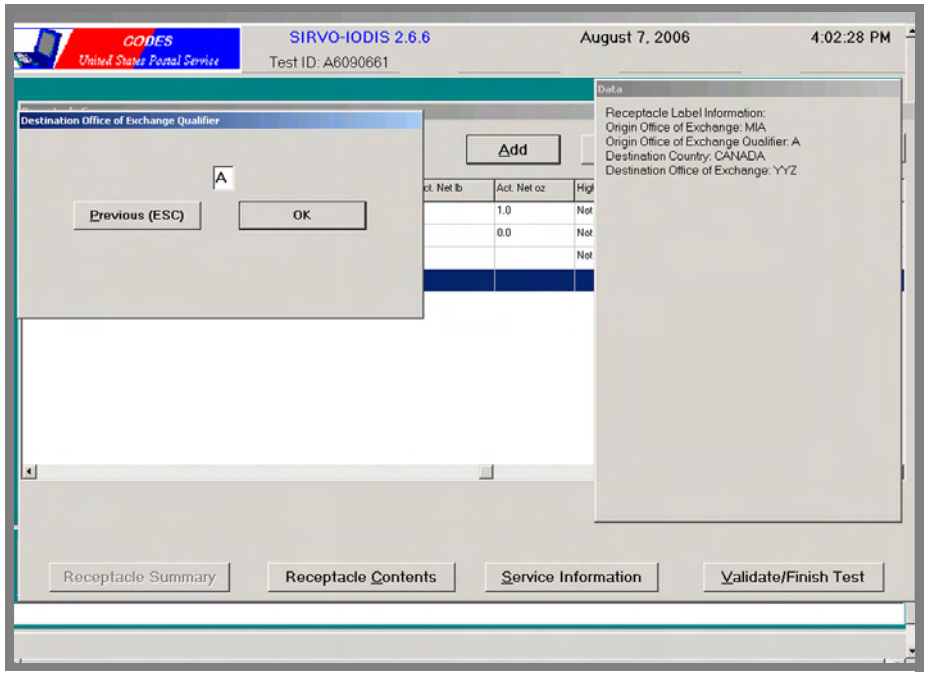

Figure 3.3.2–19 Destination Office of Exchange Qualifier Screen

- Enter the one-character alpha qualifier from the receptacle label. Note that the qualifier meanings vary from office of exchange to office of exchange; therefore, it is important that the data collector copy the qualifier directly from the printed label.

Note: If you cannot determine the Destination Office of Exchange Qualifier, leave the field blank and press <Enter> to bypass the screen.

- Select *OK* or press <Enter> to display the *Transportation Mode* screen (Figure 3.3.2–20).

7. Enter the transportation mode on the *Transportation Mode* screen.

The transportation mode options *Air, Surface Air Lift (SAL),* and *Surface* reflect their official UPU codes of A, B, and C, respectively.

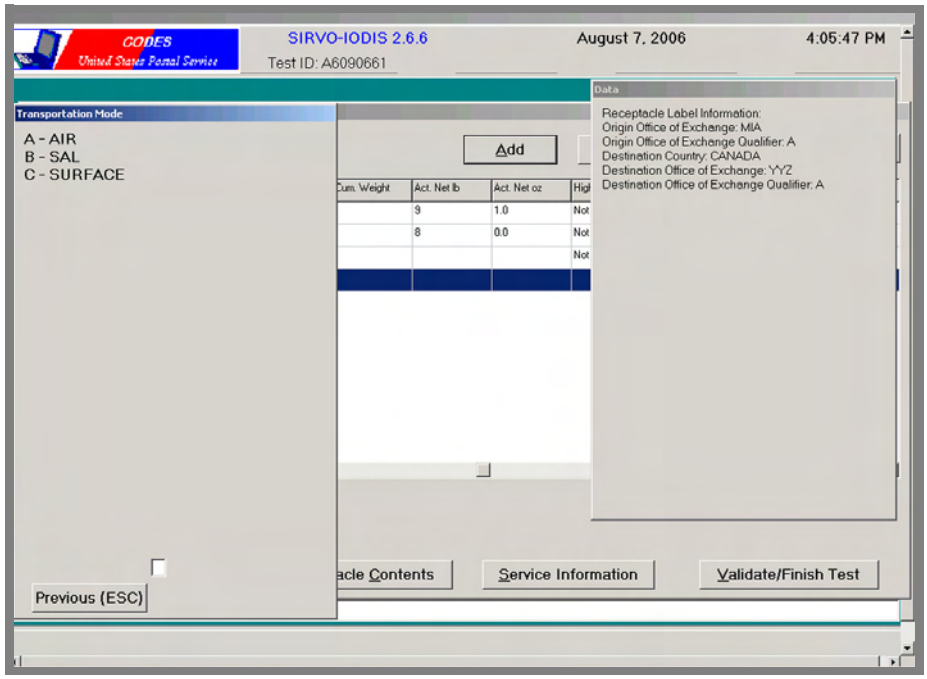

Figure 3.3.2–20 Transportation Mode Screen

- Select the type of transportation mode from the menu by typing the letter beside the appropriate mode in the field provided.

  The *Label Class* screen (Figure 3.3.2–21) displays.

8. Enter the label class on the *Label Class* screen.

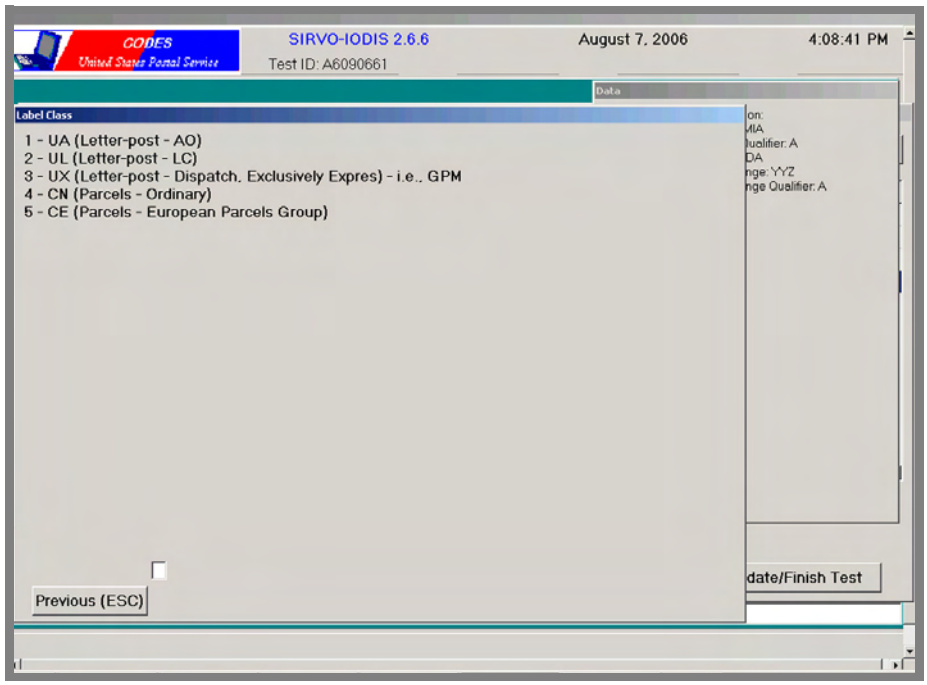

Figure 3.3.2–21 Label Class Screen

- Enter the label class located on the receptacle label by typing the number beside the appropriate class.

  Upon typing the number of your selection, the *Dispatch No./Mail No.* screen (Figure 3.3.2–22) displays.

9. Enter the dispatch number on the *Dispatch No./Mail No.* screen.

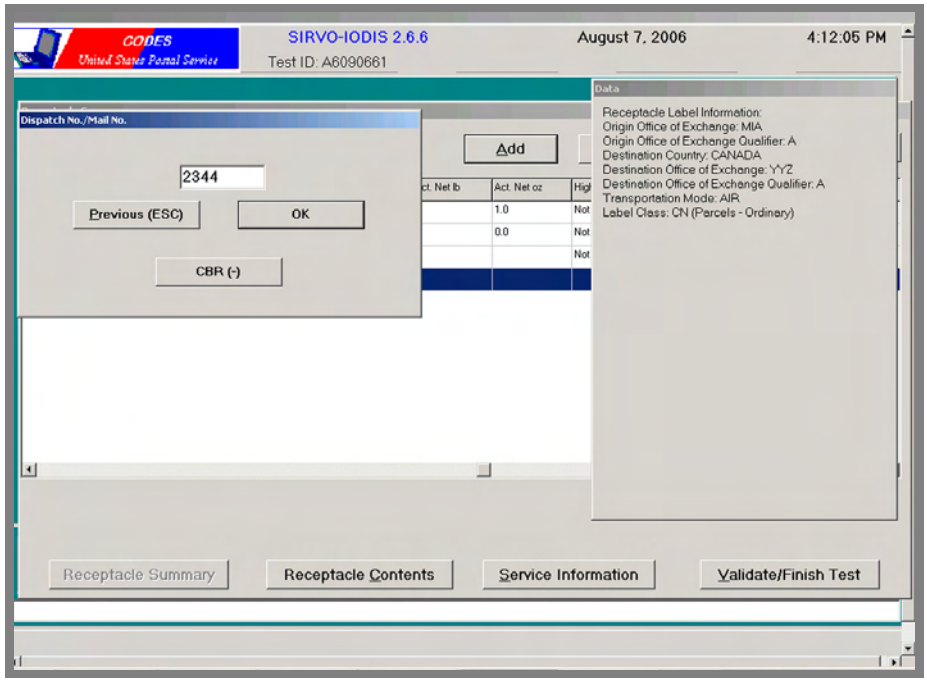

Figure 3.3.2–22 Dispatch No./Mail No. Screen

- Enter the dispatch number or mail number that is indicated on the receptacle label.
- For **Bulk Containers only**–if the receptacle label is not available:
  - Temporarily leave this field blank.

    If the receptacle is a sea or airline container for which only one dispatch per day is likely, obtain from MIDAS and enter the next *Dispatch No.* for the stream.
  - Once the receptacle label information is available, confirm and edit this field with the actual *Dispatch No.* (e.g., from the *Bulk Container Testing Form*, see RM 3–3).
- Select *OK* or press <Enter> to display the *Receptacle Number* screen (Figure 3.3.2–23).

10. Enter the receptacle number on the *Receptacle Number* screen.

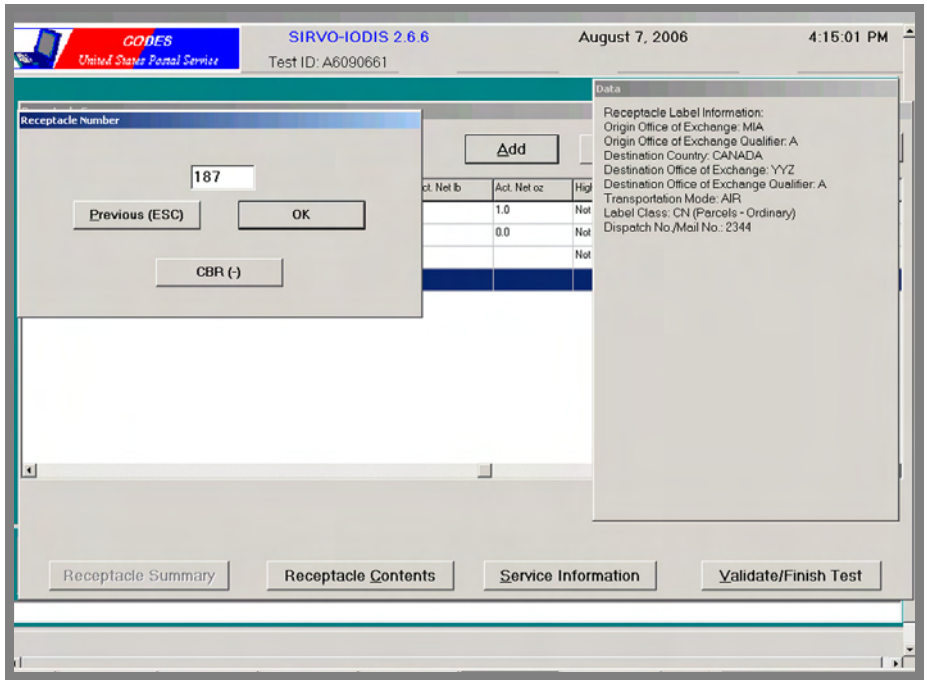

Figure 3.3.2–23 Receptacle Number Screen

- Enter the number of the receptacle that is indicated on the receptacle label.
- For **Bulk Containers only**–if the receptacle label is not available:
  - If only one receptacle is being tested, temporarily leave this field blank.

    If the receptacle is a sea or airline container for which only one receptacle per dispatch is likely, enter "1".
  - If you are sampling mulitple bulk containers, temporarily enter and label each bulk container as Receptacle No. 990, 991, 992, etc. Enter this number as indicated on the bottom of the *Bulk Container Testing Form* (see RM 3–3).
  - Once the receptacle label information is available, confirm and edit this field with the actual Dispatch No. (e.g., from the *Bulk Container Testing Form*, see RM 3–3).
- Select *OK* or press <Enter> to display the *Barcode Column 24 or Final Receptacle of Dispatch?* screen (Figure 3.3.2–24).

11. Enter the number in column 24 of the receptacle barcode or indicate if the receptacle is the final receptacle in the dispatch.

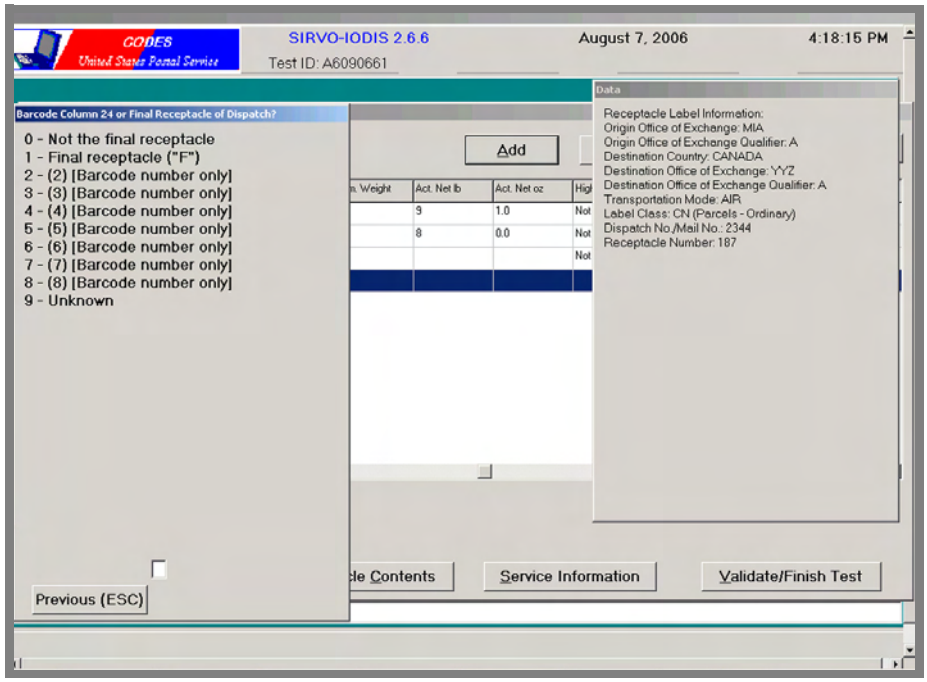

Figure 3.3.2–24 Barcode Column 24 or Final Receptacle of Dispatch? Screen

- Enter the number of the appropriate response in the field provided.

Note: The barcode indicates whether or not the receptacle is the final receptacle in the dispatch. See RM 3–5, *Receptacle Barcode*, for codes indicating if the receptacle is the final receptacle in the dispatch. The receptacle label is also marked with an "F".

- For **Bulk Containers only**–Receptacle label is not available:

  If the receptacle label is not available, leave this screen blank. Enter the information later when the receptacle label is complete.

  The *Barcode Column 25 or Registered/Insured?* screen (Figure 3.3.2–25*)* displays.

12. Enter the number found in column 25 of the receptacle barcode or indicate if any items are registered or insured.

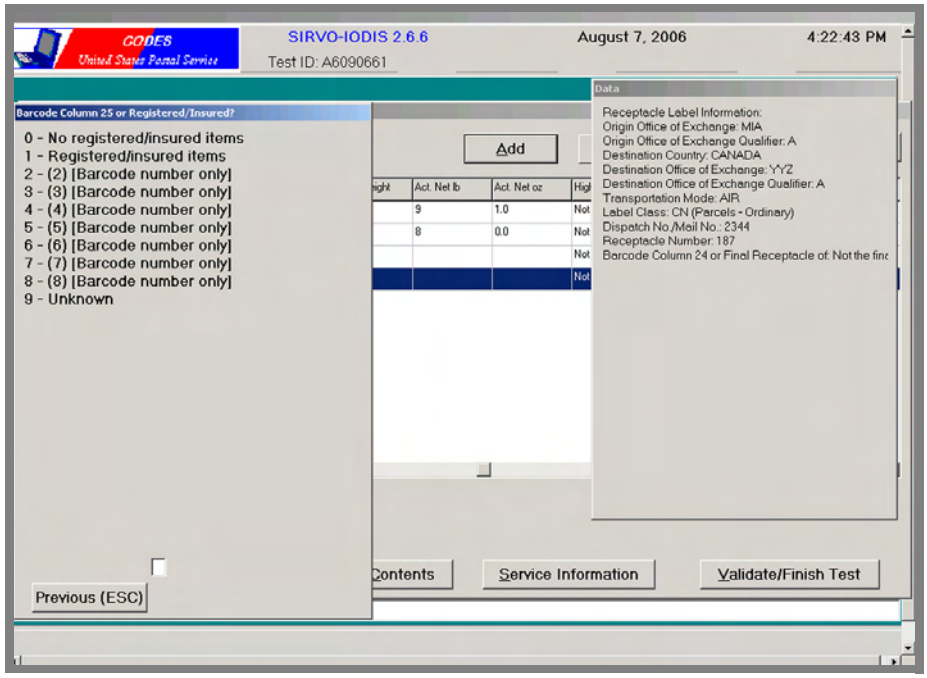

Figure 3.3.2–25 Barcode Column 25 or Registered/Insured? Screen

- Enter the number of the appropriate response in the field provided.

Note: Although the UPU allows for insured Letter-post items, the United States does not provide this service for outbound mailpieces. A registered bag is marked with an "R".

- For **Bulk Containers only**–if the receptacle label is not available:

  Leave this screen blank.

  Enter the information later when the receptacle label is complete.

  The *Reported Weight* screen (Figure 3.3.2–26) displays upon entering the appropriate response.

13. Enter the total weight on the *Reported Weight* screen (Figure 3.3.2–26).

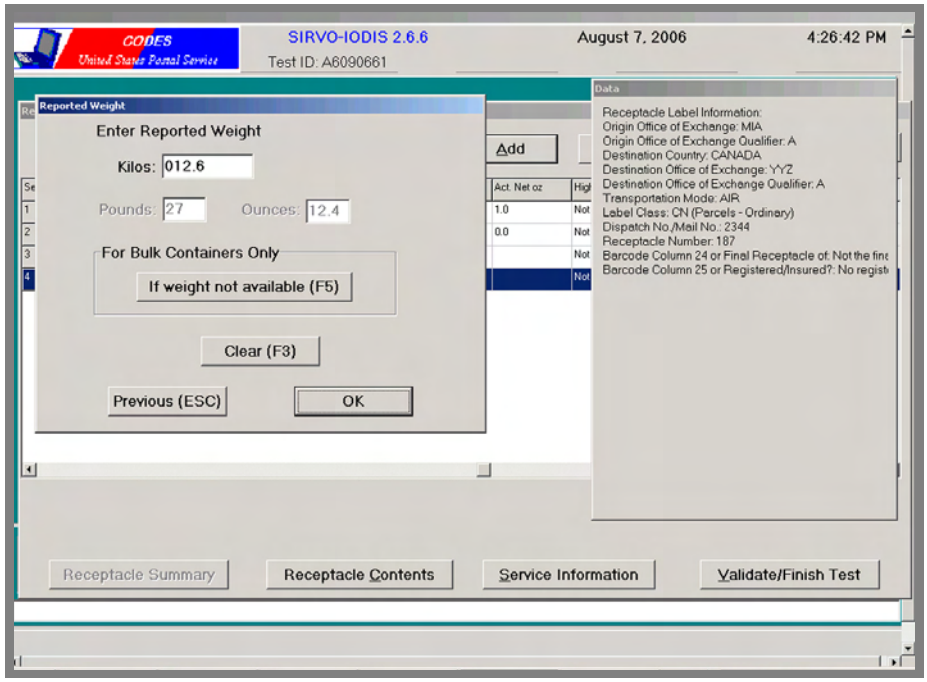

Figure 3.3.2–26 Reported Weight Screen

- Enter the total weight in kilograms as indicated on the receptacle label.

  The barcode label has four characters for the reported weight. For 23 kilograms the barcode shows the value as 0230, and for 4.5 kilos the barcode shows the value as 0045. When the reported weight is entered manually, the data collector enters this value as seen on the barcode label, that is without the decimal. For example, for 23 kilos the DCT enters 0230 (as on the barcode) and for 4.5 kilos the data collector enters the 0045 (as on the barcode). The software places the decimal in the background.

  If the weight is entered incorrectly, an information screen appears explaining the correct format for entering the numbers. See Figure 3.3.2–27 below.

Figure 3.3.2–27 Weight Instruction Screen

- Select <F5> for **Bulk Containers only** if the weight of the bulk container is not available. Enter the information later when the receptacle label is complete.

- Select <F3> to clear the weight fields. You must then re-enter the weight.
- Press <Enter> and CODES automatically reflects the reported weight in pounds and ounces.
- If CN (Parcels—Ordinary) or CE (Parcels—European Parcels Group) is selected as the Label Class, the *Reported Number of Parcels* screen (Figure 3.3.2–28) appears; otherwise, the software proceeds to the *Receptacle Type* screen (Figure 3.3.2–29).

14. Enter the number of parcels on the *Reported Number of Parcels* screen.

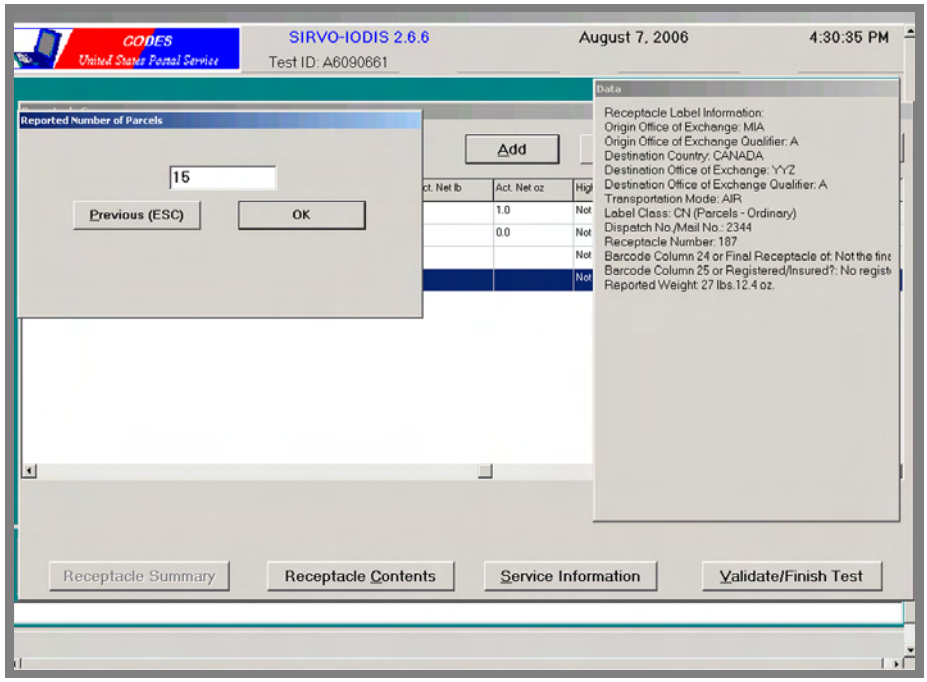

Figure 3.3.2–28 Reported Number of Parcels Screen

- Enter the number of parcels indicated on the receptacle label.

Note: If the receptacle label does not indicate the number of parcels, leave the field blank.

Note: If the receptacle is a bulk container that does not have a receptacle label yet, leave this screen blank. Enter the information later when the receptacle label is complete.

- Select *OK* or press <Enter> to display the *Receptacle Type* screen (Figure 3.3.2–29).

15. Select the type of receptacle from the *Receptacle Type* screen.

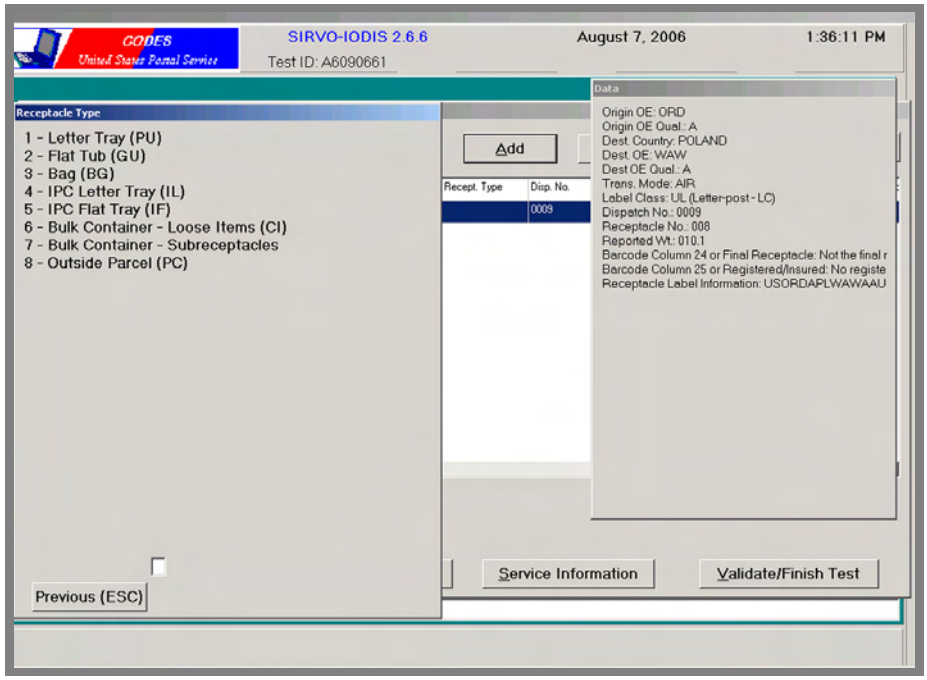

Figure 3.3.2–29 Receptacle Type Screen

- Enter the number beside the type of receptacle listed on the *Receptacle Type* screen.
  - Selecting *Letter Tray (PU)* or *Flat Tub (GU)* indicates a non-IPC receptacle similar to domestic letter trays and flat tubs. Selecting *Letter Tray (PU) or Flat Tub (GU)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *Bag (BG)* indicates a bag/sack. Selecting *Bag (BG)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *IPC Letter Tray (IL)* and *IPC Flat Tray (IF)* indicates that the data collector is working with an IPC blue receptacle that has been selected for testing. IPC trays may contain letters or flat shaped items. If the receptacle label reflects a "P," it is an IPC Letter Tray (IL). If the receptacle label reflects a "G," it is an IPC Flat Tray (IF). If the receptacle label does not indicate a "P" or a "G", or indicates "PGE" mixed, record the receptacle as an *IPC Letter Tray (IL)*. Selecting *IPC Letter Tray (IL) or IPC Flat Tray (IF)* displays the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9).
  - Selecting *Bulk Container-Loose Items* (CI) indicates that the data collector is working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, that has a receptacle label and contains loose items. The process in the CODES program for this type of bulk receptacle proceeds in the CODES program similar to receptacle types: *Letter Tray PU, Flat Tub (GU), Bag (BG), IPC Letter Tray (IL)*, and *IPC Flat Tray (IF)*.

Bulk Container—Loose Items (CI), however, requires additional information since a subsample of the contents is performed by entering information on the *Receptacle Contents* screen; see section 3.4.2 for instructions. Prompts on the CODES screen also give additional guidance. Selecting *Bulk Container—Loose Items* (CI) displays the *Verify* screen (Figure 3.3.2–11).

- Selecting *Bulk Container—Subreceptacles*, indicates that a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, has a receptacle label, and contains subreceptacles of mail within it (subreceptacles without receptacle labels). For instructions on how to test the mail within the subreceptacles, see section 3.4.3. Selecting *Bulk Container—Subreceptacles* displays the *Bulk Container Contents* screen (Figure 3.4.3–70).
- Selecting *Outside Parcel (PC)* indicates that a parcel is not contained in a receptacle.

  Upon entering *Outside Parcel (PC)* the *Actual Gross and Tare Weight* screen (Figure 3.3.2–9) displays, but no field is shown for the tare weight. Enter only the gross weight.

16. Enter the actual gross weight and the actual tare weight on the *Actual Gross and Tare Weight* screen.

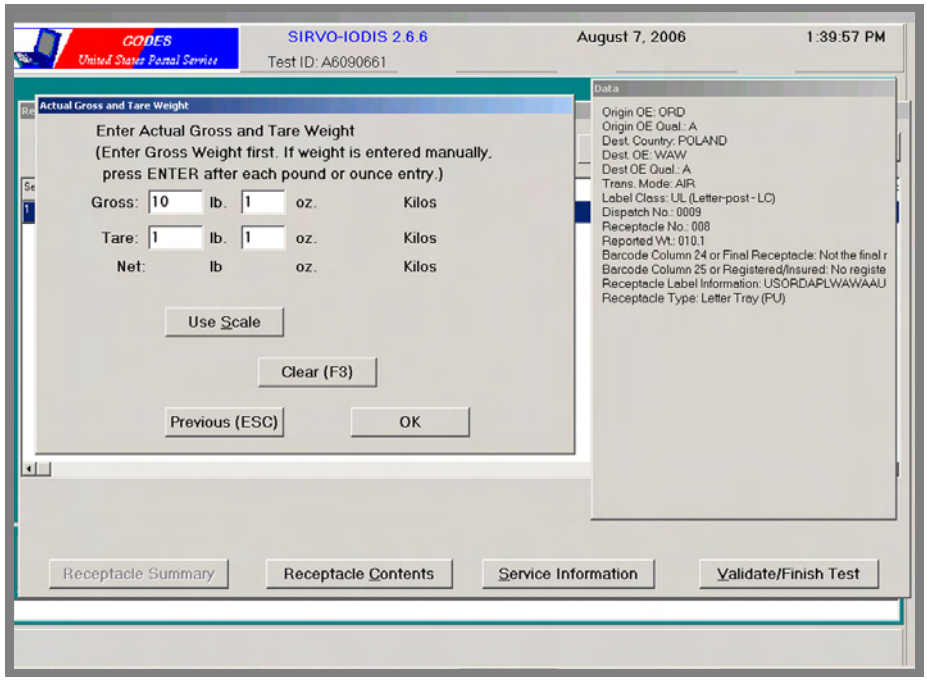

Figure 3.3.2–30 Actual Gross and Tare Weight Screen

16a. To enter the actual gross weight (lb.) electronically:

- Weigh the receptacle and the mailpieces together.

- Select the *Use Scale* button or press <S> and the actual weight in pounds and ounces populates the *Gross* weight field.

  If the Actual Gross weight is significantly different from the Reported Weight, a message appears asking if the weight entered is correct (see Figure 3.3.2–31).

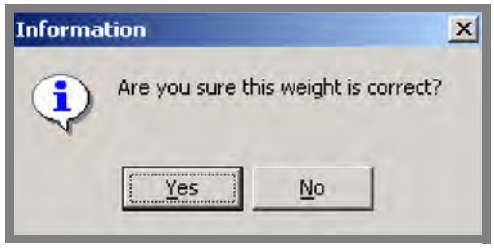

Figure 3.3.2–31 Weight Information Screen

Determine if the weight entered is correct:

- **<Y>** Select *Yes* if the weight entered is correct.
- **<N>** Select *No* if the weight is incorrect, and enter the correct weight into the *Gross* weight field.

16b. To enter the tare weight (lb.) electronically:

- Remove the mail from the receptacle.
- Weigh the receptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual weight in pounds and ounces populates the *Tare* weight field for the following receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL),* and *IPC Flat Tray (IF).*

For Outside Parcels (PC): The software does not give an option for entering the tare weight.

- Press <Enter> and the *Net* weight automatically calculates in pounds and ounces.

Note: The kilogram equivalent of the weights calculates and populates the *Kilos* fields automatically.

If the electronic scale is not attached to the CODES Laptop, weigh the receptacle and the mailpieces following the steps listed above, and manually enter the weights in the fields indicated in Figure 3.3.2–30.

If the tare weight does not appear reasonable for the selected receptacle type, a message appears asking, “Are you sure this weight is correct?” Select *Yes,* if the weight is correct. Select *No* if the weight is not correct and enter the correct weight.

An error message appears if the tare weight is greater than the gross weight. The message says that the “Tare weight may not be greater than gross weight.” If the weight is correct, enter *Yes*. If the weight is incorrect, select *No* to enter the correct weight.

- Press <Enter> to display the *Verify* screen (Figure 3.3.2–32).

17. Verify the information shown in the *Data* field of the *Verify* screen.

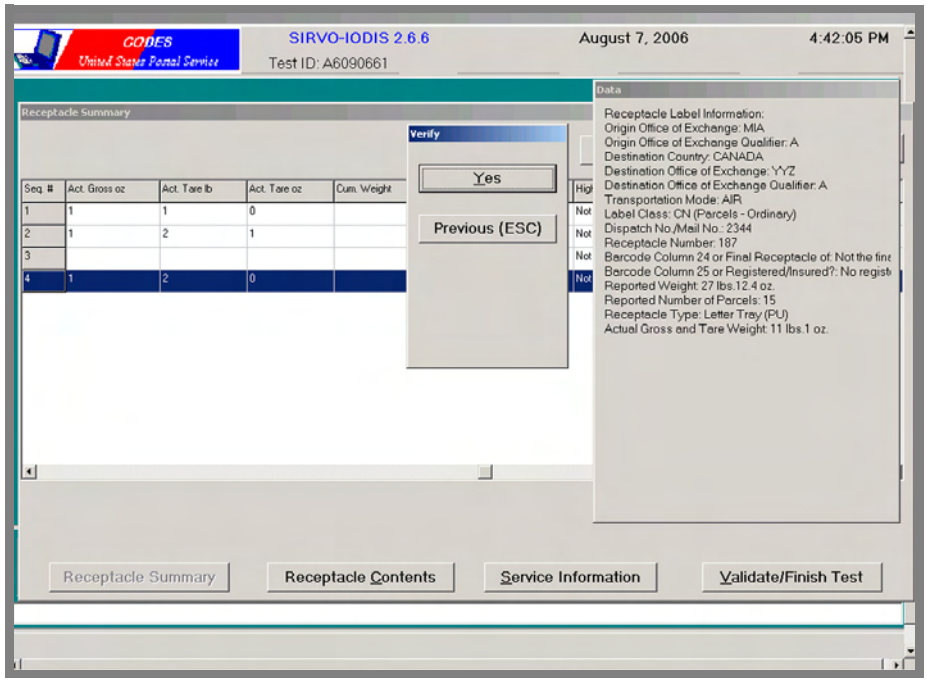

Figure 3.3.2–32 Verify Screen

- Determine if the information shown on the *Data* field of the *Verify* screen is correct (Figure 3.3.2–32).
- Select from the following options on the *Verify* screen:

  Yes - indicates that the information in the *Data* field is correct. The *Receptacle Summary* screen (Figure 3.3.2–5) displays.

  Previous (ESC) - indicates that the information in the *Data* field is not correct. Return to the screen with the incorrect information and enter the correct data. Then return to the *Verify* screen to complete the entry.

From the *Receptacle Summary* screen, you may add another receptacle by selecting the *Add* button. To record the contents of one of the receptacles, highlight the receptacle's row on the *Receptacle Summary* screen and select the *Receptacle Contents* button.

You may change or delete data entered into the CODES Laptop by selecting the *Edit* or *Delete* buttons, respectively, at the top of the *Receptacle Summary* screen. For instructions on using the Edit function, see section 3.3.2.3.

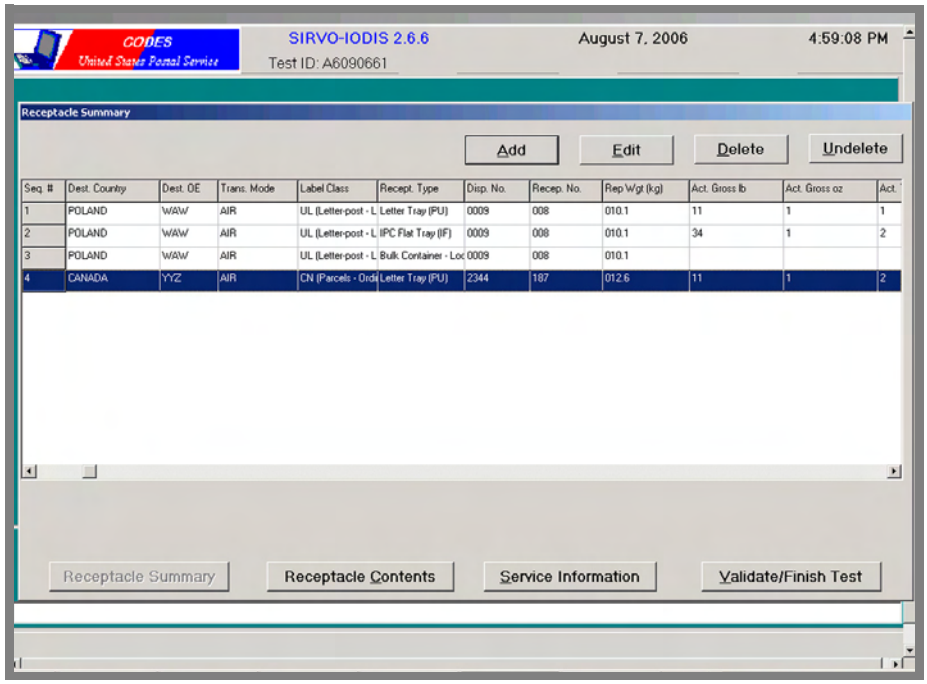

Figure 3.3.2–33 *Receptacle Summary Screen*

- Select the *Receptacle Contents* button from the *Receptacle Summary* screen (Figure 3.3.2–33).

3.3.2.3 Editing Receptacle Data Entries

You may change data entered into the CODES Laptop by completing the following steps:

- Select the *Receptacle Summary* screen (Figure 3.3.2–33).
- Highlight the entry that contains incorrect information by using the up <↑> and down <↓> arrow keys to move through the list of receptacles.
- Select the *Edit* button at the top of the screen to display the *Receptacle Edit* screen (Figure 3.3.2–34).

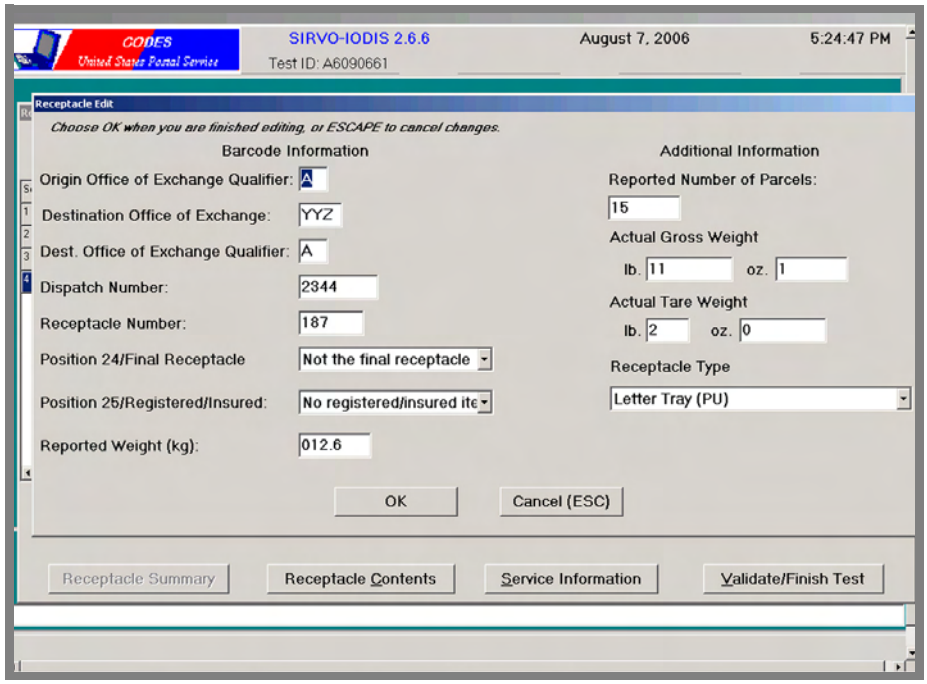

Figure 3.3.2–34 Receptacle Edit Screen

Move through the fields on the *Receptacle Edit* screen by using the <Tab> key. See section 3.3.3 for instructions on recording the contents within the receptacle.

Note: Changes may be made only to those fields that have not been populated by scanning the receptacle barcode. Those fields which cannot be changed appear grayed-out on the screen. Notice that on the *Receptacle Edit* screen above, all information was manually entered; therefore, all of the fields may be edited.

- Select the *OK* button when all corrections have been made. The corrected information now appears on the *Receptacle Summary* screen.

3.3.3 Recording the Receptacle Contents

After identifying and recording the receptacles to be tested, the data collector must record information for all of the mailpieces that are contained within the receptacles. The data collector records product and service information for a subset of the receptacle's contents (the "service pieces"), then records product information only for the remaining items (the "non-service pieces"). This section describes step-by-step instructions for recording the contents of the receptacle.

The *Receptacle Contents* screen (Figure 3.3.3–35) displays all of the information about the tested mailpieces as well as information about the receptacle which contains those mailpieces. The receptacle information from the *Receptacle Summary* screen is displayed at the top of the screen, and the mailpiece information is added to the screen once it is entered by the data collector.

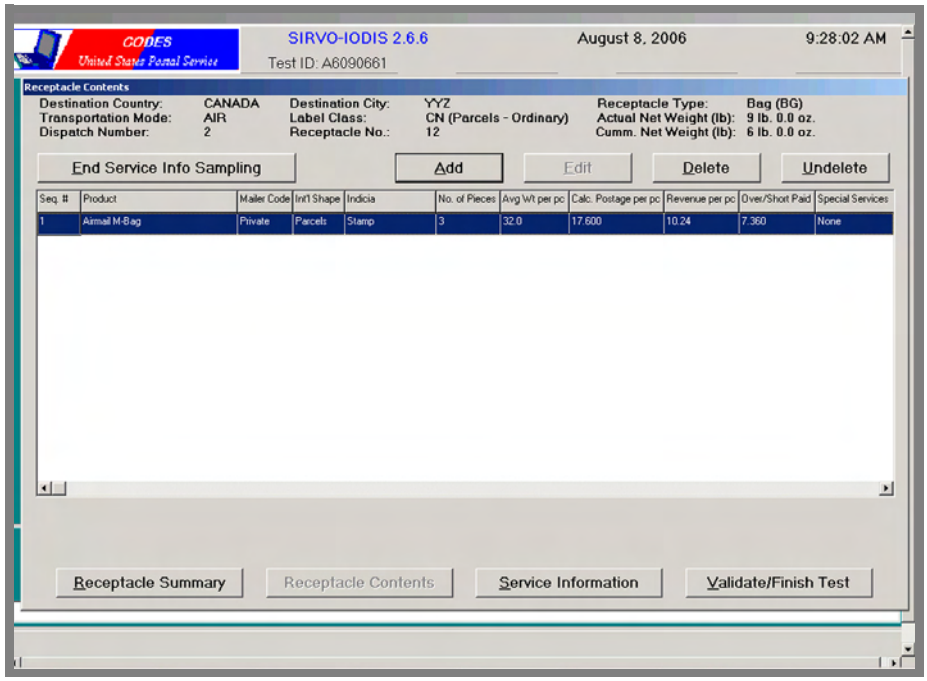

Figure 3.3.3–35 Receptacle Contents Screen

3.3.3.1 Service Pieces Versus Non-Service Pieces

a. Service Pieces (Air receptacles only)

Once a receptacle is highlighted on the *Receptacle Summary* screen and the *Receptacle Contents* button is selected at the bottom of the screen, a *Service Information Piece Skip* screen (Figure 3.3.3–36) displays for air receptacles only. If the receptacle is not an air receptacle, skip to section 3.3.3.2.

The *Service Information Piece Skip* screen provides subsampling instructions so that a subset of the receptacle's contents may be entered for product and service information (the "service pieces"). Remove the service pieces from the receptacle according to the instructions shown on the *Service Information Piece Skip* screen. Enter the receptacle contents and service information data for each of the selected service pieces below (see sections 3.3.3.2 and 3.3.4). When each data entry is completed on the *Receptacle Contents* screen, the *Service Information* screen automatically displays for additional data entry.

Note: Using the skip, select pieces across the entire receptacle in order to obtain a valid sampling. If the receptacle contains fewer pieces than the target number, select all of the pieces. If the skip generates a few more or less pieces than the target number, enter the service information for all of the pieces selected.

- The *Service Information Piece Skip* screen below (Figure 3.3.3–36) provides an example of the information for sampling the mailpieces within letter trays, flat tubs, IPC letter trays, and IPC flat trays.

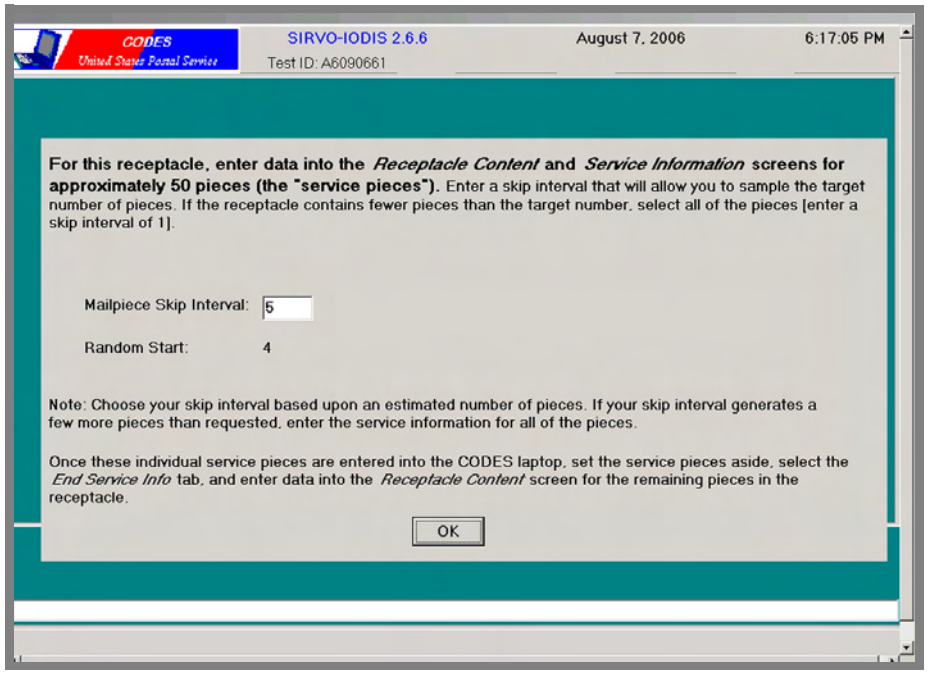

Figure 3.3.3–36 Service Information Piece Skip Screen

- The Bag—*Service Information Piece Skip* screen below (Figure 3.3.3–37) provides an example of the information for sampling the mailpieces within bags.

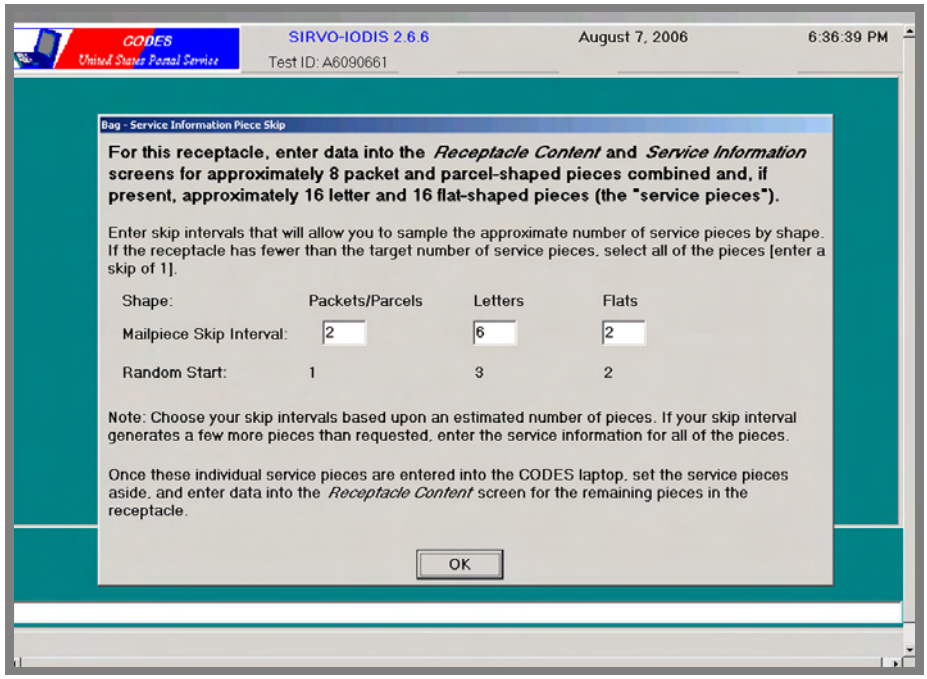

Figure 3.3.3–37 Bag—Service Information Piece Skip Screen

- If the selected receptacle is a *Bulk Container—Loose Item (CI)*, the data collector must perform a subsample of the contents before the service pieces are selected as directed by the *Bulk Container—Loose Items—Piece Skip* screen (Figure 3.3.3–38) appears.

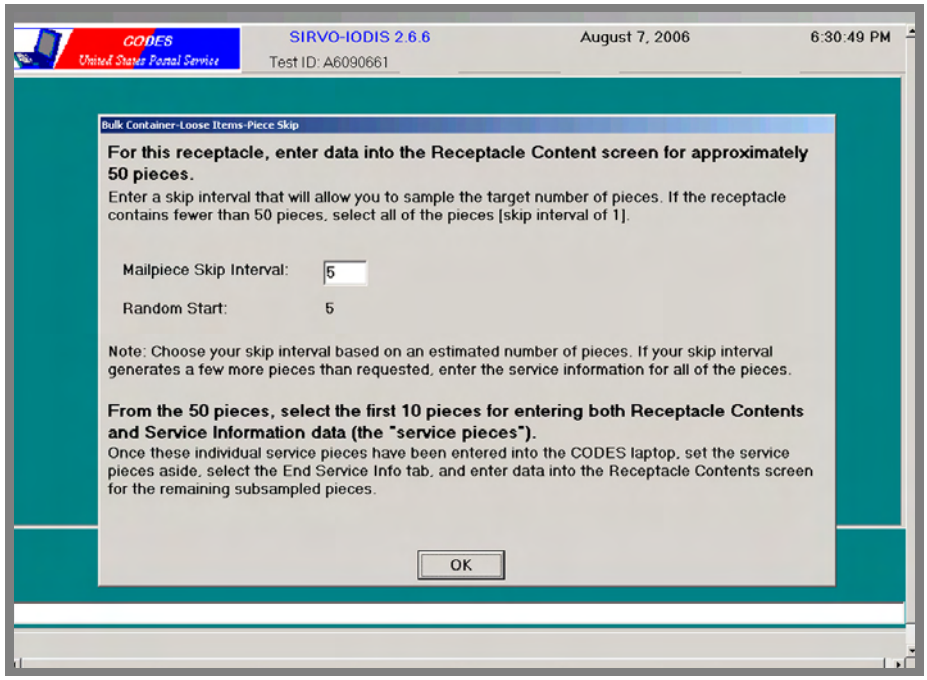

Figure 3.3.3–38 Bulk Container—Loose Items—Piece Skip Screen

If the selected receptacle is a Bulk Container—Subreceptacle, please go to 3.4.3.

- Enter data for all the service pieces then select the *End Service Info Sampling* button. If you select the *End Service Info Sampling* button by mistake, select *Resume Service Info Sampling* to enter service information for more pieces.
- Place the sampled service pieces aside.

b. Non-Service Pieces

Enter the receptacle contents data for the remaining non-service pieces in the receptacle (See section 3.3.3.2).

- Separate all the remaining mailpieces in the receptacle into groups by shape, mailer code, product mode, postage, weight, and indicia.
- Watch for exempt pieces in the receptacle. Exempt pieces are pieces that are being returned to the destination country and are recorded separately.

3.3.3.2 Entering Service and Non-Service Piece Data

Once the mailpieces for sampling are known, follow the steps below to record the contents of the receptacle:

Notice that the *Receptacle Contents* button at the bottom of the screen is grayed out since this is the selected screen.

If applicable, first enter the information for each service piece individually and then enter non-service pieces individually or in groups.

1. **Select the *Add* button at the top of the *Receptacle Contents* screen (Figure 3.3.3–35) to record a mailpiece.**

   Press <A> or select the *Add* button to add information about a mailpiece. The *Mailer Code* screen (Figure 3.3.3–39) displays.

2. **Enter the mailer code on the *Mailer Code* screen.**

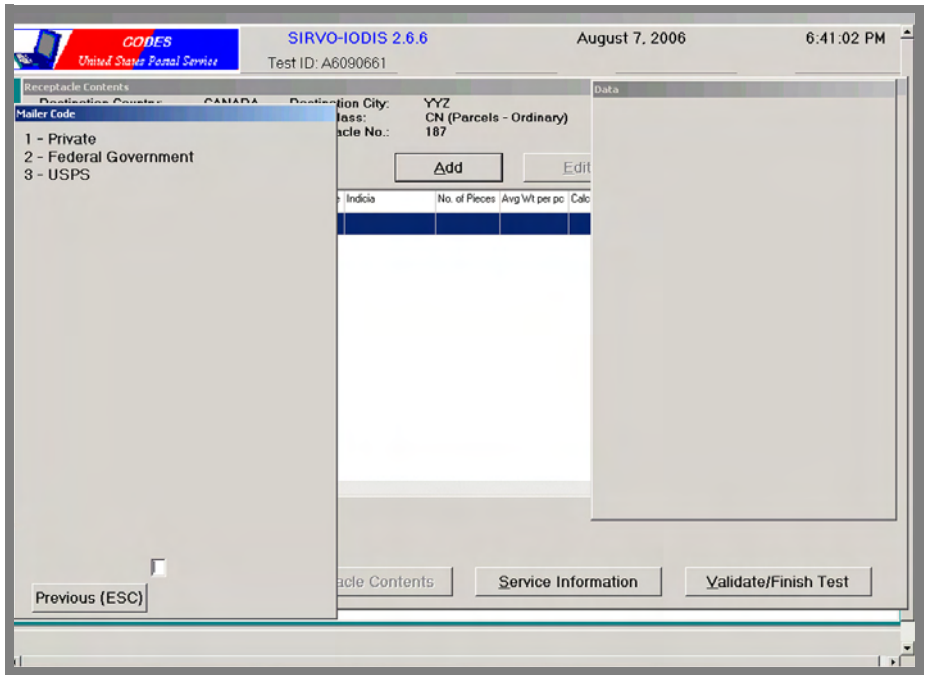

Figure 3.3.3–39 Mailer Code Screen

Each option on the *Mailer Code* screen is associated with a one-character mailer code:

- ***Private:*** A private mailpiece contains a stamp, meter, precanceled stamp, information based indicia (IBI), permit imprint (PVI), or is a stamped envelope. The mailpiece is not federal government or USPS.
- ***Federal Government:*** Federal government mail bears indicia that refers directly to the United States government. There may be a marking that reads *Official Mail USA or Armed Forces Free Mail* across the top. Or, it may have the endorsement *U.S. Official Mail* or *Official Business* as well as other markings such as *penalty for Private Use* and *Postage and Fees Paid*. *Federal government* mail refers to Federal Agency Mail, U.S. Congressional franked mail, and the rare category of

Other Franked Mail (for example, mail originated by ex-presidents and their spouses). Record state and local government mail as *Private,* not as *Federal Government*. Record U.S. Postal Service Mail as *USPS*, not as *Federal Government*.

- ***USPS:*** USPS Mail is strictly identified by the permit imprint series G-10.

Note: Federal agency (government) mail paid with commercial postage (that is, without official stamps/meter/permit) must be recorded as *Private* mail.

- Determine the type of code that applies to the mailpiece, and enter it in the field provided by typing the number beside the code.

  The *Product Mode* screen (Figure 3.3.3–40) then displays.

3. Enter the typical mode of transportation for the product type of the selected mailpiece on the *Product Mode* screen.

The typical product mode may be different from the transportation mode on the receptacle label.

Example: The typical product modes are shown in Figure 3.3.3–41 for Airmail, Figure 3.3.3–42 for SAL, and Figure 3.3.3–43 for Surface. Although Publishers' Periodicals may be erroneously included in an air dispatch, select surface, as Publishers' Periodicals is a non-priority surface type service.

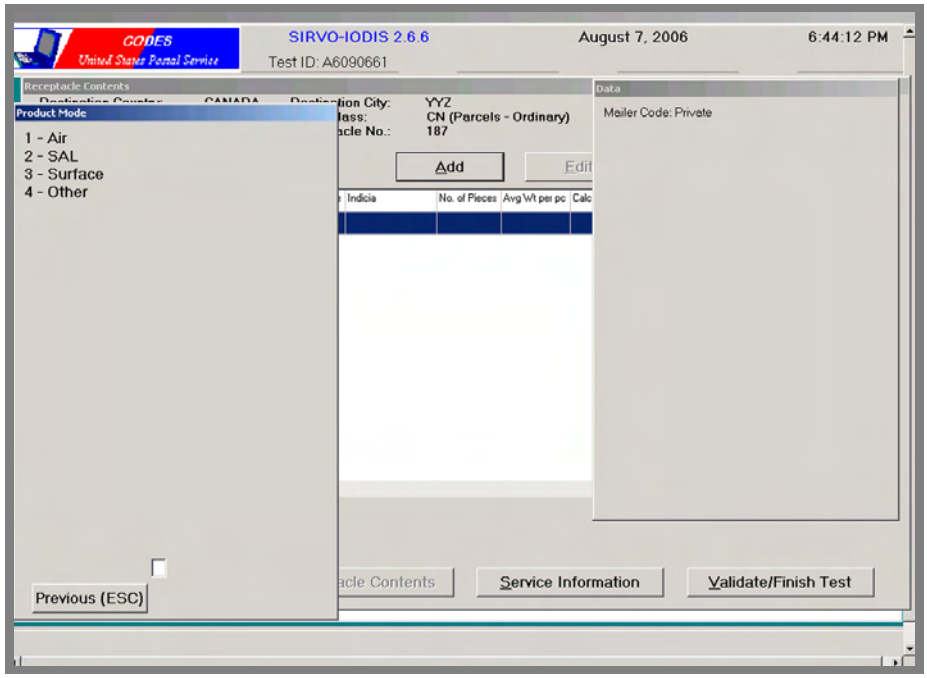

Figure 3.3.3–40 Product Mode Screen

- Select the mode of the mailpiece by typing the number of the selection.

  One of the four product mode screens then displays. The *Product* screen differs depending on the type of product mode selected. Make the selection from the appropriate screen shown below in Step 4.

  See 3.3.3 (step 4-d) below for a description of mailpieces that should be classified as *Other*.

4. Select the specific type of product from the *Product* screen.

Mailpieces in each product mode may reflect the proper endorsements for the specific mode selected. See RM 3–6 for more information on endorsements.

a. Product: Airmail

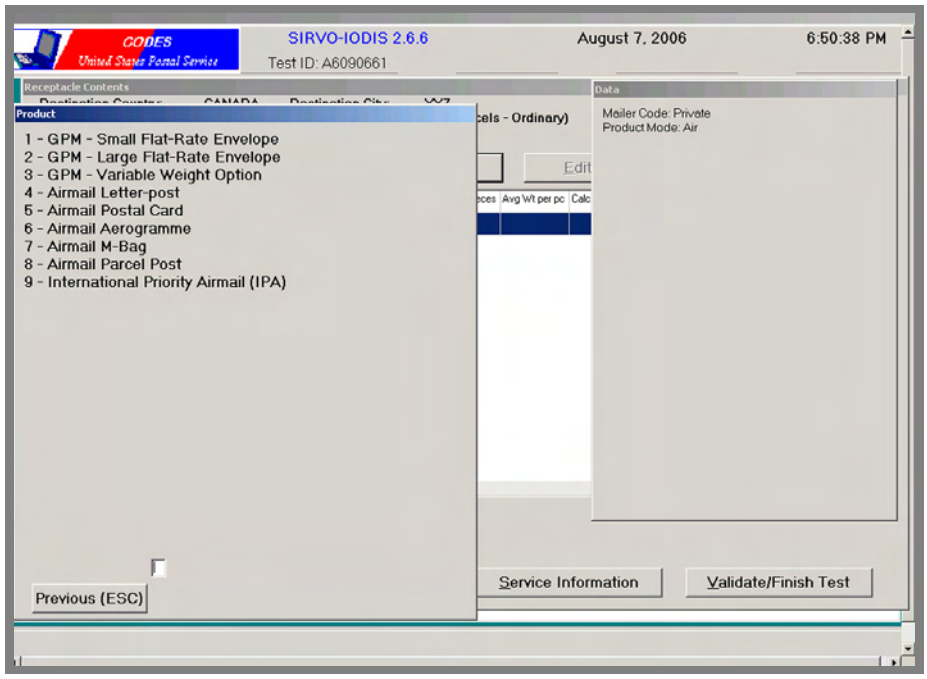

Figure 3.3.3–41 Airmail Product Screen

- Select the product by typing the number of the selection.

  The *International Shape* screen (Figure 3.3.3–47) displays.

b. Product: SAL

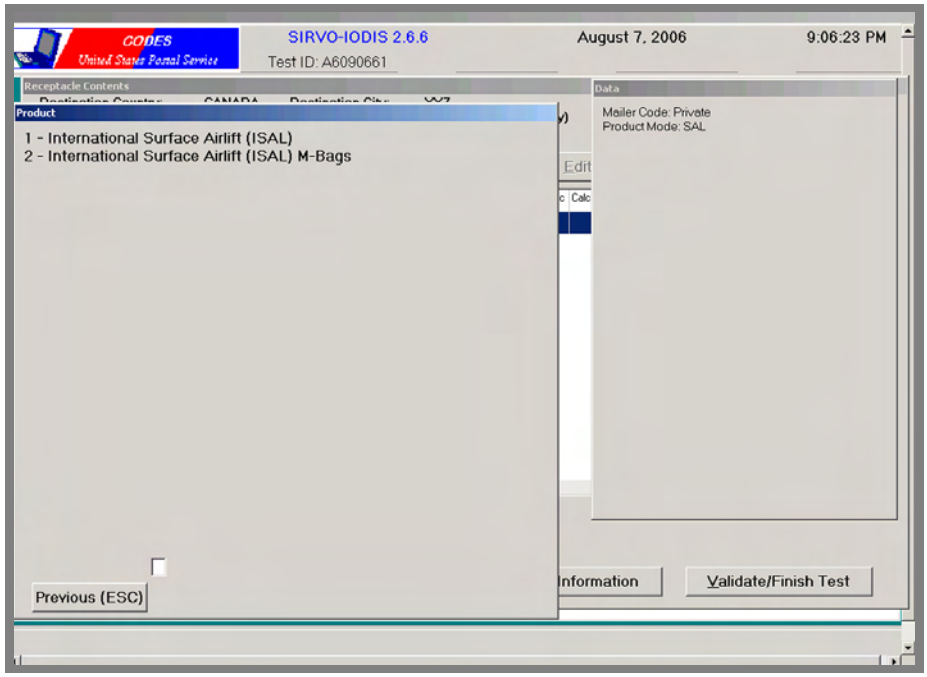

Figure 3.3.3–42 SAL Product Screen

- Select the product by typing the number of the selection.

  The *International Shape* screen (Figure 3.3.3–47) then displays.

c. Product: Surface

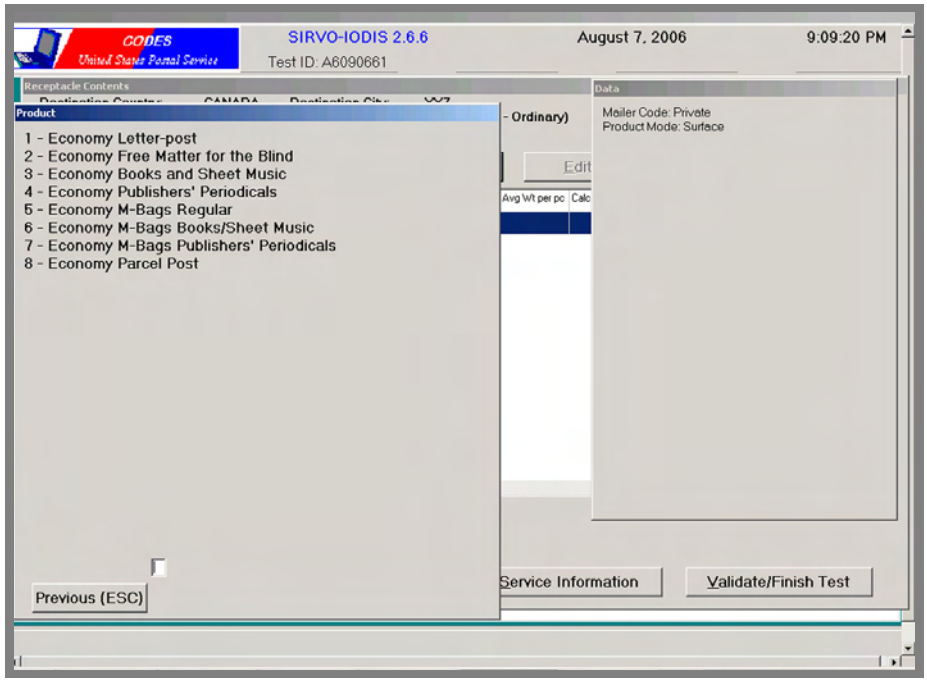

Figure 3.3.3–43 Surface Product Screen

- Select the product by typing the number of the selection.

  The *International Shape* screen (Figure 3.3.3–47) displays.

d. Product: Other

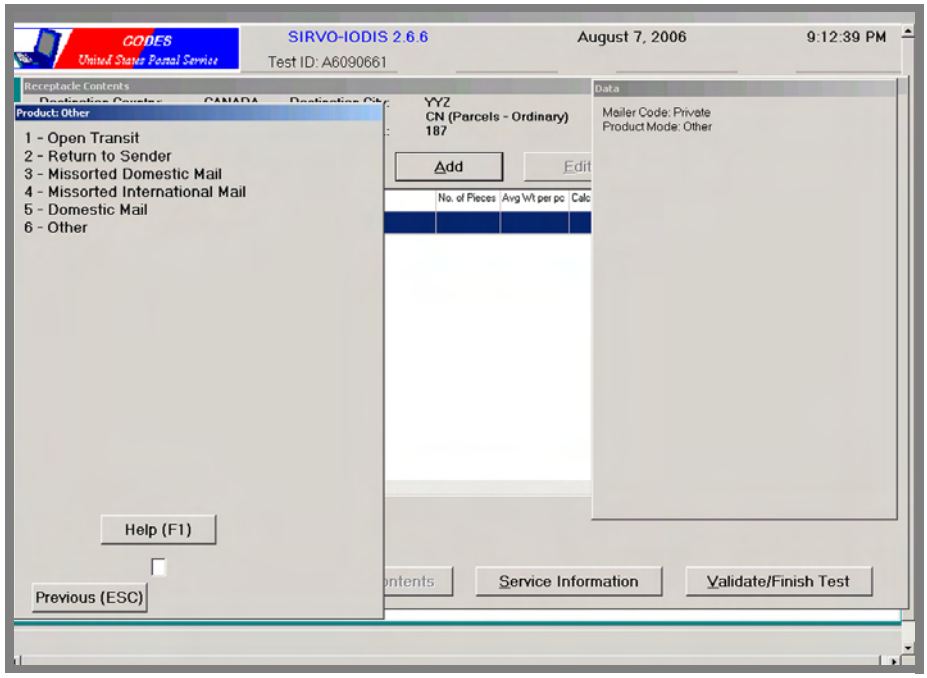

Figure 3.3.3–44 Product: Other Screen

- Select the option by typing the number of your selection.

  Selecting the *Help (F1)* button at the bottom of the screen or simply pressing <F1> displays a description of the selections.

***Open Transit* Mail** (*a decouvert*) is mail originating and destinating outside of the United States, and for which the United States is serving as an intermediary. This mail is sent to the ultimate destination country in dispatches of U.S. origin mail.

If *Open Transit* is selected, the *Country of Origin* screen (Figure 3.3.3–45) displays.

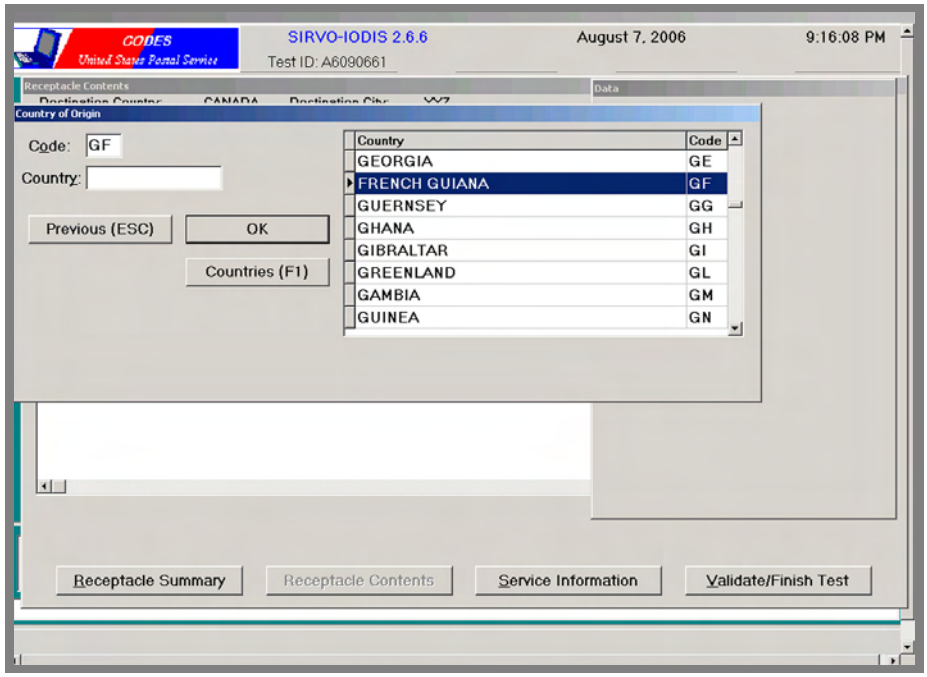

Figure 3.3.3–45 Country of Origin Screen

- Enter the code for the country of origin of the mailpiece. If the code is not known, select the *Countries (F1)* button or press <F1> to display the list of countries.
- Use the up <↑> and down <↓> arrow keys to navigate through the list. The highlighted country displays in the *Code* field.
- Press <Enter> to display the *No. of Pieces* and the *Total Weight of Pieces (lb.)* screens (Figure 3.3.3–49 and Figure 3.3.3–50).

Return to Sender is mail that is to be returned to the addressee in a foreign country. If *Return to Sender* is selected, the *No. of Pieces* and the *Total Weight of Pieces (lb.)* screens (Figure 3.3.3–49 and Figure 3.3.3–50) display.

Missorted Domestic Mail is mail originating and destinating in the United States. If *Missorted Domestic Mail* is selected, the *No. of Pieces* and the *Total Weight of Pieces (lb.)* screens (Figure 3.3.3–49 and Figure 3.3.3–50) display.

Missorted International Mail includes mailpieces that are: (1) being sent to the wrong country or (2) being sent in the wrong stream (e.g., Global Express Mail Service (EMS), Global Express Guaranteed (GXG) and Global Direct Canada Admail). If *Missorted International Mail* is selected, the *No. of Pieces* and the *Total Weight of Pieces (lb.)* screens (Figure 3.3.3–49 and Figure 3.3.3–50) display.

Domestic Mail is mail transmitted within, among, and between the United States; its territories and possessions; army post offices (APOs) and fleet post offices (FPOs); and mail for delivery to the United Nations, NY. If *Domestic Mail* is selected, the *Product: Domestic Mail* screen appears (Figure 3.3.3–46).

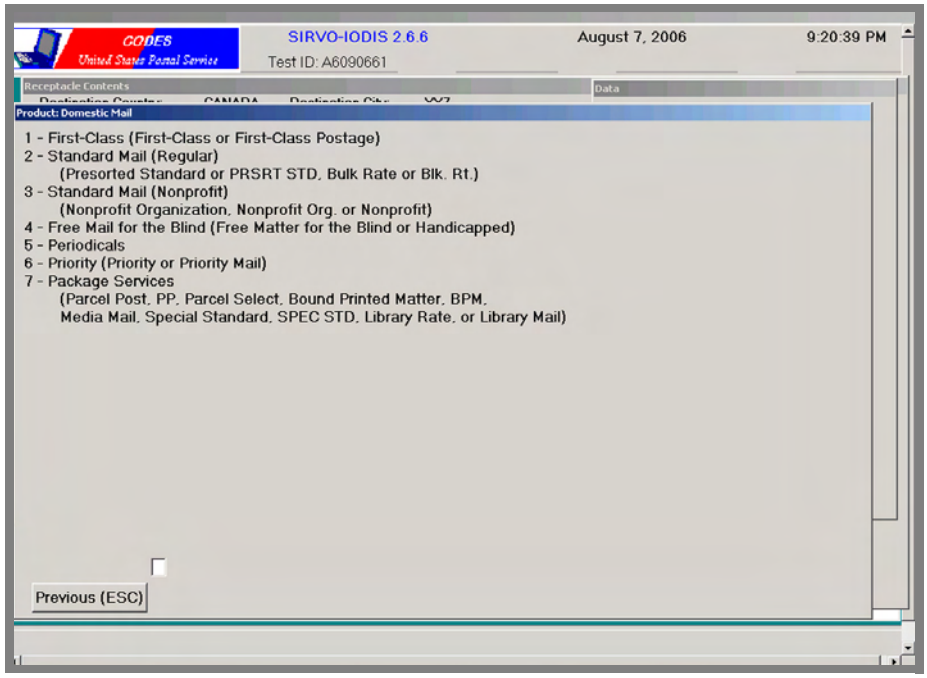

Figure 3.3.3–46 Product: Domestic Mail Screen

- Select the type of domestic mail from the *Product: Domestic Mail* screen.

  The *No. of Pieces, Total Weight of pieces (lb.),* and *Revenue per piece* screens (Figure 3.3.3–49, Figure 3.3.3–50, and Figure 3.3.3–54) display.

Other includes any mailpieces that do not fit into the categories listed above. If *Other* is selected the *No. of Pieces* and the *Total Weight of pieces (lb.) screens* (Figure 3.3.3–49 and Figure 3.3.3–50) display.

Note: The items in the *Other* category are not recorded to reflect their product type on the *Receptacle Contents* screen. These mailpieces are included in the skip for the *Service Information* screen. For *Missorted Domestic Mail* and *Missorted International Mail* return the mailpieces to mail processing and adjust the MIDAS weight.

- Skip to Step 7 below for instructions on completing the *No. of Pieces* screen.

5. Select the shape of the mailpiece and enter it on the *International Shape* screen (Figure 3.3.3–47).

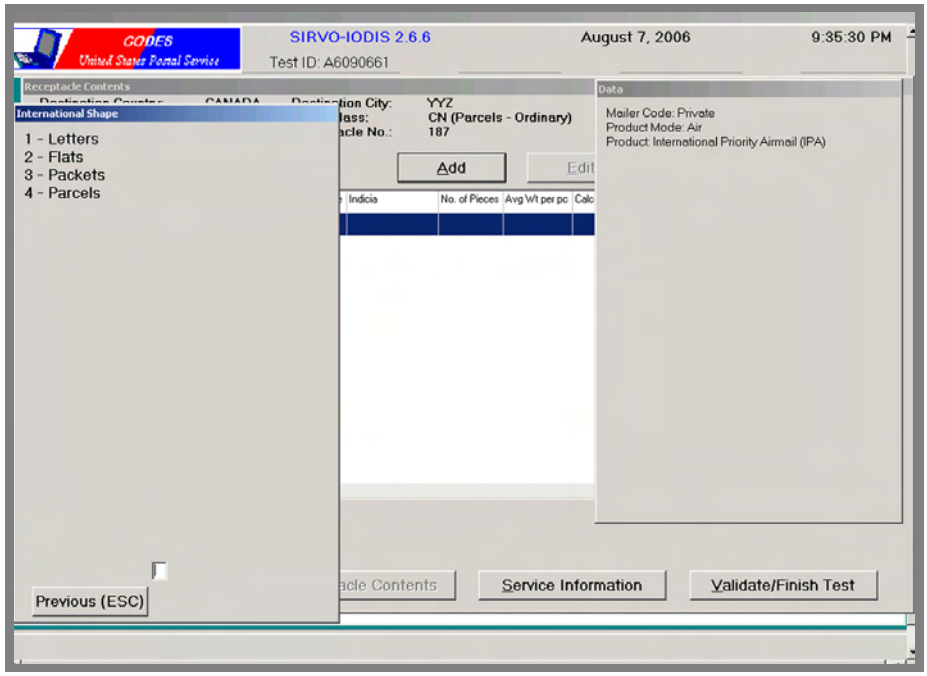

Figure 3.3.3–47 International Shape Screen

Refer to RM 3–7 for criteria in determining shape.

- Use the Shape template and/or RM 3–7 to determine shape.
- Enter the number of the International shape.

  The *Indicia* screen (Figure 3.3.3–48) immediately displays.

6. Enter the indicia found on the mailpiece.

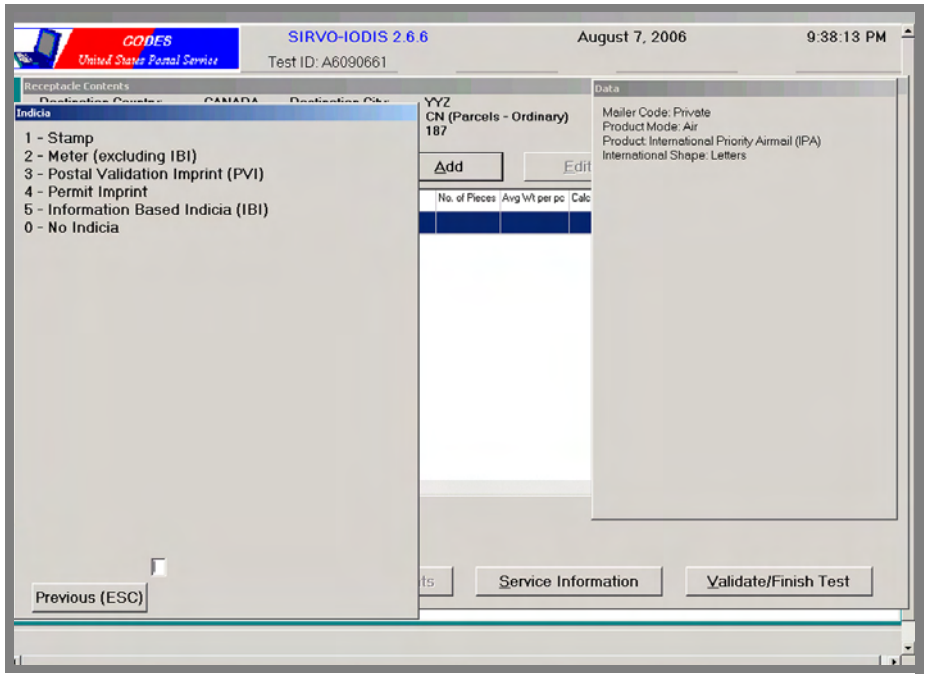

Figure 3.3.3–48 Indicia Screen

RM 3–8 gives descriptions of each of the selections shown on the *Indicia* screen.

Type the number that is beside the selected indicia, and the *No. of Pieces* screen (Figure 3.3.3–49) displays.

Rules for recording indicia:

- **No indicia:** If there is no indicia on the mailpiece, choose *No Indicia* from the list given on the *Indicia* screen.
- **Stamps and others:** When there are two or more types of indicia and one type is a stamp, record as *Stamped.*

  If a U.S. government agency or the U.S. military uses a regular Postal Service stamp (or a regular private meter), record as *Stamped* (or *Metered*).
- **Metered and others:** When there are two indicia and they are metered and permit, penalty, or franked, record the indicia as *Metered*.
- **Publishers' Periodicals:** If the product is Publishers' Periodicals and no indicia is present, enter the indicia as Permit Imprint.

7. Enter the number of mailpieces on the *No. of Pieces* screen.

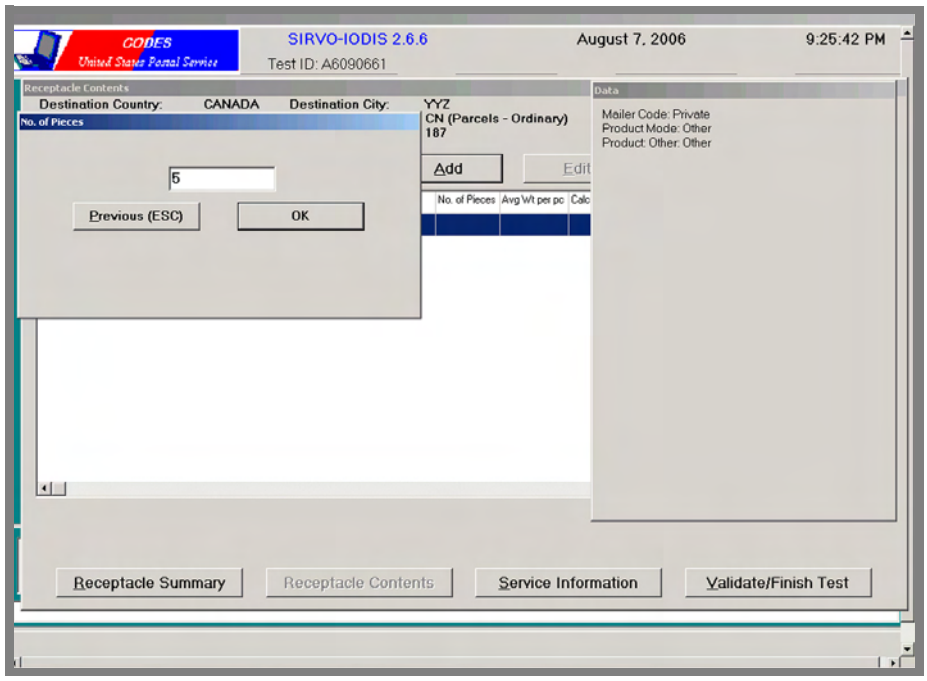

Figure 3.3.3–49 No. of Pieces Screen

- Enter the exact number of mailpieces for the selected indicia into the field on the *No. of Pieces* screen.

Note: The data collector may use this count to review the mailpieces and identify shortpaid and overpaid pieces (by using a "trained/experienced eye" to look at the postage). Pull suspect pieces from the count and weigh the pieces to determine if they are shortpaid or overpaid.

- Select *OK*, or press <Enter> to display the *Total weight of pieces* screen *(*Figure 3.3.3–50*)*.

8. Enter the weight of the mailpieces on the *Total weight of pieces (lb.)* screen.

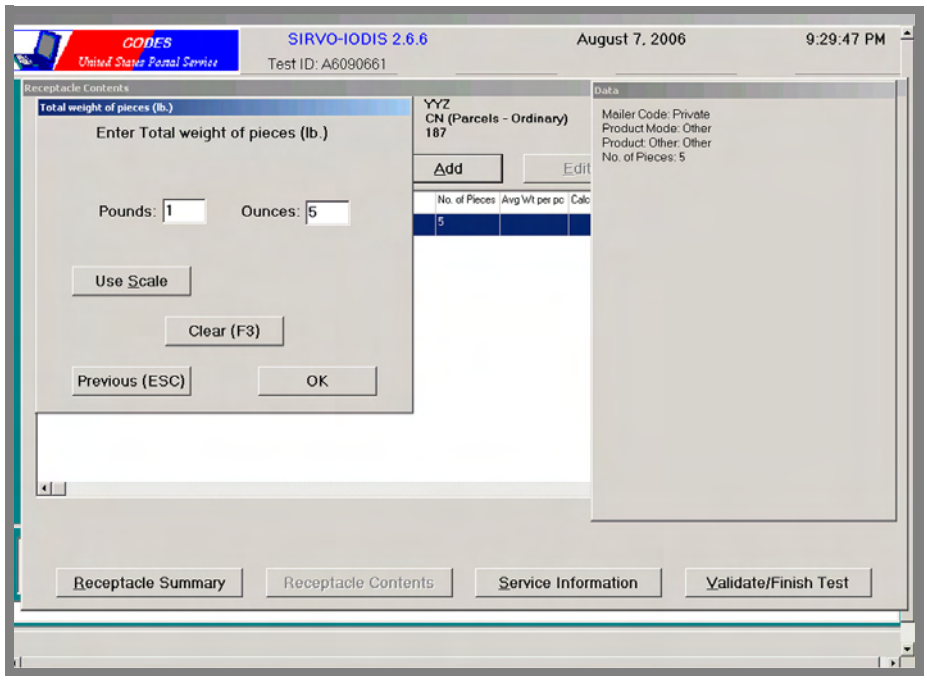

Figure 3.3.3–50 Total Weight of Pieces (lb.) Screen

- Adjust the scale properly before weighing the mailpieces. Place the mailpieces on the electronic scale.
- Select the *Use Scale* button or type <S>. The *Pounds* and the *Ounces* fields populate.

If an electronic scale is not attached to the CODES Laptop:

- Enter the weight of the pieces in pounds/ounces as recorded on the scale. Do not compute the weight of any mail from the postage.

Note: If a mailpiece is over the weight limit for a particular country, or if the mailpiece is Economy Free Matter for the Blind and weighs more than 15 pounds, record its information in the CODES Laptop and then return the mailpiece to the postage due section.

You may receive a warning message that says, *The count and weights for these pieces seem unusual. Are you sure these values are correct?* Select *Yes* if the values are correct or *No* if the values are incorrect.

- Select the *OK* button or press <Enter> on the *Total Weight of Pieces* screen.
- Select <F3> to clear the weight fields.

The *Extra Services* screen (Figure 3.3.3–52) displays (see step 10) unless the mailpiece is Airmail Letter-post and the average weight per piece is one ounce or less, then the *Mailability* screen (Figure 3.3.3–51) displays.

9. Determine if the mailpiece is machinable and enter it on the *Mailability* screen.

Except for Global Priority Mail, any Airmail Letter-post mailpieces weighing one ounce or less and not claimed at a card rate, is subject to a nonmachinable surcharge. For letter-size mailpieces, the nonmachinable surcharge most often applies if:

a. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5, or

b. The mailpiece is poly-bagged, poly-wrapped or enclosed in any plastic material.

For nonletters (IPPs, flats or parcels), the nonmachinable surcharge applies if:

a. The mailpiece is greater than 1/4-inch thick.

b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.

The aspect ratio is less than 1.3 or more than 2.5.

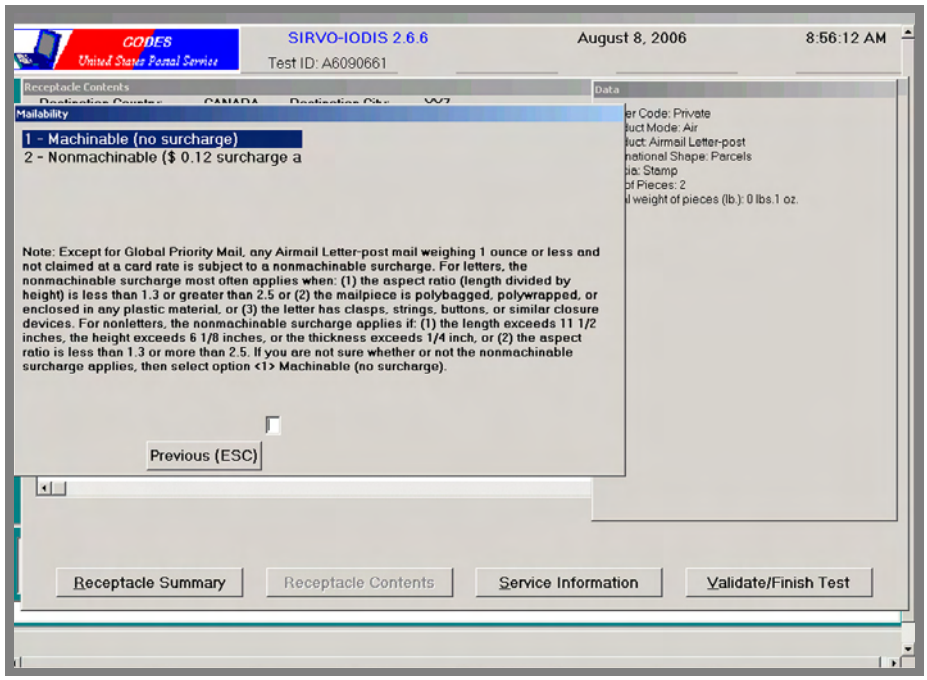

Figure 3.3.3–51 Mailability Screen

- Select the option *Nonmachinable ($0.12 surcharge applies)* when the mailpiece is subject to the nonmachinable surcharge.
- Select the option *Machinable* when the mailpiece is not subject to the surcharge.

Note: If you are unsure of a mailpiece's mailability, select *Machinable*.

The *Extra Services* screen displays upon entering the selection (Figure 3.3.3–52).

10. Enter all the extra services that apply to the mailpiece on the *Extra Services* Screen.

Be aware that each Label Class chosen displays a different list of Extra Services.

a. Extra Services if Label Class is Letter-post:

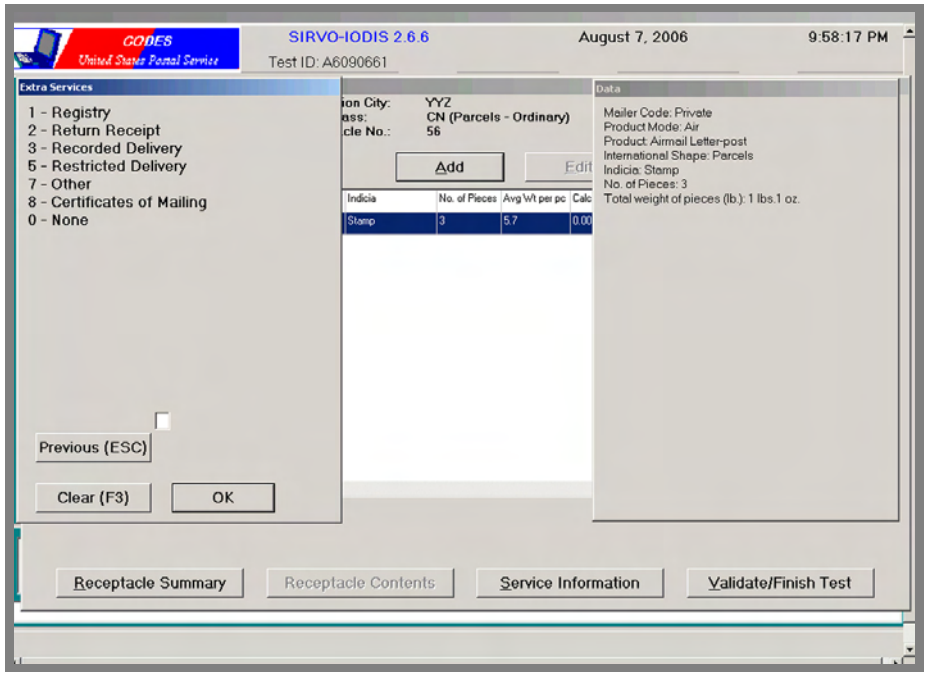

Figure 3.3.3–52 Extra Services Screen

- Select each extra service that is recorded on the mailpiece. Highlight all extra services shown on the mailpiece before pressing <Enter>.

  See RM 3–9 for an explanation of each of the extra services.
- Select *None* if no extra service is recorded on the mailpiece.
- Select *OK*, or press <Enter>. The *Revenue per Piece* (Figure 3.3.3–54) screen displays.

Note: Return Receipt must be linked to registered, insured parcel, or recorded delivery. An error message appears if only *Return Receipt* is selected.

b. Extra Services if Label Class is Parcel Post:

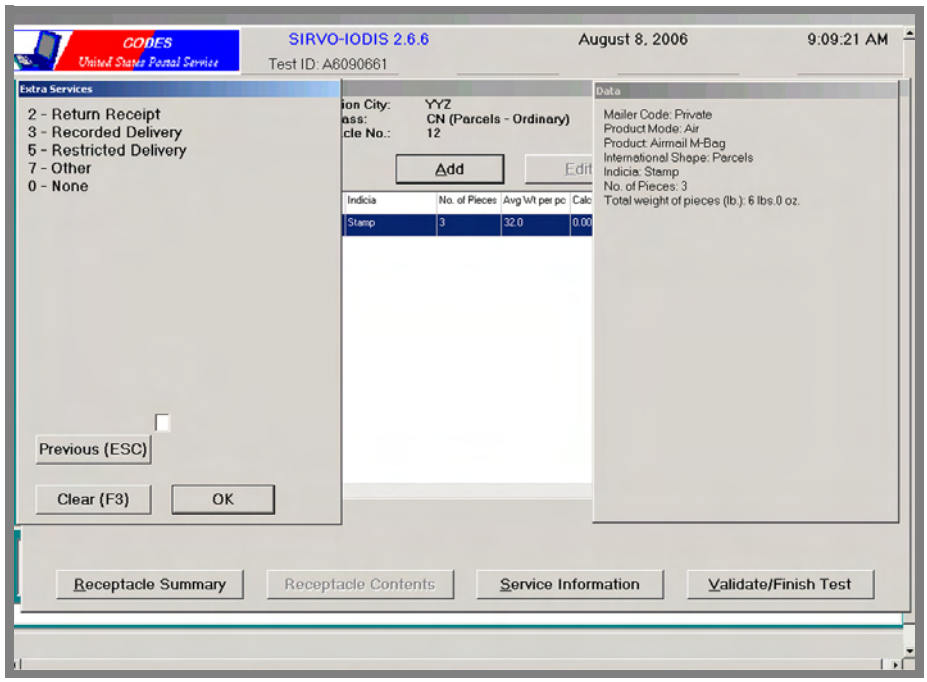

Figure 3.3.3–53 Extra Services Parcel Post Screen

- Select each extra service that is recorded on the mailpiece. Highlight all extra services shown on the mailpiece before pressing <Enter>.

  See RM 3–9 for an explanation of each extra service.

- Select *OK* or press <Enter>. The *Revenue Per Piece* screen (Figure 3.3.3–54) displays.

11. Enter the revenue for each mailpiece on the *Revenue Per Piece* screen.

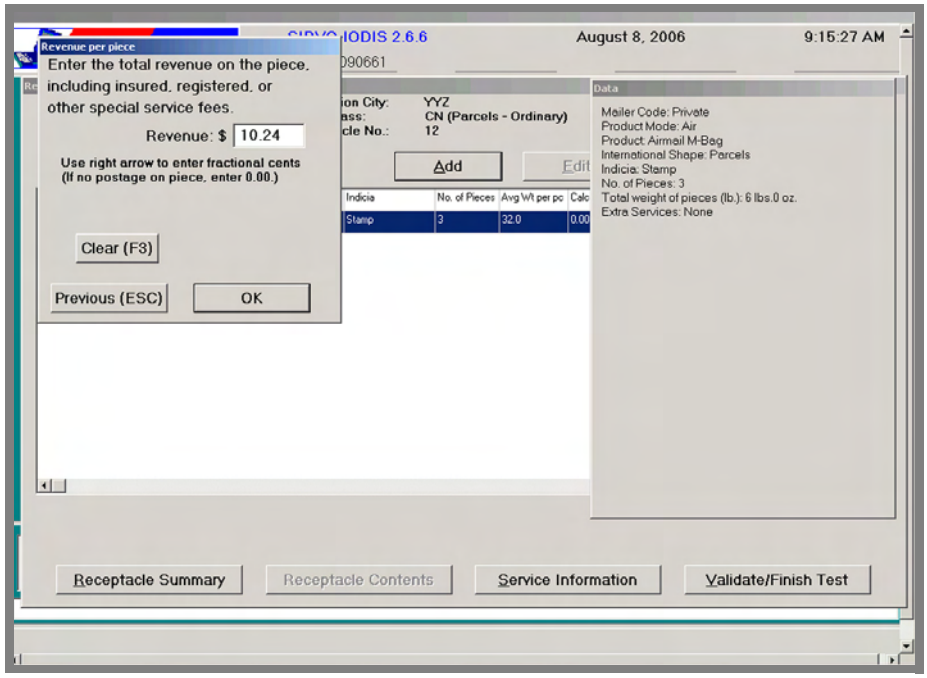

Figure 3.3.3–54 Revenue Per Piece Screen

- Enter the actual postage paid.
- Select the *OK* button or press <Enter> if the calculated postage matches the postage paid on the mailpiece.

  If the calculated postage does not match the postage paid on the mailpiece, the Revenue *Information* screen (Figure 3.3.3–55) displays.

Note: If no indicia is on the mailpiece (e.g., the stamp fell off), enter zero ($0.00). An information screen appears giving the correct postage and asking you to confirm your entry. See Figure 3.3.3–55 below.

After you weigh the mailpieces and enter the data, CODES automatically calculates the correct postage per piece.

Note: If there is a difference in the calculated postage and the postage paid on the mailpiece, the Revenue *Information* screen appears.

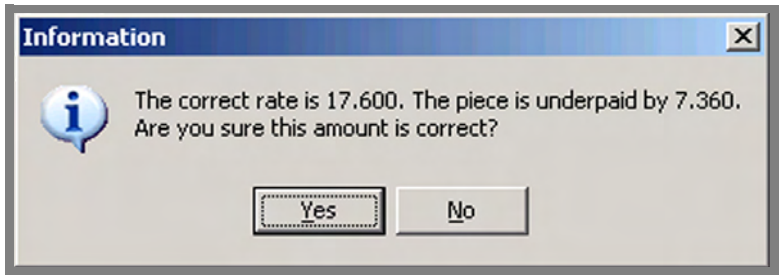

Figure 3.3.3–55 Revenue Information Screen

- Select *Yes* if the entered rate is correct
- Select *No* if the entered rate is not correct. Then correct the rate entered on the *Revenue per piece* screen (Figure 3.3.3–54).

- Select <F3> to clear the *Revenue* field if the amount you entered is incorrect.

Note: Adjust the MIDAS weight of the receptacle and return any mailpiece to the revenue protection personnel when the postage is short-paid by the following amounts:

Class	Mode	Weight	If short-paid by more than:
Letter-post (LC/AO)	Air	< 1 lb.	$0.21
Letter-post	Surface	< 1 lb.	$0.30
Letter-post	All	> 1 lb.	$1.00
Parcel Post (CP)	All	All	$1.00

Note: Although MIDAS allows for the selection of F-sacks for sampling, it does not allow DCTs to modify the weight of the F-sacks because the final dispatch documentation was already produced. If the F-sack contains a short-paid mailpiece, do not send the mailpiece to the short-paid section unless it is short-paid by more than 50 percent. When items are removed from an F-sack that requires an adjustment to the dispatch weight, return the F-sack in the MIDAS program without making a weight adjustment. Notify the Records Unit of the removal of the weight, providing the receptacle's barcode information, amount of weight removed, and, if a GPM or parcel dispatch, the number of pieces removed.

- Select *OK* or press <Enter> to display the *Verify* (Figure 3.3.3–56) screen.

12. Indicate if the information in the *Data* field of the *Verify* screen is correct.

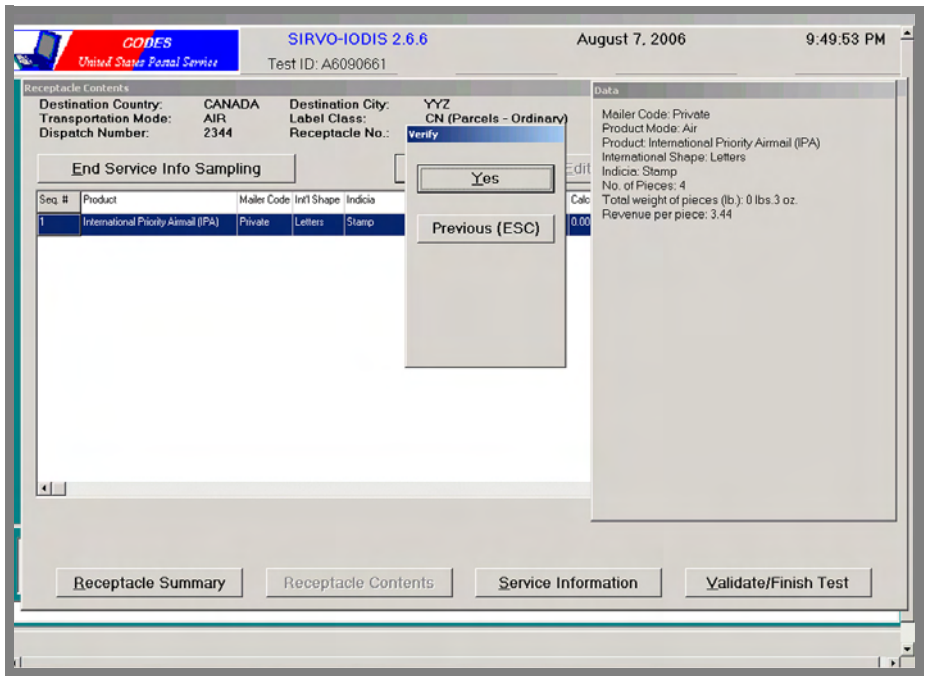

Figure 3.3.3–56 Verify Screen

- Determine if the information shown on the *Data* field is correct.
- Press the *Yes* button if the information shown is correct.
- Select *Previous (ESC)* if the information on the *Data* field is not correct. Return to the screen with the incorrect information and enter the correct data. Return to the *Verify* screen to complete the entry.

Selecting *Yes* or pressing <Enter> displays the *Service Information* screen. If service pieces are being entered on the *Receptacle Contents* screen (Figure 3.3.3–57), then:

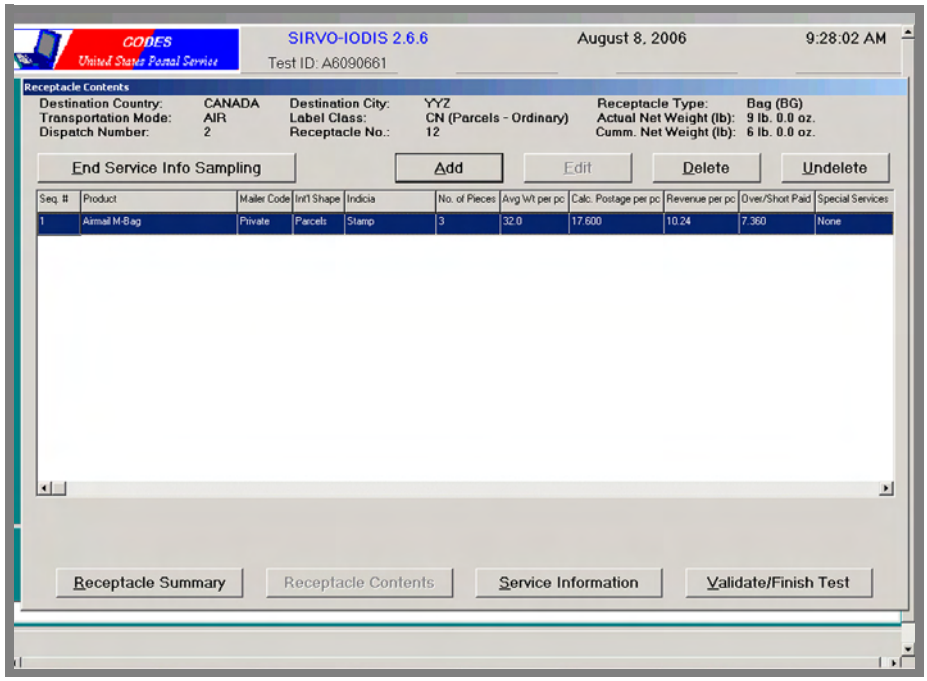

Figure 3.3.3–57 Receptacle Contents Screen

- Select the *Add* button to add additional mailpieces.

  If the cumulative net weight of the contents (displayed in the header) is different from the net weight of the receptacle or subreceptacle, a warning displays asking if the weight entered is correct.

13. Enter Service Information.

If the piece is a service piece, the *Service Information* screen (Figure 3.3.4–59) appears. See section 3.3.4 for step-by-step instructions on how to complete the service information screens.

Note: CODES does not collect service information is on Air UX, Surface, or SAL flows.

14. To record the contents of other receptacles being sampled, return to the *Receptacle Summary* screen.

- Select the receptacle to be sampled by using the up <↑> and down <↓> arrow keys to navigate the listed receptacles.
- Select the *Receptacle Contents* button at the bottom of the screen or press <C> to record the contents of the selected receptacle.

- To add additional receptacles to be sampled, select the *Add* button or press <A> on the *Receptacle Summary* screen.

3.3.4 Recording Service Information (Air receptacles only)

CODES collects service information on air receptacles only, except for receptacles with Label Class *UX*. When you select the service information for a receptacle, a message appears indicating that service information is only collected for receptacles with a transportation mode of air.

Note that you will be unable to proceed into the *Service Information* screen for a receptacle if no information has been recorded on the *Receptacle Contents* screen for the selected receptacle.

Once you enter information for an air receptacle on the *Receptacle Contents* screen, the *Service Information Notification* screen (Figure 3.3.4–58) displays informing the data collector that the *Service Information* screen (Figure 3.3.4–58) will display.

1. **Select the *OK* button or press <Enter> on the *Service Information Notification* screen (Figure 3.3.4–58).**

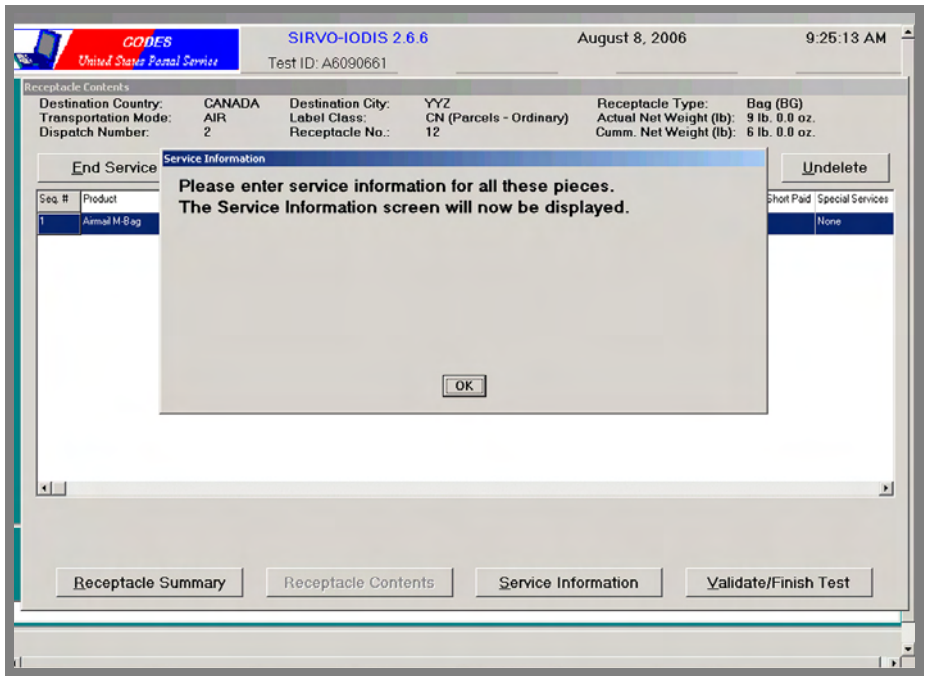

Figure 3.3.4–58 Service Information Notification Screen

- Select OK or press <Enter> to display the *Service Information* Main Menu.

2. Select *Add* from the *Service Information* screen or press <A> to add service information for the selected receptacle.

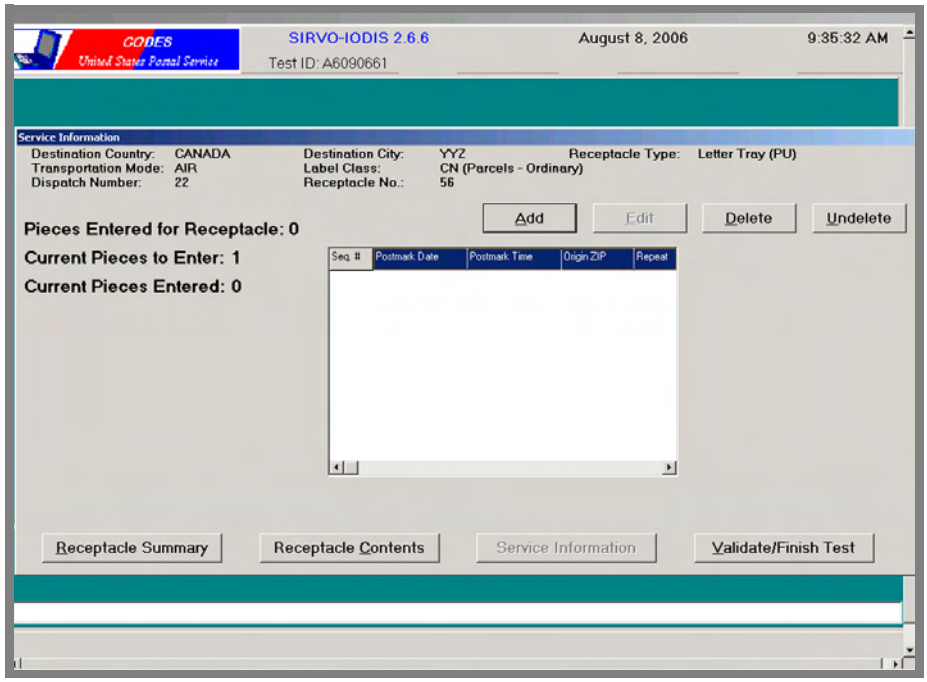

Figure 3.3.4–59 Service Information Main Menu Screen

Note that the pieces to sample and the current samples are displayed on the left side of the *Service Information* screen.

- If you selected *Meter (excluding IBI)* or *Government Official Meter* in the *Indicia* screen (Figure 3.3.3–48), the *Meter Manufacturer* screen (Figure 3.3.4–60) displays.
- Select the appropriate option from the *Meter Manufacturer* screen that corresponds to the information found on the mailpiece.

The meter manufacturer is usually listed as an abbreviation above the meter number or in the meter imprint or strip. (See RM 3–10 for examples.)

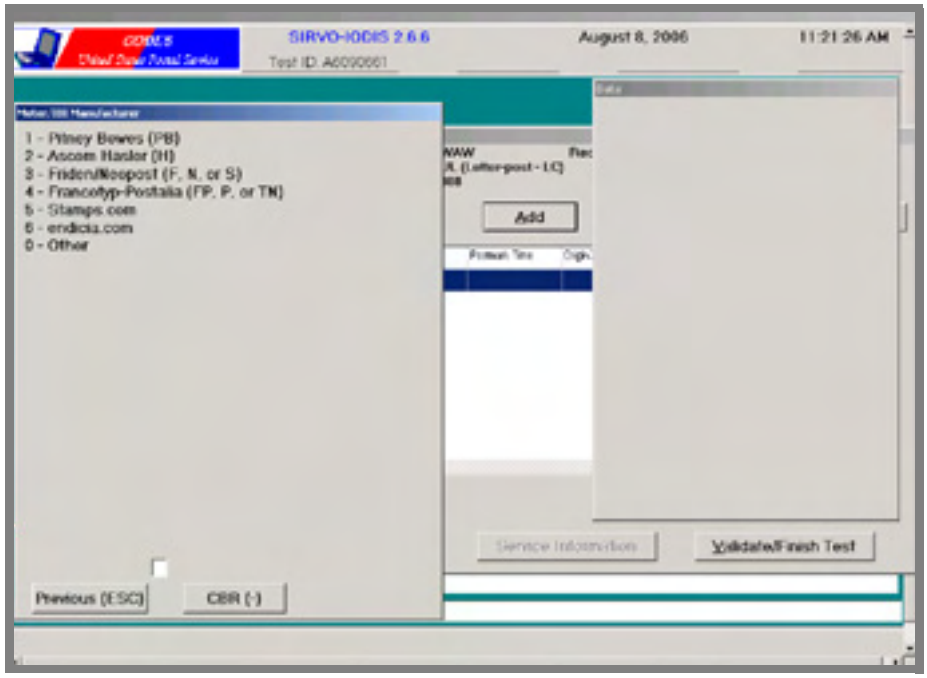

Figure 3.3.4–60 Meter Manufacturer Screen

Once the data collector selects and enters the appropriate option for the meter manufacturer, the *Meter Number* screen (Figure 3.3.4–61) displays.

- Enter the meter number from the indicia on the *Meter Number* screen.

  Generally, the meter number is located to the left of or below the postage and just to the right of the date.

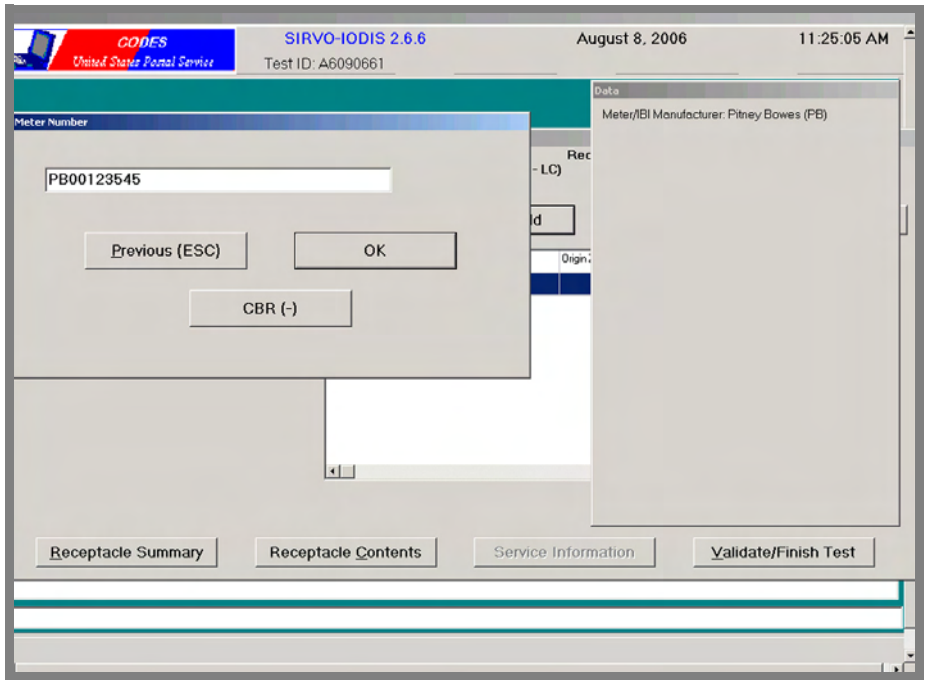

Figure 3.3.4–61 Meter Number Screen

Guidelines for keying meter numbers:

- Exclude leading zeros.
- Enter an <X> for each digit that is not readable.
- Never key a leading letter or meter manufacturer name.
- Select <-> *Cannot Be Read* when the entire meter number is unreadable.

Example: Meter number reads PB00123545. Key 123545, excluding leading zeros.

Example: The long meter number is NO46J00000045. The last alpha character to the right is the letter 'J'. Key only 45, excluding leading zeros.

Note: As a part of the Postal Service's revenue protection effort, a "hot list" file of meter numbers provided by the Postal Inspection Service is included in the software. When an inserted meter number matches a number on the "hot list," the CODES software asks you to photocoy the mailpiece. When this occurs, follow procedures below:

- Photocopy the mailpiece.
- Complete the *Inspection Service Mailpiece Photocopy Transmittal Form* found in RM 3–11.
- Mail the photocopy of the mailpiece with the transmittal form to the Inspection Service.
- Return the mailpiece to Mail Processing.

The *Postmark Date* screen (Figure 3.3.4–62) displays by pressing <Enter> on the *Meter Number* screen (Figure 3.3.4–61).

3. Enter the postmark date on the *Postmark Date* screen.

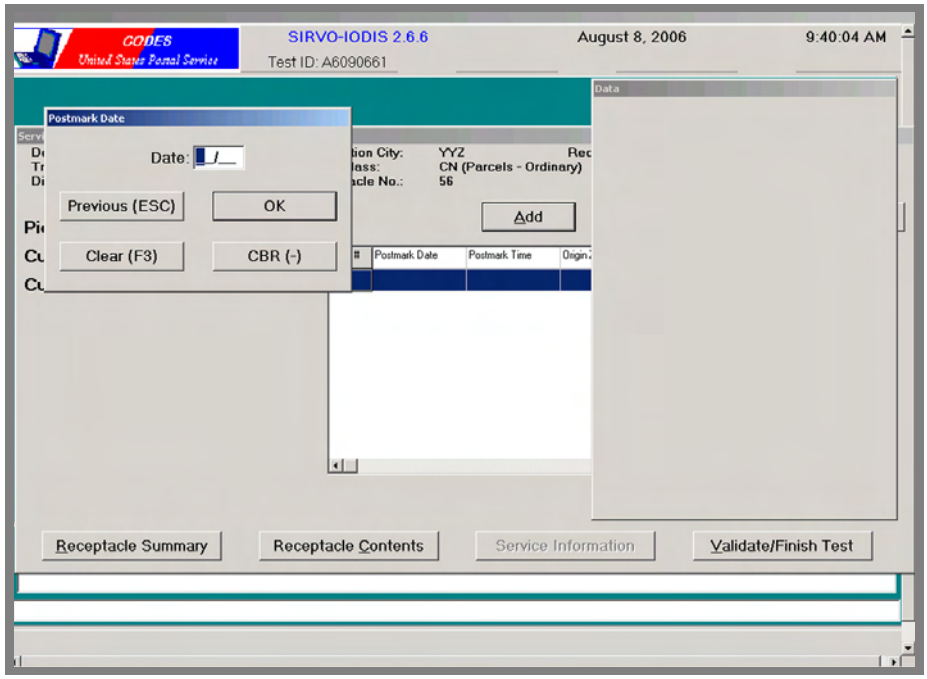

Figure 3.3.4–62 Postmark Date Screen

- Type the two-digit month and the two-digit day of the postmark in the *Date* field. If more than one postmark appears on a sample mailpiece, take the postmark date from the earliest cancellation mark.
- Select *CBR (-)* if you cannot read the postmark date.
- Press <F3> to clear the *Date* field.
- Select the *OK* button or press <Enter> to display the *Postmark Time* screen (Figure 3.3.4–63).

Note: If the data collector entered *Postal Validation Imprint (PVI)* indicia at the *Indicia* screen, the *Postmark Date* screen will not display.

4. Select the time (AM, PM, –PM) from the *Postmark Time* screen.

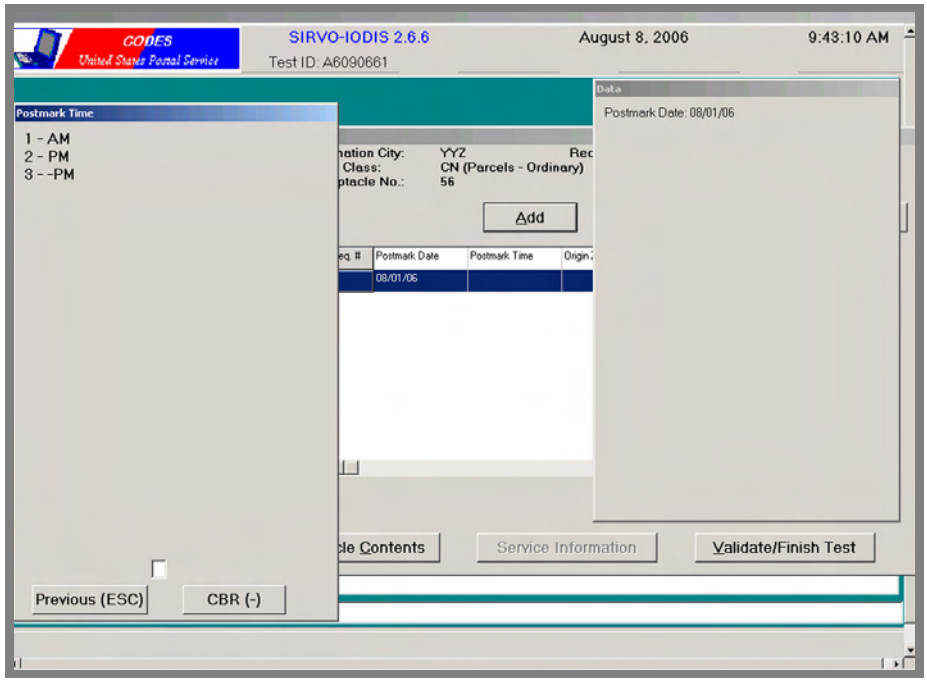

Figure 3.3.4–63 Postmark Time Screen

- Select the time by pressing the appropriate number key. When the number is entered, the *Origin ZIP* screen (Figure 3.3.4–64) displays.
- If you cannot read the number select the *CBR (-)* button.

If more than one postmark appears on a sample mailpiece, take the postmark time from the earliest cancellation mark.

Note: If the data collector entered *Meter (excluding IBI), Postal Validation Imprint (PVI),* or *Information Based Indicia (IBI)* at the *Indicia* screen, the *Postmark Time* screen does not display.

5. Enter the origin ZIP on the *Origin ZIP* screen.

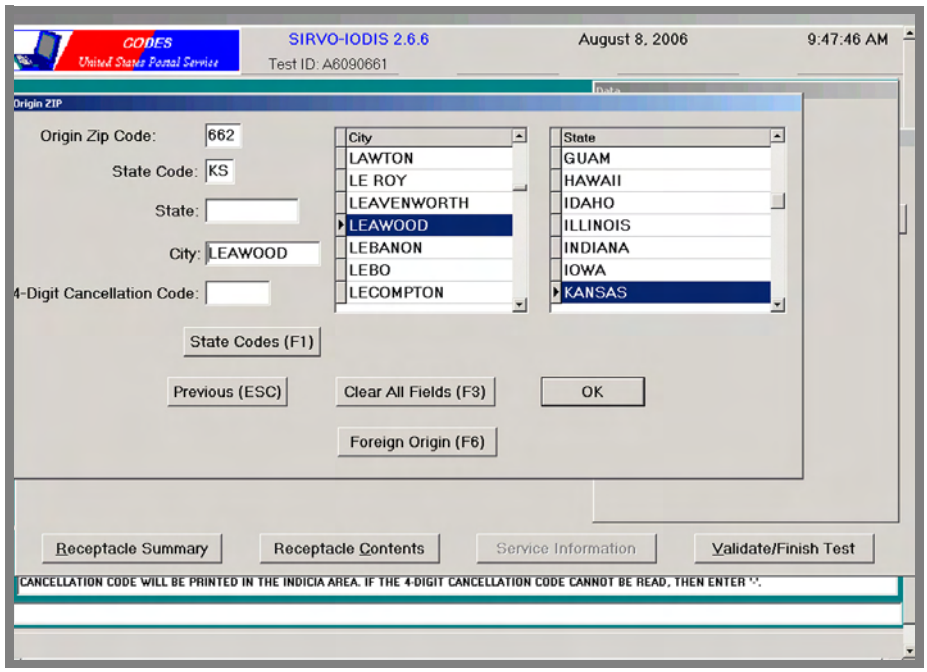

Figure 3.3.4–64 Origin ZIP Screen

- Enter the *Origin ZIP Code* in the field provided. If the ZIP Code is not known, press <F1> to display a drop down list of state codes.
- Highlight the state of the mailpiece's origination by using the up <↑> and down <↓> arrow keys to move through the list.
- Press <Enter> to display a second drop down list of the cities once you have selected the state.

Note: If the 3-digit origin ZIP Code cannot be read, enter <-> (hyphen). Enter the state code, then select the city to determine the 3-digit ZIP Code. If you cannot read the state code, then enter <->. If you cannot read the city, then enter <->.

If the origination of the mailpiece is a country outside of the United States, select <F6> to display the *Foreign Origin* screen (Figure 3.3.4–65).

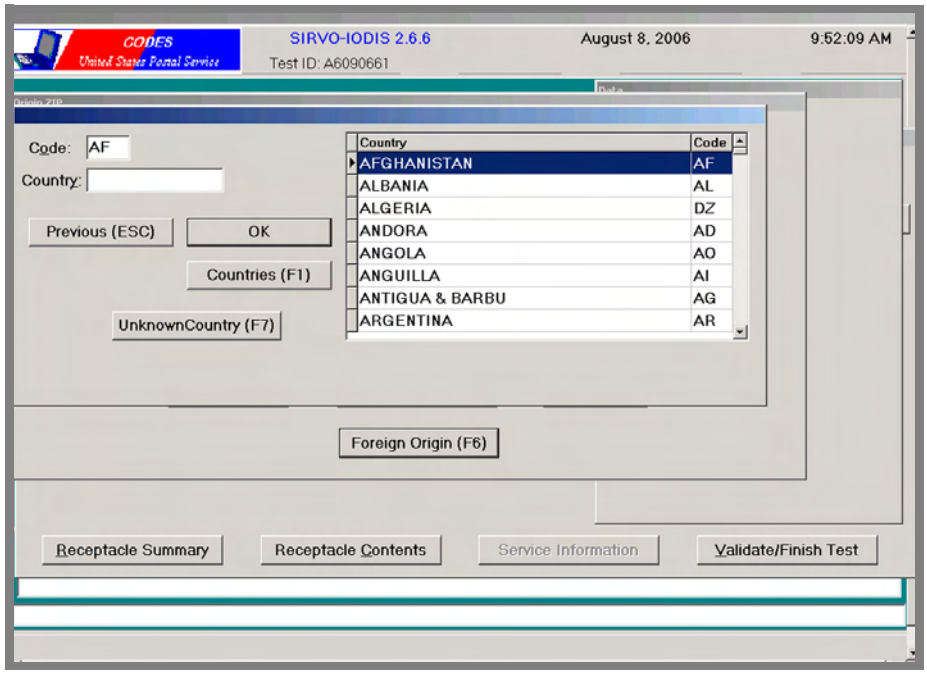

Figure 3.3.4–65 Foreign Origin Screen

- Enter the code for the foreign country in the *Code* field. If you cannot read the country code, select <F1> to display a list of the countries. Highlighting the country displays the country code in the appropriate field.
- If you do not know the country, select the *Unknown Country* <F7> button to bypass the screen.

  Selecting <F3> clears all information that has been entered.

  The *Handwritten Address?* screen (Figure 3.3.4–66) displays.

6. **Enter the type of address found on the mailpiece on the *Handwritten Address?* screen.**

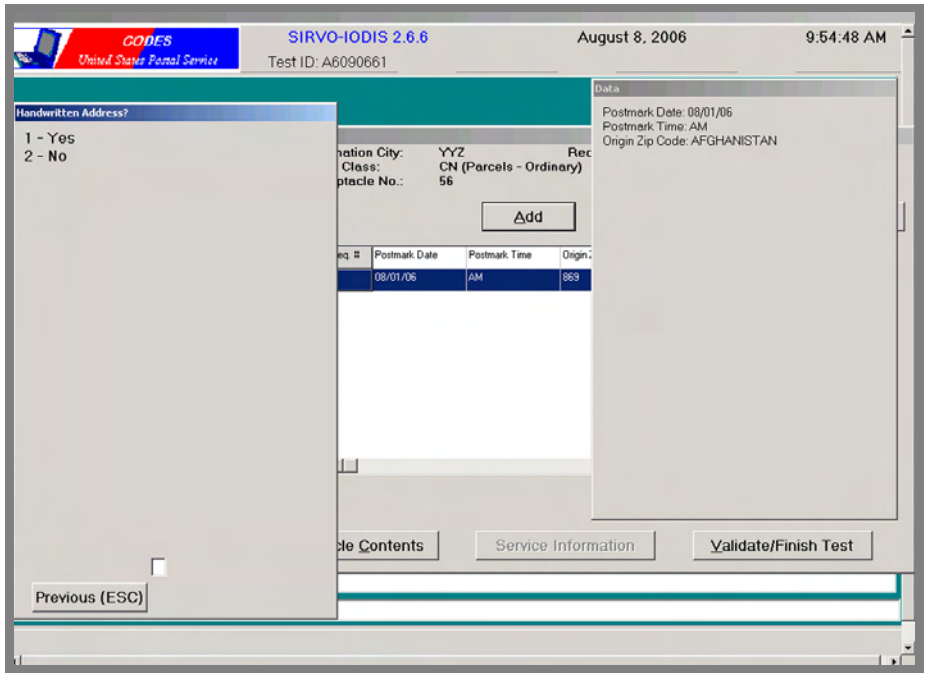

Figure 3.3.4–66 Handwritten Address? Screen

- Enter the number beside the appropriate address type in the field provided.
- The *Verify* screen (Figure 3.3.4–67) then displays.

7. Verify the information on the *Data* field, and enter your response on the *Verify* screen.

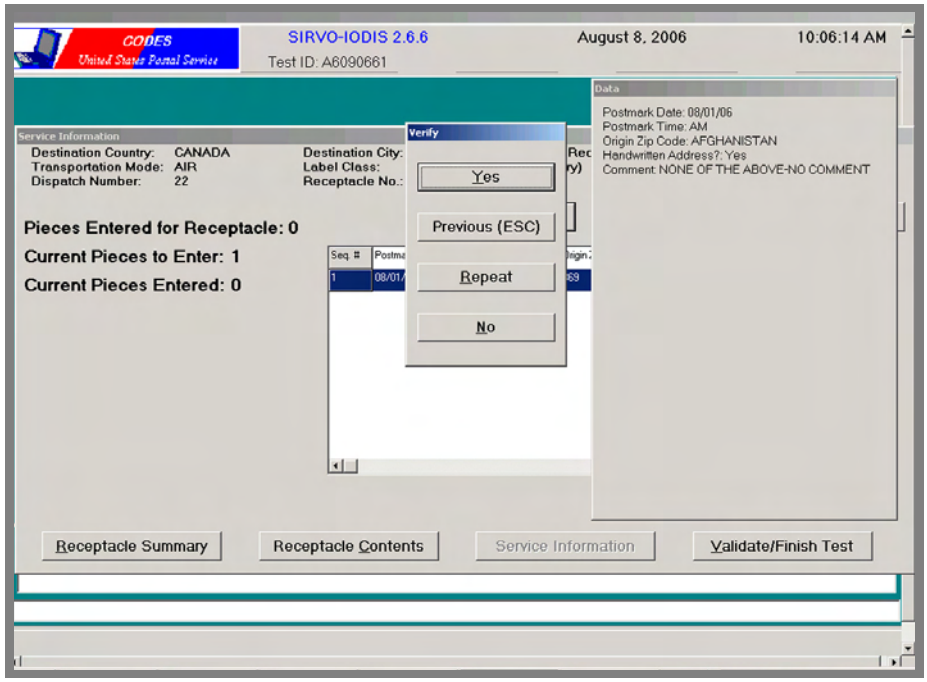

Figure 3.3.4–67 Verify Screen

Determine if the information shown in the *Data* field is correct (Figure 3.3.4–67).

- Select *Yes* or press <Enter> if the information is correct. The *Service Information* screen (Figure 3.3.4–59) displays.
- Select *Previous (ESC)* if the information on the *Data* screen is not correct. Return to the screen with the incorrect information and enter the correct data. Return to the *Verify* screen to complete the entry.
- Select *Repeat* to enter information on mailpieces with identical characteristics to the mailpiece just entered. The *Repeat* screen displays (Figure 3.3.4–68).

If more than one mailpiece has exactly the same characteristics, enter the first mailpiece, then select the *Repeat* button on the *Verify* screen or press <R>.

Figure 3.3.4–68 Repeat Screen

- Enter the number of mailpieces with the same characteristics in the *Enter Repeat* field.
- Enter the same number in the *Enter Repeat again* field to verify that the number entered is correct. This process saves the data collector time by repeating the information for additional mailpieces that have already been entered.
- Verify the information in the *Data* field by selecting *Yes.*
- Select *No* if the information shown on the *Data* field is not correct. The *Verify Information* screen (Figure 3.3.4–67) displays.

  Once you enter the service information, the system displays the *Service Information Complete* screen (Figure 3.3.4–69).

8. Select *OK* to return to the *Receptacle Contents* screen.

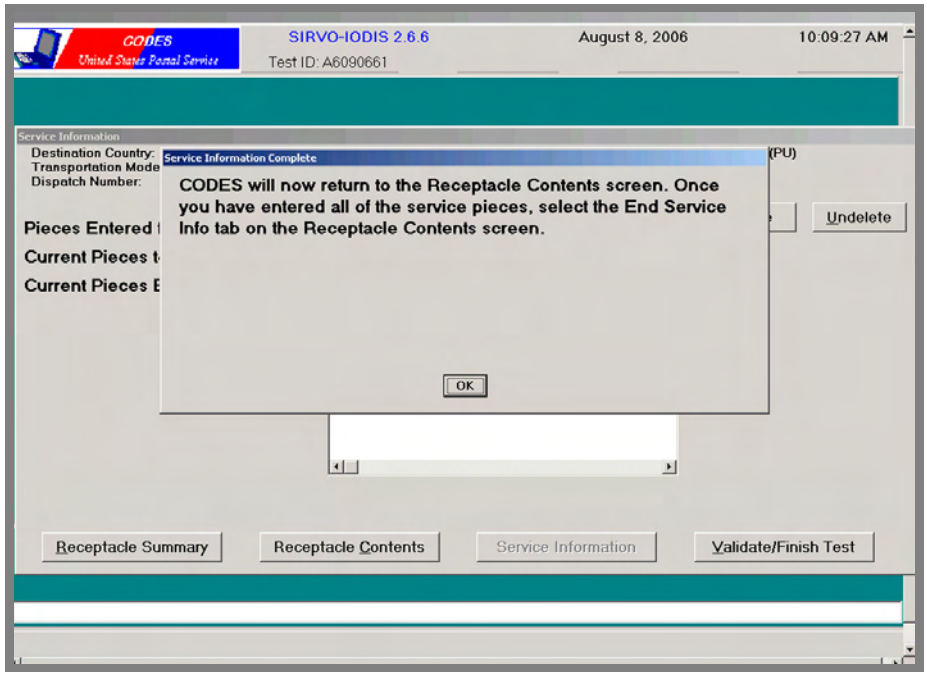

Figure 3.3.4–69 Service Information Complete Screen

Once you enter the service information, the system displays the *Service Information Complete* screen.

Selecting *OK* or pressing <Enter> displays the *Receptacle Contents* screen (Figure 3.3.3–57).

If all of the service pieces have been entered, select the *End Service Info Sampling* button on the *Receptacle Contents* screen (Figure 3.3.3–57).

3.4 Non-MIDAS/Bulk Container Procedures

BACKGROUND INFORMATION

Bulk container procedures have been established for non-MIDAS tests where the data collector encounters large receptacle(s), such as an LD3, Gaylord, Postal Pak, or sea container, that will ultimately have the receptacle label on it, and contains loose items, or one or more subreceptacles (subreceptacles without receptacle labels).

The bulk container may not be processed through MIDAS until shortly before dispatch. Thus, you must adjust the normal SIRVO-IODIS process for sample selection and data entry.

3.4.1 Preparing for the Test

PROCEDURES

The following procedures will guide the data collector through this process:

1. Selecting the Bulk Container(s)

a. Target Bulk Container(s)

- Obtain from your MSP or SSP or duplicate the *Bulk Container Testing* form, (RM 3–3). Complete two copies per bulk container with information regarding the bulk container(s) desired for sampling.
- Locate within the facility the desired bulk container(s), ensuring that the bulk container meets the destination country, destination office of exchange (DEO), transportation mode, and label class requirements shown on the *Bulk Container Testing Form*.

b. Selecting Target Bulk Containers

- Follow the instructions in the Subsampling Table for Bulk Containers (see RM 3–2) to select a subsample of bulk containers.

Note: Operations may stage in the same area more than one dispatch related to different streams. Perform the Bulk Container Skip only across the bulk containers meeting the same four defining characteristics being targeted by the SIRVO-IODIS test (see Section 3.2.3.1).

c. Communicate with Operations

Speak with Operations to:

- Determine the expected dispatch time. Is there time for sampling? If not, select another bulk container.
- Determine the expected contents (*i.e.,* loose items, subreceptacle types).
- Seek assistance to obtain later the final dispatch information for the bulk container.

d. Preferences for Bulk Container(s)

Select a bulk container(s) in the following order of preference:

- Bulk container(s) with the final receptacle label.
- Bulk container(s) with most of the content mailpieces or sub-receptacles in the final receptacle.
- Bulk container(s) with the contents staged in temporary/interim containers.
  - The sample pieces taken from the temporary interim container(s) must be dispatched in the targeted bulk container.
  - The sampled temporary interim container(s) must be marked to avoid potential double counting.

Example: Depending upon the operational processes and dispatch schedules at a given Origin Office of Exchange, DCTs may need to select mailpieces or subreceptacles from Bulk Containers at an earlier point in the dispatch process (i.e., prior to being placed in the Bulk Container). For example, DCTs may consider selecting subsamples from staged temporary or interim containers (e.g., ULDs), or as the mailpieces or subreceptacles are being entered into the Bulk Container.

Note: The sampled pieces selected from temporary/interim containers must be recorded under the bulk container receptacle that will receive the receptacle label.

e. Label the Bulk Container(s)

- **First copy.** Place one copy of the *Bulk Container Testing Form* on the selected bulk container(s) to indicate that the bulk container(s) is part of a SIRVO-IODIS test. Check the first box on the form, which indicates that items have been removed from the bulk container(s) for sampling.
- **Second copy**. Complete the information on the second copy of the *Bulk Container Testing Form* (e.g., all subreceptacles are of one type; 10 bags and 2 flat tubs as of "x" time) and keep this copy with you until the sample is completed.

2. Selecting the Subsample

- Follow the instructions in the *Subsampling Table for Bulk Containers* to select mailpieces within selected receptacles and/or subreceptacles (see RM 3–2).

Note: Perform the mailpiece skip within each bulk container. If the mailpieces are in temporary/interim containers staged for dispatch, perform the mailpiece skip across all of the staged containers.

Note: Ensure that a subsample of subreceptacles consists only of containers (e.g., bags) that will not ultimately receive an individual receptacle label.

3.4.2 Recording the Data for a Bulk Container— Loose Items (CI)

1. If the receptacle label is not available, manually enter on the *Receptacle Summary* screen the known dispatch information contained at the top of the *Bulk Container Testing Form*. See section 3.3.2.2.

a. *Dispatch No./Mail No.* screen. If the receptacle label is not available:

- Temporarily leave this field blank.

  If the receptacle is a sea or airline container for which only one dispatch per day is likely, obtain from MIDAS and enter the next *Dispatch No.* for the stream.

- Once the receptacle label information is available, confirm, and edit this field with the actual *Dispatch No.* (e.g., from the *Bulk Container Testing Form*, see RM 3–3).

b. *Receptacle No.* screen. If the receptacle label is not available:

- If only one receptacle is being tested, temporarily leave this field blank.

  If the receptacle is a sea or airline container for which only one receptacle per dispatch is likely, enter “1”.

- If you are sampling multiple bulk containers, temporarily enter and label each bulk container as Receptacle No. 990, 991, 992, etc. Enter this number where indicated on the bottom of the *Bulk Container Testing Form* (see RM 3–3).

- Record this temporary *Receptacle No.* where indicated on the bottom of the *Bulk Container Testing Form* (see RM 3–3).

- Once the receptacle label information is available, confirm and edit this field with the actual *Dispatch No.* (e.g., from the *Bulk Container Testing Form*; see RM 3–3).

c. *Reported Weight* screen. Select the “If weight not available (F5)” tab under “For Bulk Containers only”. Edit this field after a Receptacle Label is produced and the information can be obtained (e.g., from the *Bulk Container Testing Form*; see RM 3–3).

2. Select from the *Receptacle Type* screen *Bulk Container—Loose Items (CI)*.

3. Proceed to 3.3.3 and 3.3.4 above to enter the selected pieces on the *Receptacle Contents* and *Service Information* screens.

Note: Do not enter subsampled mailpieces under the temporary/interim container’s receptacle number. Always enter the mailpieces under the bulk container that ultimately receives the final receptacle label.

4. Complete sample.

Return the sampled pieces to the bulk container.

Once the bulk container is finalized for dispatch, complete or obtain the completed original *Bulk Container Testing Form* containing the final dispatch information. Use this information to:

- Complete the fields on the *Receptacle Summary* screen (*i.e.,* barcode information, including Dispatch No., Receptacle Number, Reported Weight, and Number of Reported Parcels, if applicable).

3.4.3 Recording the Data for Bulk Container—Subreceptacles

1. If the receptacle label is not available, manually enter on the *Receptacle Summary* screen the known dispatch information contained on the *Bulk Container Testing Form.*

a. *Dispatch No./Mail No.* screen. If the receptacle label is not available:

- Temporarily leave this field blank.

  If the receptacle is a sea or airline container for which only one dispatch per day is likely, obtain from MIDAS and enter the next *Dispatch No.* for the stream.

- Once the receptacle label information is available, confirm, and edit this field with the actual *Dispatch No.* (e.g., from the *Bulk Container Testing Form*, see RM 3–3).

b. *Receptacle No.* screen. If the receptacle label is not available:

- If only one receptacle is being tested, temporarily leave this field blank.

  If the receptacle is a sea or airline container for which only one receptacle per dispatch is likely, enter "1".

- If you are sampling multiple bulk containers, temporarily enter and label each bulk container as Receptacle No. 990, 991, 992, etc. Enter this number where indicated on the bottom of the *Bulk Container Testing Form* (see RM 3–3).

- Once the receptacle label information is available, confirm and edit this field with the actual *Dispatch No.* (e.g., from the *Bulk Container Testing Form*; see RM 3–3).

c. *Reported Weight* screen. Select the "If weight not available (F5)" tab under "For Bulk Containers only". Edit this field after a Receptacle Label is produced and the information can be obtained (e.g., from the *Bulk Container Testing Form*; see RM 3–3).

2. **Select from the *Receptacle Type* screen, *Bulk Container —Subreceptacles*.**

   To further define the type of Bulk Container-Subreceptacles, the *Bulk Container Contents* screen (Figure 3.4.3–70) displays.

3. **Select the type of bulk container based upon the receptacle types of its subreceptacles.**

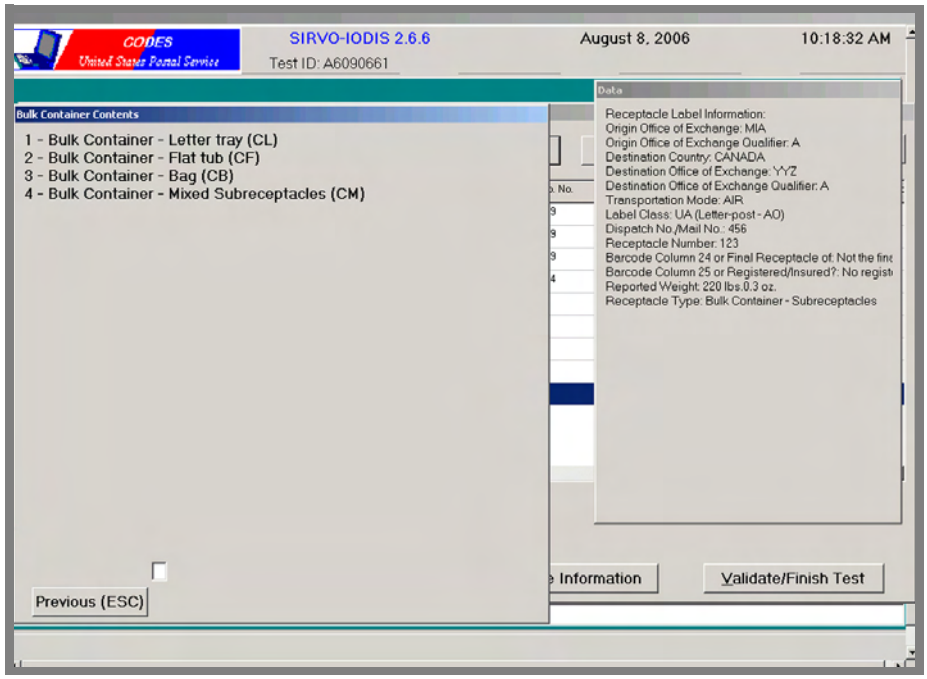

Figure 3.4.3–70 Bulk Container Contents Screen

- Select the type of subreceptacles contained within the bulk container by entering the number beside the selected bulk container type.

Note: Only sample the subreceptacles that will be dispatched in the sampled bulk container. If prior to the bulk container being filled, the sample is to be selected only for the subreceptacles that will fill that bulk container.

If the bulk container consists of only one type of subreceptacle, select one of the options, *Letter trays, Flat tubs*, or *Bags*. The *Verify* screen (Figure 3.3.4–67) will display. See Step 5 below.

4. **If the bulk container consists of more than one type of subreceptacle, select the option *Mixed Subreceptacles*.**

   If you select *Bulk Container —Mixed Subreceptacle (CM)* , the *Bulk Container Subreceptacles by Type* screen (Figure 3.4.3–71) displays.

5. Enter the number of subreceptacles by type on the *Bulk Container Subreceptacles by Type* screen.

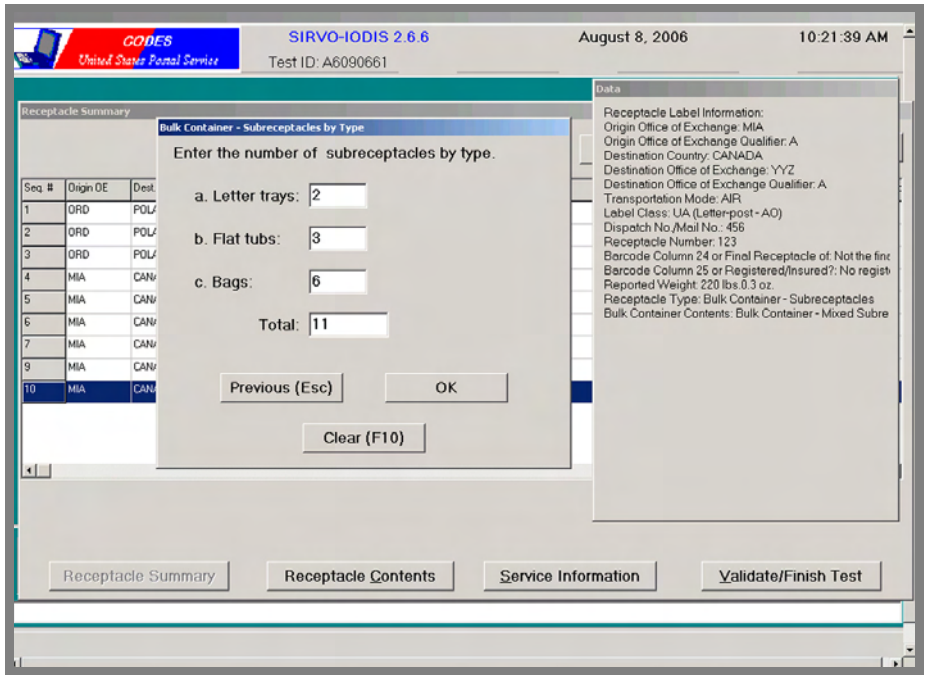

Figure 3.4.3–71 Bulk Container Subreceptacles by Type Screen

- Determine the type of subreceptacle.
- Enter the total number of receptacles within the bulk container by receptacle type (letter trays, flat tubs, or bags).
- Press <Enter> or <Tab> to move through the fields.

  CODES automatically totals the number of subreceptacles.

Note: If you are sampling a completed bulk container, enter the number of each subreceptacle type.

Note: If you are sampling a partially completed bulk container, enter "1" for each subreceptacle type selected for sampling. At the end of the test, this information will need to be updated to reflect the final count of each subreceptacle by type in the bulk container.

- Select *OK* or press <Enter> to display the *Subreceptacle Selection* screen (Figure 3.4.3–72).
- CODES then instructs the data collector to select each type of subreceptacle for sampling.

- If a bulk container contains only one type of subreceptacle, sample two subreceptacles of that type.
- If a bulk container contains a mix of subreceptacles, sample two or three subreceptacles (one of each type of subreceptacle).
- Select subreceptacles by type as directed on the *Subreceptacle Selection* screen (Figure 3.4.3–72) and described more fully in the *Subsampling Table for Multiple Bulk Containers* (RM 3–2).

Figure 3.4.3–72 Subreceptacle Selection Screen

- Select *OK* or press <Enter> on the Subscreen, and the *Verify screen* displays.

6. Confirm the selections shown in the *Data* field of the *Verify screen*.

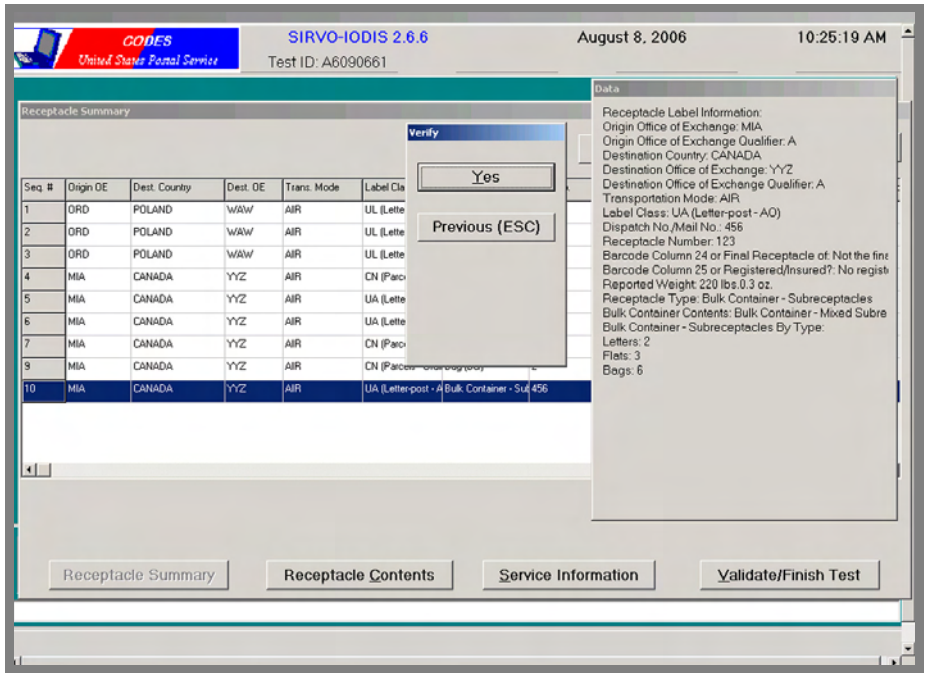

Figure 3.4.3–73 Verify Screen

- Determine if the information shown in the *Data* field of the *Verify* screen is correct.
- Select the *Yes* button or press <Enter> to view the *Receptacle Summary* screen (Figure 3.3.2–5) if the information shown is correct.

- If the information on the *Data* field is not correct, select *Previous (ESC)* to return to the screen with the incorrect information. Enter the correct data and return to the *Verify* screen to complete the entry.
- The *Receptacle Summary* screen (Figure 3.3.2–5) displays.

7. Select the *Receptacle Contents* button at the bottom of the *Receptacle Summary* screen to enter information on the contents of the subreceptacle.

The *Bulk Container - Subreceptacle Information* screen (Figure 3.4.3–74) appears. This screen reflects the number of subreceptacles by type to be sampled. You must enter the data on the screen before entering the related content information for the subreceptacles.

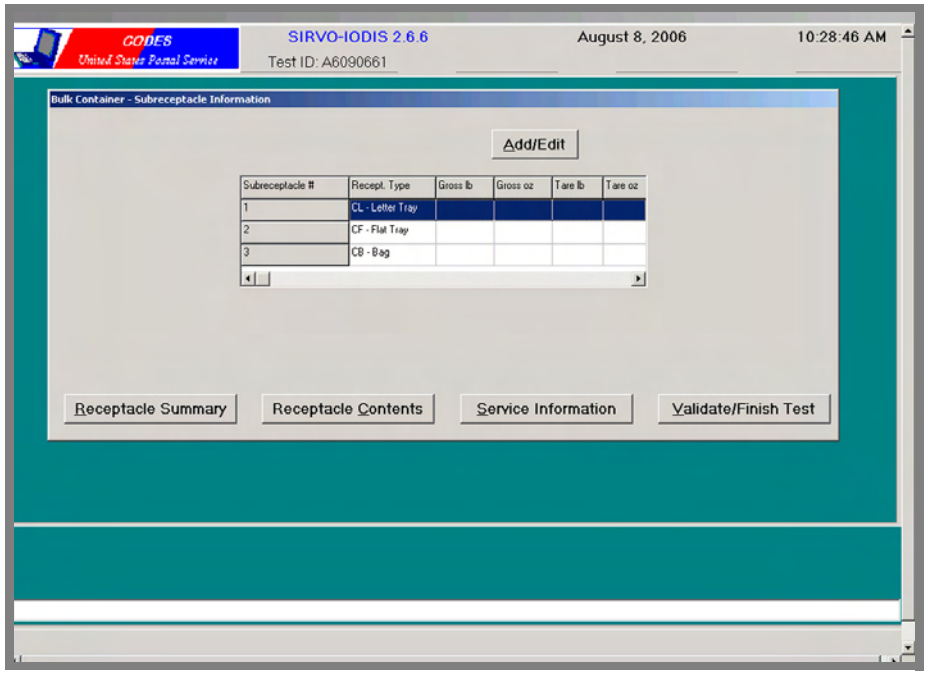

Figure 3.4.3–74 Bulk Container—Subreceptacle Information Screen

- Highlight the row containing the receptacle type for the subreceptacle on which you wish to enter data. Use the up <↑> and down <↓> arrow keys to move through the list of subreceptacles.
- Select the *Add/Edit* button or press <A> to enter the weight of the subreceptacle.

To reach this *Bulk Container Subreceptacle Information* screen at anytime, select the *Subreceptacles* button displayed above the *Receptacle Summary* button when contents are being entered for a subreceptacle. The *Bulk Container Subreceptacle Information* screen always appears as an interim step so that the desired subreceptacle may be highlighted and its contents recorded.

This process is shown in the diagram below.

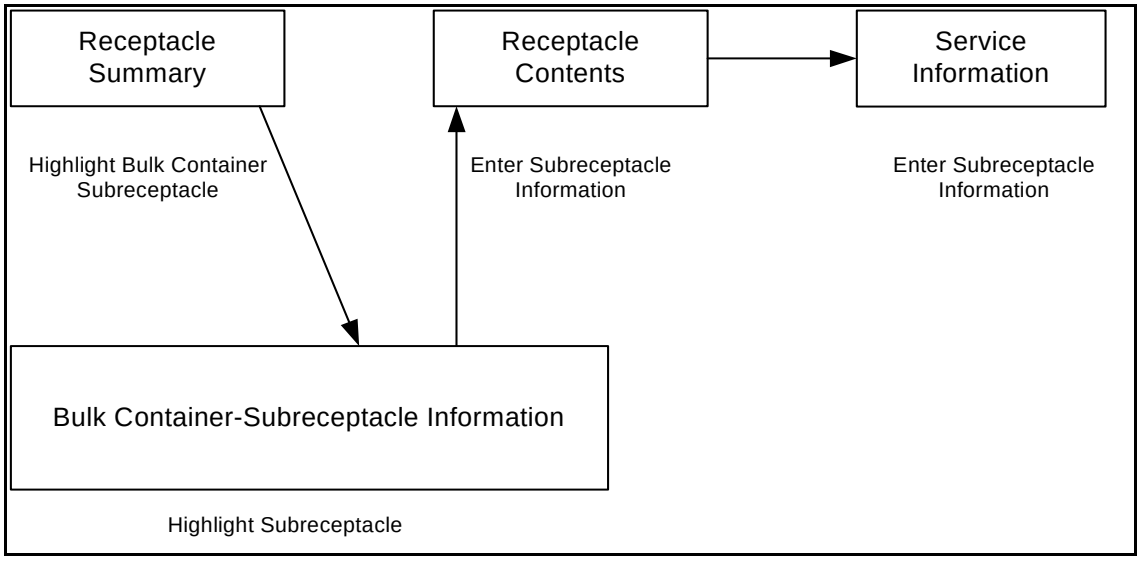

Exhibit 3.4.3–4 Recording Receptacle Contents

- The *Bulk Container— Subreceptacle Weight* screen (Figure 3.4.3–75) displays.

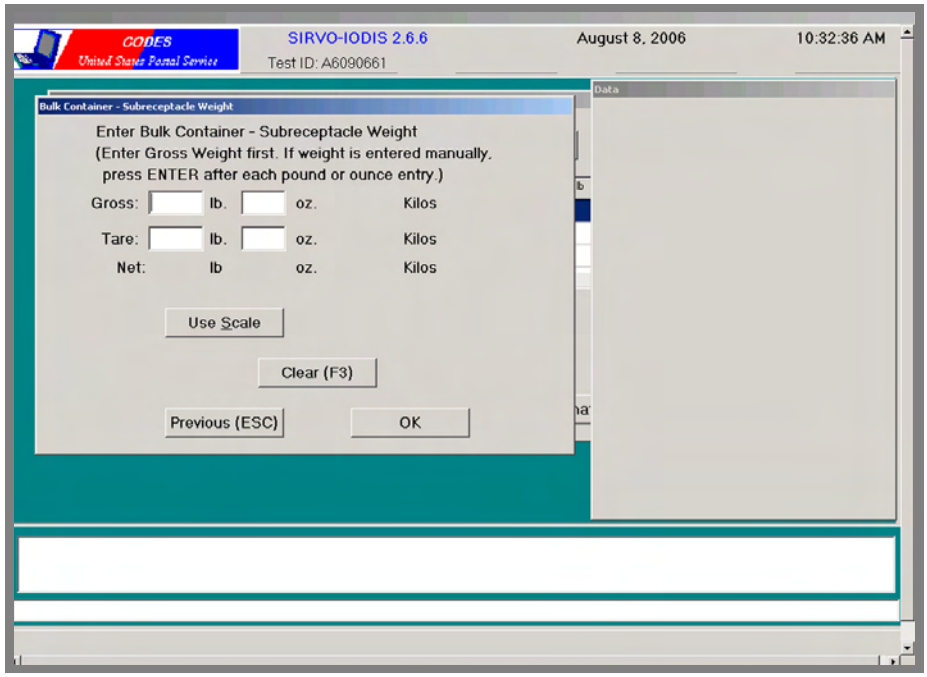

Figure 3.4.3–75 Bulk Container—Subreceptacle Weight Screen

To enter the Gross weight (lb.) electronically:

- Select in the *Gross* weight field before weighing.
- Weigh the subreceptacle and the mailpieces together.
- Select the *Use Scale* button or press <S> and the actual weight in pounds and ounces populates the *Gross* weight field.

To enter the *Tare* weight (lb.) electronically:

- Remove the mailpieces from the subreceptacle.
- Click in the *Tare* weight field before weighing.
- Weigh the subreceptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual weight in pounds and ounces populates the *Tare* weight field.
- Press <Enter> and the *Net* weight automatically calculates in kilograms.

  If the electronic scale is not attached to the CODES Laptop, weigh the receptacle and the mailpieces following the steps listed above and manually enter the weights in the fields indicated in Figure 3.4.3–75.

Note: Enter the weight for each of the subreceptacles shown.

- Select *OK* or press <Enter> to display the *Bulk Container—Subreceptacle Information* screen (Figure 3.4.3–74).

8. **Select the *Receptacle Contents* button or press <C> to enter content information for the subreceptacle whose row is highlighted.**

   The *Service Information Piece Skip* screen displays. See Figure 3.3.3–36.

- Press *OK* at the bottom of the screen and the *Receptacle Contents* Screen displays (Figure 3.4.3–76).

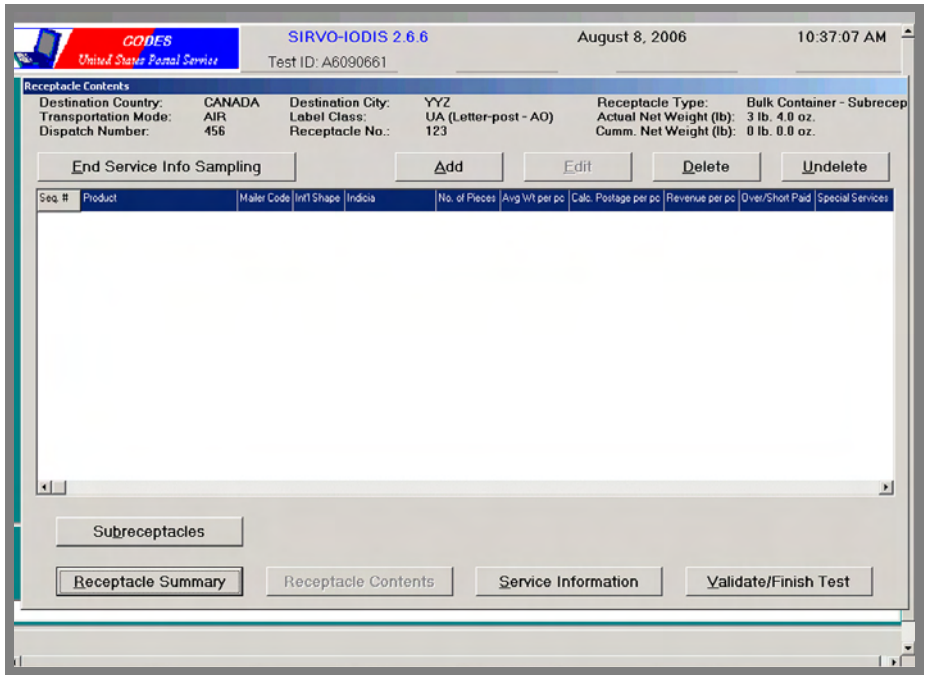

Figure 3.4.3–76 Receptacle Contents Screen

See section 3.3.3 for instructions on completing the *Receptacle Contents* screen.

To enter the contents and service information requirements for each subreceptacle, highlight each subreceptacle on the *Bulk Container Subreceptacle* screen and proceed to complete the *Receptacle Contents* and *Service Information* screens. See sections 3.3.3, Recording the Receptacle Contents, and 3.3.4, Recording Service Information, for step-by-step instructions on completing these screens.

9. Complete sample.

Return the sampled subreceptacles to the bulk container.

Once the bulk container is ready for dispatch, complete or obtain the completed original *Bulk Container Testing Form* containing the final dispatch information. Use this information to:

- Complete the fields on the *Receptacle Summary* screen (i.e., barcode information, including Dispatch No., Receptacle Number, Reported Weight, and No. of Reported Parcels, if applicable).

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3.5 Validating and Finishing the SIRVO-IODIS Test

BACKGROUND INFORMATION

The data collector must validate and finish the test once all the mailpiece information has been entered for all of the selected receptacles in the sample unit. This section provides step-by-step procedures for performing this task.

PROCEDURES

To validate the test information, select the *Validate/Finish Test* button at the bottom of the *Service Information* screen. Highlight the button by using the <Tab> key or by simply pressing the <V> on your keyboard. Once you select the button, press <Enter> to display the *Incomplete Receptacles* screen (Figure 3.5.0–77).

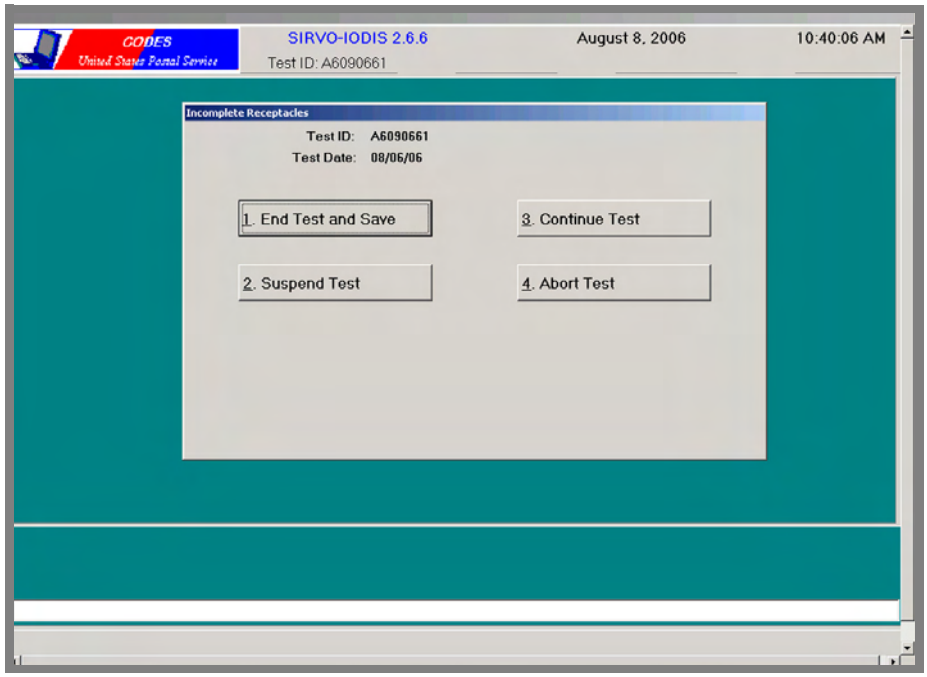


Figure 3.5.0–77 Incomplete Receptacles Screen

This screen provides four options:

- ***End Test and Save:*** If you have completed the test and are ready to save all the data that has been entered thus far, select the *End Test and Save* button. The test is now listed as "Completed" in the *Status* field of the sample selection file (Figure 3.3.1–3).
- ***Suspend Test:*** If you have not completed the test but are ready to save all the data that has been entered thus far, select the *Suspend Test* button. The test is now listed as "Suspended" in the *Status* field of the sample selection file.

- ***Continue Test:*** If you need to enter more data for the current test, select the *Continue Test* button.
- ***Abort Test:*** If you do not want to save the data that has been entered for the current test, select *Abort Test.* All entered data is then deleted from the file.

After validating and finishing the test, return all missorted or postage due mailpieces to the appropriate mail processing operations. Inform mail processing personnel that you revoved some mailpieces and adjust the weight of the receptacle to account for the removed pieces.

Related Materials for the SIRVO-IODIS Test

The data collector may need these related materials to complete a SIRVO-IODIS test.

- RM 3–1 Procedures for Weigh-Only and “F-Sacks” Receptacles
- RM 3–2 Subsampling Tables for Bulk Containers
- RM 3–3 Bulk Container Testing Form
- RM 3–4 Country Names and U.N. Codes
- RM 3–5 Receptacle Barcode
- RM 3–6 Endorsements / International Markings
- RM 3–7 Determining International Shape
- RM 3–8 Identifying Indicia
- RM 3–9 Extra Services
- RM 3–10 Meter Manufacturer Examples
- RM 3–11 Inspection Service Mailpiece Photocopy Transmittal Form

RM 3–1 Procedures for Weigh-Only and "F-sacks" Receptacles

During a MIDAS test, a weigh-only receptacle is defined as either a receptacle within **one** hour of dispatch, or a receptacle containing dispatch documents (the "F-sack") selected within two hours of dispatch. These *Weigh-Only* receptacles require the DCT to weigh only the receptacle itself, rather than performing the normal subsampling procedures discussed in section 3.4. This section outlines the special data collection procedures for Weigh-Only receptacles. Test the Weigh-Only receptacle only when time allows.

Note: An F-sack may be tested as a normal SIRVO-IODIS receptacle if it is selected more than two hours before dispatch. If MIDAS selects an F-sack for sampling, as one of many receptacles already sampled for a test, and the DCT is unable to sample the F-sack before dispatch, do not delete any previously sampled receptacles from the test. Return the F-sack to the MIDAS system, and suspend the test until a replacement is entered within one week of the test date.

Note: When an F-sack is selected for sampling, only option "R" (Return Sacks) is allowed in Program 255 after the test is completed. Option "M" (Modify) is not allowed for a sampled F-sack because the final dispatch documentation was already produced. If the F-sack contains a short-paid mailpiece, do not send the mailpiece to the short-paid section unless it is short-paid by more than 50 percent. If the F-sack contains missent items, remove the missent items for corrective processing. When items are removed from an F-sack that requires an adjustment to the dispatch weight, return the F-sack in the MIDAS program without making a weight adjustment. Notify the Records Unit of the removal of the weight, providing the receptacle's barcode information, amount of weight removed, and, if a GPM or parcel dispatch, the number of pieces removed.

Guidelines to Enter Substitute Pieces into the CODES Laptop:

For all Weigh-Only receptacles, enter pieces from a substitute receptacle into the CODES Laptop at a later date. Use these guidelines when entering substitute pieces into the CODES Laptop:

- Select substitute pieces that have the same general characteristics (e.g., destination country and city, label class, transportation mode, receptacle type) as those pieces in the Weigh-Only receptacle.
- Never enter substitute pieces into the CODES Laptop on the *same* day as the original test. If you enter substitute pieces on the same day as the original test, pieces may be double counted for that test.
- Enter substitute pieces within seven days of the original test date.
- The total weight of the substitute pieces should not be more than one kilogram below the original weight.
- Include service information when recording substitute pieces.
- For Weigh-Only receptacles occurring during the last week of the quarter, enter substitute pieces by the last day of the quarter. If substitute pieces are not found, transfer the Weigh-Only receptacle data to the CODES Web Base Unit and review and approve the test by the last day of the quarter.

Note: As substitute pieces can be selected up to seven (7) days after the selection of the weigh-only receptacle, the postmark dates on the service pieces will likely reflect dates after the original dispatch date.

Identifying Weigh-Only receptacles:

During a MIDAS test, if a receptacle is selected within one hour of dispatch, a receptacle containing dispatch documents (the “F-sack”) is slected withing two hours of dispatch, MIDAS identifies it as a Weigh-Only receptacle and prints a report such as the following (Exhibit RM 3–1).

05- 16- 2006, 13:05:35 - AT TERMINAL S ATPOS #TRM 16 BY S. YORK

SIRVO TEST SAC - USIAD AARBWEAAUL9021 1004 100058 FOR ID: A9080557

LC -WEIGH ONLY SAC

LOCK OUT TIME - 1400 FRI

SAMPLE COMPLETED BY _____DATE_____TIME_____

NEW WEIGHT_____

FOR WEIGHT ONLY SAMPLE RECEPTACLES:

Weight verified by _____

Verified Weight @_____kgs.

Dispatch Number_____

Receptacle Number_____

Laptop_____

Receptacle Type_____

WEIGHT ONLY substitute sample completed by_____

Date_____Time_____

Exhibit RM 3–1 MIDAS Weigh-Only Report

Enter all the information about this receptacle in the *Receptacle Summary* screen (Figure 3.3.2–5). When CODES indicates an incomplete test on the *Incomplete Receptacles* screen (Figure 3.5.0–77), select *Suspend Test*.

RM 3–2 Subsampling Tables for Bulk Containers

For Bulk Containers, use the following tables to determine the skip intervals for selecting Bulk Containers, and a subsample of either mailpieces for Bulk Containers — Loose Items or subreceptacles for Bulk Containers—Subreceptacles.

To select Bulk Containers, unless there is only one Bulk Container to sample, apply the appropriate Bulk Container Skip from the applicable tables below.

For Bulk Containers —Loose Items, use Table 1 to determine the Bulk Container Skip and Mailpiece Skip. Select the Bulk Containers for the test as directed above. Select a subsample of mailpieces by applying the appropriate Mailpiece Skip based upon the Average Number of Mailpieces per Bulk Container. The Mailpiece Skip is designed to obtain a target of approximately 50 pieces per Bulk Container.

For example, if there are four (4) Bulk Containers (left column under Bulk Container Range 2-6) and the Bulk Containers have an estimated 450 loose mailpieces (under the Average Mailpieces per Bulk Container column 401-500), then sample every other container (Bulk Container Skip of 2) and every 10th mailpiece in the container up to 50 pieces per bulk container.

Table 1 - Bulk Container - Loose Items

Bulk Container Range		Average Number Mailpieces per Bulk Container							
		1-50	51-100	101-200	201-300	301-400	401-500	501-600	601+
1	Mailpiece Skip	1	2	4	6	8	10	12	14
2-6	Bulk Container Skip Mailpiece Skip	2 1	2 2	2 4	2 6	2 8	2 10	2 12	2 14
7-11	Bulk Container Skip Mailpiece Skip	3 1	3 2	3 4	3 6	3 8	3 10	3 12	3 14
12+	Bulk Container Skip* Mailpiece Skip	4 1	4 2	4 4	4 6	4 8	4 10	4 12	4 14

*Adjust the Bulk Container Skip if needed so that a maximum of four (4) bulk containers are selected.

For multiple Bulk Containers of subreceptacles, use Table 2 to determine the Bulk Container Skip and number of subreceptacles. Select the Bulk Container for the test as directed above. Select a subsample of subreceptacles as directed below and sample ALL mailpieces in each selected subreceptacle.

Table 2 - Bulk Container - Subreceptacles

Container Range		Like subreceptacles per Bulk Container	Mixed subreceptacles per Bulk Container
1	Subreceptacle	Select any **two**	Select **one** of each type
2-6	Bulk Container Skip Subreceptacle	Select every second container (skip of 2) Select any **two**	Select every second container (skip of 2) Select **one** of each type
7-11	Bulk Container Skip Subreceptacle	Select every third container (skip of 3) Select any **two**	Select every third container (skip of 3) Select **one** of each type
12+	Bulk Container Skip* Subreceptacle	Select every fourth container (skip of 4) Select any **two**	Select every fourth container (skip of 4) Select **one** of each type

*Adjust the Bulk Container Skip if needed so that a maximum of four (4) bulk containers are selected.

RM 3–3 Bulk Container Testing Form

Use this form and follow the procedures given when identifying a bulk container for testing:

Target Bulk Container: (To be completed by Statistical Programs)

Test ID: _____ **Test Date:** _____

Origin OE: US - _____ **Destination OE:** ____-_____

Transportation Mode: Air SAL Surface (Circle one) **Mail Class:** UA UL UX CN CE (Circle one)

ATTENTION:

THIS BULK CONTAINER IS PART OF A SIRVO-IODIS TEST

ATTENTION OPERATIONS: (To be completed by Statistical Programs)

_____ Statistical Programs has removed items for sampling from this Bulk Container on:

Date _____ Time _____ and will return such items at _____

Contact Statistical Programs (ext._____) prior to dispatch so that the removed items may be returned to this Bulk Container.

_____ Statistical Programs has sampled and returned items in this Bulk Container. To complete its sample data, Statistical Programs needs to obtain final dispatch information related to this Bulk Container. Please contact or provide to Statistical Programs (ext. _____) the REQUIRED INFORMATION.

REQUIRED INFORMATION: (To be completed by Operations or Statistical Programs prior to dispatch.)

1. Dispatch No: _____
   Receptacle No: _____
   Reported Wt (KG): _____
   Barcode information: US_____
2. Reported No. of Parcels (if applicable) _____
3. Bulk Container contents:

"X" if Present	Bulk Container contents	No. of Sub-receptacles (Complete only if more than one receptacle type is present)
	Loose items - Flats	Do not count
	Loose items - packets	Do not count
	Loose items - parcels	Do not count
	Letter trays	
	Flat tubs	
	Bags	

Temporary Receptacle ID (Dispatch/Receptacle No.):_____

Exhibit RM 3–3. Bulk Container Testing Form

The following page may be used for duplicating this form.

Target Bulk Container: (To be completed by Statistical Programs)

Test ID: _____ **Test Date:** _____

Origin OE: US - _____ **Destination OE:** ____-_____

Transportation Mode: Air SAL Surface (Circle one) **Mail Class:** UA UL UX CN CE (Circle one)

ATTENTION:

THIS BULK CONTAINER IS PART OF A SIRVO-IODIS TEST

ATTENTION OPERATIONS: (To be completed by Statistical Programs)

_____ Statistical Programs has removed items for sampling from this Bulk Container on:

Date _____ Time _____ and will return such items at _____

Contact Statistical Programs (ext._____) prior to dispatch so that the removed items may be returned to this Bulk Container.

_____ Statistical Programs has sampled and returned items in this Bulk Container. To complete its sample data, Statistical Programs needs to obtain final dispatch information related to this Bulk Container. Please contact or provide to Statistical Programs (ext._____) the REQUIRED INFORMATION.

REQUIRED INFORMATION: (To be completed by Operations or Statistical Programs prior to dispatch.)

1. Dispatch No: _____

   Receptacle No: _____

   Reported Wt (KG): _____

   Barcode information: US_____

2. Reported No. of Parcels (if applicable) _____

3. Bulk Container contents:

"X" if Present	Bulk Container contents	No. of Sub-receptacles (Complete only if more than one receptacle type is present)
	Loose items - Flats	Do not count
	Loose items - packets	Do not count
	Loose items - parcels	Do not count
	Letter trays	
	Flat tubs	
	Bags	

Temporary Receptacle ID (Dispatch/Receptacle No.):_____

RM 3–4 Country Names and U.N. Codes

Below is a list in alphabetical order of all possible destination countries for a SIRVO-IODIS test. Not every country listed is assigned a U.N. code.

Country Name	U.N. Code	Country Name	U.N. Code
AFGHANISTAN	AF	BERMUDA	BM
ALBANIA	AL	BHUTAN	BT
ALGERIA	DZ	BOLIVIA	BO
ANDORRA	AD	BOSNIA HERCEGOVINIA	BA
ANGOLA	AO	BOTSWANA	BW
ANGUILLA	AI	BRAZIL	BR
ANTIGUA & BARBUDA	AG	BRUNEI	BN
ARGENTINA	AR	BULGARIA	BG
ARMENIA	AM	BURKINA FASO	BF
ARUBA	AW	BURUNDI	BI
ASCENSION ISLAND	AC	CAMBODIA	KH
AUSTRALIA	AU	CAMEROON	CM
AUSTRIA	AT	CANADA	CA
AZERBAIJAN	AZ	CAPE VERDE	CV
AZORES	ZO	CAYMAN ISLAND	KY
BAHAMAS	BS	CENTRAL AFRICAN REP	CF
BAHRAIN	BH	CHAD	TD
BANGLADESH	BD	CHILE	CL
BARBADOS	BB	CHINA	CN
BELARUS	BY	COLOMBIA	CO
BELGIUM	BE	COMOROS	KM
BELIZE	BZ	CONGO, REP. (f/k/a ZAIRE)	CG
BENIN	BJ	CONGO, DEM. REP.	CD

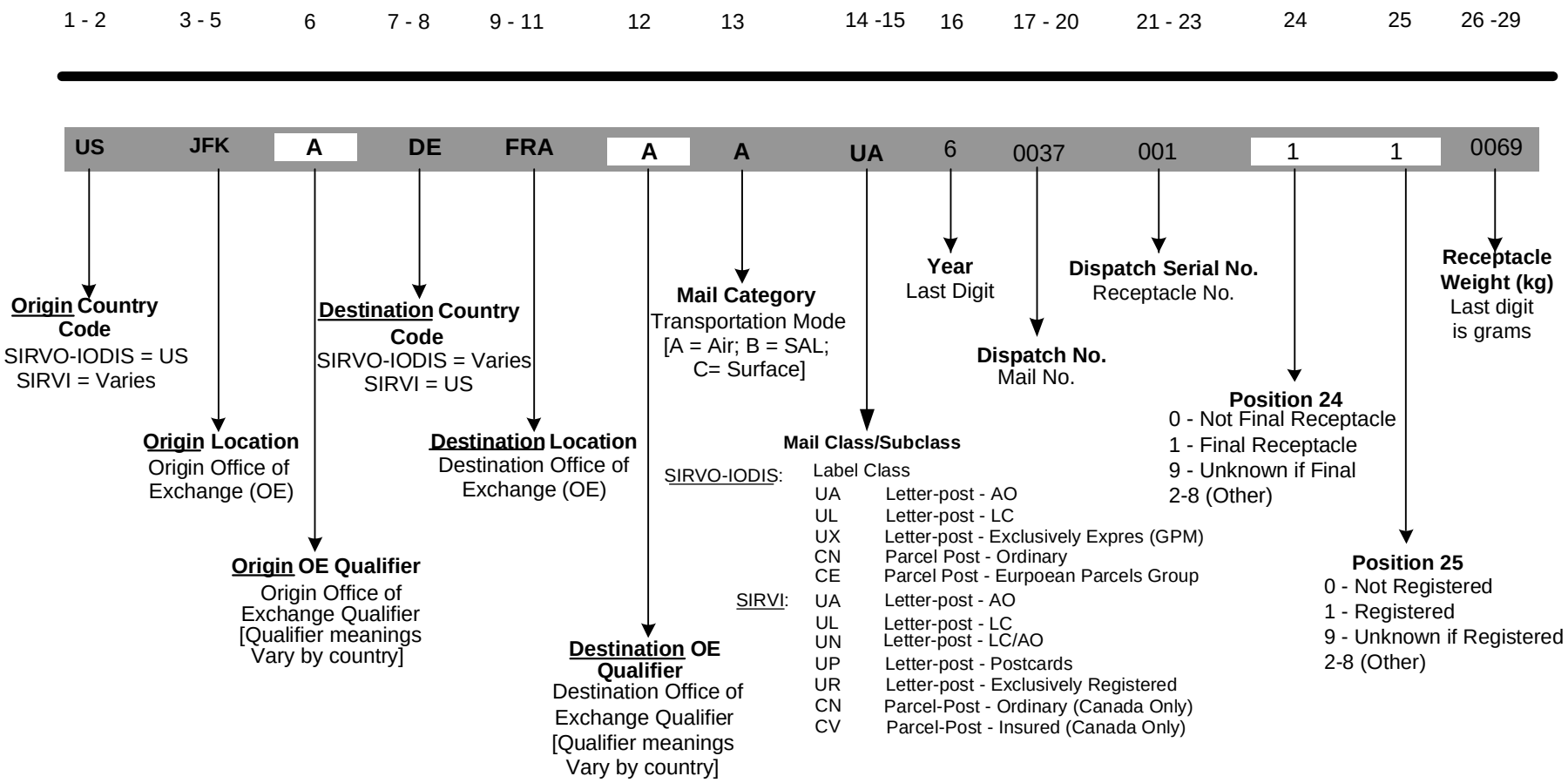
Country Name	U.N. Code	Country Name	U.N. Code
COOK ISLAND	CK	GAMBIA	GM
COSTA RICA	CR	GEORGIA	GE
CROATIA	HR	GERMANY	DE
CUBA	CU	GHANA	GH
CYPRUS	CY	GIBRALTAR	GI
CZECH REPUBLIC	CZ	GREAT BRITAIN AND NORTHERN IRELAND	GB
DENMARK	DK	GREECE	GR
DJIBOUTI	DJ	GREENLAND	GL
DOMINICA	DM	GRENADA	GD
DOMINICAN REP.	DO	GUADALOUPE	GP
EAST TIMOR - LESTE, REP.	TL	GUATEMALA	GT
ECUADOR	EC	GUINEA	GN
EGYPT	EG	GUINEA-BISSAU	GW
EL SALVADOR	SV	GUYANA	GY
EQUATORIAL GUINEA	GQ	HAITI	HT
ERITREA	ER	HONDURAS	HN
ESTONIA	EE	HONG KONG	HK
ETHIOPIA	ET	HUNGARY	HU
FALKLAND ISLANDS	FK	ICELAND	IS
FAROE ISLANDS	FO	INDIA	IN
FIJI	FJ	INDONESIA	ID
FINLAND	FI	IRAN	IR
FRANCE	FR	IRAQ	IQ
FRENCH GUIANA	GF	IRELAND	IE
FRENCH POLYNESIA	PF	ISRAEL	IL
GABON	GA	ITALY	IT

Country Name	U.N. Code	Country Name	U.N. Code
IVORY COAST	CI	MALTA	MT
JAMAICA	JM	MARSHALL ISLANDS	MH
JAPAN	JP	MARTINIQUE	MQ
JORDAN	JO	MAURITANIA	MR
KAZAKHSTAN	KZ	MAURITIUS	MU
KENYA	KE	MAYOTTE	YT
KIRIBATI	KI	MEXICO	MX
KOREA NORTH	KP	MICRONESIA (FEDERATION)	FM
KOREA, SOUTH	KR	MOLDOVA	MD
KUWAIT	KW	MONACO	MC
KYRGYZSTAN REP. OF	KG	MONGOLIA	MN
LAOS	LA	MONTSERRAT	MS
LATVIA	LV	MOROCCO	MA
LEBANON	LB	MOZAMBIQUE	MZ
LESOTHO	LS	MYANMAR	MM
LIBERIA	LR	NAMIBIA	NA
LIBYA	LY	NAURU	NR
LIECHTENSTEIN	LI	NEPAL	NP
LITHUANIA	LT	NETHERLANDS ANTILLES	AN
LUXEMBOURG	LU	NETHERLANDS	NL
MACAO	MO	NEW CALEDONIA	NC
MACEDONIA	MK	NEW ZEALAND	NZ
MADAGASCAR	MG	NICARAGUA	NI
MALAWI	MW	NIGER	NE
MALAYSIA	MY	NIGERIA	NG
MALDIVES	MV	NORWAY	NO
MALI	ML	OMAN	OM

Country Name	U.N. Code	Country Name	U.N. Code
PAKISTAN	PK	SOUTH AFRICA	ZA
PALAU	PW	SOUTH KOREA	KA
PANAMA	PA	SPAIN	ES
PAPUA NEW GUINEA	PG	SRI LANKA	LK
PARAGUAY	PY	ST. CHRISTOPHER	KN
PERU	PE	ST. HELENA	SH
PHILIPPINES	PH	ST. LUCIA	LC
PITCAIRN ISLANDS	PN	ST. PIERRE & MIQUEZAN	PM
POLAND	PL	ST. VINCENT	VC
PORTUGAL	PT	SUDAN	SD
QATAR	QA	SURINAME	SR
REUNION ISLANDS	RE	SWAZILAND	SZ
ROMANIA	RO	SWEDEN	SE
RUSSIAN FEDERATION	RU	SWITZERLAND	CH
RWANDA	RW	SYRIA	SY
SAN MARINO	SM	TAIWAN	TW
SAO TOME & PRINCIPE	ST	TAJIKSTAN	TJ
SAUDI ARABIA	SA	TANZANIA	TZ
SENEGAL	SN	THAILAND	TH
SERBIA - MONTENEGRO	CS	TOGO	TG
SEYCHELLES	SC	TOKELAU	TK
SIERRA LEONE	SL	TONGA	TO
SINGAPORE	SG	TRINIDAD AND TOBAGO	TT
SLOVAKIA (SLOVAK REPUBLIC)	SK	TUNISIA	TN
SLOVENIA	SI	TURKEY	TR
SOLOMON ISLANDS	SB	TURKMENISTAN REP. OF	TM
SOMALIA (SOUTHERN REGION)	SO	TURKS AND CAICOS IS.	TC

Country Name	U.N. Code	Country Name	U.N. Code
TUVALU	TV	VATICAN CITY STATE	VA
U. S. MILITARY	AA	VENEZUELA	VE
UGANDA	UG	VIETNAM	VN
UKRAINE	UA	VIRGIN ISLANDSS	VG
UNITED ARAB EMIRATES	AE	WESTERN SAMOA	WS
URUGUAY	UY	YEMEN	YE
UZBEKISTAN	UZ	ZAMBIA	ZM
VANUATU	VU	ZIMBABWE	ZW

RM 3–5 Receptacle Barcode



RM 3–6 Endorsements / International Markings

Mailpieces may have the following endorsements. If endorsements are present, please use the following as a guideline for the proper identification of the mailpiece.

Mail Class	Endorsement / Marking	Product
Letter - post	**Global Priority Mail Packaging or Sticker (Dec - 10); Expres shield (red, white and blue globe emblems) or marked "Expres"**	Global Priority Mail
	Airmail or Par Avion; PS Label 29-A or 19B; Letter	Airmail Letterpost (include Post Cards and Aerogrammes)
	Postcard	Postal Cards
	Aerogrammes (preprinted)	Aerogrammes
	None	Refer to Rate Table
	Free Matter for the Blind	Free Matter for the Blind
	PS Tag 158 & Blue bag	Airmail M-Bag
	PS Tag 158 & Gray bag	Economy M-Bag
	International Priority Airmail (Not required if paid by permit imprint)	International Priority Airmail (IPA)
	International Surface Air Lift (Not required if paid by permit imprint)	International Surface Air Lift (ISAL)
	Periodicals	Publishers' Periodicals
	Printed Matter - Books; Sheet Music	Economy Books & Sheet Music
Parcel Post	**Airmail; Par Avion** **PS 2976 - A CP71(White Customs Form)**	Airmail Parcel Post
	None **PS 2976 - A CP71(White Customs Form)**	Refer to Rate Table

RM 3–7 Determining International Shape

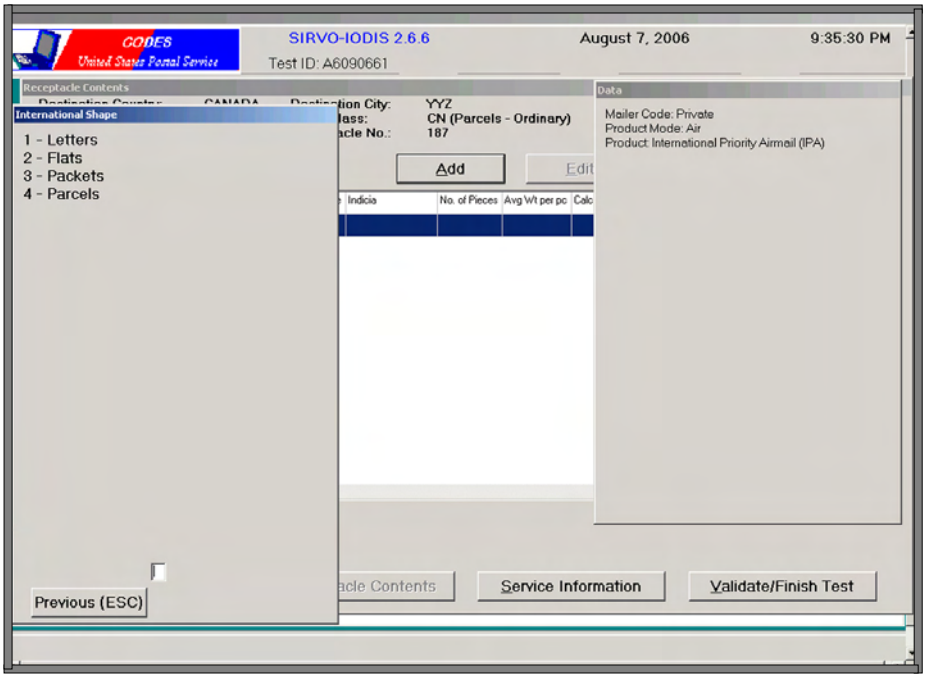


Figure RM 3-3 International Shape Screen

Use the criteria below to classify the shape of an international mailpiece:

Option/Name	Description
Letters (P)	Any piece which has: ■ a length less than or equal to 245 mm and ■ a width less than or equal to 165 mm *and* ■ a thickness less than or equal to 5 mm *and* ■ a weight less than or equal to 100 grams
Flats (G)	Any piece exceeding any of the limits for a Letter and has: ■ a length less than or equal to 381 mm *and* ■ a width less than or equal to 305 mm *and* ■ a thickness less than or equal to 20 mm *and* ■ a weight less than or equal to 500 grams
Packets (E-Bulky)	Any piece exceeding any of the limits for a Flat *and* ■ has weight less than or equal to 2000 grams *or* ■ is a book or pamphlet with a weight less than or equal to 5000 grams
Parcels	Any: ■ book or pamphlet with a weight of greater than 5000 grams *or* ■ other piece with a weight of greater than 2000 grams

RM 3–8 Identifying Indicia

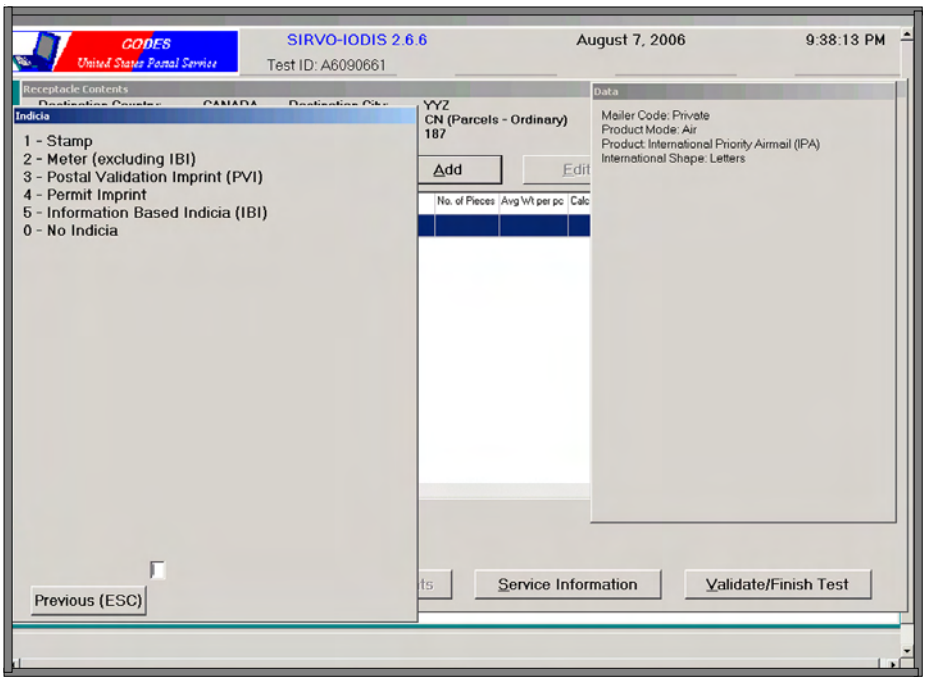


Figure RM 3-3 Indicia Screen

Indicia	Description
Stamped	The U.S. stamp can be an ordinary stamp, a precanceled stamp, or an official stamp. If it is apparent from the cancellation that a postage stamp has been wholly or partially lost, treat the piece as paid at full postage.
Metered (excluding IBI)	Metered indicia bears an impression denoting payment of postage. The impression is imprinted by a meter stamp device directly onto the mailpiece or on a meter strip affixed to the mailpiece. The metered indicia can easily be recognized by the postage strip or imprint bearing the word *Meter* and showing a meter number. Metered mail can be used for First-Class Mail, Priority Mail, Standard Mail, Package Services, and International Mail.
Postal Validation Imprint (PVI)	The postal validation imprint (PVI) is a meter strip with the correct postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, as well as the five-digit destination ZIP Code.
Permit Imprint	Permit indicia most of the time will contain the words *Permit No.* and the mail class of the mailpiece (e.g., *Bulk Rate*, *Nonprofit Org.*, or *First-Class Mail*).

Indicia	Description
Information Based Indicia (IBI)	Information Based Indicia (IBI) is digital indicia that includes human-readable information and a Postal Service-approved two-dimensional barcode or other Postal Service-approved symbology with a digital signature and other required data fields that include: postmark date, origin city, origin state and a 5-digit origin ZIP Code. Postage revenue may not be included in the indicia. Mail classes may include First-Class Mail, Priority Mail, Express Mail, Standard Mail, and Package Services, and International Mail. PC Postage products and services (Stamps.com, Endicia.com, ClickStamp by Pitney Bowes) are the products that print an IBI as the postage mark. PC Postage is an application of secure technology (Postal Security Device) that allows customers to purchase and print postage using personal computers (e.g., software, web access, SSL, PSD). PC Postage is recorded in SIRVO-IODIS as a metered indicia.
None (no indicia present on the mailpiece)	This mail has no imprinted designation denoting payment of postage on the top right corner. There is no stamp, precanceled stamp, meter strip, imprint, or permit imprint. Congressional Mail must bear a signature or specified marking (See DMM E050). Armed Forces Free Mail must be marked “Free” written in the sender’s handwriting (See DMM E030).

RM 3–9 Extra Services

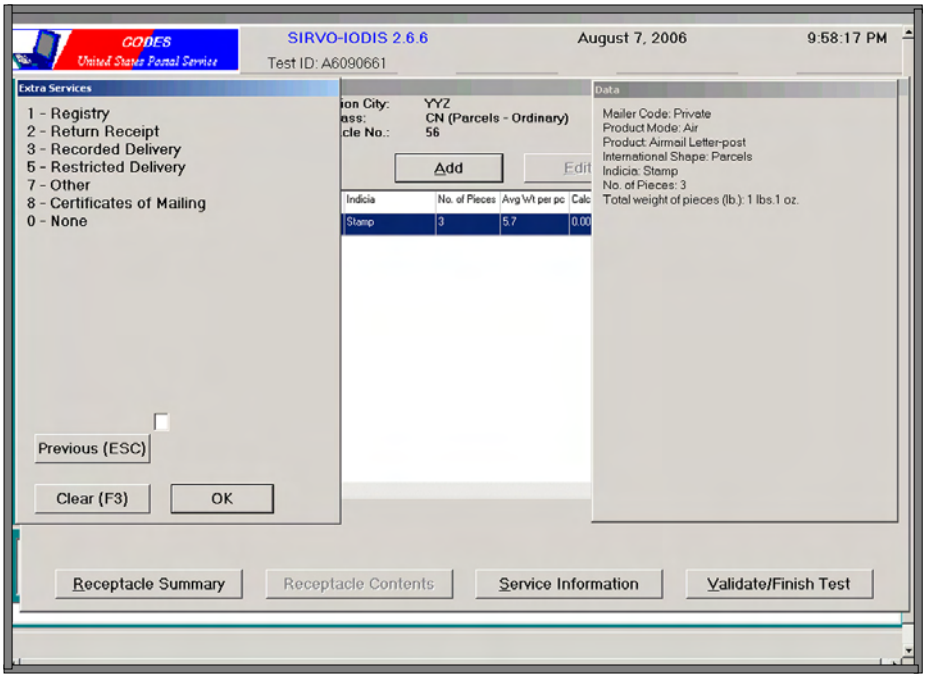
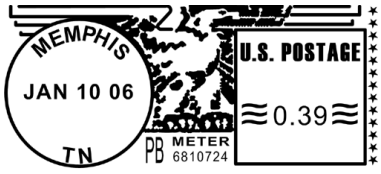
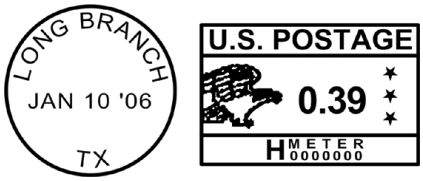
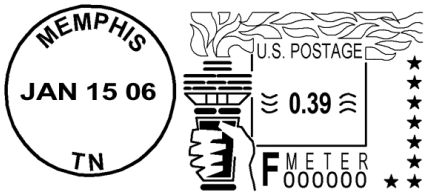


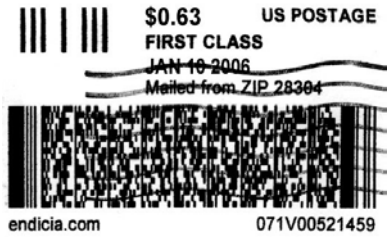
Figure RM 3-3 Extra Services Screen

Extra Service	Description
Registry Letter-post	Registry service provides security and limited indemnity protection for all types of *Letter-post* items except for M-bags. The mailpiece has a Label 200, *Registered Mail*.
Return Receipt	Return Receipt service provides the sender with confirmation of delivery for Registered Mail, insured parcels, and recorded delivery items. The mailpiece has a PS Form 2865, *Return Receipt for International Mail (Avis de Reception)*, a pink card that is for the recipient to sign and return to the sender. Return Receipt must be linked to registered, insured parcel or recorded delivery.
Recorded Delivery	Recorded Delivery is the international service equivalent to domestic Certified Mail. The mailpiece has a PS Form 8099, *Receipt for Recorded Delivery*.
Insured Parcel Post	Parcel Post packages to many countries can be insured against loss, damage, or riffling. The parcel has a PS Form 3813-P, *Receipt for Insured Mail—Domestic—International*.
Ordinary Parcel Post	All non-insured parcels have a weight based indemnity associated with them.

Extra Service	Description
Restricted Delivery	Restricted Delivery, which is a return receipt option, places limitations on who may receive an item. The mailpiece will be endorsed “A REMETTRE EN MAIN PROPRE” or the equivalent in a language known in the destination country.
Certificate of Mailing	Certificate indicating that an individual piece has been mailed. PS Form 3817 is used for this certificate. Bulk certificates of mailing are sent in groups of 1000 or less. PS Form 3606 covers this service.

RM 3–10 Meter/IBI Manufacturer Examples

Meter	Examples
Pitney Bowes (PB)	
ASCOM Hasler (H)	
Friden/Neopost (F, N, S, or IJ25)	
Francotyp Postalia (FP, P or TN)	
Stamps.com	

Meter	Examples
endicia.com	

RM 3–11 Inspection Service Mailpiece Photocopy Transmittal Form

U.S. Postal Inspection Service
Mailpiece Photocopy Transmittal Form

Use this form and follow these procedures when photocopying mailpieces for the Inspection Service.

1. Only follow these procedures when a copier machine is readily available and photocopying the mailpiece would not delay it.
2. Complete the information on this form and attach the photocopy to it.
3. Return the mailpiece to the mailstream as soon as possible. Do not delay the mailpiece from making a dispatch of value or cause it to miss the cut-off time for the route or firm delivery.
4. Send this form and photocopy directly to the Intelligence Group.
   - or -
   As an alternative to mailing directly, the photocopy and form may be scanned and sent via e-mail to www.intelligence@uspis.gov.

   Mail to:

Intelligence Group
U.S. Postal Inspection Service
Attn: Revenue Coordinator
1735 N. Lynn Street - Room 4033
Arlington, VA 22209-4033

Please complete the following:

Meter Manufacturer: _____ Meter Number: _____

Originating 5-Digit ZIP Code: _____ Meter (Indicia) Date: _____

District Name: _____

MSP Name: _____ Phone Number: _____

Data Collector Name: _____ Phone Number: _____

ODIS-RPW or SIRVO-IODIS Test ID: _____

Test Date: _____

Test Location (City/State/ZIP Code): _____

Rev. April 2006

The following page may be used for duplicating this form.

U.S. Postal Inspection Service
Mailpiece Photocopy Transmittal Form

Use this form and follow these procedures when photocopying mailpieces for the Inspection Service.

1. Only follow these procedures when a copier machine is readily available and photocopying the mailpiece would not delay it.

2. Complete the information on this form and attach the photocopy to it.

3. Return the mailpiece to the mailstream as soon as possible. Do not delay the mailpiece from making a dispatch of value or cause it to miss the cut-off time for the route or firm delivery.

4. Send this form and photocopy directly to the Intelligence Group.

   - or -

   As an alternative to mailing directly, the photocopy and form may be scanned and sent via e-mail to www.intelligence@uspis.gov.

   Mail to:

Intelligence Group
U.S. Postal Inspection Service
Attn: Revenue Coordinator
1735 N. Lynn Street - Room 4033
Arlington, VA 22209-4033

Please complete the following:

Meter Manufacturer: _____ Meter Number: _____

Originating 5-Digit ZIP Code: _____ Meter (Indicia) Date: _____

District Name: _____

MSP Name: _____ Phone Number: _____

Data Collector Name: _____ Phone Number: _____

ODIS-RPW or SIRVO-IODIS Test ID: _____

Test Date: _____

Test Location (City/State/ZIP Code): _____

Rev. April 2006

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Chapter 3 Index

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Contents

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Chapter 4
Conducting the SIRVI Test

When foreign postal administrations dispatch Letter-post mail to the United States, they pay terminal dues to the Postal Service to deliver that mail to its final U.S. address. In general, the measurement of weight and volume passing from one postal administration to another is determined by the destination country. The Postal Service collects census weight information from postal documents and estimates mail volume via the System for International Revenue and Volume, Inbound (SIRVI).

Accurate estimates of the volume of mail dispatched to the United States are important because these estimates are used to charge the origination country the terminal dues owed to the Postal Service. The accuracy that data collectors maintain in measuring inbound foreign mail ensures that the Postal Service is collecting all of the revenue that is due from foreign postal agencies.

This chapter describes how to prepare for and how to conduct a SIRVI test by giving step-by-step procedures.

ESSENTIAL PERSONNEL

A trained data collection technician (DCT) conducts the SIRVI test during a SIRVI test day. A "SIRVI test day" is generally defined as a 24-hour period (from midnight to midnight of the test day). A SIRVI test day overlaps tours and typically requires more than one data collector to complete a single SIRVI test.

- The data collector is responsible for sampling and recording the necessary mailpieces. The data collector is also responsible for returning the mailpieces and receptacles to operations in a timely manner.
- The manager, Statistical Programs (MSP) is responsible for managing available resources to ensure that the SIRVI tests are conducted as scheduled.

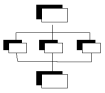
REQUIRED MATERIALS

Use the following materials when conducting a SIRVI test:

- CODES Laptop computer with fully charged battery pack.
- AC power pack (with a power cord).
- Extension cord (three-pronged safety).
- Two blank, formatted 3.5-inch data diskettes for saving data.
- Electronic scale with cable for power source and cable for computer connection The scale must be accurate to one tenth of a kilogram. To ensure accuracy, check the scale and balance/level before use. (See Appendix B for more information.)
- Barcode scanner for scanning receptacle barcodes. (See Appendix B for instructions.)
- This handbook (or remove Chapter 4 to use as a guide).

- Marking slips to mark trays, bins, APCs, and other receptacles scheduled for testing.
- Paper and pens or pencils.
- International Shape template.

ASSOCIATED TASKS



To conduct a SIRVI test, complete the following tasks as appropriate.

- Communicate with the facility manager.
- Select a SIRVI sample using the CODES Laptop.
- Enter receptacle and mailpiece data using the CODES Laptop.
- Validate and finish the test.

Information on conducting the test and step-by-step instructions are provided in the remaining sections of this chapter.

4.1 Communicating with the Facility Manager

BACKGROUND INFORMATION

Before performing a SIRVI test, speak with as many people as possible to learn about the mail processing stream at the test facility. Identify all mail flows in the sample unit to be tested. Speak with the MSP, facility managers, clerks, and mail handlers at the facility because the cooperation and advice of facility personnel is essential for collecting, counting, recording, and returning the appropriate mailpieces to the mail stream. Asking the following questions may be helpful:

- What are the normal patterns for receiving incoming mail for the target receptacles?
- Where are the MIDAS-RVS stations located? Where is the MIDAS-RVS station that is designated for use by the data collectors?
- Where should sampled receptacles be returned for inbound processing? Does this vary by shape?

A data collector should know the answers to these questions before performing a SIRVI test. In most cases, the SIRVI test takes place in the home facility of the data collector who is already familiar with these issues. However, before any SIRVI test, the data collector must review these issues with the facility manager or designee to make sure to account for any changes in mail processing operations.

4.1.1 MIDAS-RVS Stations

The data collector asks the facility manager or designee where the MIDAS-RVS stations are located and identifies the MIDAS work station that is designated for data collection.

For MIDAS-RVS selected receptacles, sample receptacles are automatically selected as the mail is received. Several MIDAS-RVS stations may be used to receive the mail in the sample unit. Most facilities set aside selected samples near their MIDAS-RVS stations.

The MIDAS work station designated for data collection creates a printed report when a receptacle is selected for subsampling. The report identifies the MIDAS-RVS station where the data collector collects the sample receptacle.

4.1.2 Non-MIDAS-RVS Locations

If the test is not linked to MIDAS-RVS, the data collector should identify where in the facility the mail is received. These receiving points may vary depending on mail shape, day of the week, or tour. It is the data collector's responsibility to flag the receptacle for testing. See 4.2.3 for a description of non-MIDAS-RVS selected receptacles.

4.1.3 MIDASCOM (Program 256)

MIDASCOM is a computer program designed to allow access to MIDAS from PC compatible workstations. It permits access via dial-up modem, via direct connection, or via a TCP/IP compatible LAN. MIDASCOM allows the data collector to capture output from a MIDAS host computer to a file on the PC.

4.1.4 U.S. Customs & Border Protection

Some of the mail in the sample unit may be diverted to U. S. Customs & Border Protection (CBP). This is especially true for Parcel Post (CP) mail from Canada. Ask the MSP or facility manager how to locate the mail as it leaves the CBP unit.

4.2 Selecting the Sample

The sample is chosen automatically through MIDAS-RVS or the data collector selects the sample manually.

4.2.1 The Day Sample

The day sample approach being used for SIRVI involves one test per day for each exchange office. The sample mixture of receptacles is based upon historical data of dispatched receptacles to the given exchange office. Over the course of a month, the mix of daily test receptacles generally reflects the same proportions as they exist in the population. Each test starts and ends on one test date.

The total number of daily test receptacles is constrained by the available number of work units at the exchange office. The result is a much more predictable and uniform daily test workload, neither too heavy nor too light.

Statistical Programs at Headquarters generates a sample matrix to reflect the daily mix of receptacles for sampling at each exchange office. The sample matrix consists of receptacles to be selected automatically by the inbound Receipt and Verification System (RVS), a subset of the Military/International Dispatch System (MIDAS), and receptacles that the field needs to manually select (non-MIDAS-RVS). The sample matrix may be viewed from the *Target Receptacles* screen (Figure 4.3.1–4) on the CODES Laptop. See section 4.2.3 below for information about MIDAS-RVS and non-MIDAS-RVS receptacles.

4.2.2 The Monthly Sample

Given the less frequent arrival of surface flows, the surface test is a monthly sample that is taken over a period of one month. The total number of monthly test receptacles is constrained by the available number of work units. The sample selection targets particular receptacles for sampling based upon the same four defining characteristics listed below in section 4.2.3.1. See section 4.2.5 for guidelines on selection receptacles that represent the month.

4.2.3 MIDAS-RVS and Non-MIDAS-RVS Selected Receptacles

MIDAS-RVS automatically selects some receptacles; whereas, the data collectior must select other receptacles. This section explains how each type of selection occurs and identifies the four defining characteristics that apply to the selection of all receptacles.

4.2.3.1 Four Defining Characteristics

The sample selection targets particular receptacles for sampling based upon four defining characteristics. A receptacle is appropriate for sampling so long as it fulfills each of the following defining characteristics:

- Origin country.
- Label class (Letter-post “LC/AO” and for Canada only, Parcel Post “CP”).

- Transportation mode (air, SAL, surface).
- Receptacle type (letter tray, flat tub, bags, bulk containers, IPC tray, other).

These characteristics must be present in every sample selection process for both the sites with MIDAS-RVS and the sites with manual, non-MIDAS-RVS selection.

The first three characteristics are contained on the receptacle label (i.e., CN 34-36) and in the 29-digit UPU barcode (See RM 4–3), which may be present on the receptacle label. The last characteristic, receptacle type, is a physical description of the receptacle. In some limited circumstances, the receptacle type may be indicated on the label (e.g., IPC tray - P indicates letters; IPC tray - G indicates flats) or, for Canadian exchanges, in the barcode structure (positions 24 and 25).

Receptacles Not Subject to Sampling—Exempt, Closed Transit, M-bags, and Registered Receptacles. The following receptacle types should be excluded from SIRVI sample selection:

- *Exempt/Return to Sender receptacles*. Exempt receptacles are indicated on the receptacle label, and consist of pieces being exchanged between postal organizations and undeliverable postal items being returned to the origin country sender.
- *Transit Mail (Closed).* Transit Mail (Closed) receptacles indicate on the receptable label origin and destination office of exchanges that are outside of the United States. Note that if transit mail is commingled in a receptacle destinating to the United States (i.e., open transit, decouvert mail), then record these pieces as non-exempt items.
- *M-bags*. M-bags contain printed matter to a single destination addressee. An M-bag is indicated on its label with an "M".
- *Registered.* Registered receptacles are indicated on its label by the color red, with an "R", or with an indicator of 1 in barcode position 25, or both.

4.2.3.2 MIDAS-RVS Selected Receptacles

Statistical Programs at Headquarters provides to the MIDAS-RVS system the related sample selection. As inbound receptacles are scanned by an MIDAS-RVS operator, MIDAS-RVS identifies certain receptacles targeted for sampling.

Sometimes the selections made by MIDAS-RVS do not meet the four defining characteristics or is a receptacle not subject to sampling (e.g., exempt, transit mail (closed), M-bag, registered). When MIDAS-RVS selects an invalid receptacle, delete the receptacle from the MIDAS Program 256 as soon as possible so that another receptacle is selected. Waiting to delete an incorrectly selected receptacle may result in all receptacles having passed through the RVS station so that no receptacles are able to be selected for that particular mail stream. Inform the MIDAS-RVS operator of the data entry error. With respect to the fourth defining characteristic, receptacle type, the data collector must following the Receptacle Type Guidelines for MIDAS-RVS Selected Receptcles (See RM 4–4).

Identify the location of those MIDAS-RVS stations where receptacles for the sample unit may be automatically selected. Also identify the MIDAS station that is designated for use by the data collector. The designated station creates a printed report when MIDAS-RVS selects a receptacle for sampling (the MIDAS 256 Program).

Once MIDAS-RVS selects a receptacle, sample it using the procedures described in 4.3.

Note: If MIDAS-RVS selects a receptacle for sampling up to and including 23:59:59 hours of the test day, the receptacle will be considered part of the test day even though it is sampled on the next day.

Note: Unlike in SIRVO-IODIS, MIDAS does not mark the SIRVI sample receptacles with a special *Hold for Sampling* label.

4.2.3.3 Non-MIDAS-RVS Selected Receptacles

Not all SIRVI tests are linked to MIDAS-RVS. If the test is not linked to MIDAS-RVS, identify where in the facility the mail is received. Ensure that the receptacle for sampling meets the target four defining characteristics (see Section 4.2.3.1) and is a receptacle subject to sampling.

4.2.4 Bulk Containers

A bulk container is a receptacle that has a receptacle label on it, contains loose items or subreceptacles (receptacles without receptacle labels), and is not a letter tray, flat tub, or bag. Bulk containers are an important distinction, because some form of subsampling is required within them. Bulk containers with loose items generally require that a subsampling of mailpieces be performed. See 4.3.2.4 for instructions on recording a subsample of loose mailpieces. Bulk containers with subreceptacles require that a subsample of the different subreceptacles be performed. All mailpieces within the subsampled subreceptacles are recorded. See 4.3.2.5 for instructions on recording bulk containers with subreceptacles.

4.2.5 Monthly Selected Receptacles

Use every effort to get a representative mix of receptacles for the month. Establish cooperation with operations and provide them with a copy of the monthly targets. For countries that dispatch a large number of receptacles, attempt to spread the sample over the month. For countries with irregular or infrequent shipments, obtain the target number of receptacles as early as possible in the month to be assured of completion.

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4.3 Entering Data into the CODES Laptop

BACKGROUND INFORMATION

When data is being entered into the CODES Laptop for a SIRVI test, the software program requests various information concerning the receptacles selected for subsampling as well as for the mailpieces within these receptacles. This section explains how to enter requested information about the receptacles and about the mailpieces into the laptop and how to complete the SIRVI test.

PROCEDURES

Perform these steps to conduct a SIRVI test:

- For MIDAS-RVS selected receptacles, locate all of the MIDAS-RVS stations that select receptacles for the test.
- For non-MIDAS-RVS selected receptacles, determine the points in the mail processing stream where mail is received. See section 4.2.3 for information on the differences between MIDAS-RVS and non-MIDAS-RVS selected receptacles.
- Attach to the CODES Laptop an electronic scale that allows recording of metric weight (kilograms and grams). In addition, make certain that the electronic scale is properly leveled and determine if calibration is necessary before using the scale in a SIRVI test. (For instructions on leveling and calibrating the scale, see Appendix B.) This level of precision is important in order to obtain the best measurements for mailpiece weights. Always use an electronic scale when testing, unless the scale is not functioning properly or when weighing a bulk container.
- Attach a barcode scanner to the CODES Laptop. (For instructions in using the barcode scanner, see Appendix B.)
- Use the keyboard to navigate through the software screens and the data entry fields. Though the mouse or pointer may be used in some instances, you can improve data entry by relying on the keyboard.

  The remainder of this chapter describes the keystrokes necessary for each step in completing the test. Valid hot keys and special instructions are also indicated on the screen as the information is being entered.
- Use the CODES Laptop to select the SIRVI test from the sample selection file using the procedures described in 4.3.1.
- Enter receptacle, mailpiece, and service information into the CODES Laptop using the procedures outlined in 4.3.2 through 4.3.4.
- Validate and finish the SIRVI test using the procedures given in section 4.4.
- Return all mail to the mail processing stream.

Exhibit 4.3.0–1 below shows the relationship of the screens to the test process.

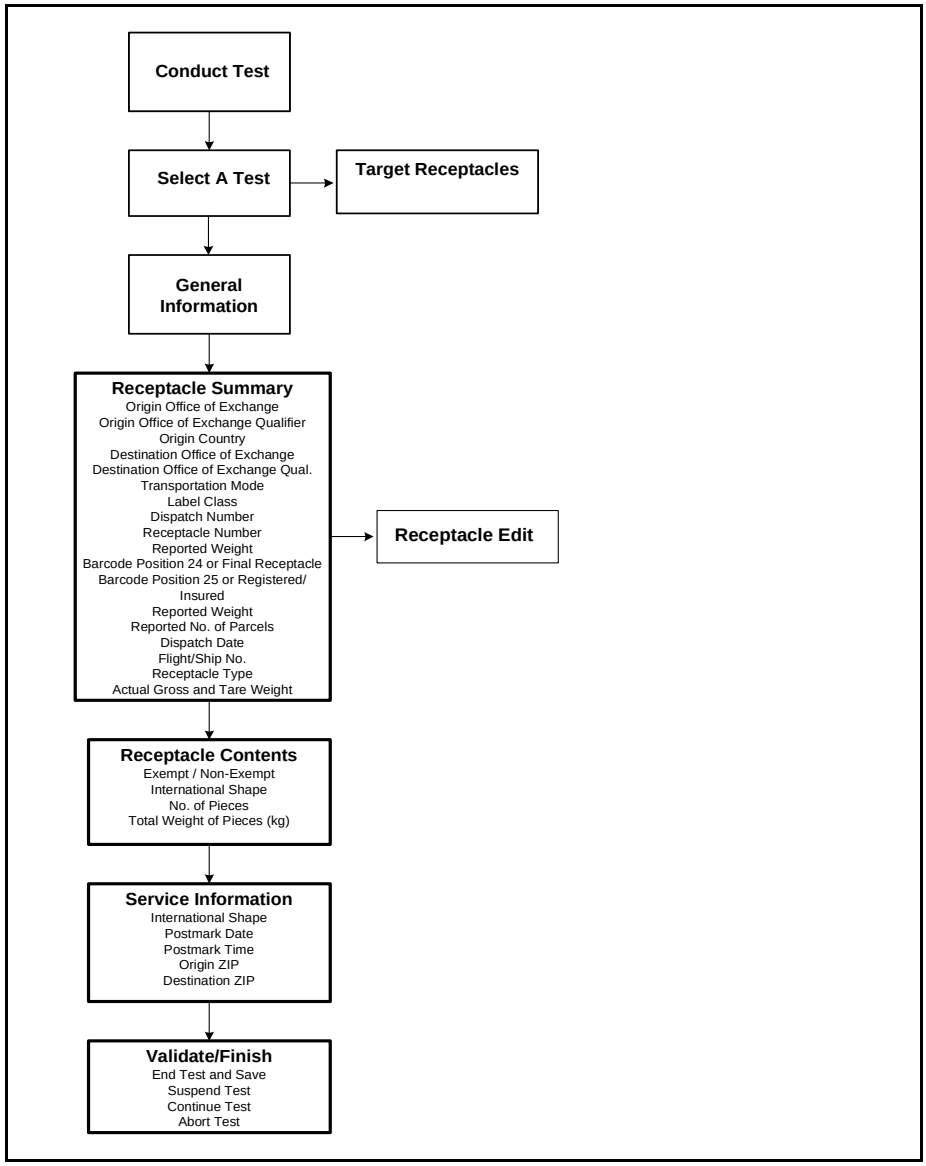


Exhibit 4.3.0–1 Relationship of SIRVI Screens

4.3.1 Selecting a SIRVI Test From the Sample Selection File

For general guidelines on how to navigate the various data screens on the CODES Laptop, refer to the steps listed below:

1. **Select *SIRVI* from the *CODES Main Menu*.**

   After turning on the computer, CODES displays the *CODES Main Menu* screen (Figure 4.3.1–1).

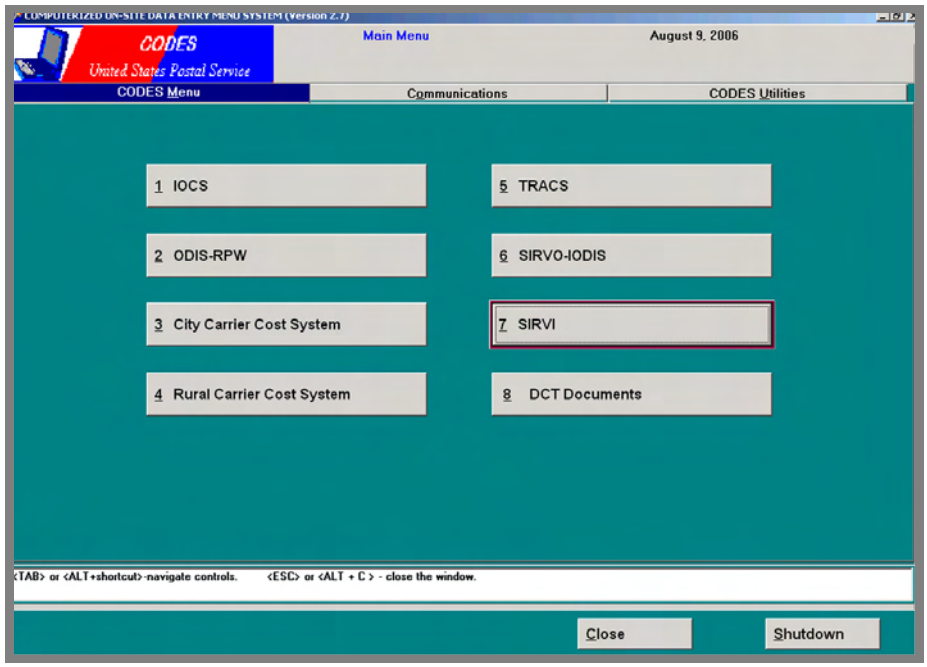


Figure 4.3.1–1 CODES Main Menu Screen

- Select the *SIRVI* button or press the number on the keyboard beside *SIRVI* to display the *SIRVI Main Menu* screen (Figure 4.3.1–2).

2. Select *Conduct Test* from the *SIRVI Main Menu* screen (Figure 4.3.1–2).

The *SIRVI Main Menu* screen gives the data collector five options:

Conduct Test—allows the user to conduct a SIRVI test.

Review/Delete Test—allows the user to review a test that has already been taken or to delete a test that has been completed or is partially completed.

Transmit Test—allows the user to transmit a test that is completed.

Load New Samples—allows the user to load samples into the software. These tests are shown on the *Conduct Test* screen.

Unarchive Tests—allows the user to remove archived tests from the archive.

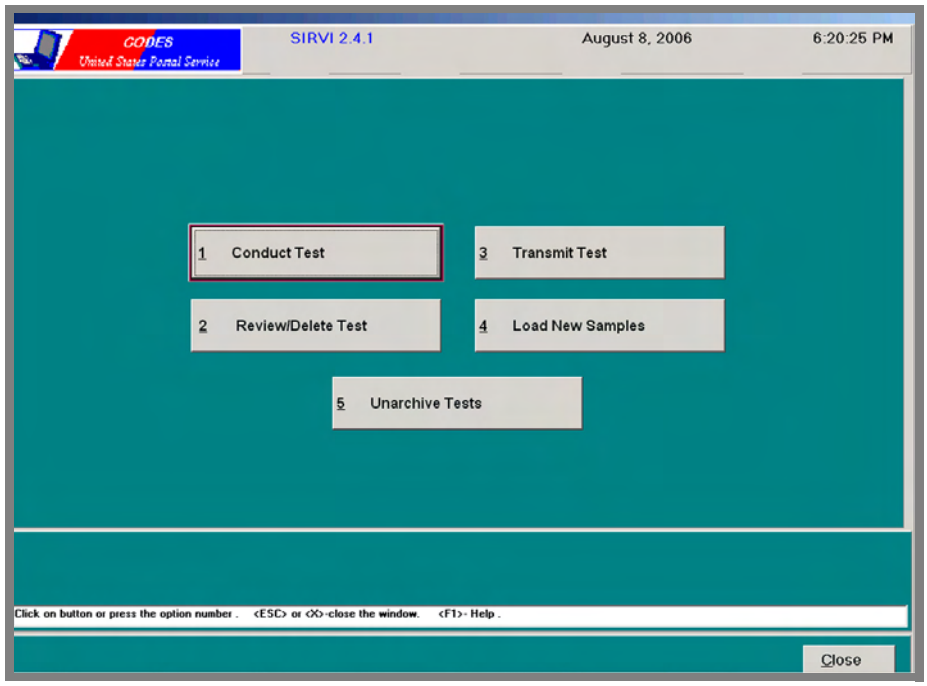


Figure 4.3.1–2 SIRVI Main Menu Screen

- Type the number beside the *Conduct Test* button or select the *Conduct Test* button.

  The *Conduct Test screen* (Figure 4.3.1–3) immediately displays.

3. Select the test from the SIRVI *Conduct Test screen* (Figure 4.3.1–3).

The table on the *Conduct Test screen* contains the sample selection files which reflect the following information: *Test ID, Test Date* (also reflected in the *Test ID*), and *Status* of the test. The *Test ID* consists of an "I" to indicate an inbound test, the first two digits of the sample location, the last digit of the test year, the two-digit test month, and two-digit test day.

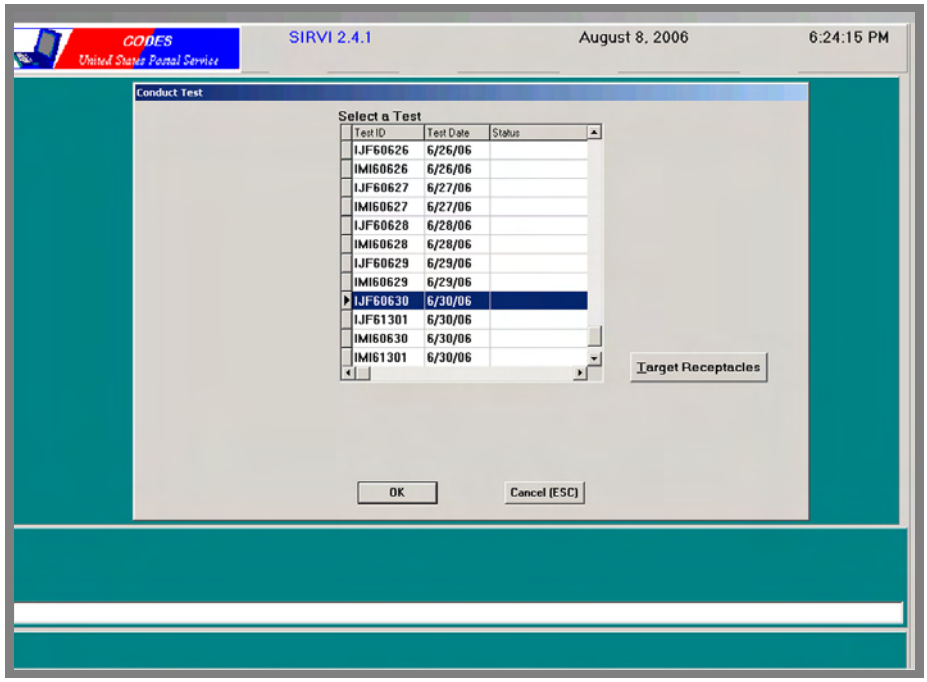
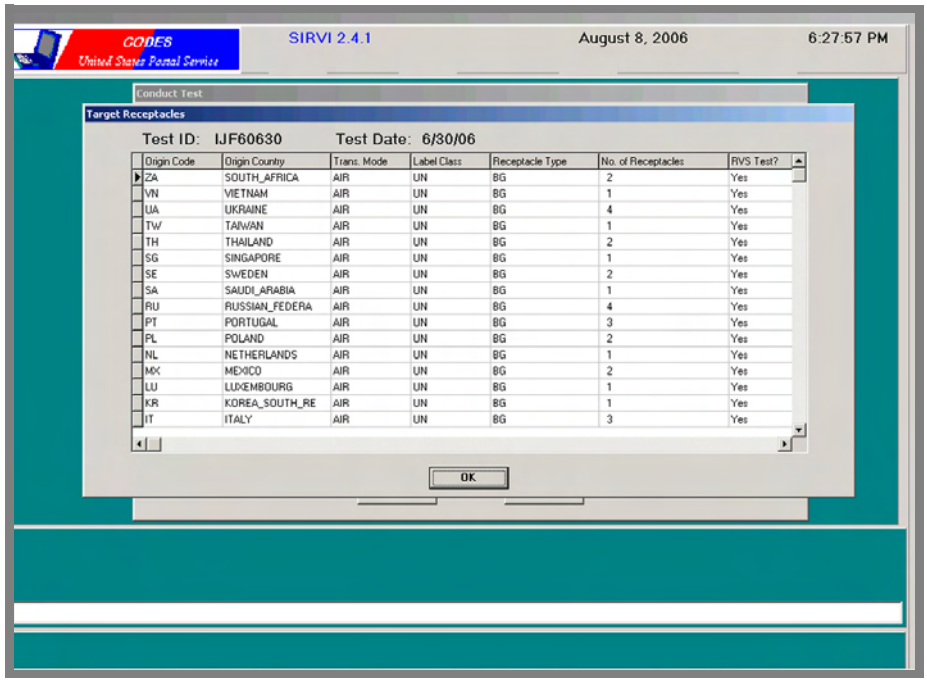


Figure 4.3.1–3 Conduct Test Screen

- Use the up <↑> and down <↓> arrows to highlight the selected test.
- Select the *Target Receptacles* button to view a list of receptacles that are expected to arrive for the selected test. The *Target Receptacles* screen (Figure 4.3.1–4) displays.

The *Target Receptacles* screen lists all of the receptacles targeted for sampling on the selected test date. The columns reflect the four (4) defining characteristics for the target receptacles: (1) Origin code and country, (2) Transportation mode, (3) Label class, and (4) Receptacle type. Also included on the screen are the number(s) of receptacles to test, and if the test is an RVS test. The *No. of Receptacles* column indicates the number of receptacles to select for each set of desired characteristics.



Origin Code	Origin Country	Trans. Mode	Label Class	Receptacle Type	No. of Receptacles	RVS Test?
ZA	SOUTH_AFRICA	AIR	UN	BG	2	Yes
VN	VIETNAM	AIR	UN	BG	1	Yes
UA	UKRAINE	AIR	UN	BG	4	Yes
TW	TAIWAN	AIR	UN	BG	1	Yes
TH	THAILAND	AIR	UN	BG	2	Yes
SG	SINGAPORE	AIR	UN	BG	1	Yes
SE	SWEDEN	AIR	UN	BG	2	Yes
SA	SAUDI_ARABIA	AIR	UN	BG	1	Yes
RU	RUSSIAN_FEDERA	AIR	UN	BG	4	Yes
PT	PORTUGAL	AIR	UN	BG	3	Yes
PL	POLAND	AIR	UN	BG	2	Yes
NL	NETHERLANDS	AIR	UN	BG	1	Yes
MX	MEXICO	AIR	UN	BG	2	Yes
LU	LUXEMBOURG	AIR	UN	BG	1	Yes
KR	KOREA_SOUTH_RE	AIR	UN	BG	1	Yes
IT	ITALY	AIR	UN	BG	3	Yes

Figure 4.3.1–4 Target Receptacles Screen

- Highlight the receptacle by using the up <↑> and down <↓> arrow keys to move through the targeted receptacles.
- Select *OK* or press <*Enter*> to return to the *Conduct Test* screen (Figure 4.3.1–3).

  To select a test press <Enter> or choose *OK*.

  Upon pressing <Enter> the *General Info. screen* (Figure 4.3.1–5) displays.

Note: For SAL and surface tests that are scheduled as a monthly test, the Target Receptacles for each month are reflected under the first Test ID of the month on the *Target Receptacles* screen for display purposes only. Record the samples under the Test ID related to the day the samples are actually taken.

4. Enter test administrative data on the *General Info. screen* (Figure 4.3.1–5).

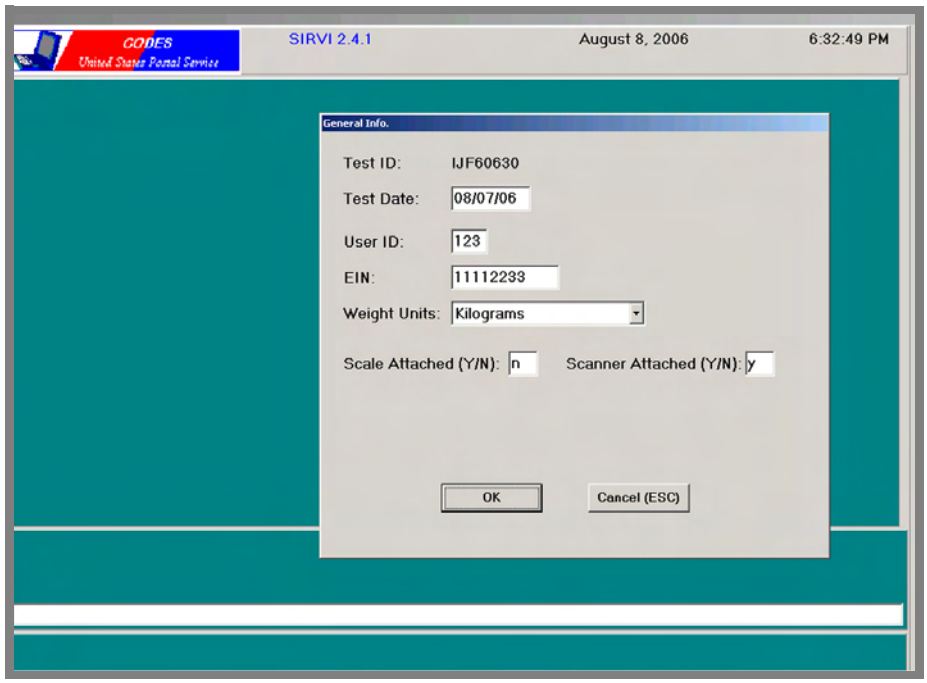


Figure 4.3.1–5 General Info. Screen

The *Test ID* and *Test Date* automatically transfers from the *Conduct Test* screen into the appropriate fields on the *General Info.* screen. The *Weight Units* field defaults to kilograms; however, the unit of measure may be changed to pounds and ounces by using the drop-down menu.

Use <Tab> to navigate the fields on the screen.

- **Test ID:** Transfers from the Conduct Test screen and cannot be changed.

Enter the following information:

- **Test Date:** This field is populated with the date from the highlighted test on the Conduct Test screen; however, the test date may be changed if incorrect.
- **User ID:** This is a three–digit number provided to each data collector by the MSP.
- **EIN:** This is the eight-digit number that identifies each employee. Enter your assigned Employee Identification Number.
- **Weight Units:** This drop-down menu allows you to choose either kilograms or pounds and ounces depending on the type of scale you are using.
- **Scale Attached (Y/N):** This field asks if a scale is attached to the laptop.
  - **<Y>** Indicates that a scale is attached to the CODES Laptop.
  - **<N>** Indicates that no scale is attached.

- ***Scanner Attached (Y/N)*:** This field asks whether a scanner is attached.
  - **<Y>** Indicates that a scanner is attached to the CODES Laptop.
  - **<N>** Indicates that no scanner is attached.

  Select *OK* or press <Enter> to display the *Receptacle Summary* screen (Figure 4.3.2–6).

4.3.2 Entering Receptacle Data on the *Receptacle Summary* Screen

The *Receptacle Summary* screen (Figure 4.3.2–6) provides a description of each tested receptacle. Most of the information found on the screen is obtained from the receptacle label. The receptacle label is the UPU forms CN34 (surface mail), CN35 (Airmail), and CN36 (SAL) for letter-post dispatches, and CP83 (surface mail), CP84 (Airmail), and CP85 (SAL) for parcel post dispatches. An example of a receptable label is shown below:

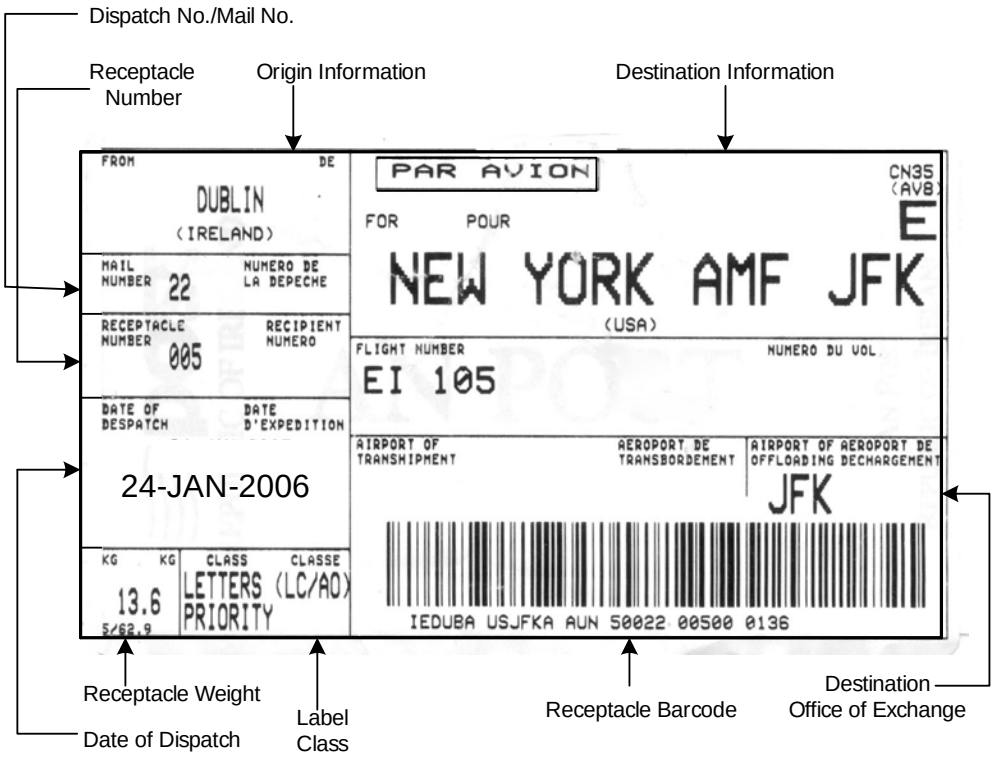


Exhibit 4.3.2–2 Receptacle Label: Inbound

The buttons at the top of the screen consist of functions that the data collector may complete while on the *Receptacle Summary* screen. Additional receptacles may be added to the ones displayed on the screen by choosing the *Add* button. The information, which has been entered on a particular receptacle, may be edited by selecting the *Edit* button or deleted by selecting the *Delete* button. If the data collector decides that information which has been deleted should be retained, select the *Undelete* button.

The buttons at the bottom of the main screens are used for collecting the requested information. The grayed out button at the bottom of the screen indicates which screen is being displayed–in this case the *Receptacle Summary* screen. The *Receptacle Contents* button, the *Service Information* button, or the *Validate/Finish Test* button may be selected to move from the *Receptacle Summary* screen (Figure 4.3.2–6) to add information regarding a given receptacle.

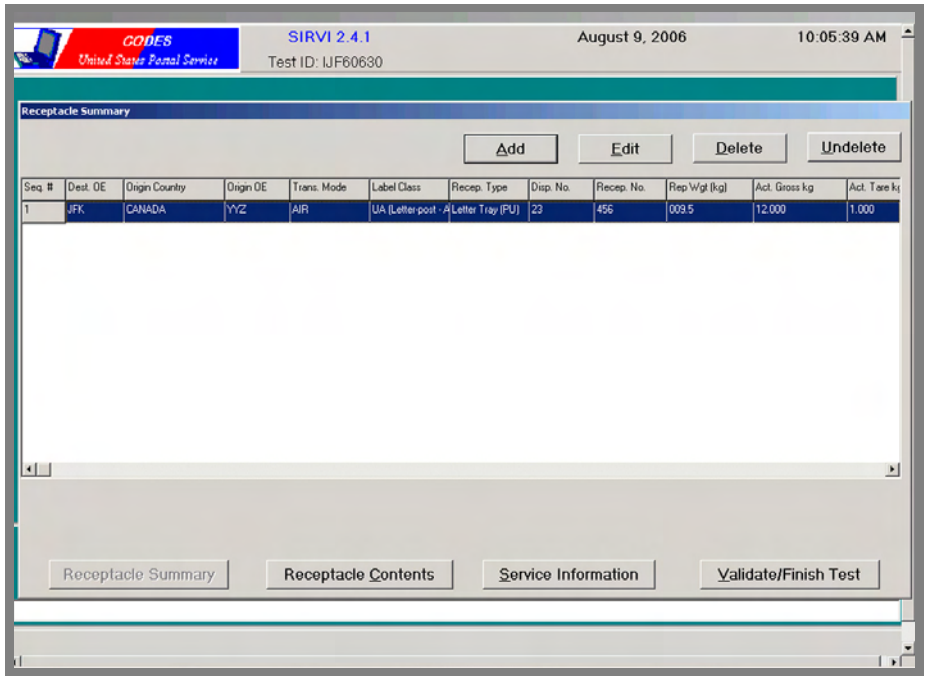


Figure 4.3.2–6 Receptacle Summary Screen

4.3.2.1 Entering Receptacle Information Automatically

Whenever possible, receptacle information must be entered electronically by scanning the 29-digit UPU barcode. Scanning the barcode number not only reduces the testing time but also improves the accuracy of the test. See RM 4–3 for an example of the 29-digit UPU barcode.

The following steps give step-by-step instructions on how to automatically enter receptacle label information for each receptacle included in the test:

Note: Skip to 4.3.2.2, Entering Barcode Information Manually, if there is not a barcode on the receptacle label or the barcode cannot be scanned.

1. **Select *Add* to add test information for an additional receptacle by typing the letter <A> or by clicking the *Add* button.**

   A prompt to enter the receptacle barcode number then appears (Figure 4.3.2–7). The receptacle barcode number is the 29-digit UPU barcode on the receptacle label.

2. **Enter the *receptacle barcode* by electronically scanning the barcode.**

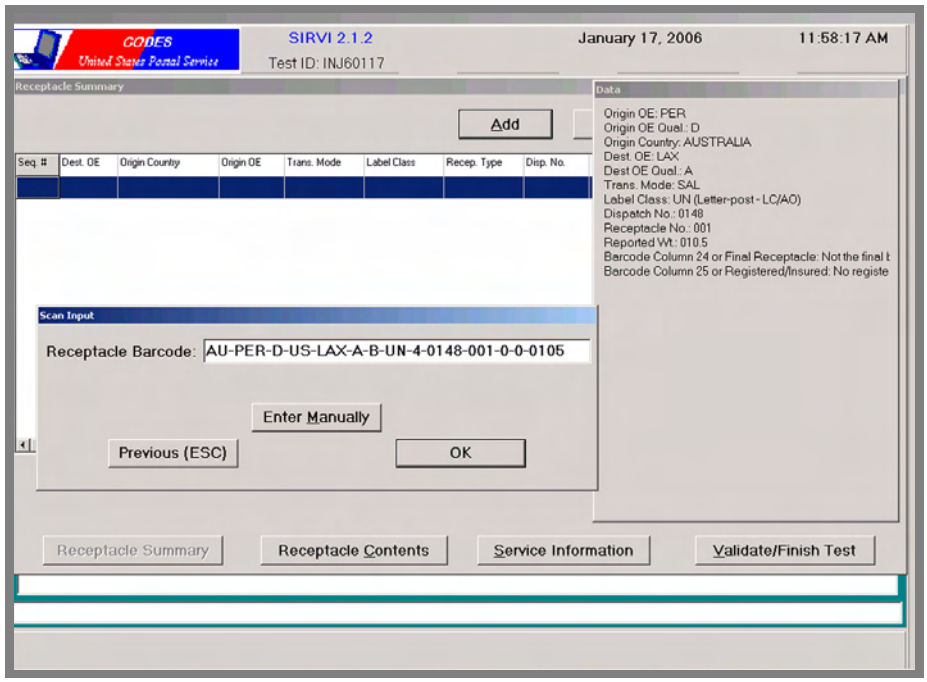


Figure 4.3.2–7 Receptacle Barcode Screen

Scan the barcode on the receptacle label using the electronic scanner, which is attached to the CODES Laptop.

The barcode information automatically populates the *Receptacle Barcode* screen, as well as the *Data* information screen from the *Origin Office of Exchange* through the *Reported Weight (Kg.)* screens.

If the barcode indicates that (1) Origin Country is Canada and (2) the *Label Class* is *CN - Parcels - Ordinary or CV - Parcels - Insured*, the *Reported Number of Parcels* screen appears (Figure 4.3.2–8). If not, the *Dispatch Date* screen appears (Figure 4.3.2–9).

3. Enter the reported number of parcels.

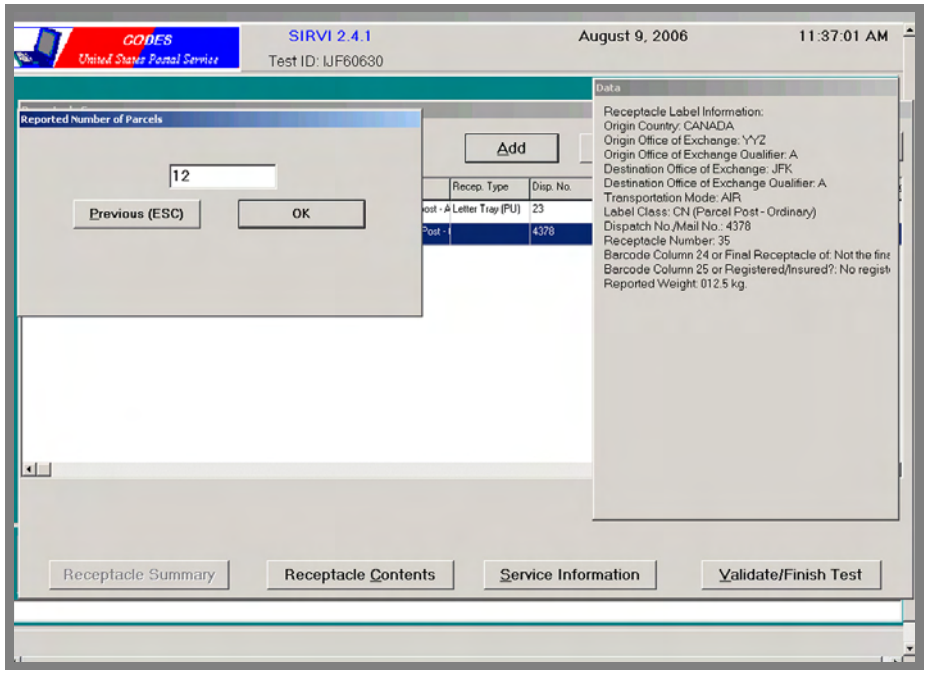


Figure 4.3.2–8 Reported Number of Parcels Screen

- Enter the number of parcels indicated on the receptacle label.

Note: If the receptacle label does not indicate the number of parcels, leave the field blank.

- Select *OK* or press <Enter> to display the *Dispatch Date* screen (Figure 4.3.2–9).

4. Enter the date of the dispatch on the *Dispatch Date* screen.

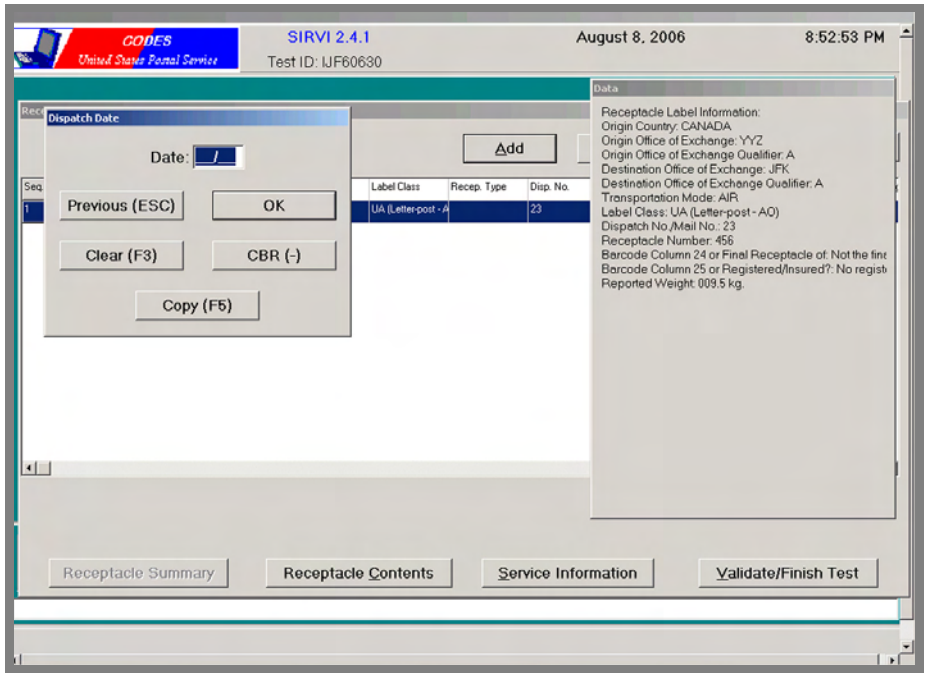


Figure 4.3.2–9 Dispatch Date Screen

- Select *CBR (-)* if the date cannot be read.
- Press <Enter> or select *OK* to display the *Flight/Ship No.* screen (Figure 4.3.2–10).

5. Enter the number of the flight or the number of the ship on the *Flight/Ship No.* screen.

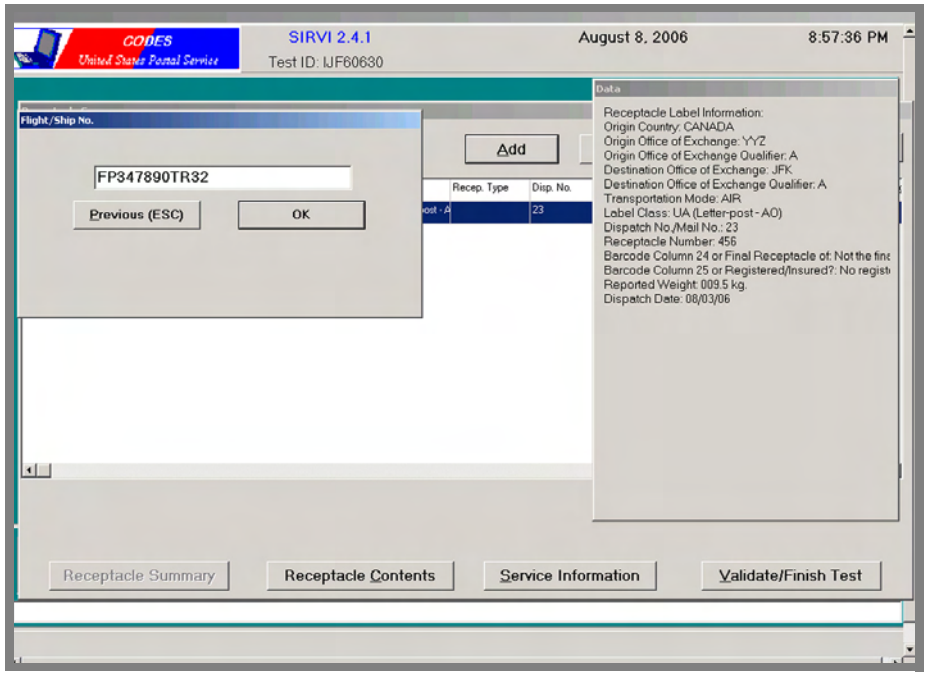


Figure 4.3.2–10 Flight/Ship No. Screen

- In the field provided, enter the flight or ship number.
- Select *OK* or press <Enter> to display the *Receptacle Type* screen (Figure 4.3.2–11).

6. Select the type of receptacle from the *Receptacle Type* screen.

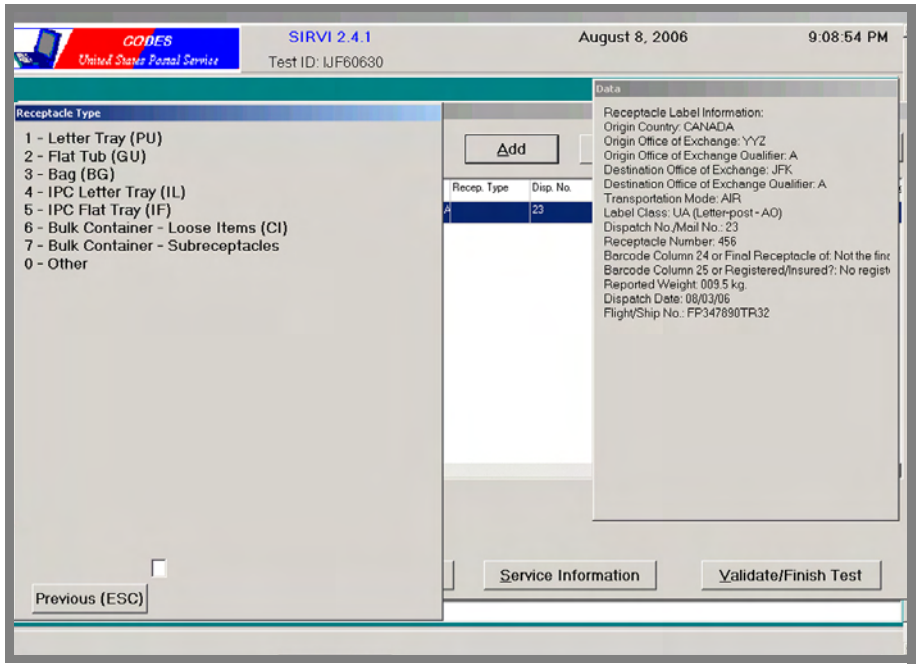


Figure 4.3.2–11 Receptacle Type Screen

- Enter the number beside the type of receptacle listed on the *Receptacle Type* screen.
  - Select *Letter Tray (PU)* if you are working with a non-IPC receptacle similar to domestic letter trays or *Flat Tub (GU)* if you are working with a non-IPC receptacle similar to domestic flat tubs. Selecting *Letter Tray (PU) or Flat Tub (GU)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).
  - Select *Bag (BG)* if the receptacle is a bag/sack. Selecting *Bag (BG)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).
  - Select *IPC Letter Tray (IL)* or *IPC Flat Tray (IF)* if you are working with an IPC blue receptacle that has been selected for testing. IPC trays may contain letters or flat shaped items. If the receptacle label reflects a "P," it is an IPC Letter Tray (IL). If the receptacle label reflects a "G," it is an IPC Flat Tray (IF). If the receptacle label does not indicate a "P" or a "G" or indicates "PGE" (Mixed), record the receptacle as an IPC Letter Tray (IL). Selecting *IPC Letter Tray (IL) or IPC Flat Tray (IF)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).

- Select *Bulk Container—Loose Items* (CI) if you are working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, that has a receptacle label on it and contains loose items. This type of bulk receptacle proceeds in the CODES program similar to receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL)*, and *IPC Flat Tray (IF)*. In order to test the mail within the bulk container, see 4.3.2.4.

  Selecting *Bulk Container—Loose Items (CI)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).

- Select *Bulk Container—Subreceptacles*, if you are working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, with a receptacle label on it and which contains subreceptacles of mail (subreceptacle without receptacle labels). In order to test the mail within the subreceptacles, see 4.3.2.5 for instructions. Selecting *Bulk Container—Subreceptacles* displays the *Bulk Container Contents* screen.

- Select *Outside Parcel (PC)*, if you are working with a parcel is not contained in a receptacle. Upon entering *Outside Parcel (PC)*, the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12) displays, and no field is shown for the *Tare* weight. Only enter the *Gross* weight.

Note: Option *Outside Parcel (PC)* only appears if the Label Class is CN or CV for parcel post. Option *Other* only appears if the Label Class is one of the Letter-post categories.

- Selecting *Other* if you are working with a receptacle type that is not indicated above. Please notify the service center if a sampled receptacle does not meet one of the visual receptacle type descriptions.

7. **Enter the actual gross weight and the actual tare weight on the *Actual Gross and Tare Weight* screen.**

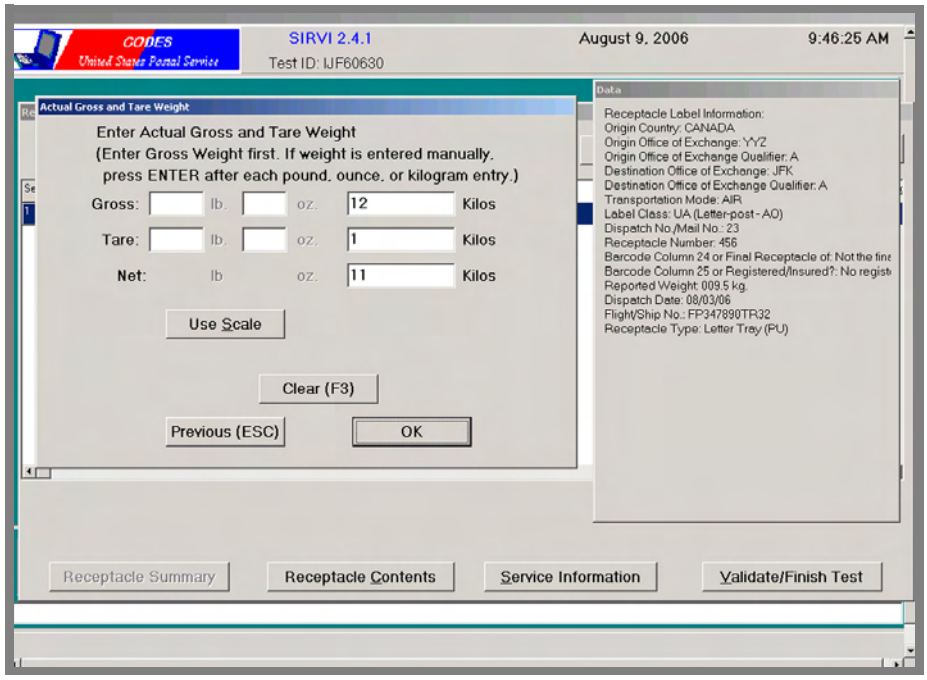


Figure 4.3.2–12 Actual Gross and Tare Weight Screen

To enter the Actual Gross Weight electronically:

- Weigh the receptacle and the mailpieces together.
- Select the *Use Scale* button or press <S> and the actual weight in kilograms populates the *Gross* weight field.

  If kilograms is selected as the weight unit on the *General Info.* screen (Figure 4.3.1–5), then the weight is displayed as kilograms. However, if pounds and ounces is selected as the weight unit, then the weight is displayed as pounds and ounces. When pressing <Enter>, the kilogram field also displays.

  Note: If you are unable to weigh a bulk container, enter the reported weight in the *Actual Gross Weight* field. If the barcode reflects the weight as "9999" (or 999.9 kg.), enter on the *Reported Weight* screen (Figure 4.3.2–30) the reported weight shown on the receptacle label (not the barcode), which actually may be higher than 999.9 kg.

If the actual gross weight is significantly different from the reported weight, a message appears asking if the weight entered is correct. See Figure 4.3.2–13 for details.

Figure 4.3.2–13 Weight Information Screen

- **<Y>** Select *Yes* if the weight entered is correct.
- **<N>** Select *No* if the weight is incorrect, and enter the correct weight into the *Gross* weight field.

- Remove the mailpieces from the receptacle.

To enter the *Tare* weight electronically:

- Weigh the receptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual weight in kilograms populates the *Tare* weight field for the following receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL),* and *IPC Flat Tray (IF).*
  - For *Bulk Container—Loose Items (CI)* and for *Bulk Container - Subreceptacles*: Enter the *Tare* Weight that is shown on the side of the container.

Note: For Bulk Containers, it is likely that the Reported Weight is the actual net weight of the container.

  - Enter the *Tare* Weight that is shown on the side of the container.
  - For *Outside Parcels (PC)*: No option for entering the *Tare* weight is given in the software.
- Press <Enter> and the *Net* weight automatically calculates in kilograms.

  If the tare weight does not appear reasonable for the selected receptacle type, a message appears asking, *Are you sure this weight is correct?* or *Tare weight may not be greater than gross weight.*

  If the electronic scale is not attached to the CODES Laptop, weigh the receptacle and the mailpieces following the steps listed above and manually enter the weights in the fields indicated in Figure 4.3.2–12.
- Press <Enter> to display the *Verify* screen (Figure 4.3.2–14).

8. Verify the information shown in the *Data* field of the *Verify* screen.

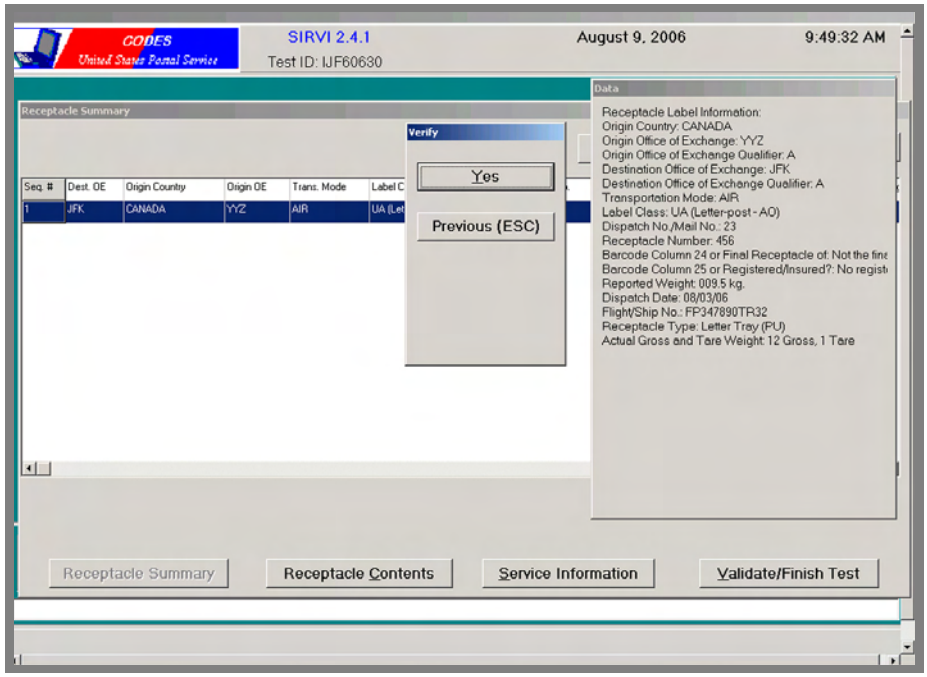


Figure 4.3.2–14 Verify Screen

- Determine if the information shown on the *Data* field is correct (Figure 4.3.2–14).
- If the information in the *Data* field is correct, select the *Yes* button or press <Enter> to display the *Receptacle Summary* screen.
- If the information on the *Data* field is not correct, select *Previous (ESC)* to return to the screen with the incorrect information. Enter the correct data and return to the *Verify* screen to complete the entry.

From the *Receptacle Summary* screen, you may add another receptacle by selecting the *Add* button. To record the contents of one of the receptacles, highlight the receptacle's row on the *Receptacle Summary* screen and select the *Receptacle Contents* button.

You may change data entered into the CODES Laptop by selecting the *Edit* button at the top of the *Receptacle Summary* screen. For instructions on using the edit function, see 4.3.2.3.

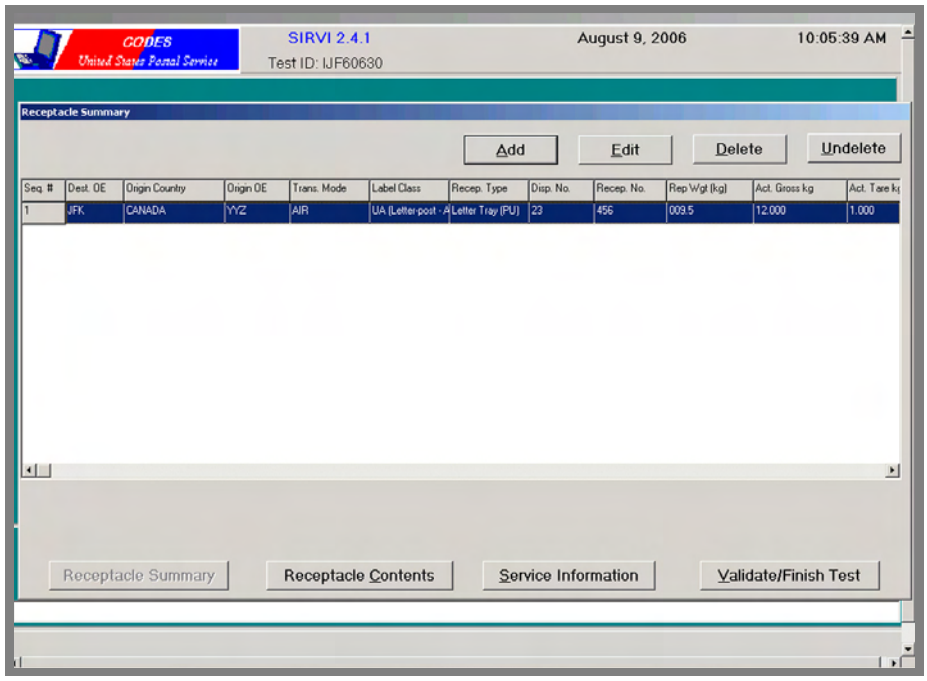


Figure 4.3.2–15 Receptacle Summary Screen

- Select the *Receptacle Contents* button from the *Receptacle Summary* screen. See 4.3.3 for instructions on recording the contents within the receptacle.

4.3.2.2 Entering Receptacle Information Manually

Although it is preferable to enter the receptacle information electronically, sometimes this may not be possible due to a malfunctioning electronic scanner, a barcode that cannot be scanned, or the absence of a barcode on the receptacle label. When this occurs, the receptacle information must be entered manually by using either the receptacle label or a MIDAS generated test sheet. Complete the following steps to manually enter the receptacle information:

1. **Select *Enter Manually* on the *Receptacle Barcode* screen (Figure 4.3.2–7).**

   Press the *Enter Manually* button or type the letter <M> to display the *Origin Country* screen (Figure 4.3.2–16).

2. **Enter the originating country of the mailpiece on the *Origin Country* screen.**

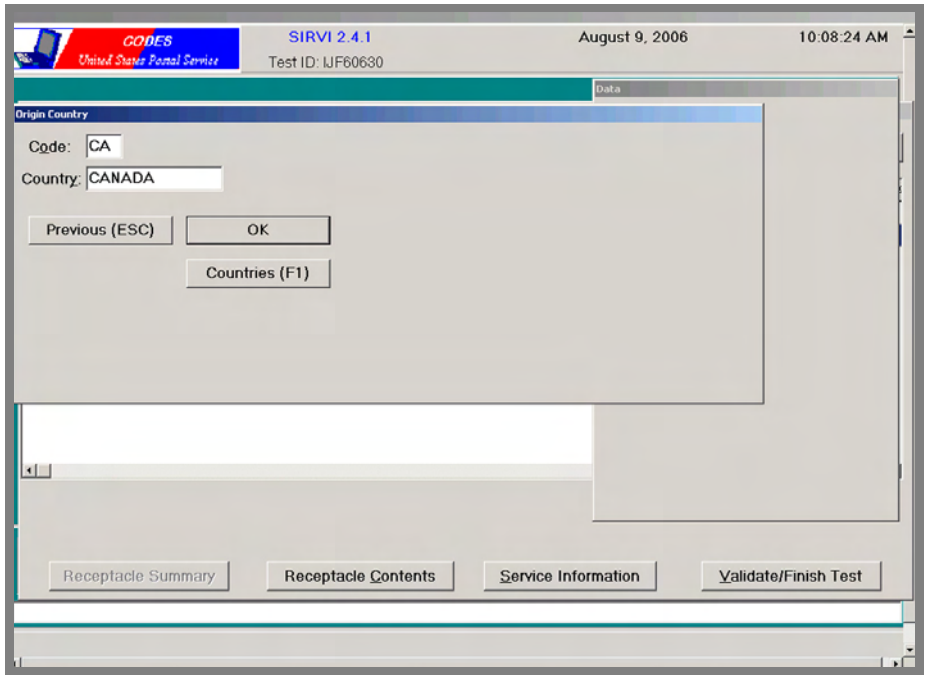


Figure 4.3.2–16 Origin Country Screen

- Enter the two-character alpha code of the originating country in the *Code* field or the name of the country in the *Country* field.
- Press <Enter> or select <F1> to display a drop-down list of countries and their alpha code if it is not known. See Figure 4.3.2–17 below.

The drop-down list for the country is displayed on the *Origin Country* screen.

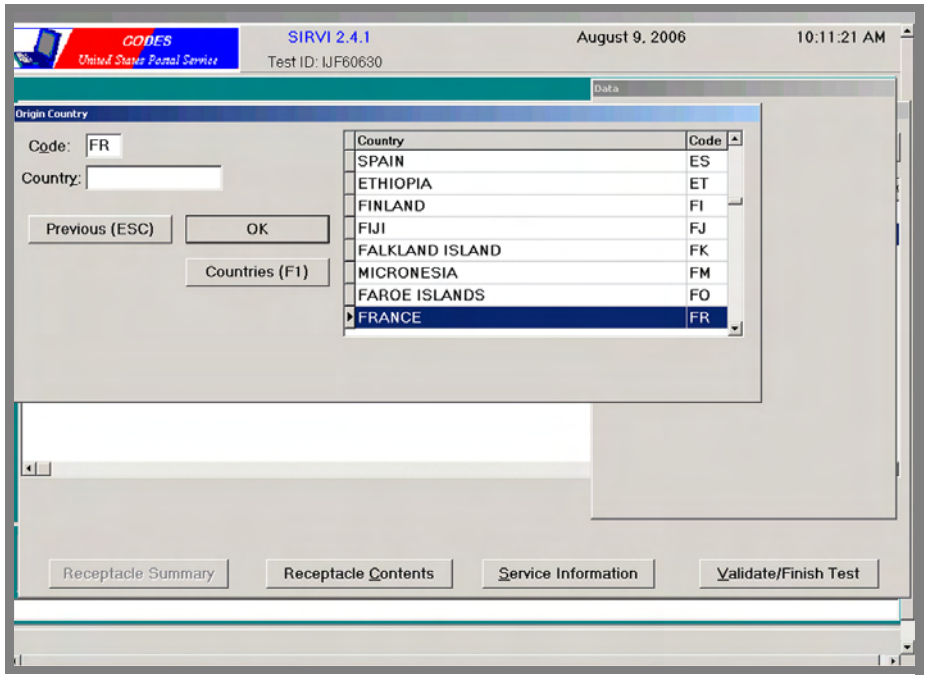


Figure 4.3.2–17 Origin Country List Screen

- Highlight the appropriate country by using the up <↑> and down <↓> arrow keys to move through the list, or click on the selected country. The country code automatically populates the *Code* field as the arrow moves through the list.
- Select *OK* to display the *Origin Office of Exchange* screen (Figure 4.3.2–18).

3. Enter the office of exchange code on the *Origin Office of Exchange* screen.

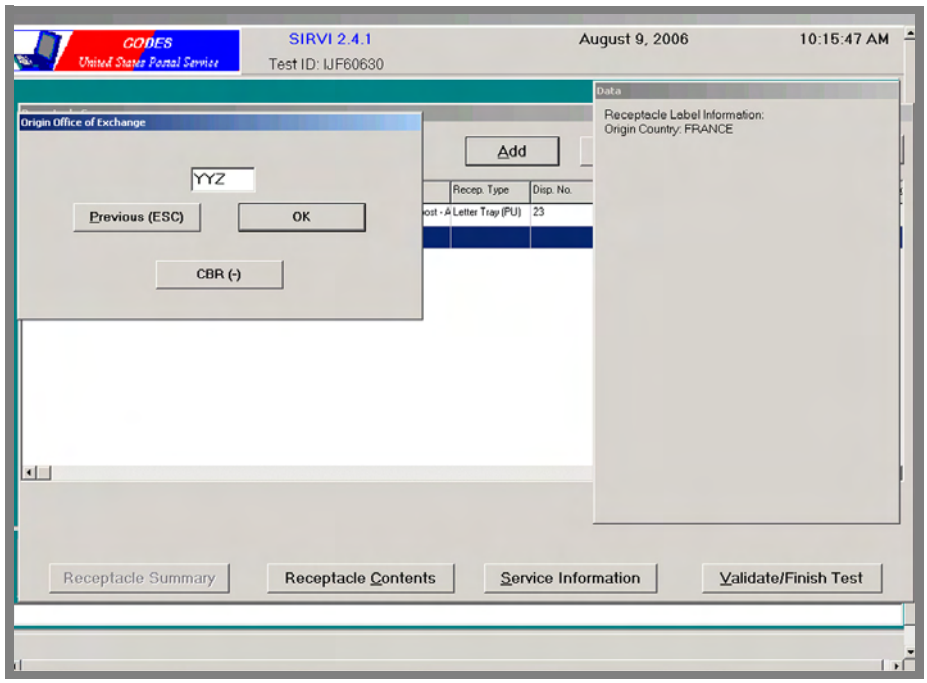


Figure 4.3.2–18 Origin Office of Exchange Screen

- Enter the three-character alpha code of the originating office of exchange as indicated on the receptacle label.
- Select *CBR (-)* if the office of exchange is not known or cannot be read.

  If the three-character alpha code is not on a CODES list, an information screen displays (Figure 4.3.2–19) asking if the office entered is correct.

Figure 4.3.2–19 Origin Office of Exchange Information Screen

- If the code entered is the reported code on the receptacle label, select the *Yes* button. If the code entered is not correct, select *No* and enter the correct code.
- Select *OK* to display the *Origin Office of Exchange Qualifier* screen *(*Figure 4.3.2–20*)*.

4. **Enter the one-character alpha qualifier on the *Origin Office of Exchange Qualifier* screen.**

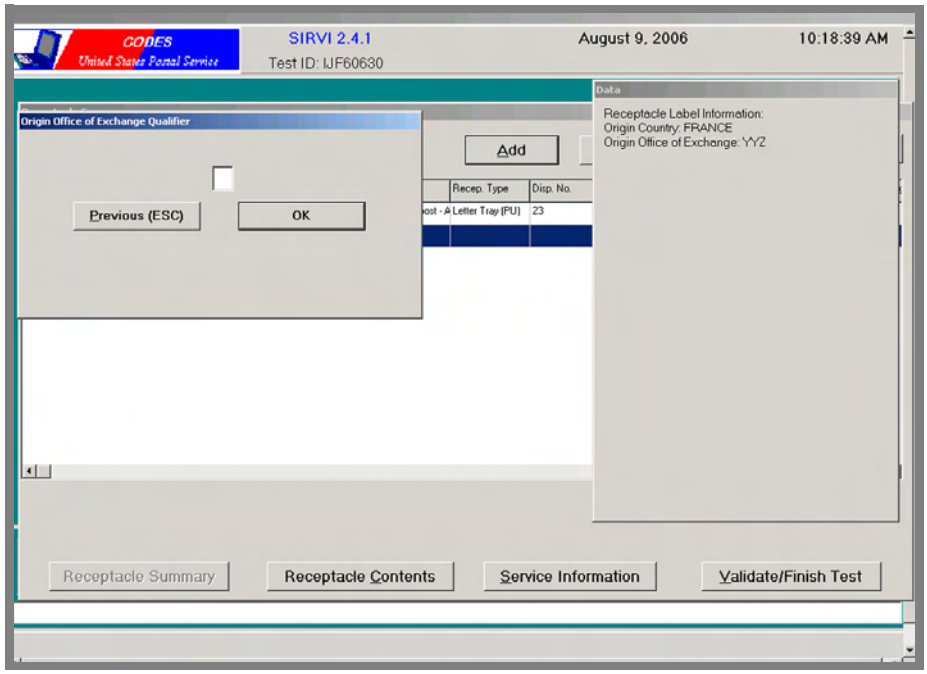


Figure 4.3.2–20 Origin Office of Exchange Qualifier Screen

- Enter the one-character alpha qualifier from the receptacle label. The qualifier is usually displayed at the end of the 3-character office of exchange code.

Note: The qualifier meanings vary from country to country; therefore, it is important that the data collector copy the qualifier directly from the receptacle label. If you cannot determine the Origin Office of Exchange Qualifier, leave the field blank and press <Enter> to bypass the screen.

- Select *OK* or press <Enter> to display the *Destination Office of Exchange* screen (Figure 4.3.2–21).

Note: CODES automatically enters the U.S. as the destination country; therefore, if you are manually entering barcode data, the U.S. code does not display.

5. Enter the destinating office of exchange on the *Destination Office of Exchange* screen.

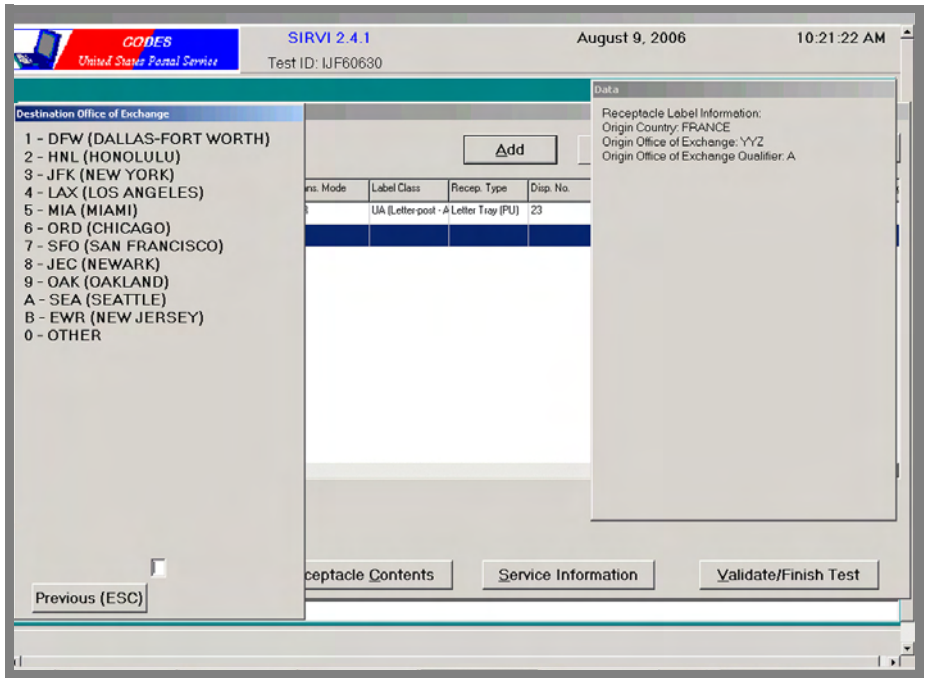


Figure 4.3.2–21 Destination Office of Exchange Screen

- Enter the number or letter beside the office of exchange in the field provided.
- If you cannot read the destination location, select *OTHER* which displays the *Unlisted Destination Office of Exchange* screen (Figure 4.3.2–22).

- Enter the Office of Exchange on the *Unlisted Destination Office of Exchange* screen.

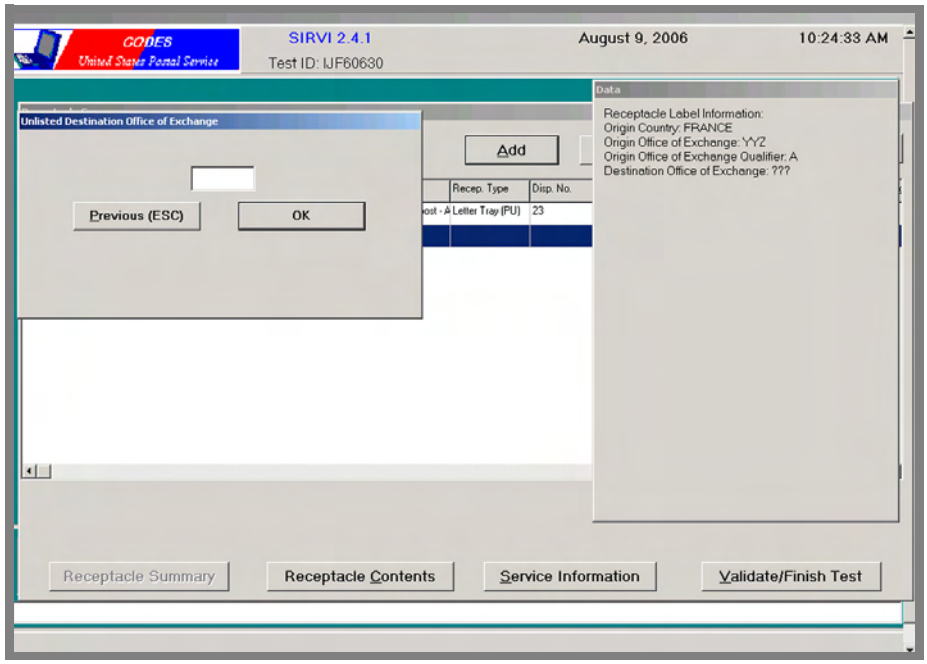


Figure 4.3.2–22 Unlisted Destination Office of Exchange Screen

- Enter the three-character code for the unlisted Destination Office of Exchange in the field provided.
- Press <Enter> to display the *Destination Office of Exchange Qualifier* Screen (Figure 4.3.2–23).

6. Enter the Destination Office of Exchange Qualifier.

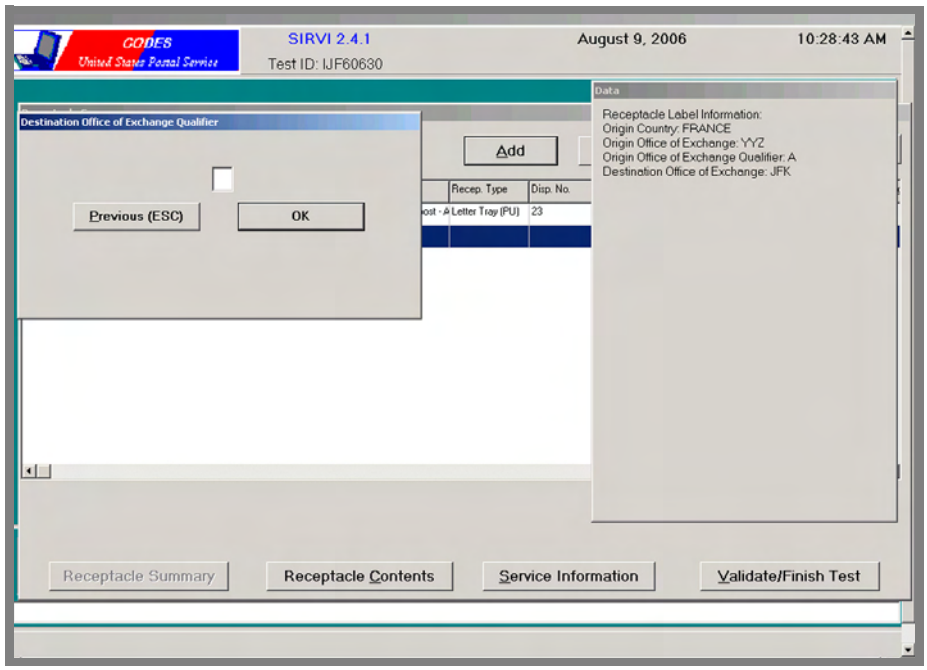


Figure 4.3.2–23 Destination Office of Exchange Qualifier Screen

- Enter the one-character alpha qualifier from the receptacle label. The qualifier is usually displayed at the end of the three-character office of exchange code.

Note: The qualifier meanings vary from city and office to city and office; therefore, it is important that the data collector copy the qualifier directly from the printed label. If you cannot read the destination office of exchange qualifier, leave the field blank and press <Enter> to bypass the screen.

- Select *OK* or press <Enter> and the *Transportation Mode* screen (Figure 4.3.2–24) displays.

7. **Enter one of the four types of transportation modes on the *Transportation Mode* screen (Figure 4.3.2–24).**

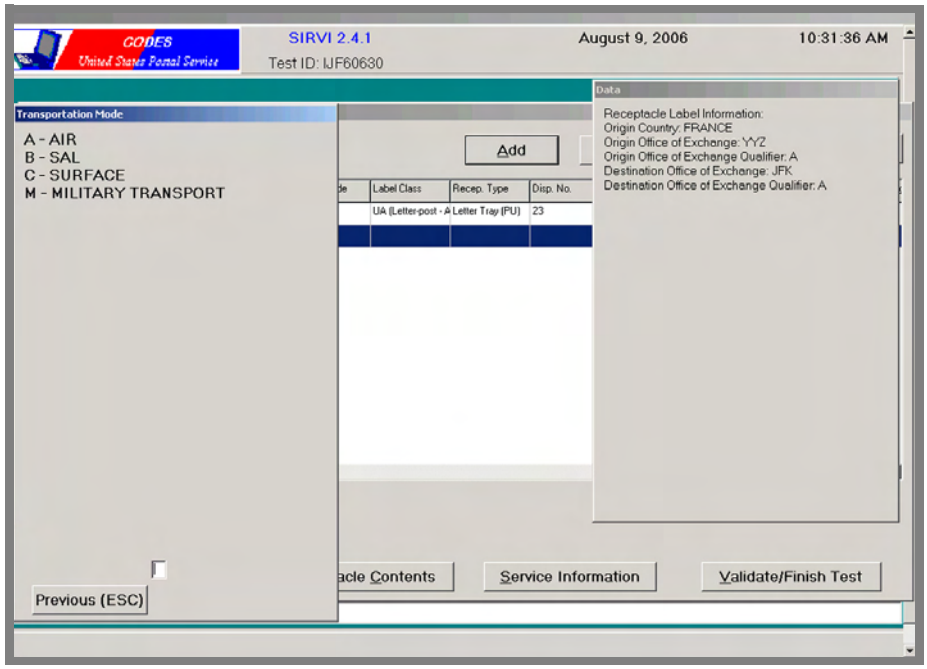


Figure 4.3.2–24 Transportation Mode Screen

- Select the type of transportation on the receptacle label by typing the letter beside the appropriate mode. The transportation modes are Air, Surface Air Lift (SAL), Surface, and Military Transport. The first three options reflect their official UPU codes of A, B, and C, respectively.
- The *Label Class* screen (Figure 4.3.2–25) then displays.

8. Enter the mail class on the *Label Class* screen.

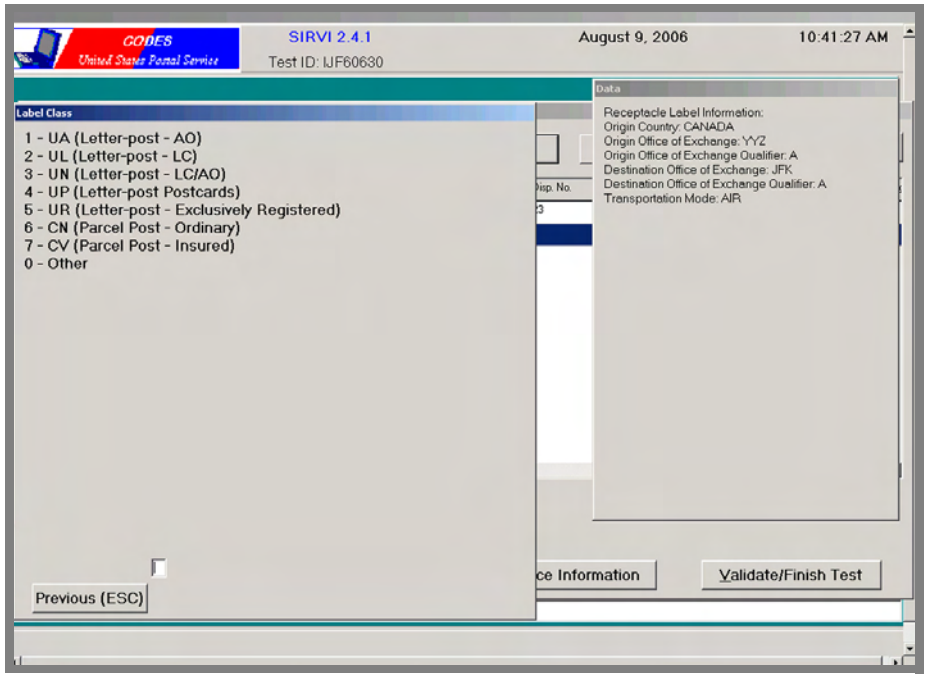


Figure 4.3.2–25 Label Class Screen

- Enter the label class located on the receptacle label by typing the number beside the appropriate class. These options reflect the official UPU codes that the foreign postal administrations may use.
- Select *Other* only if the barcode indicates a two-character alpha code other than those shown above.

Note: *CN (Parcel Post - Ordinary)* and *CV (Parcel Post—Insured)* appear as options only if the Origin Country selected is Canada.

- Upon typing the letter of your selection, the *Dispatch No./Mail No.* screen (Figure 4.3.2–26) displays.

9. Enter the dispatch number on the *Dispatch No./Mail No.* screen.

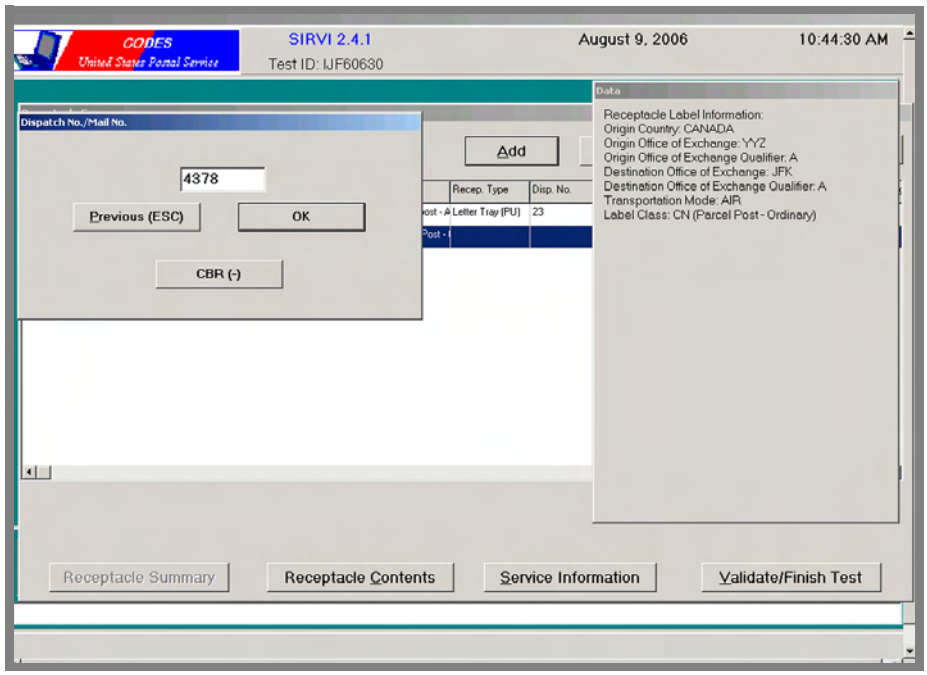


Figure 4.3.2–26 Dispatch No./Mail No. Screen

- Enter the dispatch no./mail no. that is indicated on the receptacle label.
- Select *OK* or press <Enter> to display the *Receptacle Number* screen (Figure 4.3.2–27).

10. Enter the receptacle number on the *Receptacle Number* screen.

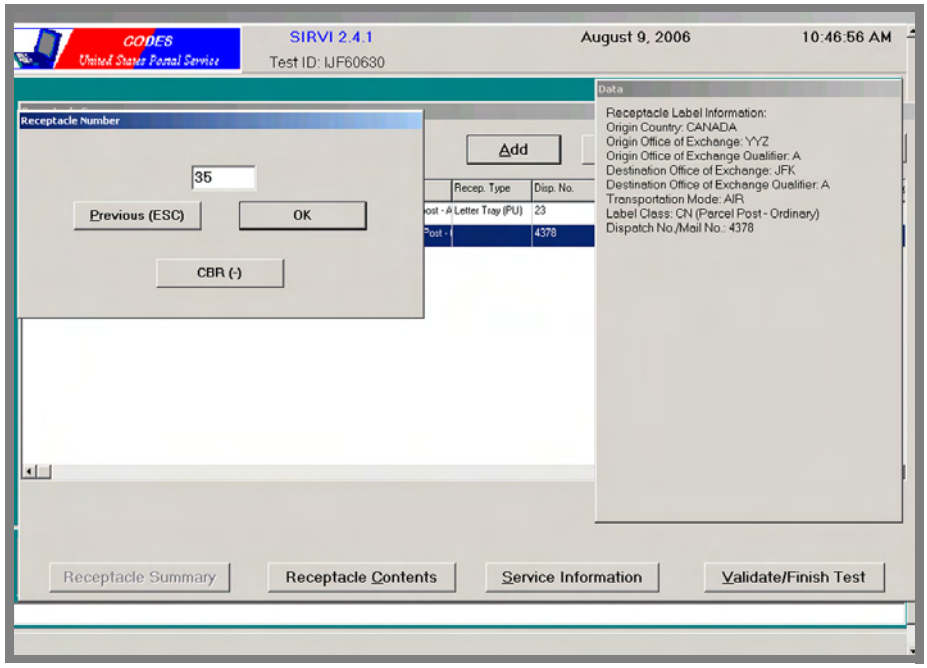


Figure 4.3.2–27 Receptacle Number Screen

- Enter the receptacle number that is indicated on the receptacle label.
- Select *OK* or press <Enter> to move to the *Barcode Column 24 or Final Receptacle of Dispatch?* screen (Figure 4.3.2–28).

11. Enter the number in Column 24 of the receptacle barcode or indicate if the receptacle is the final receptacle of the dispatch.

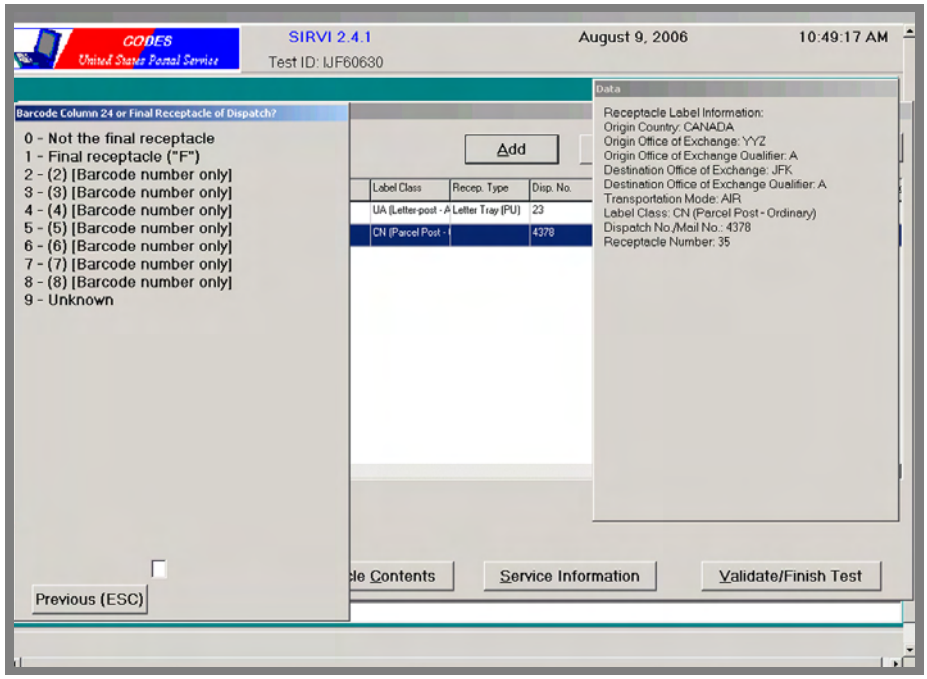


Figure 4.3.2–28 Barcode Column 24 or Final Receptacle of Dispatch? Screen

- Enter the number of the appropriate response in the field provided.

Note: The barcode indicates whether or not the receptacle is the final receptacle in the dispatch. See RM 4–3 for codes indicating if the receptacle is the final receptacle in the dispatch. The receptacle label is also marked with an "F".

- The *Barcode Column 25 or Registered/Insured?* screen (Figure 4.3.2–29) displays.

12. Enter the number in Column 25 of the receptacle barcode or indicate if any items are registered or insured.

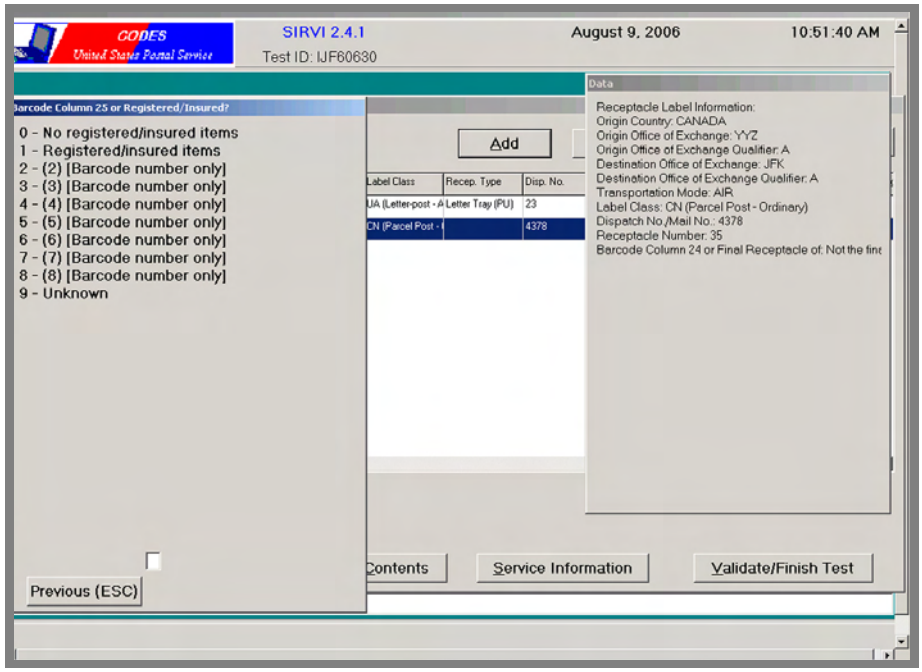


Figure 4.3.2–29 Barcode Column 25 or Registered/Insured? Screen

- Enter the number of the appropriate response in the field provided.

Note: Although the UPU allows for insured Letter-post items, the United States does not provide such service. A registered bag is marked with an "R".

- The *Reported Weight* screen (Figure 4.3.2–30) displays upon entering the appropriate response.

13. Enter the total weight of the receptacle on the *Reported Weight* screen.

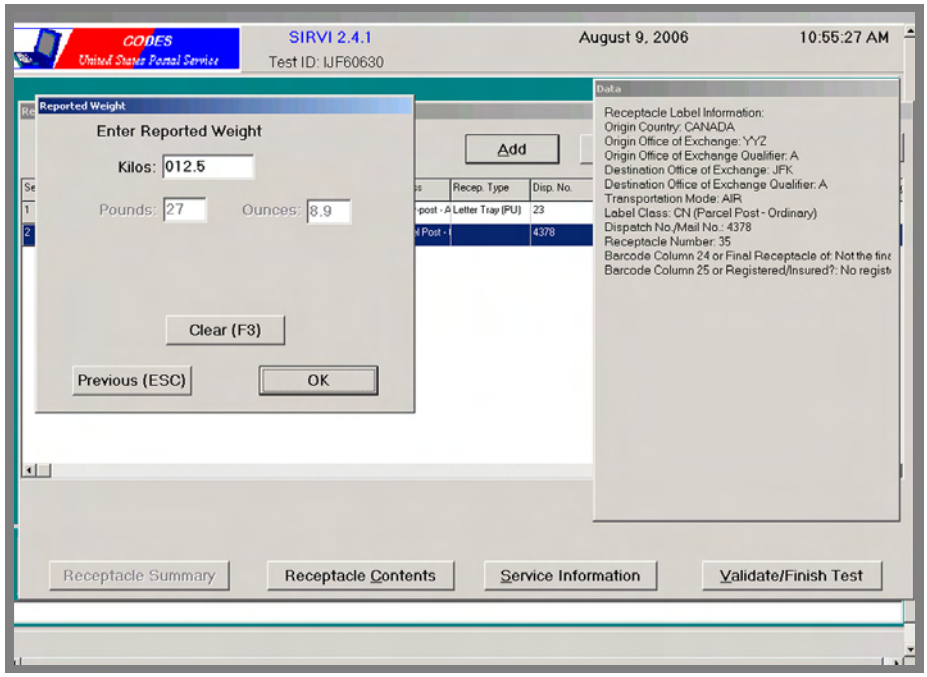


Figure 4.3.2–30 Reported Weight Screen

- Enter the total weight in kilograms as indicated on the receptacle label.
- Press <Enter> and CODES automatically reflects the reported weight in pounds and ounces.

  The barcode label has four characters for the reported weight. For 32 kilos the barcode shows the value as 0320, and for 4.5 kilos the barcode shows the value as 0045. When entering the reported weight manually, enter the weight as shown on the barcode label, that is, without the decimal. For example, for 32 kilograms, enter 0320 (as on the barcode) and for 4.5 kilos, enter the 0045 (as on the barcode); the software will place the decimal in the background.

Note: If the barcode reflects the reported weight as 999.9 kg., enter 9999. Enter the reported weight shown on the receptacle label (not the barcode), which may be greater than 999.9 kg., in the *Actual Gross and Tare Weight* screen (Figure 4.3.2–36).

If you enter the weight incorrectly, an information screen appears directing you on the correct format for entering the numbers. See Figure 4.3.2–31 below.

Figure 4.3.2–31 Weight Instruction Screen

- If the barcode indicates that (1) *Origin Country* is Canada and (2) the *Label Class* is *CN—Parcels—Ordinary* or *CV—Parcels—Insured*, the *Reported Number of Parcels* screen appears (Figure 4.3.2–32). Otherwise, the software proceeds to the *Dispatch Date* screen (Figure 4.3.2–33).

14. Enter the number of parcels on the *Reported Number of Parcels* screen.

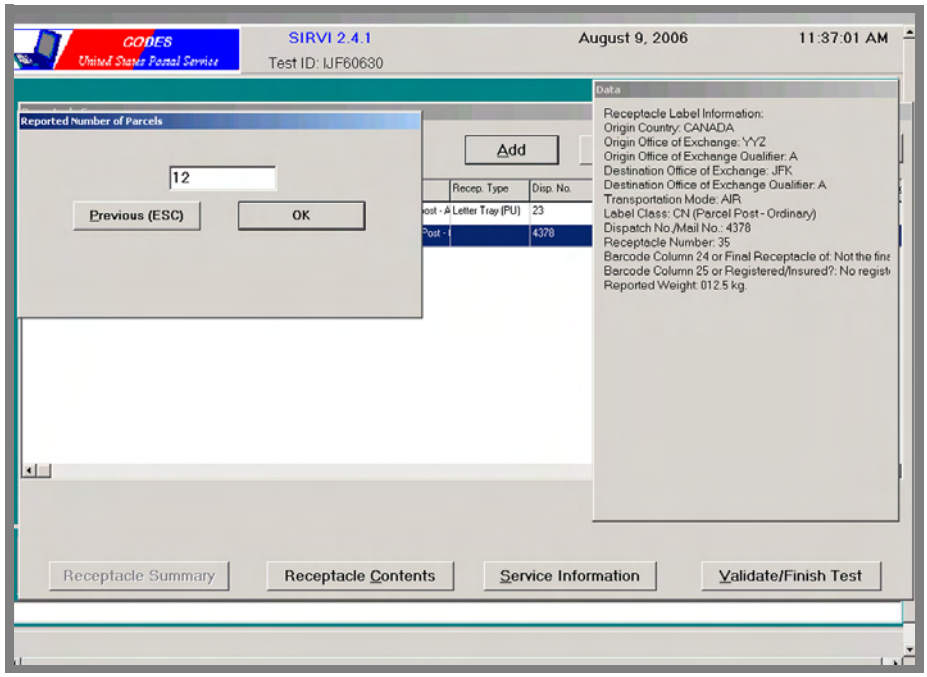


Figure 4.3.2–32 Reported Number of Parcels Screen

- Enter the number of parcels indicated on the receptacle label.

Note: If the receptacle label does not indicate the number of parcels, leave the field blank.

- Select *OK* or press <Enter> to display the *Dispatch Date* screen (Figure 4.3.2–33).

15. Enter the date of the dispatch on the *Dispatch Date* screen.

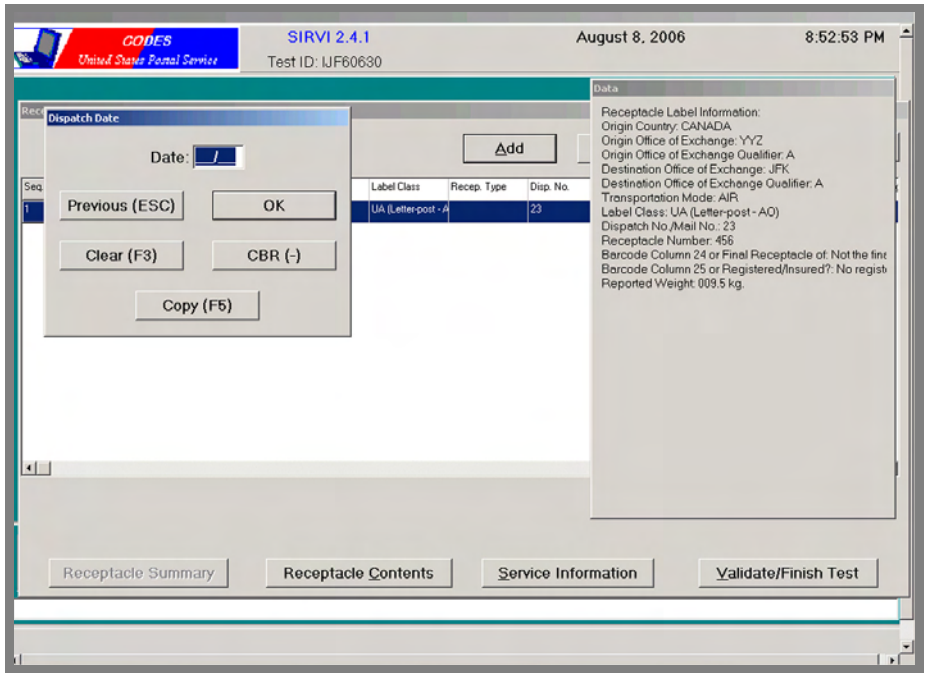


Figure 4.3.2–33 Dispatch Date Screen

- If you cannot read the date cannot, select *CBR (-)*.
- Press <Enter> or select *OK* to display the *Flight/Ship No.* screen (Figure 4.3.2–34).

16. **Enter the number of the flight or the number of the ship on the *Flight/Ship No.* screen.**

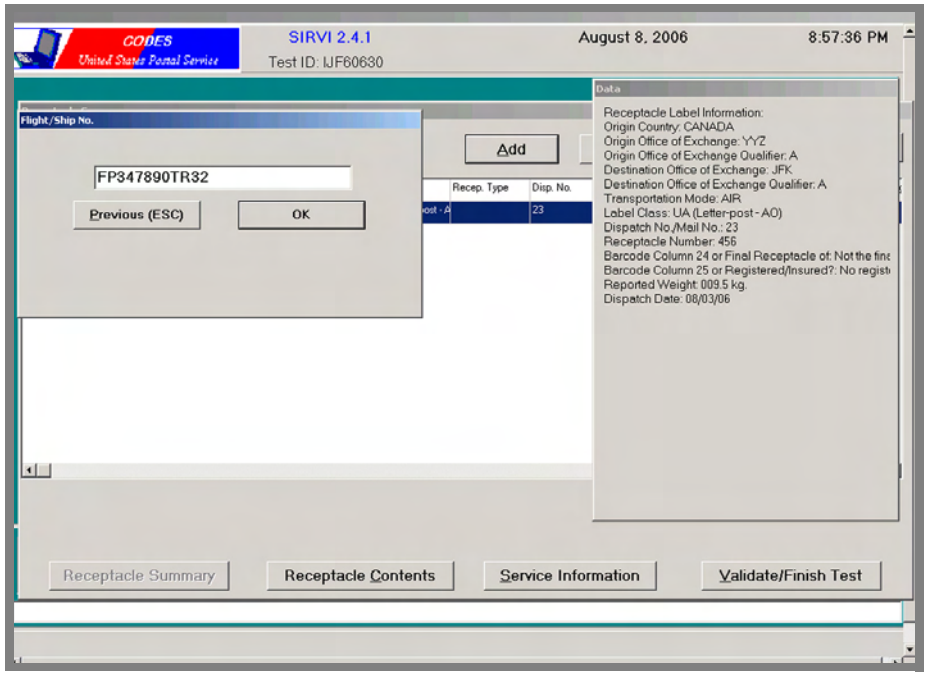


Figure 4.3.2–34 Flight/Ship No. Screen

- In the field provided, enter the flight or ship number.
- Select *OK* or press <Enter> to display the *Receptacle Type* screen (Figure 4.3.2–35).

17. Select the type of receptacle from the *Receptacle Type* screen.

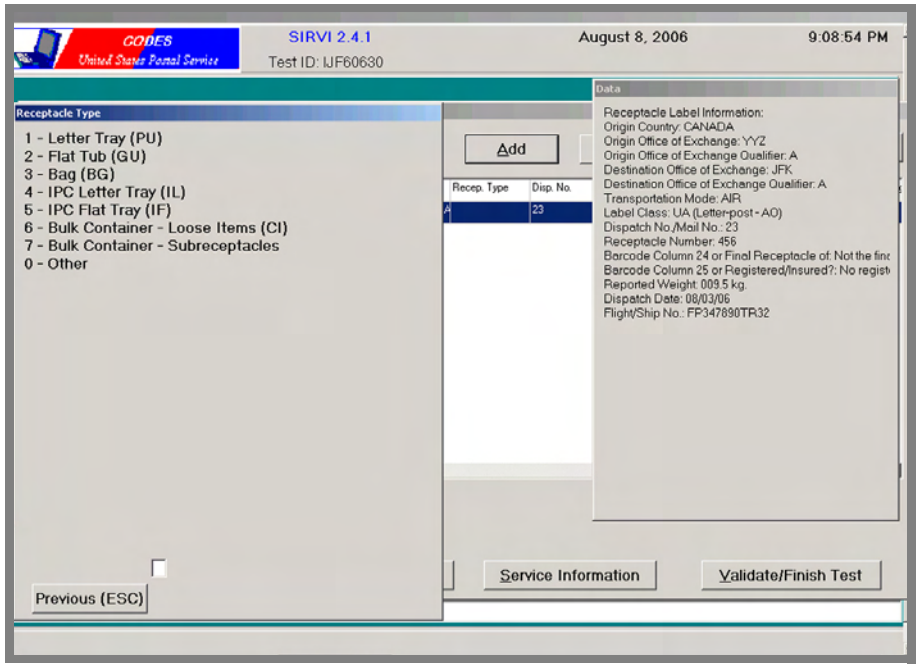


Figure 4.3.2–35 Receptacle Type Screen

- Enter the number beside the type of receptacle listed on the *Receptacle Type* screen.
  - Select *Letter Tray (PU)* if you are working with a non-IPC receptacle similar to domestic letter trays or *Flat Tub (GU)* if you are working with a non-IPC receptacle similar to domestic flat tubs. Selecting *Letter Tray (PU) or Flat Tub (GU)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).
  - Select *Bag (BG)* if the receptacle is a bag/sack. Selecting *Bag (BG)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).
  - Select *IPC Letter Tray (IL)* or *IPC Flat Tray (IF)* if you are working with an IPC blue receptacle that has been selected for testing. IPC trays may contain letters or flat shaped items. If the receptacle label reflects a "P," it is an IPC Letter Tray (IL). If the receptacle label reflects a "G," it is an IPC Flat Tray (IF). If the receptacle label does not indicate a "P" or a "G" or indicates "PGE" (Mixed), record the receptacle as an IPC Letter Tray (IL). Selecting *IPC Letter Tray (IL) or IPC Flat Tray (IF)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).

- Select *Bulk Container—Loose Items* (CI) if you are working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, that has a receptacle label on it and contains loose items. This type of bulk receptacle proceeds in the CODES program similar to receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL)*, and *IPC Flat Tray (IF)*. In order to test the mail within the bulk container, see 4.3.2.4.

  Selecting *Bulk Container—Loose Items (CI)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12).

- Select *Bulk Container—Subreceptacles*, if you are working with a large receptacle, such as a LD3, Gaylord, Postal Pak, or sea container, with a receptacle label on it and which contains subreceptacles of mail (subreceptacle without receptacle labels). In order to test the mail within the subreceptacles, see 4.3.2.5 for instructions. Selecting *Bulk Container—Subreceptacles* displays the *Bulk Container Contents* screen.

- Select *Outside Parcel (PC)*, if you are working with a parcel is not contained in a receptacle. Upon entering *Outside Parcel (PC)*, the *Actual Gross and Tare Weight* screen (Figure 4.3.2–12) displays, and no field is shown for the *Tare* weight. Only enter the *Gross* weight.

Note: Option *Outside Parcel (PC)* only appears if the Label Class is CN or CV for parcel post. Option *Other* only appears if the Label Class is one of the Letter-post categories.

- Selecting *Other* if you are working with a receptacle type that is not indicated above. Please notify the service center if a sampled receptacle does not meet one of the visual receptacle type descriptions.

18. **Enter the actual gross weight and the actual tare weight on the *Actual Gross and Tare Weight* screen.**

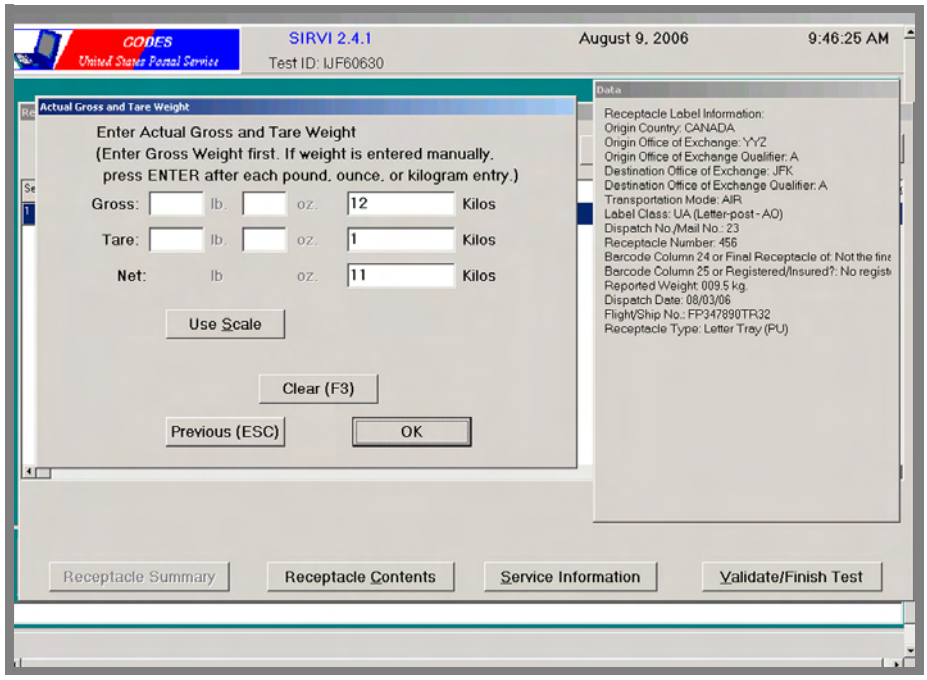


Figure 4.3.2–36 Actual Gross and Tare Weight Screen

To enter the actual *Gross* weight electronically:

- Weigh the receptacle and the mailpieces together.
- Select the *Use Scale* button or press <S> and the actual weight in kilograms populates the *Gross* weight field. The scale must be attached prior to beginning the test.

  If kilograms was selected as the weight unit on the *General Info.* screen (Figure 4.3.1–5), then the weight is displayed as kilograms. However, if pounds and ounces was selected as the weight unit, then the weight is displayed as pounds and ounces. When pressing <Enter>, the kilogram field will also display.

Note: If you are unable to weigh a bulk container, enter the reported weight in the *Gross* weight field. Due to the barcode field limitation on displaying weight, if the reported weight in the barcode is 9999 (i.e., 999.9 kg.), enter in the *Gross* weight field, the reported weight on the receptacle label (not the barcode), which may be higher than 999.9.

If the actual *Gross* weight is significantly different from the *Reported Weight*, a message will appear asking if the weight entered is correct. See Figure 4.3.2–37.

Figure 4.3.2–37 Weight Information Screen

- Select *Yes* if the weight entered is correct.
- Select *No* if the weight is incorrect, and enter the correct weight into the *Gross* weight field.

To enter the *Tare* weight electronically:

- Remove the mailpieces from the receptacle.
- Weigh the receptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual weight in kilograms populates the *Tare* weight field for the following receptacle types: *Letter Tray (PU), Flat Tub (GU), Bag (BG), IPC Letter Tray (IL),* and *IPC Flat Tray (IF).*

  For *Bulk Container—Loose Items (CI)* and for *Bulk Container—Subreceptacles*: Enter the *Tare* weight that is shown on the side of the container.

Note: For bulk containers, it is likely that the *Reported Weight* is the actual net weight of the container.

  - For *Outside Parcels (PC)*: No option for entering the *Tare* weight is given in the software.

- Press <Enter> and the *Net* Weight automatically calculates in kilograms.

  If the tare weight does not appear reasonable for the *Receptacle Type*, a message appears asking, *Are you sure this weight is correct?*, or *Tare weight may not be greater than Gross weight.*

  If the electronic scale is not attached to the CODES Laptop, weigh the receptacle and the mailpieces following the steps listed above and manually enter the weights in the fields indicated in Figure 4.3.2–36.

- Select <F3> to clear the information shown in the fields.
- Select *OK* or press <Enter> to display the *Verify* screen (Figure 4.3.2–14).

19. Verify the information shown on the *Data* field of the *Verify* screen.

- Determine if the information shown in the *Data* field of the *Verify* screen is correct. See section 4.3.2.1 step 8 for instructions on completing the *Verify* screen (Figure 4.3.2–14).
- Select the *Yes* button or press <Enter> if the *Data* field information is correct.
- Select *Previous (ESC)* to return to the screen with incorrect information. Enter the correct data and return to the *Verify* screen to complete the entry.
- The *Receptacle Summary* screen (Figure 4.3.2–6) appears upon selecting *Yes*.

  To add another receptacle, select the *Add* button at the top of the *Receptacle Summary* screen.

  To record the contents of one of the receptacles, highlight the receptacle's row on the *Receptacle Summary* screen and select the *Receptacle Contents* button.

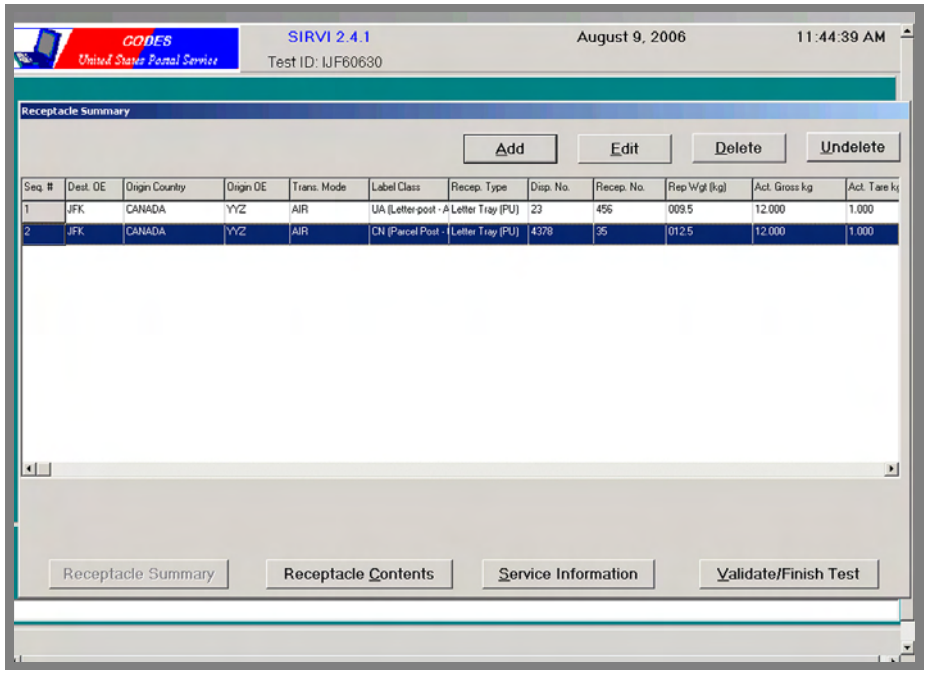


Figure 4.3.2–38 Receptacle Summary Screen

- Select the *Receptacle Contents* button on the *Receptacle Summary* screen.

  The *Receptacle Contents* screen displays. Skip to 4.3.3 for instructions on recording the contents within the receptacle.

  To change data entered into the CODES Laptop, select the *Edit* button at the top of the *Receptacle Summary* screen. For instructions on using the edit function, see 4.3.2.3.

4.3.2.3 Editing Receptacle Data Entries

The data collector may change data entered into the CODES Laptop by completing the following steps:

- Select the *Receptacle Summary* screen (Figure 4.3.2–6).

  Highlight the row of the receptacle for which the data entry contains incorrect information. Use the up <↑> and down <↓> arrow keys to move through the list of receptacles.

- Select the *Edit* button at the top of the screen to display the *Receptacle Edit* screen (Figure 4.3.2–39).

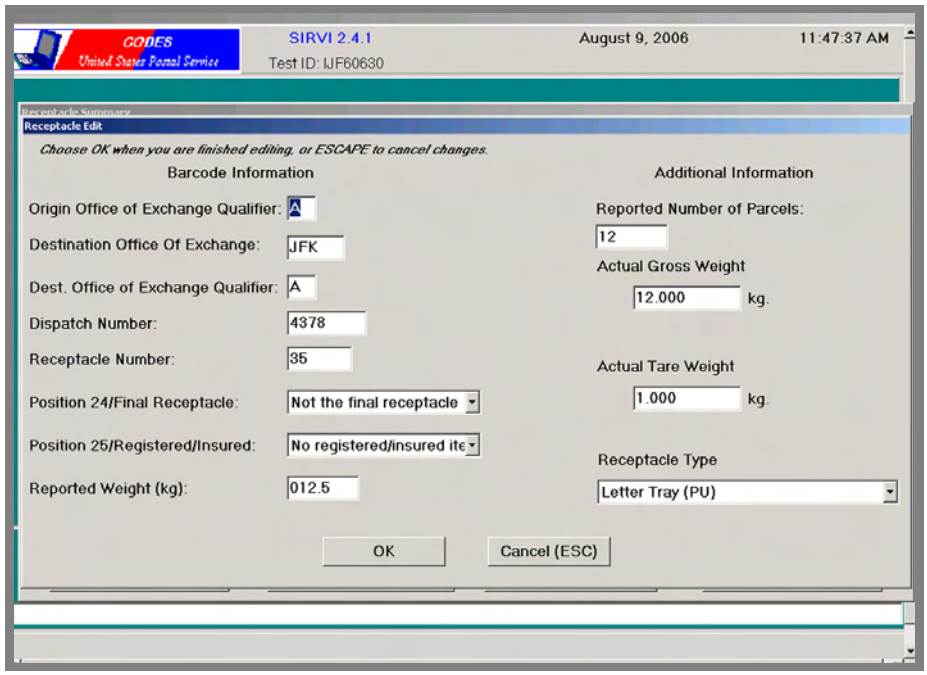


Figure 4.3.2–39 Receptacle Edit Screen

- Move through the fields on the *Receptacle Edit* screen by using the <Tab> key.

Note: You may make changes only to those fields that have not been populated by scanning the receptacle barcode. Those fields that cannot be changed appear grayed-out on the screen. Notice that on the *Receptacle Edit screen* above all of the fields may be edited because all information was manually entered.

- Select the *OK* button when you have made all corrections. The corrected information now displays on the *Receptacle Summary* screen (Figure 4.3.2–6).

4.3.2.4 Recording the Data for Bulk Container—Loose Items (CI)

A Bulk Container - Loose Items (CI) is a receptacle that has a receptacle label on it and is not a letter tray, flat tub, or bag. Examples are a LD3, a Gaylord, a Postal Pak, a BMC, and the like that only contain loose mailpieces. These receptacles do not hold subreceptacles.

This section gives instructions on how to enter sample data for this type of bulk container.

1. **Enter receptacle data for the bulk container on the *Receptacle Summary* screen pursuant to Section 4.3.2.**

2. **Select *Bulk Container—Loose Items (CI)* on the *Receptacle Type* screen (Figure 4.3.2–6).**

   Upon selecting the *Receptacle Contents* button, the *Bulk Container Loose Items—Piece Skip* screen appears. Follow the instructions on the screen to select a subsample of mailpieces from the Bulk Container.

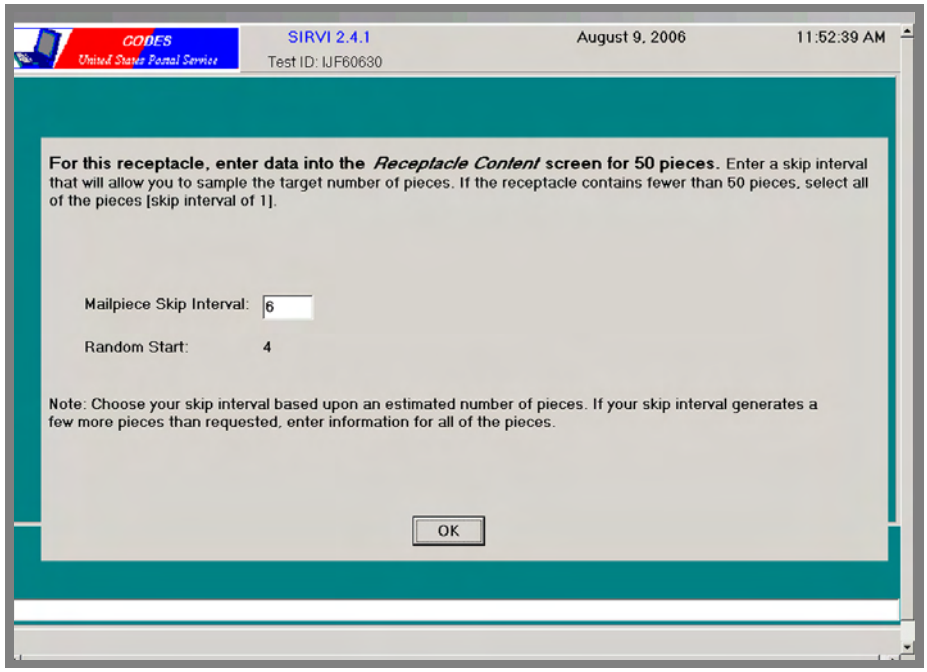


Figure 4.3.2–40 Bulk Container Loose Items—Piece Skip Screen

3. **Enter the subsample of mailpieces into the *Receptacle Content* screens and the *Service Information* screens, if applicable.**

   Follow the instructions in 4.3.3 and 4.3.4.

4.3.2.5 Recording Data for a Bulk Container with Subreceptacles.

A bulk container with subreceptacles is a receptacle that has a receptacle label on it and contains one or more subreceptacles (subreceptacles without receptacle labels). To account for all of the mailpieces, record information on a subsample of the individual subreceptacles. This section gives step-by-step instructions on how to record information related to the bulk container and its subreceptacles.

1. **Select *Bulk Container—Subreceptacles* from the *Receptacle Type* screen (Figure 4.3.2–41).**

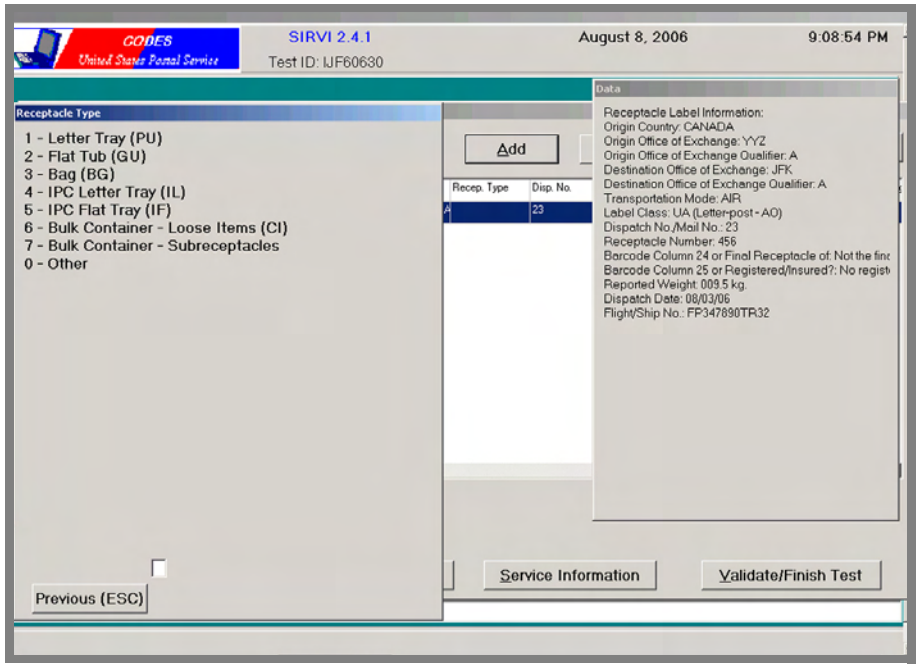


Figure 4.3.2–41 Receptacle Type Screen

- Type the number beside *Bulk Container—Subreceptacles*.
- To further define the type of *Bulk Container—Subreceptacles*, the *Bulk Container Contents* screen (Figure 4.3.2–42) displays.

2. Select the type of Bulk Container based upon the receptacle type of its subreceptacles.

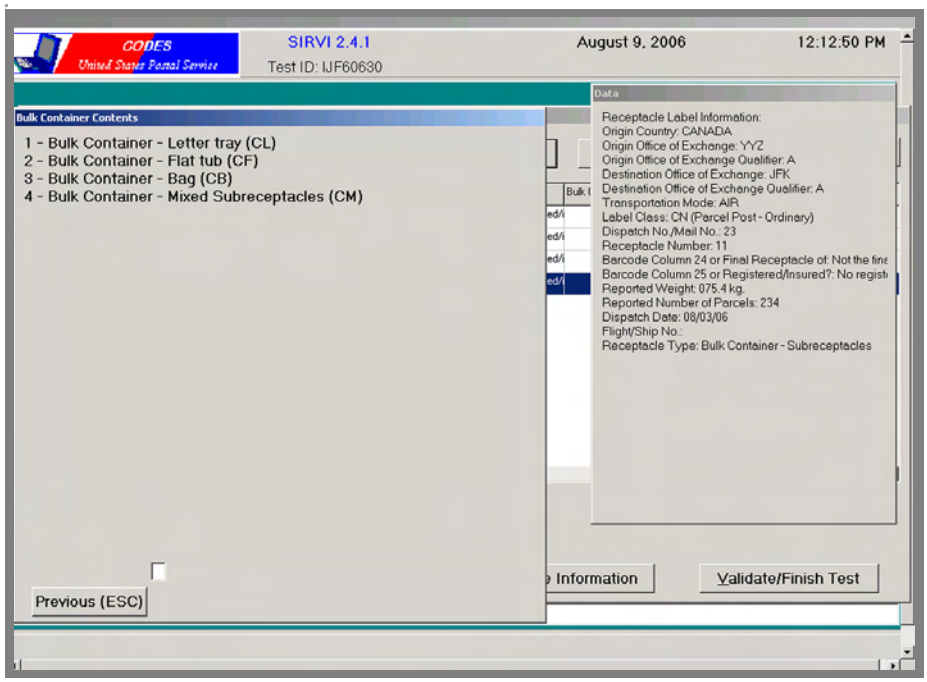


Figure 4.3.2–42 Bulk Container Contents Screen

- Select the type of subreceptacles contained within the bulk container by entering the number shown beside the selected bulk container type.
  - Selecting *Bulk Container - Letter trays (CL), Bulk Container—Flat tub (CF)*, or *Bulk Container—Bag (CB)* displays the *Actual Gross and Tare Weight* screen (Figure 4.3.2–36). This indicates that the bulk container consists of only one type of subreceptacle.

  If the bulk container consists of more than one type of subreceptacle, select the option *Bulk Container— Mixed Receptacles (CM)*.
  - Selecting *Bulk Container—Mixed Receptacles (CM)* displays the *Bulk Container Subreceptacles by Type* screen (Figure 4.3.2–43).

To enter the *Actual Gross Weight*:

- Weigh the bulk container with its contents.
- Manually enter the gross weight of the bulk container in the actual *Gross* weight field.

If kilograms was selected as the weight unit on the *General Info.* screen (Figure 4.3.1–5), then the weight is displayed as kilograms. However, if pounds and ounces was selected as the weight unit, then the weight is displayed as pounds and ounces. When pressing <Enter>, the kilogram field will also display. After entering the *Tare* weight and pressing <Enter> a second time, the *Net* field displays in pounds, ounces, and kilograms.

Note: Due to the barcode field limitation on displaying weight, if the reported weight in the barcode is 9999 (i.e., 999.9 kg.), enter in the *Actual Gross* weight field, the reported weight on the receptacle label (not the barcode), which may be higher than 999.9.

Note: If the *Actual Weight* is not available, enter the *Reported Weight*.

For *Bulk Container - Loose Items (CI)* and for *Bulk Container—Subreceptacles*: Enter the *Tare* weight that is shown on the side of the container.

Note: For bulk containers, it is likely that the *Reported Weight* is the actual net weight of the container.

3. Enter the type of subreceptacles on the *Bulk Container Subreceptacles by Type* screen (Figure 4.3.2–43).

- Determine the type of subreceptacles.

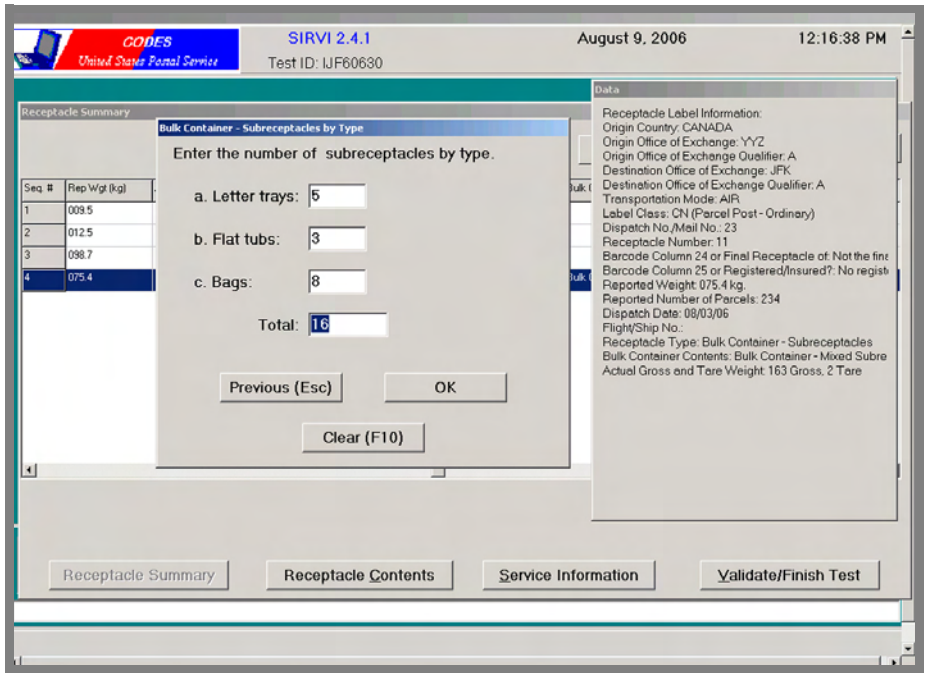


Figure 4.3.2–43 Bulk Container Subreceptacles by Type Screen

- Enter the total number of subreceptacles within the bulk container by receptacle type (letter trays, flat tubs, or bags).
- Press <Enter> or <Tab> to move through the fields.

  CODES automatically totals the number of subreceptacles.
- Select *OK* or press <Enter> to display the *Bulk Container Subsampling Instruction* screen (Figure 4.3.2–44). This screen instructs the data collector which type of subreceptacle to select for sampling.
  - If a bulk container contains only one type of subreceptacle, two subreceptacles of that type should be sampled.
  - If a bulk container contains a mix of subreceptacles, two or three subreceptacles should be sampled (one of each type of subreceptacle).
  - Select subreceptacle by type as directed.

Figure 4.3.2–44 Bulk Container Subsampling Instruction Screen

- Select *OK* or press <Enter> on the *Information* screen, and the *Verify* screen displays.

4. Confirm the selections shown in the *Data* field of the *Verify* screen.

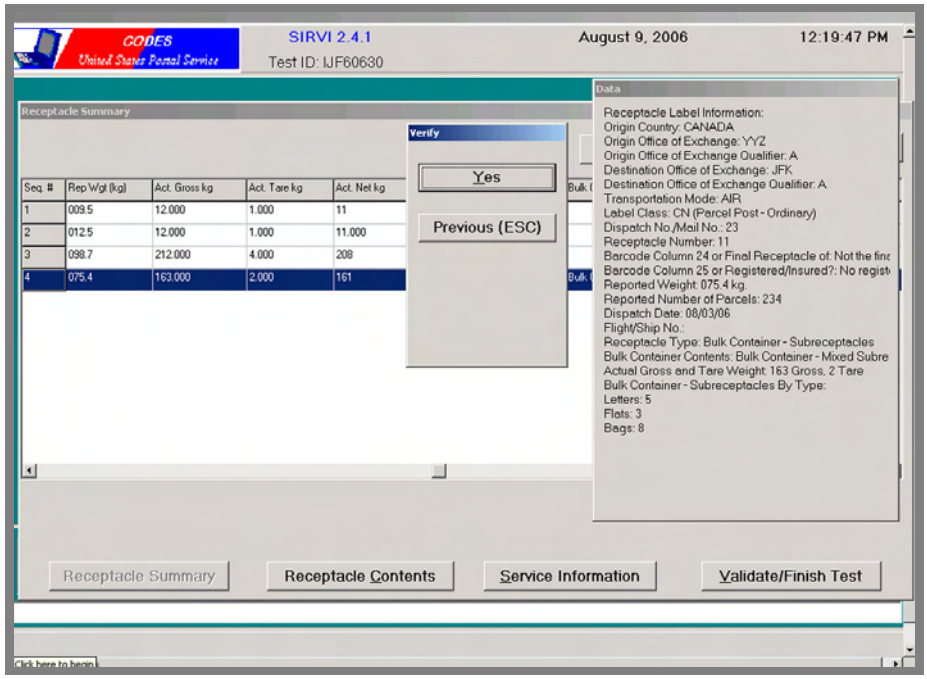


Figure 4.3.2–45 Verify Screen

- Determine if the information shown in the *Data* field of the *Verify* screen is correct.
- If the information in the *Data* field is correct, select the *Yes* button or press <Enter> to display the *Receptacle Summary* screen.
- If the information on the *Data* field is not correct, select *Previous (ESC)* to return to the screen with the incorrect information. Enter the correct data and return to the *Verify* screen to complete the entry.
- Select the *Yes* button or press <Enter> to view the *Receptacle Summary* screen (Figure 4.3.2–6) if the information shown is correct.
- If the information on the *Data* field is not correct, select *Previous (ESC)* to return to the screen with the incorrect information. Enter the correct data and return to the *Verify* screen to complete the entry.
- The *Receptacle Summary* screen (Figure 4.3.2–38) then displays.

5. **Select the *Receptacle Contents* button at the bottom of the *Receptacle Summary* screen to enter information on the contents of each subreceptacle.**

   The *Bulk Container - Subreceptacle Information* (Figure 4.3.2–46) screen appears. This screen reflects the number of subreceptacles by type to be sampled. The weight data must be entered on the screen before entering the related content information for the selected bulk container.

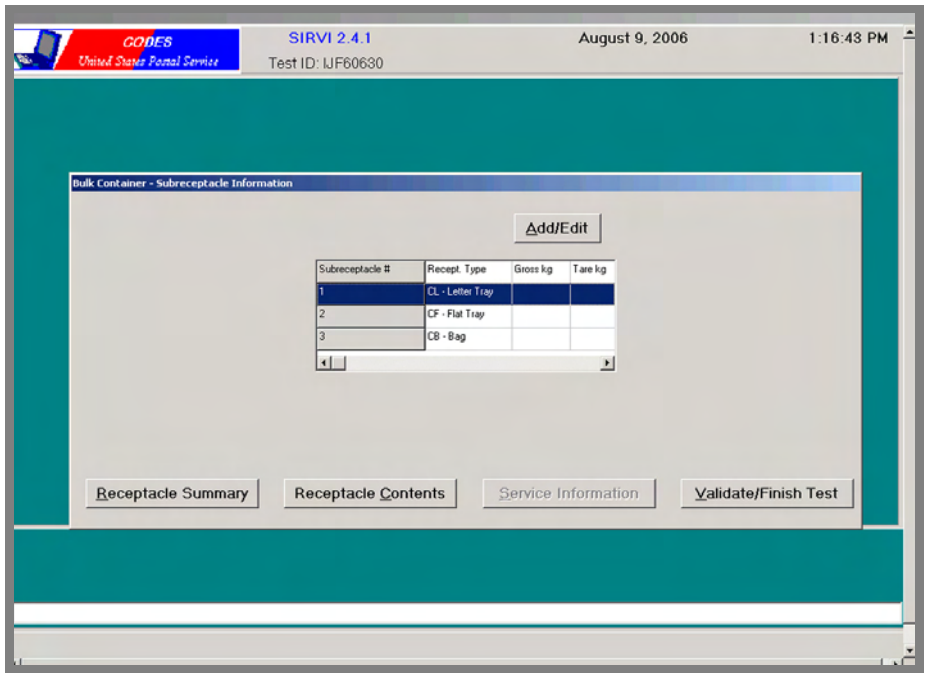


Figure 4.3.2–46 Bulk Container—Subreceptacle Information Screen

- Highlight the row containing the receptacle type for the subreceptacle for which you wish to enter data by using the up <↑> and down <↓> arrow keys to move through the list of subreceptacles.
- Select the *Add/Edit* button or press <A> to enter the weight of the selected subreceptacle.

- The *Bulk Container—Subreceptacle Weight* screen (Figure 4.3.2–47) displays.

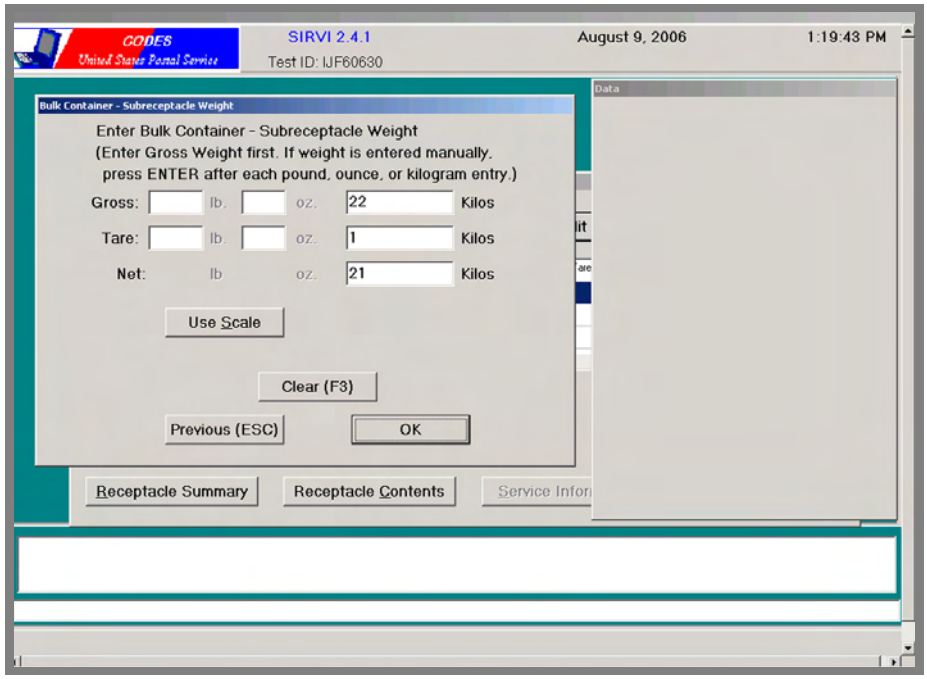


Figure 4.3.2–47 Bulk Container—Subreceptacle Weight Screen

To enter the *Gross* weight electronically:

- Weigh the subreceptacle and the mailpieces together.
- Select the *Use Scale* button or press <S> and the actual *Gross* weight in kilograms populates the *Gross* weight field.

Note: If kilograms was selected as the weight unit on the *General Info.* screen (Figure 4.3.1–5), then the weight is displayed as kilograms. However, if pounds and ounces was selected as the weight unit, then the weight is displayed as pounds and ounces.

If the *Gross* and *Tare* weights are entered as pounds and ounces, pressing <Enter> displays those weights as kilograms in the *Kilos* field.

If the entered weight seems unusual for the information entered, a screen appears with a message asking if the weight entered is correct.

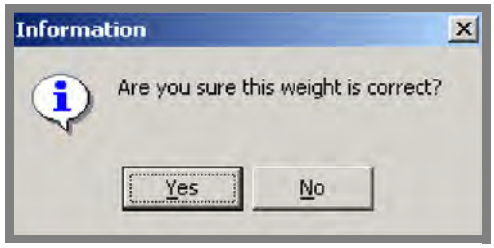


Figure 4.3.2–48 Weight Information Screen

- <Y> Select *Yes* if the weight entered is correct.
- <N> Select *No* if the weight is incorrect, and enter the correct weight into the *Gross:* weight field.

To enter the *Tare* weight electronically:

- Remove the mailpieces from the subreceptacle.
- Weigh the subreceptacle, tag, loose strings, wrappers, and bands.
- Select the *Use Scale* button and the actual *Tare* weight in kilograms populates the *Tare* weight field.
- Press <Enter> and the *Net* weight automatically calculates in kilograms.

  If the electronic scale is not attached to the CODES Laptop, weigh the subreceptacle and the mailpieces following the steps listed above and manually enter the weights in the fields indicated in Figure 4.3.2–47.

Note: Enter the weight for each of the subreceptacles shown.

- Select *OK* or press <Enter> to display the *Bulk Container - Subreceptacle Information* screen (Figure 4.3.2–47).
- Highlight the subreceptacle for which you wish to enter content information. Select the *Receptacle Contents* button or press <C> to display the *Receptacle Contents* screen (Figure 4.3.3–50).

6. Select the *Receptacle Contents* button to enter content information for the highlighted subreceptacle.

The *Receptacle Contents* screen displays. See Figure 4.3.3–50 for instructions on completing this screen.

7. Enter the contents of each subreceptacle on the R*eceptacle Contents* screen.

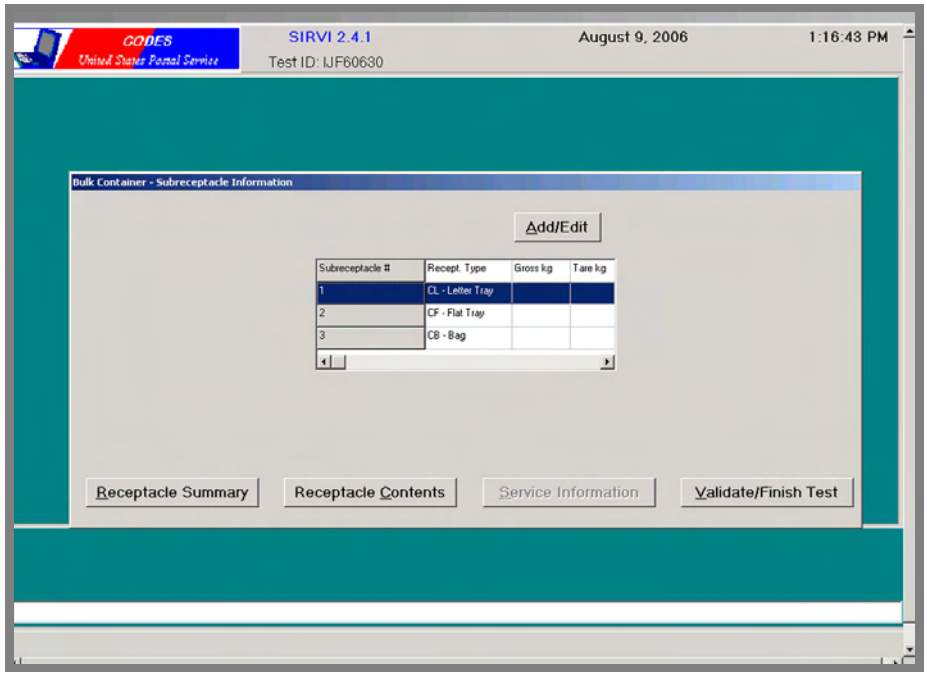


Figure 4.3.2–49 Bulk Container—Subreceptacle Information Screen

To enter contents and service information requirements for each subreceptacle, highlight each subreceptacle on the *Bulk Container Subreceptacle* screen and proceed to complete the *Receptacle Contents* and *Service Information* screens. See 4.3.3, Recording the Receptacle Contents, and 4.3.4, Recording Service Information, respectively, for step-by-step instructions on completing these screens.

To reach this *Bulk Container—Subreceptacle Information* screen at any time, return to the *Receptacle Summary* screen, highlight the bulk container and select either the *Receptacle Contents* or *Service Information* screen. The *Bulk Container Subreceptacle Information* screen appears as an interim step so that the desired subreceptacle may be highlighted and its contents recorded.

This process is shown in the diagram below.

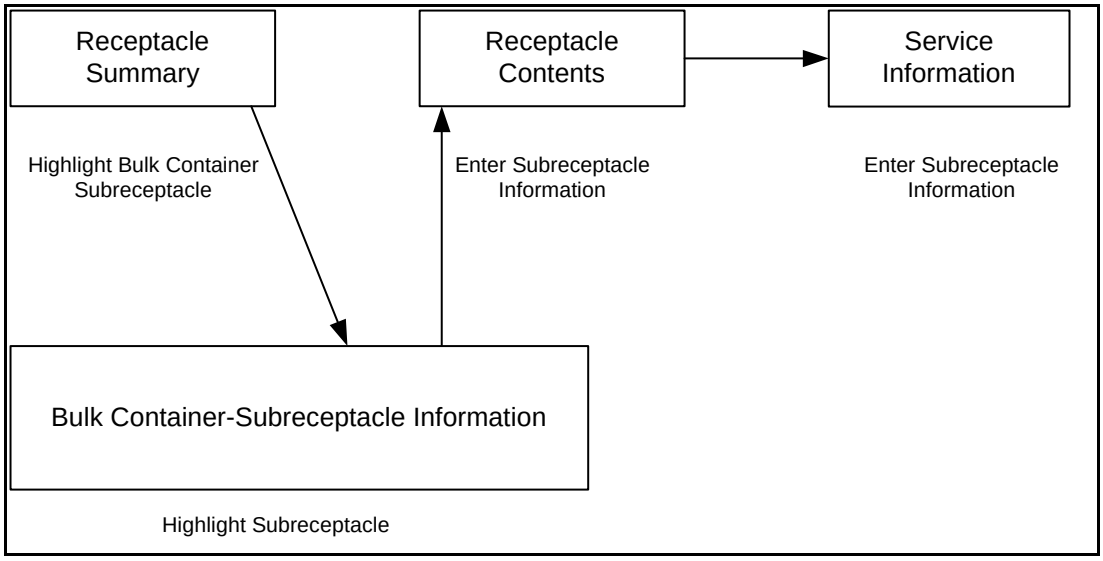


Exhibit 4.3.2–3 Recording Receptacle Contents

4.3.3 Recording the Receptacle Contents

After identifying and recording the receptacles to be tested, the data collector must record the mailpieces that are contained within the receptacles. This section gives step-by-step instructions on recording the contents of the receptacle.

The *Receptacle Contents* screen displays all of the information about the tested mailpieces in a given receptacle. The receptacle summary information is displayed in the header, and the mailpiece information is added to the table as it is entered by the data collector.

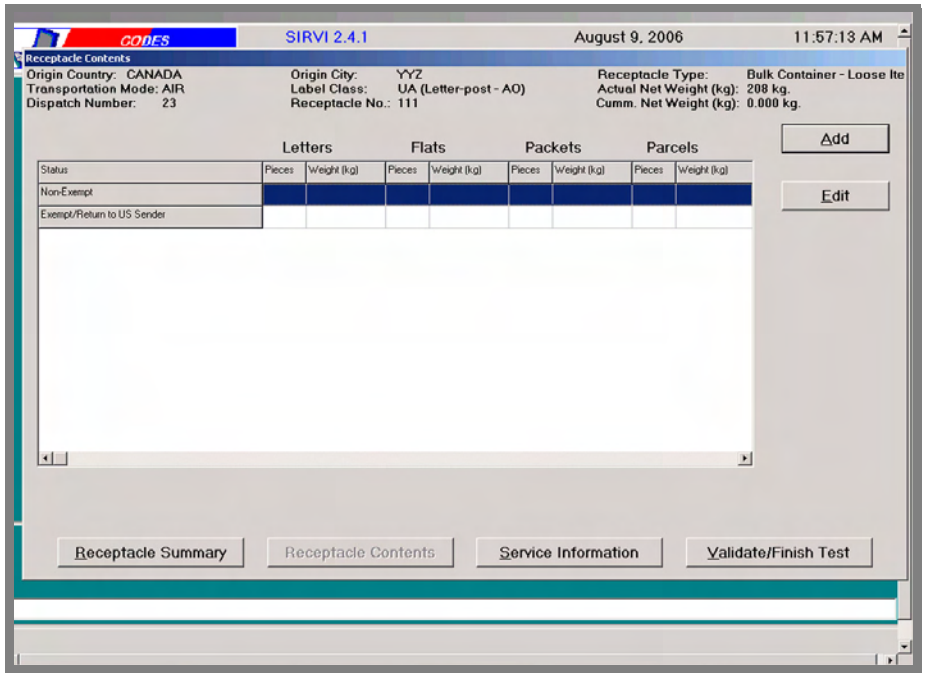


Figure 4.3.3–50 Receptacle Contents Screen

1. **Separate all pieces in the receptacle into groups by international shape and exempt/non-exempt status.**

- Watch for exempt pieces in the receptacle. Exempt pieces are pieces that are being returned to the original sender in the United States and are recorded separately.

Note: If a receptacle contains all exempt mailpieces and reflects that it is exempt on the receptacle label, exclude this receptacle from the sample. See 4.2.3.2 and 4.2.3.3.

2. **Highlight the row for Non-Exempt or Exempt, and select the *Add* button at the top of the *Receptacle Contents* screen to record a mailpiece.**

- Highlight the row indicating whether the items to be entered are non-exempt or exempt by using the up <↑> and down <↓> arrow keys.

- Select the *Add* button or press <A> to enter information about the mailpieces.

3. Enter the number of pieces and the weight of each group of mailpieces.

a. For Non-exempt pieces, the following screen appears:

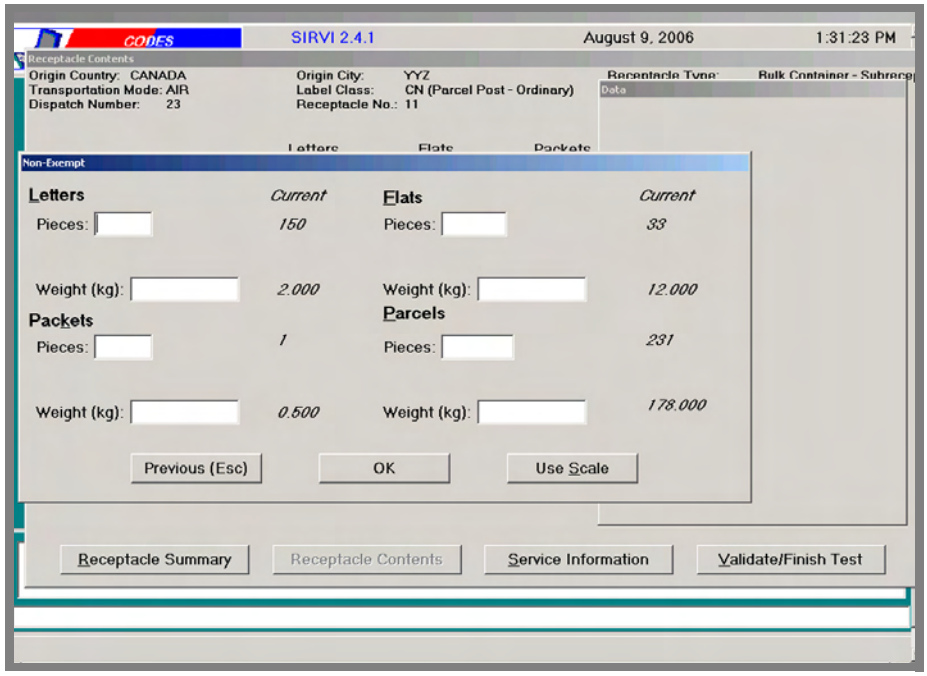


Figure 4.3.3–51 Non-Exempt Screen

b. For Exempt pieces the following screens appear:

- The *Exempt Notification* screen appears when Exempt/Return to US sender mailpieces are about to be added.

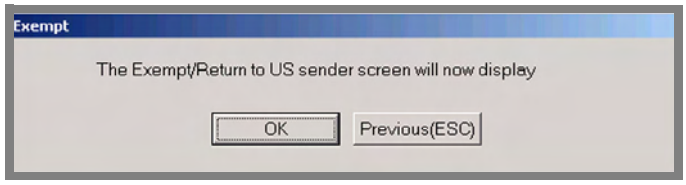


Figure 4.3.3–52 Exempt Notification Screen

- Select *OK* and the *Exempt/Return to US Sender* screen appears.

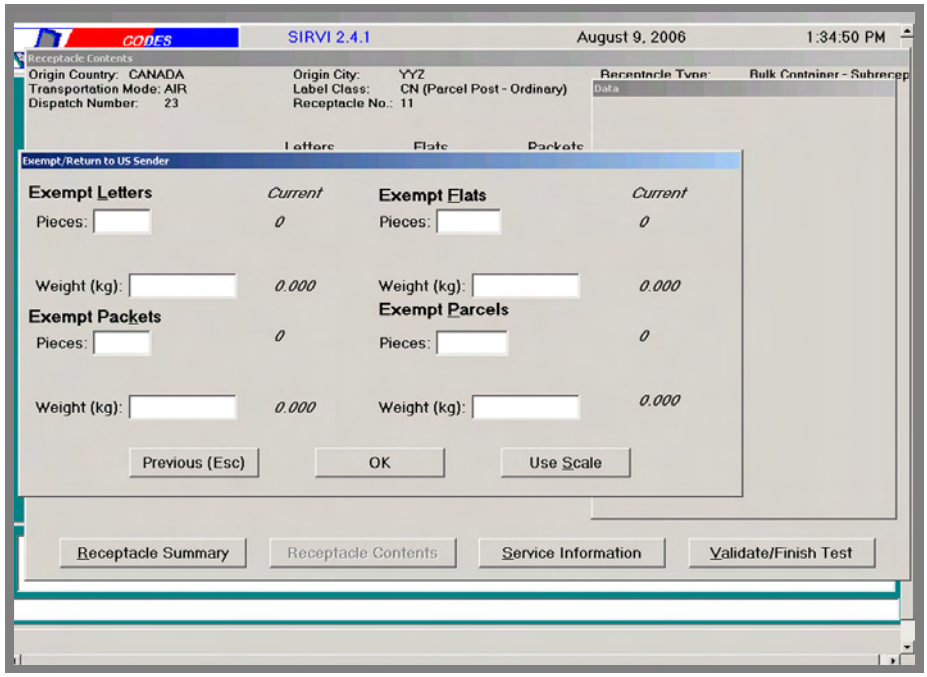


Figure 4.3.3–53 Exempt/Return to US Sender Screen

- For both exempt and non-exempt mailpieces, follow the guidelines below.
  - Press <Tab> to navigate through the fields and enter the following data for the selected mail shapes (for definitions of all shapes, see RM 4–1). The data collector should use the shape template provided by the MSP.

Note: In the event that all of the pieces of a given shape cannot be entered at the same time, the software is able to calculate shape totals for multiple entries. Enter on the *Non-Exempt* (Figure 4.3.3–51) or *Exempt* screen the shape information for the first set of entries and select *OK*. Once the screen returns to the *Receptacle Contents* screen (Figure 4.3.3–50), select *Add* again. The *Non-Exempt* or *Exempt* screen will appear with blank fields for entering shape information. CODES provides a summary of all of the shape information entered previously. The information appears to the right of each shape field under *Current.* Repeat this process as many times as necessary to enter all of the mailpieces.

  - ***Letters***
    - *Pieces:* Enter the total number of letter-shape mailpieces in the sample receptacle.
    - *Weight:* Enter the total weight of letter-shape mailpieces in the sample receptacle. Record the weight in kilograms. Use the electronic scale to automatically populate the weight information.

- **Flats**
  - *Pieces:* Enter the total number of flat-shape mailpieces in the sample receptacle.
  - *Weight:* Enter the total weight of flat-shape mailpieces in the sample receptacle. Record the weight in kilograms. Use the electronic scale to automatically populate the weight information.
- **Packets**
  - *Pieces:* Enter the total number of packets in the sample receptacle.
  - *Weight:* Enter the total weight of packet-shape mailpieces in the sample receptacle. Record the weight in kilograms. Use the electronic scale to automatically populate the weight information.
- **Parcels**
  - *Pieces:* Enter the total number of parcels in the sample receptacle.
  - *Weight:* Enter the total weight of parcel-shape mailpieces in the sample receptacle. Record the weight in kilograms. Use the electronic scale to automatically populate the weight information.

- Select *OK* or press <Enter> to display the entered information on the *Receptacle Contents* screen.

If the average weight of the mailpieces fall outside of an average range, you will receive a “Warning” that the count and the weight seem unusual for a specific shape. Please carefully check your entry for the indicated shape.

If the cumulative net weight of the content (displayed in the header) is significantly different from the net weight of the receptacle, a warning message displays.

4. To add content information for other receptacles being sampled, return to the *Receptacle Summary* screen (Figure 4.3.2–6).

- Highlight each receptacle to enter content information by using the up <↑> and down <↓> arrow keys to navigate through the listed receptacles.
- Select *Receptacle Contents* at the bottom of the screen or press <C>.

When exiting the *Receptacle Contents* screen, a warning will display if the comparison between the cumulative content weight and the receptacle’s net weight is unusual. Please review the entries for the receptacle contents.

5. Enter service information by selecting the *Service Information* button.

- Select the *Service Information* button at the bottom of the screen after entering all contents for the selected receptacles. See 4.3.4 for step-by-step instructions on completing these screens.

Note: No service information is collected on Surface, SAL, and Military transportation modes. See 4.3.4 to continue.

4.3.4 Recording Service Information

CODES collects service information on air receptacles and non-exempt pieces only. When the *Service Information* tab is selected for a receptacle that is not air, a message appears indicating that service information is only collected for receptacles with a transportation mode of air.

For air receptacles, enter service information by either highlighting the receptacle on the *Receptacle Summary* screen and selecting *Service Information* or, while in the *Receptacle Contents* screen for a selected receptacle, continue into the *Service Information* screen.

Note: Information must be recorded on the *Receptacle Contents* screen before proceeding to the *Service Information* screen.

Once you enter the *Receptacle Contents* information, select the *Service Information* button at the bottom of the screen to display the *Service Information* screen (Figure 4.3.4–55).

Before the *Service Information* screen displays, an information screen displays to inform the data collector of the number and shape of the mailpieces to select.

1. **Select the *OK* button or press <Enter> on the *Service Information Skip* screen (Figure 4.3.4–54).**

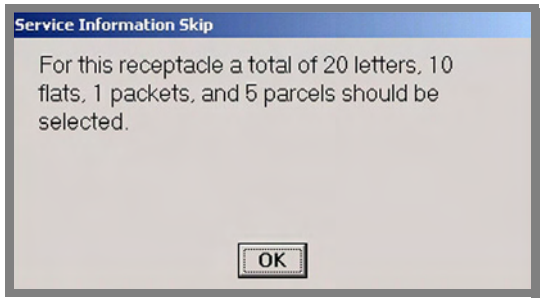


Figure 4.3.4–54 Service Information Skip Screen

- The *Service Information* screen displays upon selecting *OK* or pressing <Enter>.

2. Select *Add* from the *Service Information* screen or press <A> to add service information for selected receptacles.

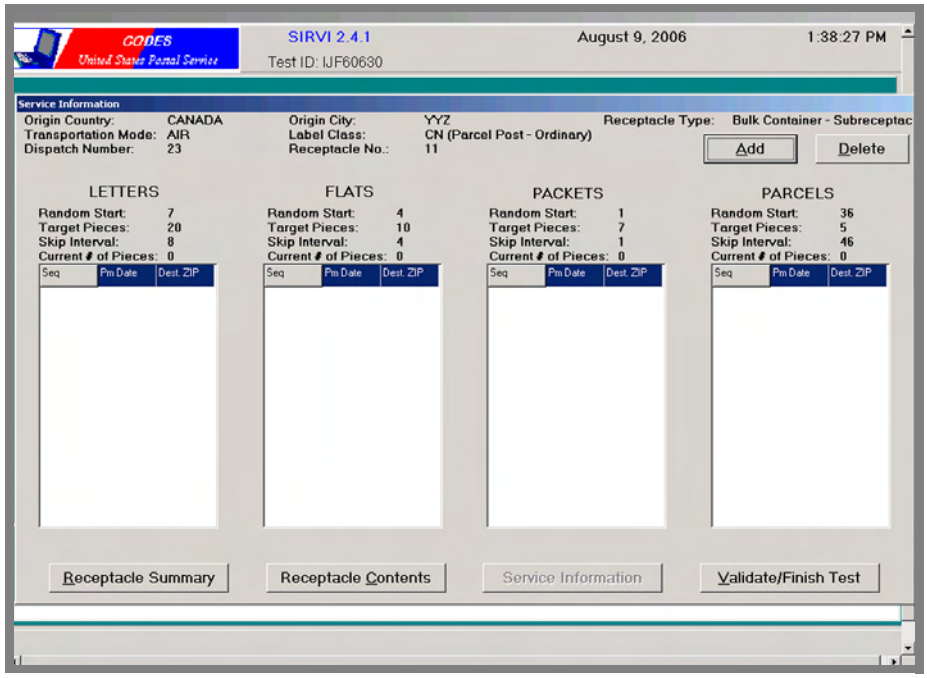


Figure 4.3.4–55 Service Information Screen

Notice that on the *Service Information* screen CODES displays the *Random Start, Target Pieces*, and the *Skip Interval* number for each mail shape.

- Select *Add* or press <A> to enter information for each mailpiece.
- The *International Shapes* screen (Figure 4.3.4–56) displays.

3. Enter the shape of the mailpiece on the *International Shapes* screen (Figure 4.3.4–56).

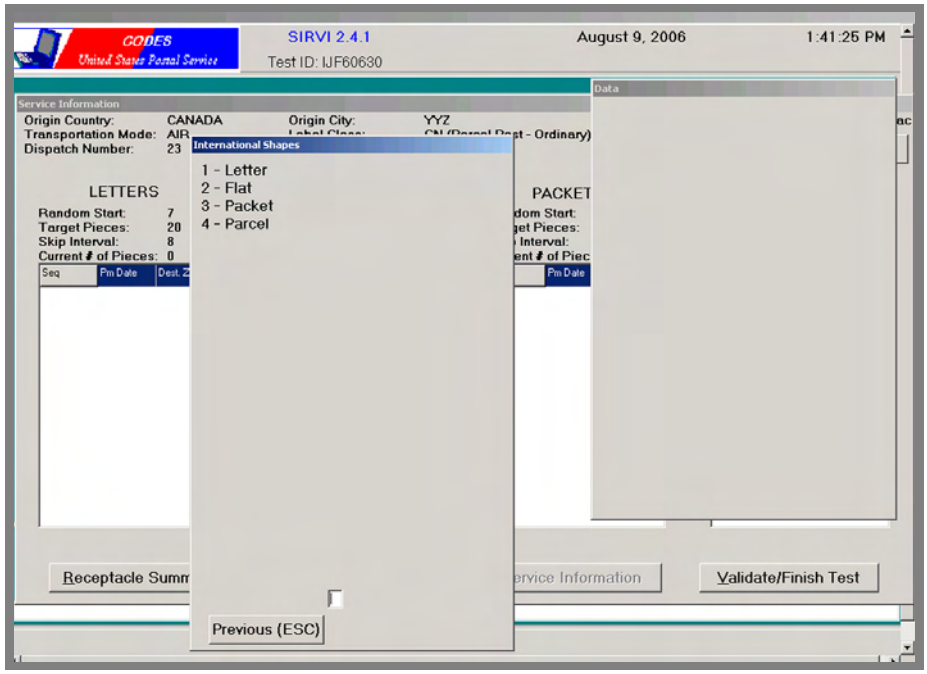


Figure 4.3.4–56 International Shapes Screen

Refer to RM 4–1 for criteria in determining shape.

- Type the number that is beside the selected shape.
- The *Postmark Date* screen (Figure 4.3.4–57) immediately displays.

4. Enter the postmark date on the *Postmark Date* screen.

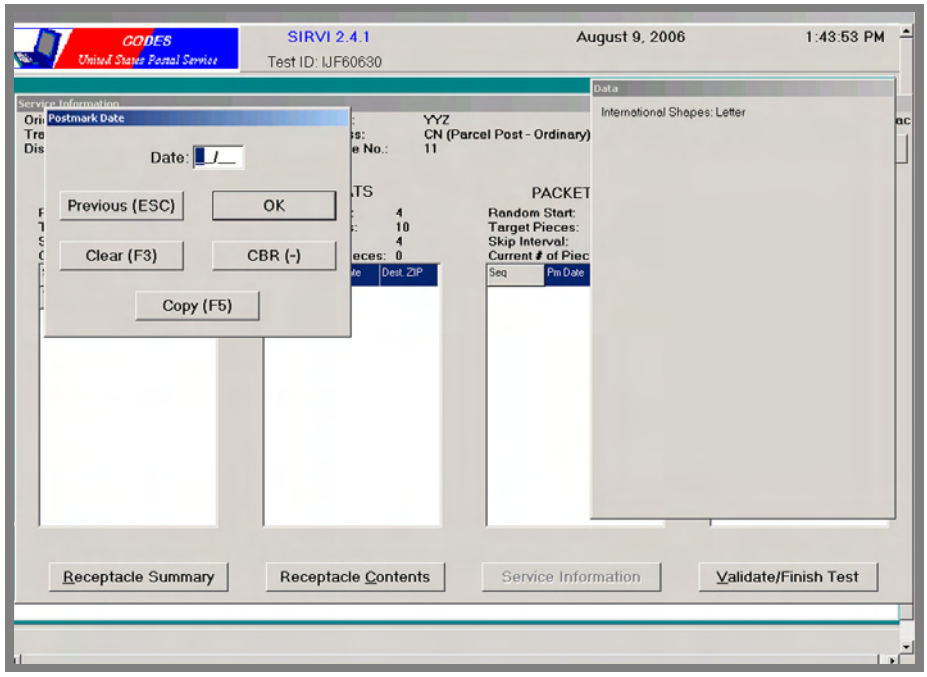


Figure 4.3.4–57 Postmark Date Screen

- Type the two-digit month and the two-digit day of the postmark in the *Date* field. If more than one postmark appears on a sample mailpiece, take the postmark time from the earliest cancellation mark.
- Select *CBR (-)* if you cannot read the postmark.

If the difference between the Postmark Date and the dispatch date appears unusual, the system will display, *Information Date Exceed Normal Range. Date Correct?* If the date entered is correct, select *Yes*; if the date entered is not correct, select *No* and correct the date.

- Select the *OK* button or press <Enter> to display the *ZIP Code Lookup* screen (Figure 4.3.4–58).

5. Enter the Destination ZIP Code on the *ZIP Code Lookup* screen.

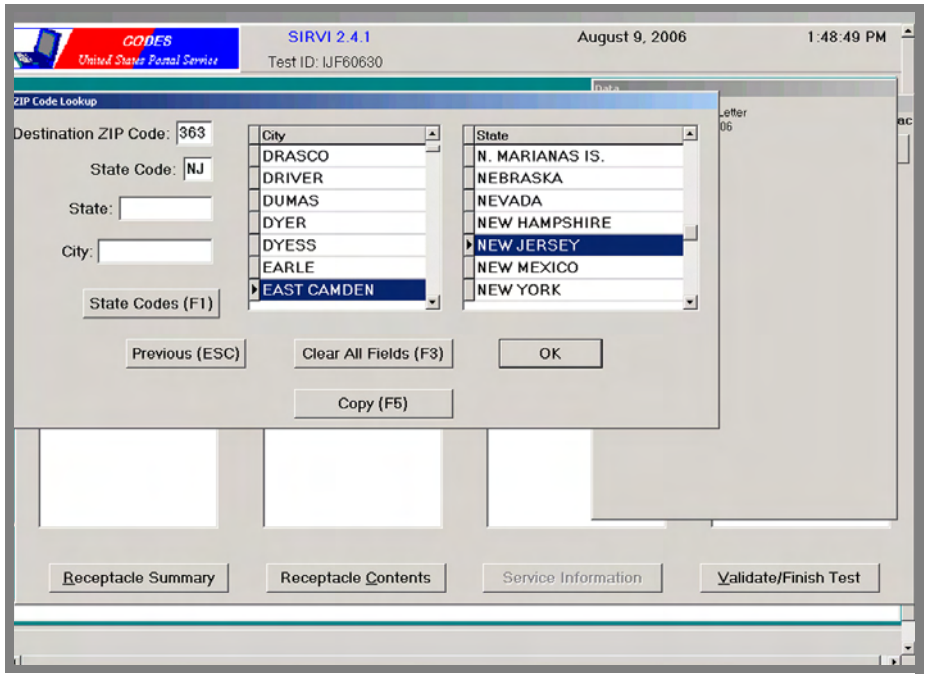


Figure 4.3.4–58 ZIP Code Lookup Screen

- Enter the destination ZIP Code in the field provided.
- Press <F1> to display a drop-down menu for a list of states.
- Select a state and a second drop-down menu of cities for the selected state displays.
- Entering the ZIP Code displays the *Verify screen* (Figure 4.3.4–59).

6. **Complete the *Verify* screen after reviewing the information on the *Data* screen.**

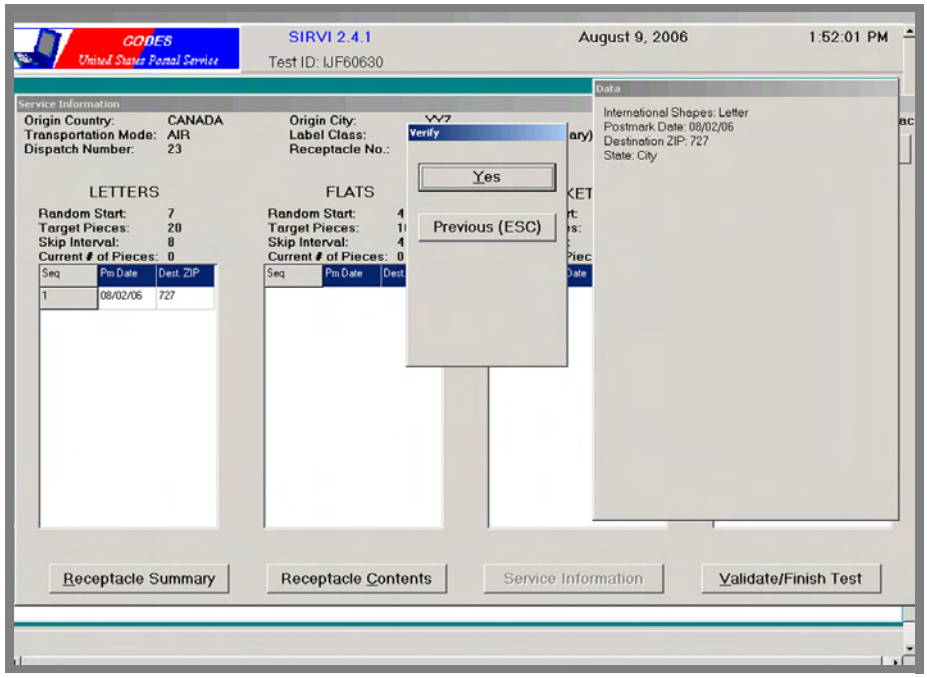


Figure 4.3.4–59 Verify Screen

- Select the appropriate response to the *Verify* screen after confirming the information shown in the *Data* field.
  - **<Y>** Select the Yes button if the information is correct.
  - **<Esc>** Select Previous (ESC) if the information is not correct. Return to the screen with the incorrect data; correct the information, and return to the *Verify* screen.

    After verifying the information, select the *Yes* button.

7. **Repeat steps 2-6 until all requested service information is entered.**
8. **Select the *Validate/Finish Test* button at the bottom of the screen to display the *Incomplete Receptacles* screen (Figure 4.4.0–60).**

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4.4 Validating and Finishing the SIRVI Test

BACKGROUND INFORMATION

Once the data collector enters all mailpiece information for all of the selected receptacles in the sample unit, the data collector must validate and finish the test. This section provides step-by-step procedures for performing this task.

PROCEDURES

To validate the test information, select the *Validate/Finish Test* button at the bottom of the *Service Information* screen. Highlight the button by using the <Tab> key or by simply pressing the <V> on your keyboard. Then press <Enter> to display the *Incomplete Receptacles* screen (Figure 4.4.0–60).

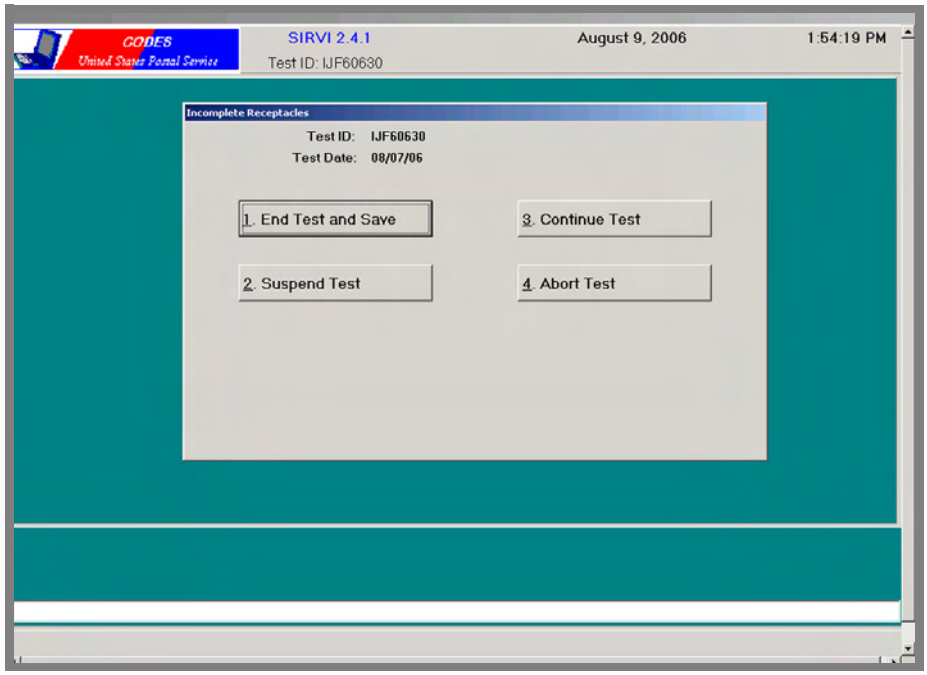


Figure 4.4.0–60 Incomplete Receptacles Screen

This screen provides four options:

- **End Test and Save:** If you have completed the test and you are ready to save all the data that has been entered, select this option by pressing the *End Test and Save* button. The test is now listed as “Completed” in the *Status* field of the sample selection file.
- **Suspend Test:** If you have not compled the test but want to save all the data that has been entered thus far, select the *Suspend Test* button. The test is now listed as “Suspended” in the Status field of the sample selection file.

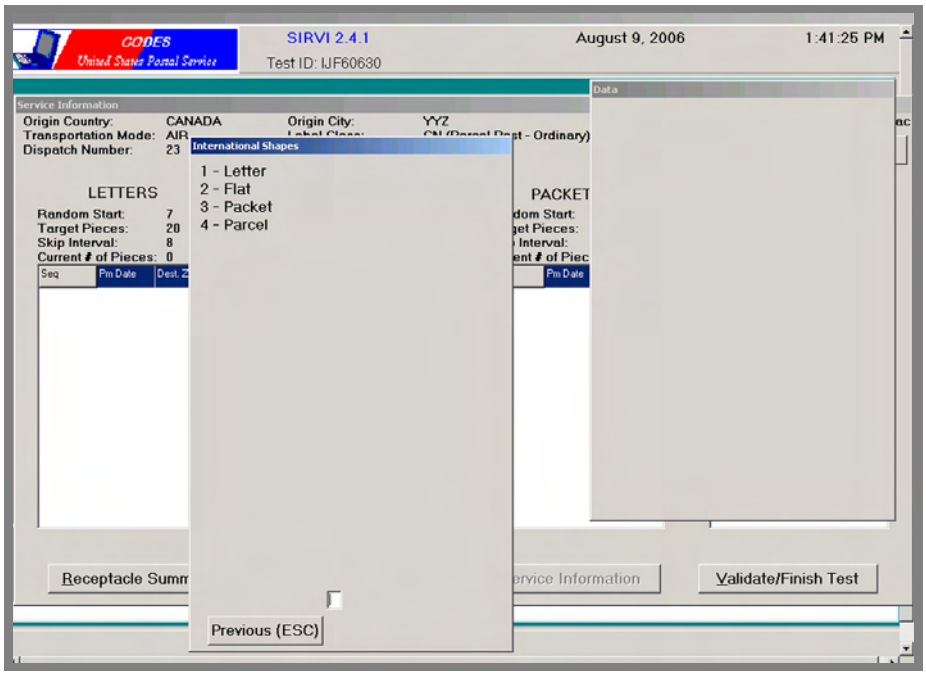
- **Continue Test:** If you want to enter more data for the current session, select this option by pressing the *Continue Test* button.
- **Abort Test:** If you do not want to save the data that has been entered for the current test, select *Abort Test.* This deletes all entered data from the file.

Related Materials for the SIRVI Test

The data collector may need these related materials to complete a SIRVI test:

- RM 4–1 Determining International Shape
- RM 4–2 Country Names and UN Codes
- RM 4–3 Receptacle Barcode
- RM 4–4 Guidelines for MIDAS-RVS Selected Receptacles

RM 4–1 Determining International Shape



RM Figure 4–1 International Shape Screen

Use the criteria below (or the SHAPE template) to classify the shape of a mailpiece:

Option/Name	**Description:**
Letter	Any piece which has: ■ A length less than or equal to 245 mm *and* ■ A width less than or equal to 165 mm *and* ■ A thickness less than or equal to 5 mm *and* ■ A weight less than or equal to 100 grams.
Flat	Any piece exceeding any of the four limits for a Letter and has: ■ A length less than or equal to 381 mm *and* ■ A width less than or equal to 305 mm *and* ■ A thickness less than or equal to 20 mm *and* ■ A weight less than or equal to 500 grams.
Packet	Any piece exceeding any of the four limits for a Flat *and* ■ Has weight less than or equal to 2000 grams *or* ■ Is a book or pamphlet with a weight less than or equal to 5000 grams.
Parcel	■ A book or pamphlet with a weight of greater than 5000 grams *or* ■ Any other piece with a weight of greater than 2000 grams.

RM 4–2 Country Names and U.N. Codes

Below is a list in alphabetical order of possible origination countries for a SIRVI test. Not every country listed is assigned a U.N. code.

Country Name	U.N. Code	Country Name	U.N. Code
AFGHANISTAN	AF	BERMUDA	BM
ALBANIA	AL	BHUTAN	BT
ALGERIA	DZ	BOLIVIA	BO
ANDORRA	AD	BOSNIA HERCEGOVINIA	BA
ANGOLA	AO	BOTSWANA	BW
ANGUILLA	AI	BRAZIL	BR
ANTIGUA & BARBUDA	AG	BRUNEI	BN
ARGENTINA	AR	BULGARIA	BG
ARMENIA	AM	BURKINA FASO	BF
ARUBA	AW	BURUNDI	BI
ASCENSION ISLAND	AC	CAMBODIA	KH
AUSTRALIA	AU	CAMEROON	CM
AUSTRIA	AT	CANADA	CA
AZERBAIJAN	AZ	CAPE VERDE	CV
AZORES	ZO	CAYMAN ISLAND	KY
BAHAMAS	BS	CENTRAL AFRICAN REP	CF
BAHRAIN	BH	CHAD	TD
BANGLADESH	BD	CHILE	CL
BARBADOS	BB	CHINA	CN
BELARUS	BY	COLOMBIA	CO
BELGIUM	BE	COMOROS	KM
BELIZE	BZ	CONGO, REP. (f/k/a ZAIRE)	CG
BENIN	BJ	CONGO, DEM. REP.	CD

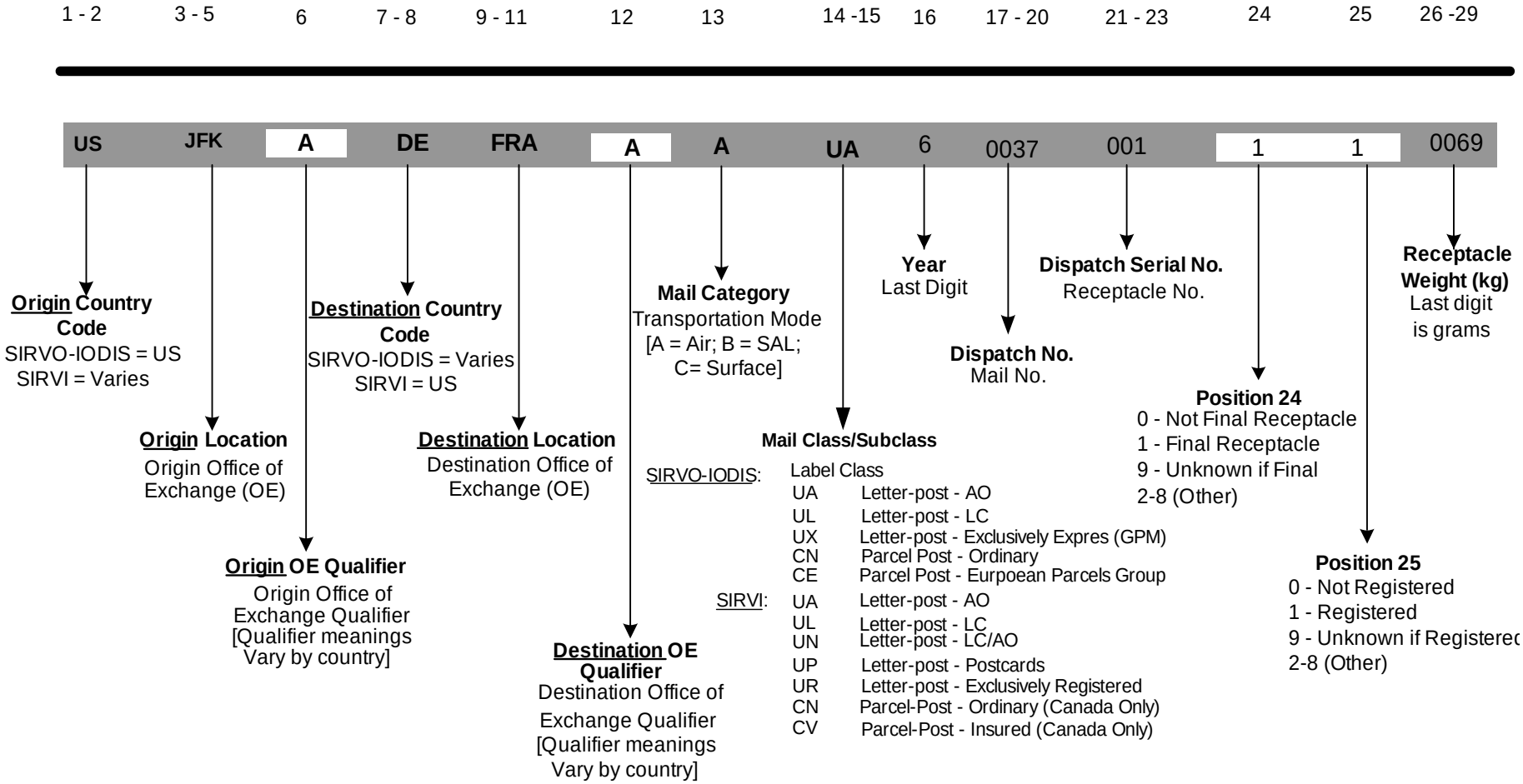
Country Name	U.N. Code	Country Name	U.N. Code
COOK ISLAND	CK	GAMBIA	GM
COSTA RICA	CR	GEORGIA	GE
CROATIA	HR	GERMANY	DE
CUBA	CU	GHANA	GH
CYPRUS	CY	GIBRALTAR	GI
CZECH REPUBLIC	CZ	GREAT BRITAIN AND NORTHERN IRELAND	GB
DENMARK	DK	GREECE	GR
DJIBOUTI	DJ	GREENLAND	GL
DOMINICA	DM	GRENADA	GD
DOMINICAN REP.	DO	GUADALOUPE	GP
EAST TIMOR - LESTE, REP.	TL	GUATEMALA	GT
ECUADOR	EC	GUINEA	GN
EGYPT	EG	GUINEA-BISSAU	GW
EL SALVADOR	SV	GUYANA	GY
EQUATORIAL GUINEA	GQ	HAITI	HT
ERITREA	ER	HONDURAS	HN
ESTONIA	EE	HONG KONG	HK
ETHIOPIA	ET	HUNGARY	HU
FALKLAND ISLANDS	FK	ICELAND	IS
FAROE ISLANDS	FO	INDIA	IN
FIJI	FJ	INDONESIA	ID
FINLAND	FI	IRAN	IR
FRANCE	FR	IRAQ	IQ
FRENCH GUIANA	GF	IRELAND	IE
FRENCH POLYNESIA	PF	ISRAEL	IL
GABON	GA	ITALY	IT

Country Name	U.N. Code	Country Name	U.N. Code
COTE D'IVOIRE	CI	MALTA	MT
JAMAICA	JM	MARSHALL ISLANDS	MH
JAPAN	JP	MARTINIQUE	MQ
JORDAN	JO	MAURITANIA	MR
KAZAKHSTAN	KZ	MAURITIUS	MU
KENYA	KE	MAYOTTE	YT
KIRIBATI	KI	MEXICO	MX
KOREA (DEM. REP.)	KP	MICRONESIA (FEDERATION)	FM
KOREA (REP. OF)	KR	MOLDOVA	MD
KUWAIT	KW	MONACO	MC
KYRGYZSTAN REP. OF	KG	MONGOLIA	MN
LAOS	LA	MONTSERRAT	MS
LATVIA	LV	MOROCCO	MA
LEBANON	LB	MOZAMBIQUE	MZ
LESOTHO	LS	MYANMAR	MM
LIBERIA	LR	NAMIBIA	NA
LIBYA	LY	NAURU	NR
LIECHTENSTEIN	LI	NEPAL	NP
LITHUANIA	LT	NETHERLANDS ANTILLES	AN
LUXEMBOURG	LU	NETHERLANDS	NL
MACAO	MO	NEW CALEDONIA	NC
MACEDONIA	MK	NEW ZEALAND	NZ
MADAGASCAR	MG	NICARAGUA	NI
MALAWI	MW	NIGER	NE
MALAYSIA	MY	NIGERIA	NG
MALDIVES	MV	NORWAY	NO
MALI	ML	OMAN	OM

Country Name	U.N. Code	Country Name	U.N. Code
PAKISTAN	PK	SOUTH KOREA	KA
PALAU	PW	SPAIN	ES
PANAMA	PA	SRI LANKA	LK
PAPUA NEW GUINEA	PG	ST. CHRISTOPHER	KN
PARAGUAY	PY	ST. HELENA	SH
PERU	PE	ST. LUCIA	LC
PHILIPPINES	PH	ST. PIERRE & MIQUEZAN	PM
PITCAIRN ISLANDS	PN	ST. VINCENT	VC
POLAND	PL	SUDAN	SD
PORTUGAL	PT	SURINAME	SR
QATAR	QA	SWAZILAND	SZ
REUNION ISLANDS	RE	SWEDEN	SE
ROMANIA	RO	SWITZERLAND	CH
RUSSIAN FEDERATION	RU	SYRIA	SY
RWANDA	RW	TAIWAN	TW
SAN MARINO	SM	TAJIKSTAN	TJ
SAO TOME & PRINCIPE	ST	TANZANIA	TZ
SAUDI ARABIA	SA	THAILAND	TH
SENEGAL	SN	TOGO	TG
SEYCHELLES	SC	TOKELAU	TK
SIERRA LEONE	SL	TONGA	TO
SINGAPORE	SG	TRINIDAD AND TOBAGO	TT
SLOVAKIA (SLOVAK REPUBLIC)	SK	TUNISIA	TN
SLOVENIA	SI	TURKEY	TR
SOLOMON ISLANDS	SB	TURKMENISTAN REP. OF	TM
SOMALIA	SO	TURKS AND CAICOS IS.	TC
SOUTH AFRICA	ZA	TUVALU	TV

Country Name	U.N. Code	Country Name	U.N. Code
U. S. MILITARY	AA	VENEZUELA	VE
UGANDA	UG	VIETNAM	VN
UKRAINE	UA	VIRGIN ISLANDS	VG
UNITED ARAB EMIRATES	AE	WESTERN SAMOA	WS
URUGUAY	UY	YEMEN	YE
UZBEKISTAN	UZ	ZAMBIA	ZM
VANUATU	VU	ZIMBABWE	ZW
VATICAN CITY	VA		

RM 4–3 Receptacle Barcode



RM 4–4 Guidelines for MIDAS-RVS Selected Receptacles

Printout Shows	After Finding Receptacle	Action to take
“PU” for letter tray	Receptacle is a non-IPC letter tray.	Record receptacle type as a LETTER TRAY (does not matter what shape is inside tray). Record pieces as whatever shape they are.
“PU” for letter tray	Receptacle is IPC tray. Label shows “P” for letters, “PGE” for mixed, or has no markings.	Record receptacle type as an IPC LETTER TRAY (does not matter what shape is inside tray). Record pieces as whatever shape they are.
“PU” for letter tray	Receptacle is either: 1. an IPC tray and the label has “G” for flats, 2. or not an IPC tray and not a letter tray.	Do not open; do not record this receptacle. Notify MIDAS-RVS operator of error; return to mail processing; delete in MIDAS; write reason on sheet and sign.
“GU” for flat tray	Receptacle is a non-IPC flat tub.	Record receptacle type as a FLAT TUB (does not matter what shape is inside tub). Record pieces as whatever shape they are.
“GU” for flat tray	Receptacle is an IPC tray and the label shows “G” for flats.	Record receptacle type as an IPC FLAT TRAY (does not matter what shape is inside tray). Record pieces as whatever shape they are.
“GU” for flat tray	Receptacle is either: 1. an IPC tray and the label has “P” for letters, “PGE” for mixed, or no markings, or 2. not an IPC tray and not a flat tub.	Do not open; do not record this receptacle. Notify MIDAS-RVS operator of error; return to mail processing; delete in MIDAS; write reason on sheet and sign.
“BG” for bag	Receptacle is a bag.	Record receptacle type as a BAG (does not matter what shape is inside). Record pieces as whatever shape they are.
“BG” for bag	Receptacle is not a bag.	Do not open; do not record this receptacle. Notify MIDAS-RVS operator of error; return to mail processing; delete in MIDAS; write reason on sheet and sign.
“OT” for other	Receptacle is bulk container with mostly loose mailpieces or subreceptacles (trays or bags).	Refer to instructions given out and also posted in data collection area for the procedures to sample these receptacles. Any questions see your supervisor.

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Chapter 4 Index

Contents

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Chapter 5
CODES Laptop Data Communications

BACKGROUND INFORMATION

Once the data collector completes a test and reviews the data, the the data collector must immediately transfer the test data from the CODES Laptop to the CODES Web Base Unit. Transfer test data to the CODES Web Base Unit with one of the following methods:

- Connect the CODES Laptop to the LAN and uploading test data to the CODES Web Base Unit. This is the preferred method to transfer test data if a LAN connection is available at the test site.
- Connect the CODES Laptop to a single-line telephone line and dialing the CODES Web Base Unit and transmitting test data via modem.
- Use a diskette to transfer the test data to a standard Postal Service computer with a LAN connection at the home office, from which the data can be uploaded to the CODES Web Base Unit.

Periodically, it is necessary to install or update CODES application software and load test samples onto the CODES Laptop. The preferred method for CODES application software installation and updates is via Microsoft's System Management Server (SMS) push. The application software and updates may also be obtained by installation via CD provided to each district office.

This chapter provides instructions for performing these tasks as well as information on how to update and process downloaded files.

ESSENTIAL PERSONNEL

The data collector is responsible for the following tasks:

- Downloading sample files to the CODES Laptop.
- Installing CODES application software updates to his or her CODES Laptop.
- Transferring test data to the CODES Web Base Unit.

The manager, Statistical Programs (MSP) or designee is responsible for the following tasks:

- Reviewing and approving uploaded test data.
- Notifying the data collector of CODES application software updates.
- Supplying CODES application software and updates to the data collector.

REQUIRED MATERIALS

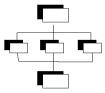
The data collector must ensure the following materials are accessible before transmitting data:

- The CODES Laptop or a 3.5" diskette containing the test data.
- A blank, formatted 3.5" diskette.

To transmit data from a remote location, the data collector also needs the following hardware configurations and information:

- Remote location single-line analog telephone line. (Multi-line and digital telephone lines do not work with the CODES Laptop modem; however, a fax line may be used.)
- The CODES Laptop modem connected to the remote location's single-line telephone line.
- A network cable or LAN line, if a LAN connection is available at the test site.

ASSOCIATED TASKS



The data collector must use one of the following methods to transfer test data to the CODES Web Base Unit:

- Move data by connecting the CODES Laptop to the LAN and uploading to the CODES Web Base Unit.
- Move data via a modem dial-up connection.
- Move data via diskette to a standard Postal Service computer with a LAN connection at the home office, where it can then be transferred to the CODES Web Base Unit via the Postal Service intranet.

The data collector has access to the following functions available through CODES Laptop transmission utilities:

- Transferring test data to the CODES Web Base Unit.
- Receiving sample files and software updates.

PROCEDURES

The remainder of this chapter discusses each of these transfer methods in detail as well as how to update sample files and system software using CODES Laptop transmission functions. Each section gives step-by-step instructions for performing these tasks.

5.1 Transferring Test Data to the CODES Web Base Unit

BACKGROUND INFORMATION

If a LAN connection is available at the test site, the preferred method for transferring test data to the CODES Web Base Unit is by connecting the CODES Laptop to the LAN, then uploading the test data. Alternatively, CODES uses a modem dial-up connection to transmit test data from a CODES Laptop to the CODES Web Base Unit. Test data can also be transferred from the CODES Laptop to a standard Postal Service computer with a LAN connection at the home office using a 3.5" diskette, then uploaded to the CODES Web Base Unit.

5.1.1 Initiate Data Transfer

The data collector uses the following steps to begin the data transfer process for SIRVO-IODIS and SIRVI tests:

1. **Double-click the CODES icon, located on the CODES Laptop desktop (Figure 5.1.1–1).**

   The *CODES Main Menu* screen (Figure 5.1.1–2) displays once the application is initialized.

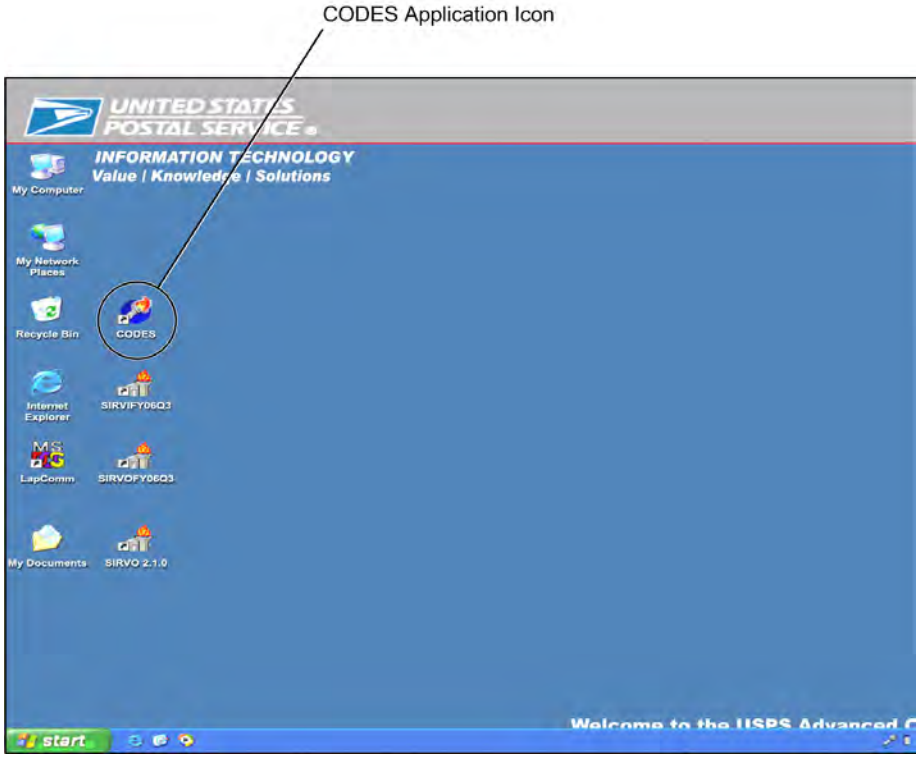


Figure 5.1.1–1 *CODES Laptop Desktop*

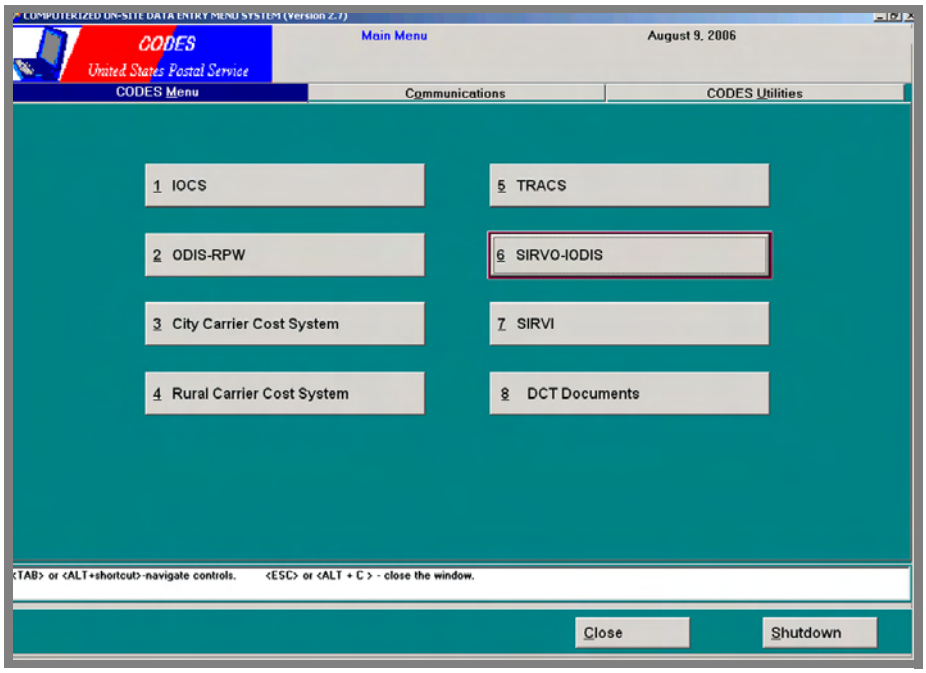


Figure 5.1.1–2 CODES Main Menu: CODES Menu Tab

2. **Choose the *CODES Menu* tab.**

3. **To open the *SIRVO-IODIS Main Menu* screen, select the *SIRVO-IODIS* button. To open the *SIRVI Main Menu* screen, select the *SIRVI* button. The subsequent procedures for SIRVO-IODIS parallel the procedures for SIRVI.**

   The *SIRVO-IODIS* or *SIRVI Main Menu* screen displays (Figure 5.1.1–3).

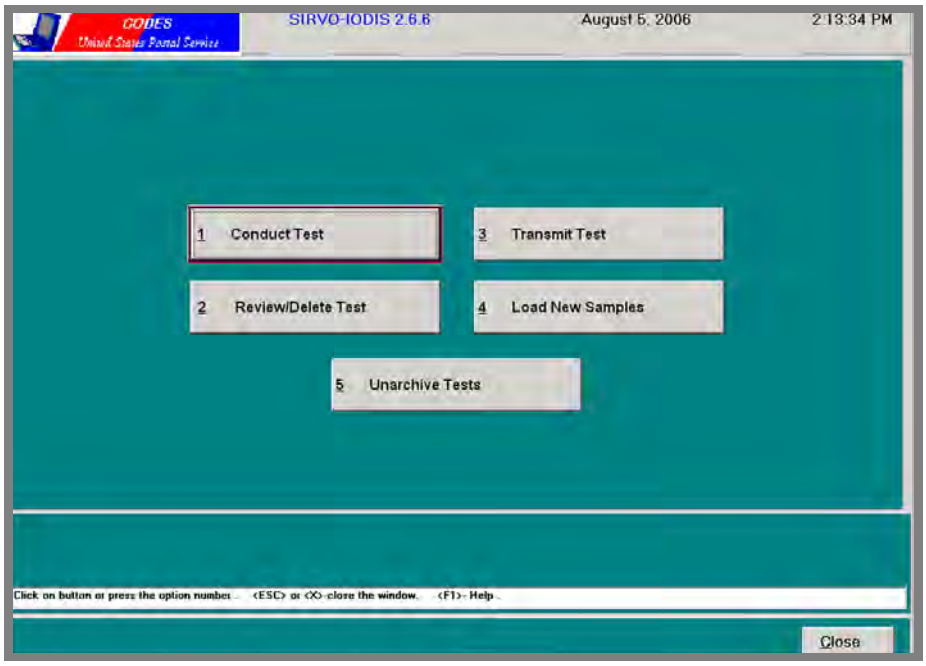


Figure 5.1.1–3 SIRVO-IODIS Main Menu Screen

4. Click the *Transmit Test* button.

The *Destination* screen (Figure 5.1.1–4) displays.

Figure 5.1.1–4 Destination Screen

Refer to one of the sections listed below for information on how to complete test data transmission using the following available options:

- Transfer Test Data via Diskette (section 5.1.2).
- Test Data Transmission via Web Using Phone Line (section 5.1.4).
- Test Data Transmission via Web Using LAN Connection (section 5.1.5).

5.1.2 Transfer Test Data via Diskette

Sending data to a diskette moves test data from the CODES Laptop to a specially formatted file on the diskette. The data collector uses this option to move test data via diskette to the CODES Web Base Unit when a LAN connection at the test site is not available.

Example: Transfer SIRVO-IODIS test data from a CODES Laptop to a diskette, and then move the files from that diskette to a standard Postal Service computer with a LAN connection for transmission to the CODES Web Base Unit.

If *Diskette* is selected from the *Destination* screen (Figure 5.1.1–4), the *Disk Transfer* screen (Figure 5.1.2–1) displays. Before a test can be transferred, the test must be completed.

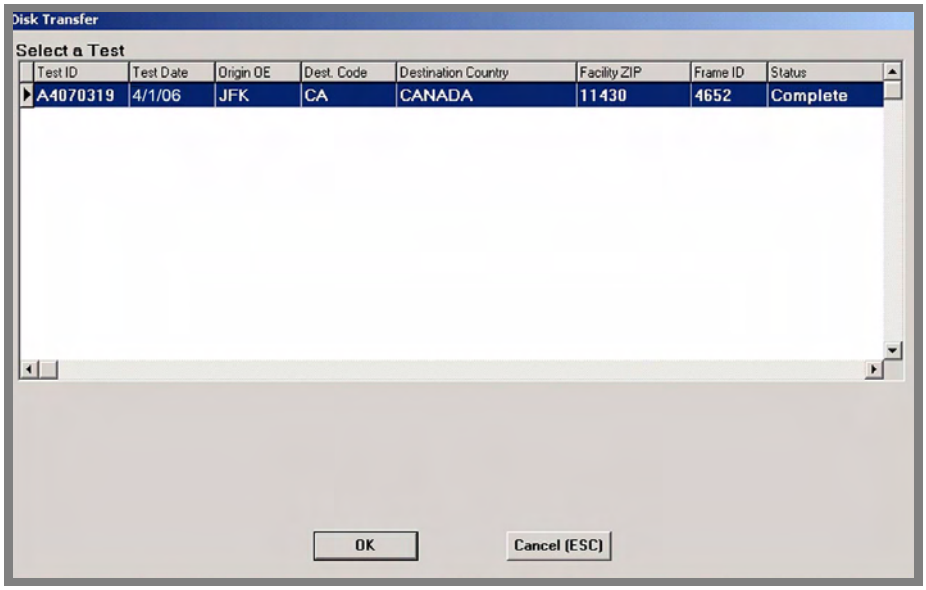


Figure 5.1.2–1 Disk Transfer Screen

1. **Insert a formatted blank 3.5" diskette into the CODES Laptop diskette drive (drive A:\).**
2. **Highlight the test intended for transfer in the *Select a Test* field from the *Disk Transfer* screen.**
3. **Select the *OK* button on the *Disk Transfer* screen.**

   CODES displays the diskette *Test Result Transfer* screen shown in Figure 5.1.2–2.

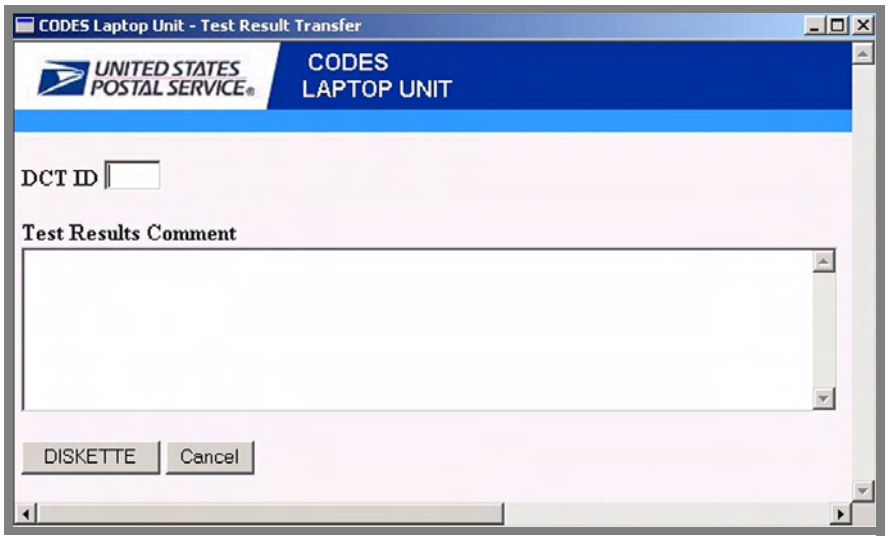


Figure 5.1.2–2 Diskette Test Result Transfer Screen

4. **Type your DCT login ID into the *DCT ID* field and add any comments or information pertaining to the test intended for upload into the *Test Results Comment* field, then select the *Diskette* button.**

If the test data successfully copy to the diskette, the message shown in (Figure 5.1.2–4) displays.

Note: If the test data do not successfully copy to the diskette, the message shown in Figure 5.1.2–3 displays. The user should select the *OK* button, which returns the user to the SIRVO-IODIS or SIRVI Main Menu. The user should refer to section 5.3.1 for information on 3.5" diskette failure.

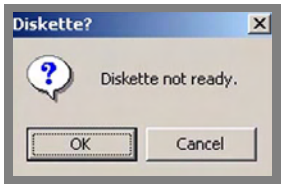


Figure 5.1.2–3 Diskette? Screen

Figure 5.1.2–4 File Copied Message Screen

5. **From Windows Explorer or My Computer, view the A:\ drive and ensure that the files are on the diskette.**

Note: My Computer can be opened by double clicking on the icon on the desktop, and Windows Explorer can be opened by right-clicking the *Start* menu button, and choosing *Explore* from the pop-up menu (Figure 5.1.2–5).

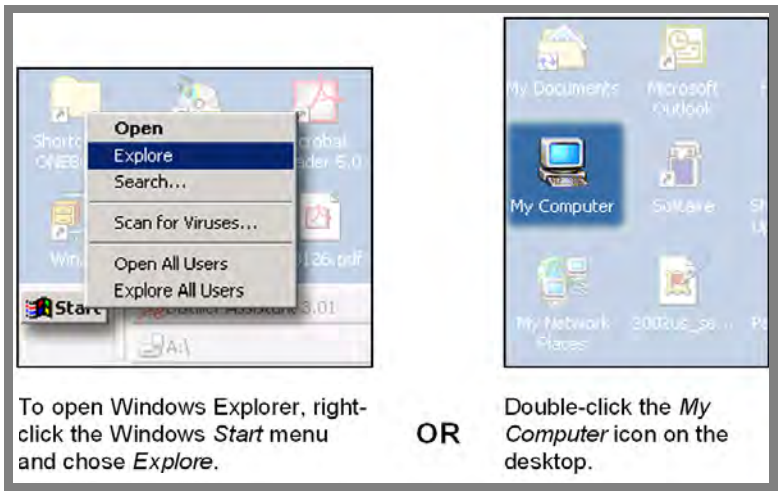


Figure 5.1.2–5 *Open Windows Explorer*

Once all of the tests are loaded onto the diskette, the diskette can be taken to any standard Postal Service computer with a LAN connection, and uploaded to the CODES Web Base Unit (section 5.1.3).

5.1.3 Test Data Transmission from a Standard Postal Service Computer to the CODES Web Base Unit.

Once you transfer all of the SIRVO-IODIS or SIRVI tests or both to a diskette, use the following steps to upload the SIRVO-IODIS or SIRVI tests or both from any standard Postal Service computer with a LAN connection to the CODES Web Base Unit:

1. **Insert the diskette containing the SIRVO-IODIS and/or SIRVI test(s) into the A:\ drive (3.5" diskette drive) of any standard Postal Service computer with a LAN connection.**
2. **Open Windows Explorer (Figure 5.1.2–5).**

   The test filenames will begin with the word "tests," followed by a 13-digit number, and an .html file extension, as shown in Figure 5.1.3–1.

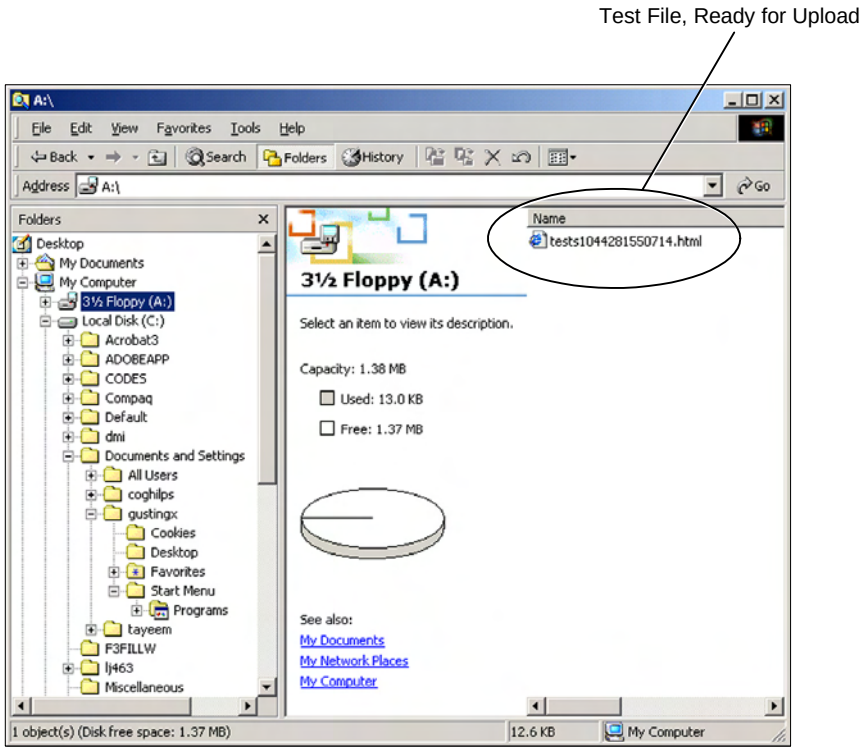


Figure 5.1.3–1 Windows Explorer Screen

3. From the A:\ drive, double-click the file intended for upload to the CODES Web Base Unit.

The file automatically sends the test data to the CODES Web Base Unit. A *Transfer in progress* screen displays (Figure 5.1.3–2), indicating the file transfer is processing, followed by a screen indicating that the test was successfully uploaded (Figure 5.1.3–3).

Figure 5.1.3–2 Transmit in Progress Screen

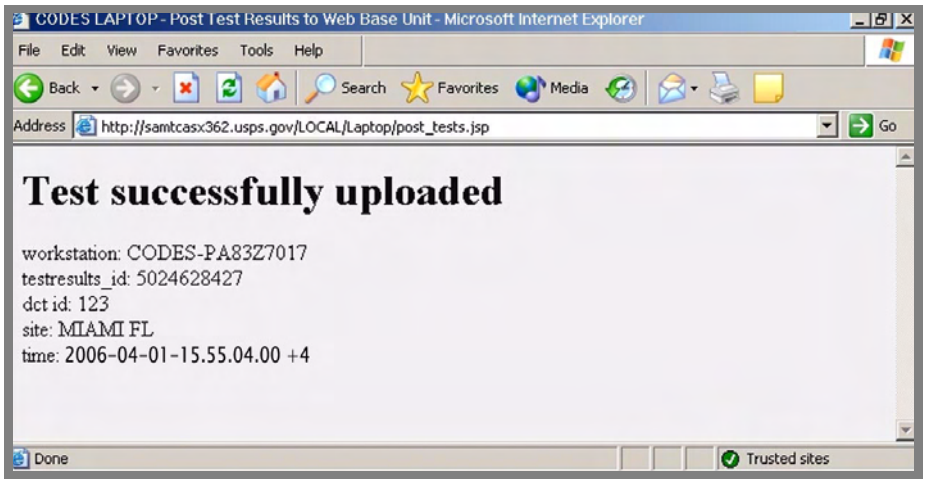


Figure 5.1.3–3 *Test Successfully Uploaded*

5.1.4 Test Data Transmission via Web Using Phone Line

Prior to uploading the test data via the Web, ensure the CODES Laptop's modem is securely connected to a single-line telephone line.

If *Web* was selected from the *Destination* screen (Figure 5.1.1–4), the *Web Transfer* screen (Figure 5.1.4–1) is displayed. Before a test can be transferred, the test must be complete.

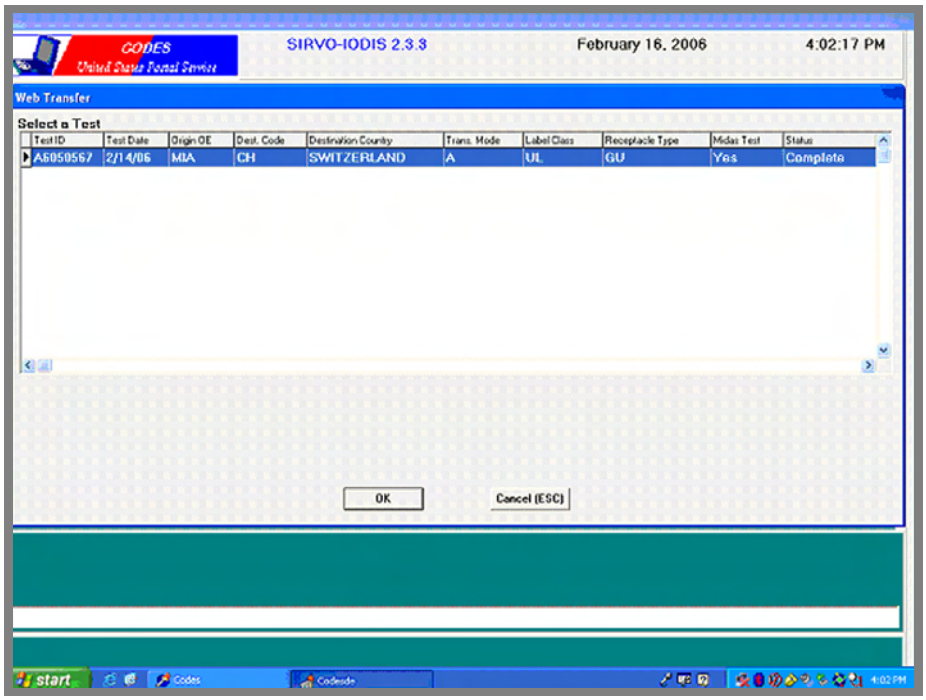


Figure 5.1.4–1 Web Transfer Screen

1. **With the desired test highlighted in the *Select a Test* field, select the *OK* button.**

   CODES displays the Web *Test Result Transfer* screen shown in Figure 5.1.4–2.

2. **Type your DCT ID number and any comments or information pertaining to the test being transferred.**

3. **Ensure the outside access number and/or authorization code are correct in the left-hand dialing field, then select the *Web* button.**

   For additional information on entering the dial-up number sequence, see section 5.3.2.

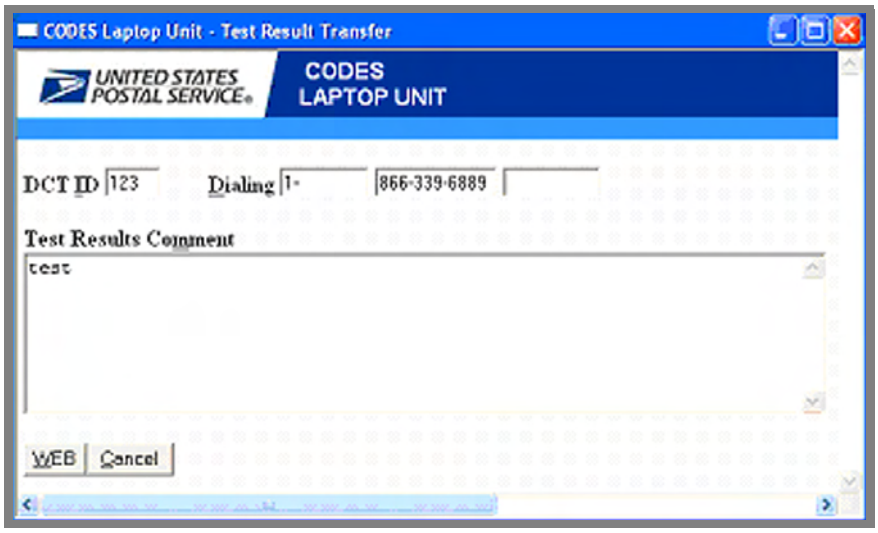


Figure 5.1.4–2 Test Result Transfer Screen

CODES briefly displays a *Transmit in progress* screen (Figure 5.1.4–3), followed by a test confirmation screen showing that the test successfully uploaded (Figure 5.1.4–4).

Figure 5.1.4–3 Interim Test Upload Screen

4. To close the upload confirmation screen and return to the *SIRVO-IODIS* or *SIRVI Main Menu*, select either the word *Exit* or the blue page icon in the upper right-hand corner of the screen (Figure 5.1.4–4).

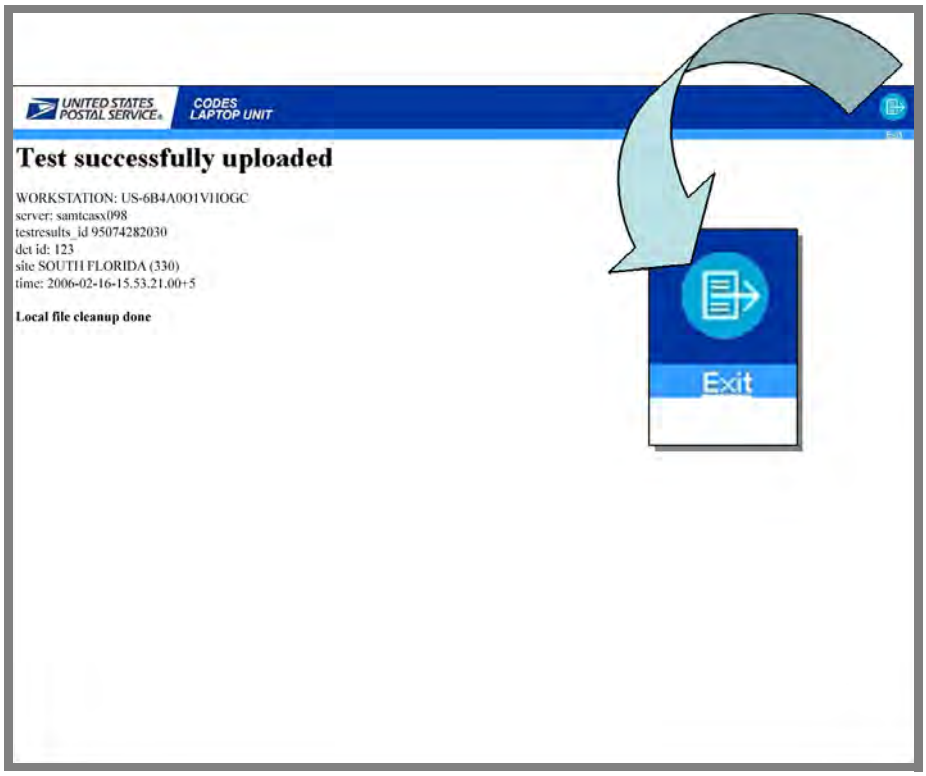


Figure 5.1.4–4 Test Upload Confirmation Screen

A *Microsoft Internet Explorer* message screen displays (Figure 5.1.4–5).

5. Select the *Yes* button.

Figure 5.1.4–5 Microsoft Internet Explorer Message Screen

5.1.5 Test Data Transmission via Web Using LAN Connection

If a LAN connection is available at the test site, the preferred method for transferring test data is with a LAN connection.

The procedure for transferring test data with a LAN connection is the same as with a dial-up connection using a modem. The data collector needs a network cable or LAN line to connect to the LAN instead of connecting via modem.

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5.2 Receiving Sample Files and Software Updates

BACKGROUND INFORMATION

Sample files can be downloaded directly from the CODES Web Base Unit to a CODES Laptop, allowing the user to receive sample selection files via data transfer. Alternatively, sample files can be downloaded to a standard Postal Service computer with a LAN connection and transferred to a CODES Laptop via diskette.

The MSP can provide software application and software application update CDs to the data collector.

PROCEDURES

Figure 5.2.0–1 shows the *Communications* menu tab options on the CODES *Main Menu*. The DCT may currently use only the *Download Samples* option.

Refer to section 5.2.1 for instructions relating to downloading samples.

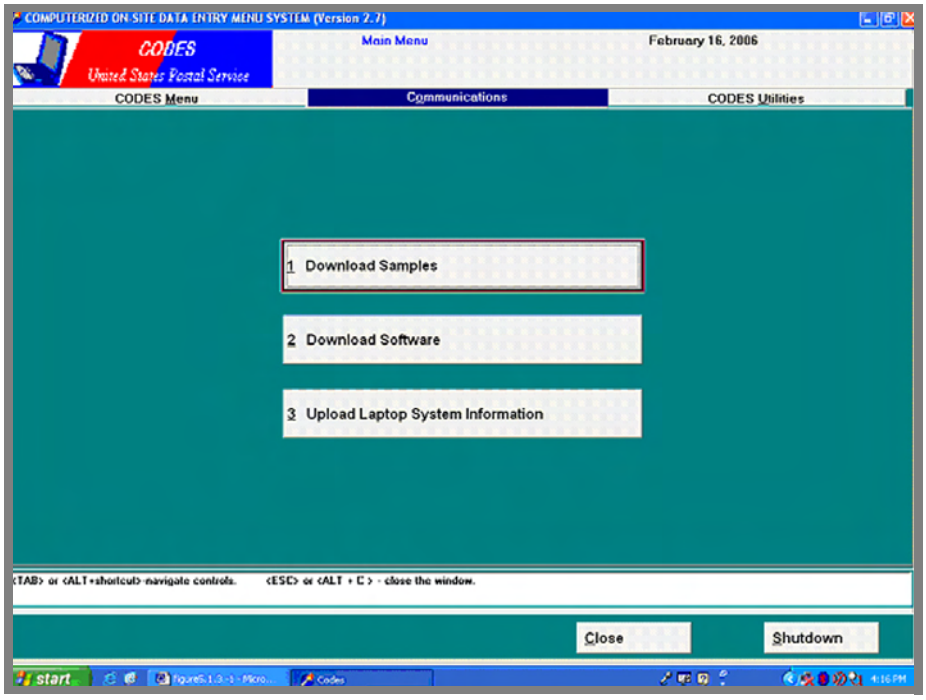

Figure 5.2.0–1 *CODES Main Menu*: *Communications Tab*

5.2.1 Download Samples

1. **To download samples, from the CODES *Main Menu Communications* option window, select the *Download Samples* button.**

   CODES displays the *DIALUP PARAMETER MAINTENANCE* screen (Figure 5.2.1–2).

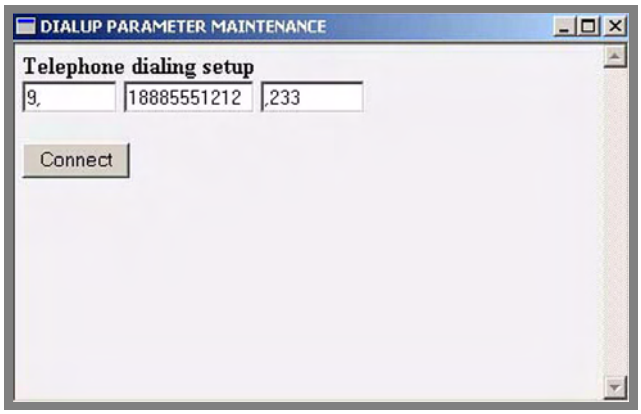

Figure 5.2.1–1 Dial-up Parameter Maintenance Screen

2. Select the *Connect* button on the *Dial-up Parameter Maintenance* screen.

The screen shown in Figure 5.2.1–2 displays.

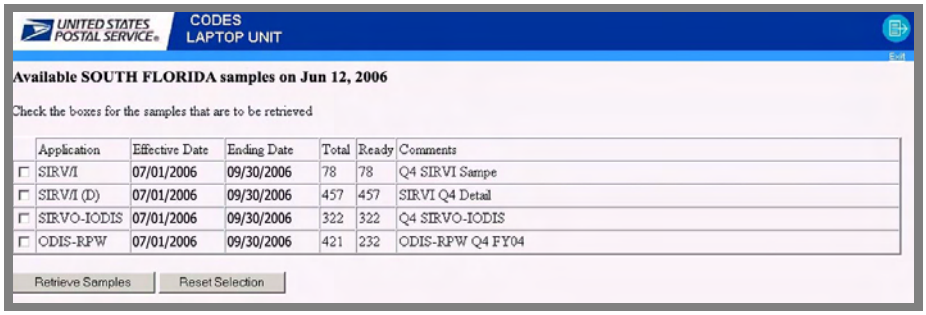

Figure 5.2.1–2 Application Selection Screen for Sample Downloads

3. Select the CODES application(s) associated with the desired samples (more than one application may be selected).

Note: Ensure that at least one application is selected. If no application is selected, the screen shown in Figure 5.2.1–3 displays.

Figure 5.2.1–3 No Samples Requested Screen

4. **Select the *Retrieve Samples* button on the application selection screen.**

   The samples for the selected CODES application(s) are downloaded to the CODES Laptop. CODES displays the screen shown in Figure 5.2.1–4. For information on how to load the samples, see section 5.2.2.

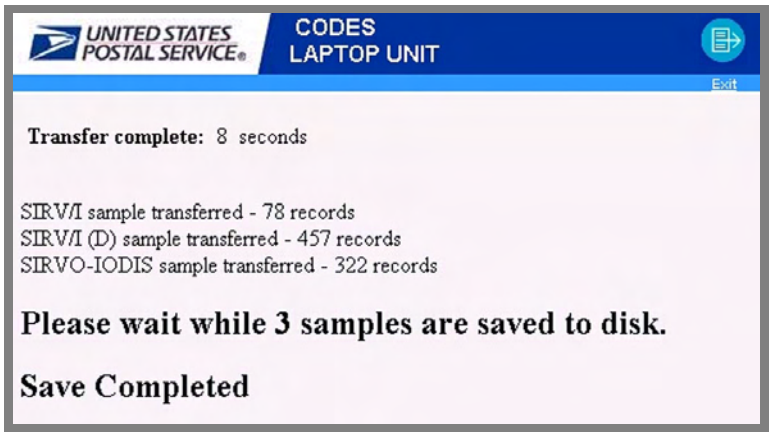

Figure 5.2.1–4 Samples Download Screen

5.2.2 Load Samples

To load new samples, from the SIRVO-IODIS or SIRVI *Main Menu* (Figure 5.1.1–3), select the *Load New Samples* button.

CODES presents the user with options for either Web or Diskette transfer (Figure 5.2.2–1). The following steps explain the process used for loading samples from a diskette or after the Web download described in section 5.2.1:

1. **From the *Load Samples Information* screen select the *Diskette* button. (For the Web option, select the Web button.)**

With the *Diskette* option, CODES prompts the user to insert the diskette containing the sample files (Figure 5.2.2–2). (For the Web option, the process skips to step 4.)

Figure 5.2.2–1 Load Samples Information Screen

Figure 5.2.2–2 *Insert Floppy* Information Screen

2. Insert the diskette containing the sample files.

3. Select the *OK* button.

CODES presents you with a message acknowledging that the samples were successfully loaded (Figure 5.2.2–3).

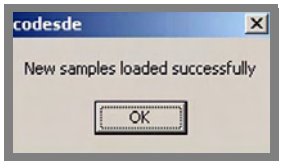

Figure 5.2.2–3 New Samples Loaded Successfully Message

4. Select the *OK* button.

5.3 Troubleshooting Failed Transmissions

CODES data communications rely on a complex means of sending data from one source to another; therefore, at times, transmission problems may occur.

Follow the steps below to ensure proper cable connections and configuration of the CODES Laptop:

- Make sure the CODES Laptop is connected to a a single-line (voice) telephone line. Multi-line (digital) telephone lines will not work with the CODES Laptop modem.
- Ensure all modem and laptop connections (e.g., power supply, modem cord, telephone jack, etc.) are secure.
- Check all of the tests and/or applications for which you wish to transfer or receive files to ensure they are properly prepared for transmission according to the procedures outlined in this chapter.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your MSP for further assistance.

5.3.1 3.5" Diskette Failure

If the test data did not successfully copy to a 3.5" diskette, the message shown in Figure 5.1.2–3 displays. Usually, the reason for this message is that the computer cannot read the disk in the drive. You could have forgotten to insert the diskette, the diskette might not have engaged in the drive properly, the diskette could be damaged, or the drive could be malfunctioning.

- Check the A:\ drive to ensure the diskette has been inserted and properly engaged into the drive.
- Replace the diskette with a new blank formatted diskette.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your MSP for further assistance.

5.3.2 Modem Dial-up Input

There are three fields available to input digits for phone numbers, including outside access numbers and authorization codes. The first field is generally for dialing an outside line number (usually, the number 9) to get an outside line. The second field is used to input the phone number, and the third field is normally used to input an access number or authorization code.

Only numbers (0 through 9), the asterisk (*), the pound symbol (#), and commas (,) can be used in these fields. Use the comma to insert a two-second pause in the dialing sequence.

Example: Refer to Exhibit 5.3.2–1 below. If the phone system of the facility requires an authorization code (234) after the outside access number (9), but before the phone number (1 (888) 555-1212), the user can insert one or two commas between the outside access number and the authorization code, in the first field. Because the authorization number is required prior to dialing the telephone number, the authorization code is placed after the outside access number in the same field, with a comma to separate them. There are also two commas inserted after the authorization code to insert a 4-second pause to give the telephone connection time to obtain a dial-tone. The third field is blank because the authorization code is required prior to dialing the telephone number.

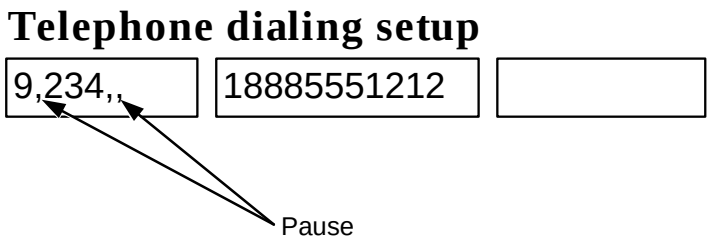

Exhibit 5.3.2–1 Telephone Dialing Setup Example

Note: The user must become familiar with the phone system of the facility, and have use of any access or authorization codes or numbers necessary to dial an outside number.

Chapter 5 Index

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Appendix A
Organizational Responsibilities for International Statistical Tests

Many organizations within the Postal Service work together to ensure the quality and accuracy of SIRVO-IODIS and SIRVI data. This section explains the responsibilities of each organization.

I. Headquarters

Headquarters provides technical and managerial guidance for the operation of SIRVO-IODIS and SIRVI consistent with sound economic and statistical theory.

A. Statistical Programs

Statistical Programs (SP) provides managerial guidance and administrative operation of statistical programs. SP provides the statistical sampling design, data collection software requirements, data collection policy and procedural guidelines, and training programs. SP interfaces with Information Systems on the development of computer software programs.

- The **Field Support** team develops data collection handbooks, policy guidelines, and training programs.
- The **Statistical Programs Service Center (SPSC)** has the following responsibilities:
  - Provide technical guidance to all appropriate Customer Service and Sales District personnel. This guidance includes answering questions about the proper administration and performance of SIRVO-IODIS and SIRVI functions.
  - Provide on-site review and evaluation of SIRVO-IODIS and SIRVI related activities to help resolve problems, offer suggestions for improvement, and assess training needs.
  - Assist the district manager of Statistical Programs (MSP) in implementing new or revised procedures.
  - Provide on-site technical consultation or instruction, including consulting on how to solve staffing problems.
  - Check the quality of SIRVO-IODIS and SIRVI data.
  - Act as a liaison in services and expertise to the area offices and the districts on all aspects of SIRVO-IODIS and SIRVI.

B. Information Systems

1. Finance Business Systems Portfolio

The Finance Business Systems Portfolio staff are responsible for the following tasks:

- Programming the data collection software requirements.
- Testing and maintaining the software.
- Providing telephone hot-line technical support for CODES software and hardware.

2. Computer Operations Service Centers

The San Mateo Computer Operations Service Center (COSC) processes the programs that randomly select the locations, test types, and dates for the quarterly SIRVO-IODIS and SIRVI tests. Approximately two weeks before the beginning of the quarter, the San Mateo COSC makes schedule information available to the MSP on the CODES Web Base Unit. After the SIRVO-IODIS and SIRVI tests are conducted, the tests are uploaded to the CODES Web Base Unit which resides on the mainframe at the San Mateo COSC. After the MSP reviews the tests, they are approved and released to the mainframe for aggregation with the nation's tests and further mainframe processing.

II. Area Offices

Through its manager of Finance, the area office emphasizes the importance of SIRVO-IODIS and SIRVI tests for the development of proposals for new Postal Service rates, service diagnostics, flex budget activities, and for other management studies, to the Customer Service and Sales district managers and postmasters.

III. Customer Service and Sales District Offices

The following positions in the Customer Service and Sales district offices participate in the implementation of SIRVO-IODIS and SIRVI:

A. District Manager

Through the manager of Finance and the MSP, the district manager implements SIRVO-IODIS and SIRVI in all offices within the district's jurisdiction. The district manager also informs the MSP about changes in automation and distribution that could affect SIRVO-IODIS and SIRVI procedures.

Human Resources personnel provide assistance, as requested, in the implementation of SIRVO-IODIS and SIRVI training programs. Human Resources personnel also maintain contact, as needed, with employee organizations.

B. Manager of Finance

The manager of Finance has the following responsibilities in the accurate implementation of SIRVO-IODIS and SIRVI:

- Supporting the MSP in the administration of SIRVO-IODIS and SIRVI activities. This support includes helping the MSP maintain the integrity of the district's SIRVO-IODIS and SIRVI data, correcting significant problems that might compromise data quality, and helping district supervisory personnel, such as operations managers and postmasters, understand the importance of SIRVO-IODIS and SIRVI.
- Ensuring that SIRVO-IODIS and SIRVI tests are conducted according to approved procedures.
- Ensuring adequate staffing levels for statistical programs.
- Offering guidance and direction to all facilities in the district, including the district home office, associate offices, bulk mail centers, airport mail facilities, and international service centers.

C. Manager of Statistical Programs

The MSP coordinates and administers the district-wide collection of SIRVO-IODIS and SIRVI tests. The following is a partial list of activities performed by the MSP:

- **Manages district-wide Statistical Programs: coordinates, administers, and supervises the collection of statistical data involving nationwide statistical sampling systems.**

  Each quarter, the MSP receives sample selection files from the mainframe computer detailing how many and what types of statistical programs tests a district must perform. The MSP schedules, assigns, and coordinates resources to comply with and take the statistical tests as scheduled.

- **Implements all guidelines for district-wide Statistical Programs in accordance with current policies and procedures.**

  Statistical Programs at Headquarters provides policies and procedures outlining how statistical tests are performed. It is the MSP's responsibility to ensure that these guidelines are carried out properly and consistently.

- **Manages the district-wide monitoring and training programs to ensure proper sampling and reporting techniques are being used.**

  The MSP is responsible for conducting process reviews to ensure that data collection procedures are being properly applied. These observations help identify training opportunities and ensure data integrity.

  The MSP coordinates the district-wide training programs for data collection personnel, such as quarterly training (QT), and Process Activated Training System (PATS).

- **Manages the district mail exit point sampling frame to ensure all mail or other sampling populations are sampled in an efficient and cost effective manner.**

The MSP in each district is responsible for the design and maintenance of MEPs using specific guidelines. The district's MEPs are maintained in the MEP System (MEPS).

- **Conducts tests and provides analysis of various reports using national systems.**

  The MSP analyzes various reports using national systems.

- **Implements a quality assurance system to ensure consistency, accuracy, and compliance with current policies and procedures.**

  At the district level, the MSP is responsible for implementing a quality assurance system to ensure the collection of statistical programs data and the timely transmission of the data to the Computerized On-Site Data Entry System (CODES) Web Base Unit. It is very important that the MSP reviews sampling reports to ensure that tests have been conducted and transmitted.

- **Provides technical guidance, direction, and assistance to other managers, postmasters, and employees throughout the district on statistical data collection.**

  The need to collect good data is an important concern to a district's managers. Technical guidance, direction, and assistance to others are required to ensure proper test preparation and data integrity. The MSP must continually look for and take advantage of opportunities to discuss this with them.

  It is very important that other Postal Service employees understand their role in the data collection process. In order for the data collection staff to sample the mail, these other employees need to do certain things like prepare the mail for testing by setting it aside. The MSP must educate and emphasize the importance of and contribution to data integrity that all employees make in the data collection process.

- **Prepares and monitors annual work hour requirements and statistical programs expenditures.**

  The finance manager might require the MSP to track and tally work hours for his or her function. The MSP's administration of leave policy and management of resources directly influences his or her budget and unit performance.

  The finance manager might also require the MSP to monitor his or her unit's expenditures against an annual budget in accordance with current policies and procedures.

- **Manages a small staff of employees performing statistical sampling and systems related activities.**

  There are very specific policies for the preparation and posting of staff assignments and activities schedules.

D. Supervisor of Statistical Programs

The role of the supervisor, Statistical Program (SSP) is to assist the MSP in the coordination and management of training and process review requirements and has responsibility for the following:

- Assists in the preparation of schedules and assignments.
- Maintains control reports to ensure that tests have been conducted.
- Performs edits and reviews activities to ensure consistency, accuracy, and compliance with instructions.
- Analyzes quality measurement and control reports on data collection.
- Provides remedial training to reduce errors in sampling and reporting.
- Reviews and updates sampling frame lists to ensure that all mail has an opportunity to be sampled efficiently and cost effectively.
- Provides technical advice and guidance on proper sampling and reporting techniques to data collectors.
- Contacts postmasters and other Postal Service managers on issues pertaining to data collection.

E. Data Collection Technician

The data collection technician (DCT) or other trained data collector is responsible for performing the SIRVO-IODIS and SIRVI tests. In doing so, the DCT performs the following:

- Plans and executes work activities without direct supervision.
- Observes employee work activity, sample live mail, and collect data at randomly selected points in the postal systems.
- Use computer systems at a level sufficient to operate keyboard devices, input data, and transmit to the CODES Web Base Unit.
- Protects the integrity of statistical programs sample selections and data.
- Reads, understands, and complies with the procedures in written reference materials including handbooks, manuals, charts, directives, and checklists.
- Refers to supervisory personnel any matters that are not covered by instructions or that require resolution. This includes raising questions on matters that require clarification.
- Communicates both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
- Works and deals positively and effectively with others.

F. Senior Plant Manager

The senior plant manager has the following responsibilities:

- Providing space and facilities to perform SIRVO-IODIS and SIRVI tests.
- Providing personnel to train as SIRVO-IODIS and SIRVI data collectors to conduct tests whenever statistical programs personnel are unavailable.
- Promptly informing the MSP about changes in mail processing operations that affect SIRVO-IODIS and SIRVI.

Appendix B
CODES Laptop, Scanner, and Scale

Introduction

This appendix provides basic information and instructions for understanding and operating the CODES Laptop and the attached scanner and scale. For information on how these items are used in conjunction with data entry procedures for the SIRVO-IODIS and the SIRVI tests, see Chapter 3 and Chapter 4, respectively.

I. CODES Laptop

Data collection technicians (DCTs) use laptop computers for data entry, online editing, automated test control, and the electronic transmission of statistical data to the CODES Web Base Unit. The data that the DCTs collect are transferred to the CODES Web Base Unit for final processing.

Before attempting to perform any CODES testing, become acquainted with the laptop. This appendix provides information regarding some of the most basic parts and functions of the laptop. Please refer to the specific manufacturer's user's guide for more explicit explanations regarding the laptop.

A. How the CODES Laptop Works

The CODES Laptop's single purpose is to process data. The computer can sort and process data quickly. Accounting for human error, the laptop computer can accurately perform tasks in seconds that may take individuals days or even weeks.

The laptop computer stores data more conveniently and compactly than paper and pencil. Inside the laptop computer is internal memory that stores data while it is being sorted or used. This internal memory is called random access memory (RAM). RAM is a storage medium that loses its data once the system power is turned off. Therefore, if you must unexpectedly stop data recording, it is imperative that you follow the procedures for ending a CODES test and saving data. For information on ending a test and saving your data, see 3.5 and 4.4.

The CODES Laptop itself is composed of many parts both basic and complex. Described below are the basic parts that make up the CODES Laptop. Before you attempt to perform a test or other related tasks, familiarize yourself with the following items and their relationship to CODES.

Liquid Crystal Display Screen

The Liquid Crystal Display (LCD) screen is adjustable and should be set at an angle that provides for comfortable viewing. The screen display is a color monitor and permits the user to receive instructions and to view the information entered.

Keyboard

The keyboard allows the user to input test data. You should become familiar with the keyboard before you attempt to perform a test or other related task with your CODES Laptop.

The CODES Laptop keyboard consists of 87 keys and is equipped with the following features:

- **Function Keys:** The function keys are usually <F1> through <F12>, <Esc>, <PgUp>, and <PgDown>. These keys work in conjunction with the <Fn> key to perform special functions.
- **Alphabet and Number Keys:** The keyboard consists of alphabet keys (one for every letter of the alphabet) and numerical keys (0–9). These keys permit you to input data.
- **Embedded Numeric Keypad:** Most laptop computers contain an embedded numeric keypad because of space limitations. *Embedded* means that the keypad is contained within the alphabet and number keys. In order to activate the embedded numeric keypad, the user must press the <Fn> key followed by the <Num Lock> or <Num Pad> key. To deactivate the keypad, press the <Num Lock> or <Num Pad> key again; the keys will revert to their normal function.
- **Control Keys:** The control keys for most laptop computers are <Ctrl>, <Alt>, <Fn>, and <Shift>. The aforementioned keys are used in conjunction with other keys to perform a specified function.

In addition to these standard keyboard features and function keys, the international software programs identify on the screens special command keys.

For a comprehensive guide to the CODES tests please refer to chapters 3 and 4 for the test or related tasks you perform.

Mouse or Pointing Device

Most laptop computers come equipped with some sort of pointing device. The majority of laptops currently in the field have a flat pad-like device located just below the keyboard. This device allows you to use your fingers to control the pointer on the screen by simply sliding them across the pad's surface. The left and right mouse buttons located below the pad operate the same as most desktop mouse buttons.

Disk Drive and Diskettes — Proper Handling

The standard disk drive for all CODES laptops is a 3.5 inch 1.44 MB disk drive. The location of the disk drive varies depending on the laptop. For more specific information on where the disk drive is located on the laptop, please refer to the specific manufacturer's user's guide.

There are certain steps that can be taken to protect the disk drive and the diskettes you use. Common sense is always the best tool, but listed below are some suggestions for disk drive care, diskette use, and storage:

- Never insert or remove a diskette when the drive light is on. Doing so can physically damage the diskette and render any information on that disk unreadable and therefore useless. (Please refer to the specific manufacturer's user's guide for information regarding the location of the drive light.)
- Never force a diskette or other object into the disk drive.
- Do not slide the metal slide on the diskette back and forth. Doing so can allow dust and other foreign objects to come into contact with the diskette rendering it unreadable.
- Be sure to place the diskette into a cabinet or drawer when not in use.
- Protect diskettes from extreme temperatures.
- Take reasonable care to insure that diskettes are not exposed to magnetic or electromagnetic fields. This includes, but is not limited to, magnets, magnetic paper clips, telephones, and x-ray machines. These fields can erase a diskette.
- Always protect diskettes from smoke, dust, and moisture.

Power Supplies

The CODES Laptop is equipped with the following two separate power supplies:

- **AC Adapter:** The AC Adapter can be plugged into an electrical outlet to provide power for the laptop. Whenever possible, use the AC adapter.
- **Battery Packs:** The laptop comes equipped with a rechargeable battery pack. The battery pack is easy to install. The system can operate for approximately four hours with the rechargeable battery pack installed. The battery pack is the *second* power option and should not be the only power source used. The battery pack should be installed in case AC power is lost. Use this option alone ONLY IF there is no AC power source available. Please refer to the specific manufacturer's user's guide for more information and instructions on recharging the battery pack. Always make sure that your battery pack is fully charged before use.

Software

The laptop computer is referred to as hardware, and the instructions that tell the computer what to do are called *software*. These instructions, when grouped together to do a specific job such as collecting data, are called *application programs*.

The application programs that you will be working with are data entry programs. The data entry programs provide you with a series of menus that prompt you to input information that satisfies the test data entry requirements. For more information about the application programs you normally use, refer to chapters 3 and 4 that correspond to the tests or related tasks you perform.

B. Caring for Your CODES Laptop

As with any electronic equipment, there are certain precautions you can take to preserve the integrity of the laptop. Common sense is the best tool for keeping the laptop in top shape. The following is a short, but by no means complete, list of things you can do to help prevent damage to the laptop:

- Keep the battery away from excessive heat sources, such as direct sunlight, fire, hot car in the summer.
- Do not disassemble the battery.
- Do not disassemble the laptop. (Doing so will void the warranty.)
- Do not use a damaged battery.
- Only use batteries that are specified in the manufacturer's user's guide.
- Keep the battery away from sources of water.
- Do not use a frayed or otherwise damaged AC adapter.
- Do not place heavy weights or objects on the laptop.
- It is extremely important that you are conscious of the power source voltage (only use 120 volt AC power sources).
- Do not eat or drink in the vicinity of the laptop.
- Never use an abrasive cleaning agent on the display of the laptop.
- Never use harsh cleaning agents on the case or any other portion of the laptop.
- Avoid dropping the laptop.
- Avoid dropping the AC adapter.
- Avoid dropping the battery.

For more information regarding care of your laptop, as well as storage requirements and routine cleaning suggestions, refer to the specific manufacturer's user's guide.

C. What to Do if the Laptop Power Source Fails

Most CODES programs save data while you are conducting the test, such as after completing a mailpiece recording, or at the completion of the test or test session. However, you must re-key unsaved data at the time of a power loss. For example, if you are conducting a SIRVO-IODIS or SIRVI test and a power loss occurs during the entry of a mailpiece, you must re-key that mailpiece once you re-enter the test software. Use the following procedures to resume a test and recover data after an AC power or battery failure.

If the laptop stops working due to an *AC power* failure, perform the following steps:

1. Re-establish the power to the laptop by either inserting a charged battery or correcting the AC power problem (e.g., reconnect AC power supply).
2. Press the power button on the laptop to re-start the laptop.

3. Re-enter the software for the test you were conducting via the CODES menu, and watch for a message that indicates if data are on the hard drive and resume the test.

If the laptop stops working while operating on *battery power* or enters *suspend mode* and the screen goes black, perform the following:

1. Do not remove the battery from the laptop.
2. Properly connect the AC power adapter to the laptop.
3. Press the power button on the side of the laptop and watch for a message that indicates if data are on the hard drive.
4. Resume the test where you left off before the power failure.

Note: If you remove the battery, the laptop may not resume the test where it left off. If this happens you must perform the steps for recovering after an AC power failure to resume the test.

II CODES Scanner

Data Collection Technicians (DCTs) use electronic scanners for collecting statistical data in SIRVO-IODIS and SIRVI tests.

The data collector should become acquainted with the CODES scanner before attempting to use it in testing. This section provides information regarding some of the most basic parts and functions of the electronic scanner.

A. How the CODES Scanner Works

The CODES scanner operates much like a common grocery store UPC code scanner. The scanner uses a focused laser to read the information contained in the target item (i.e., 29-digit UPU barcode) and then transfers these data to the CODES Laptop via a serial port connection. CODES then processes these data and displays them on the LCD laptop screen.

Currently, the CODES scanner is used in SIRVO-IODIS and SIRVI tests to capture the 29-digit UPU barcode information. Scan all receptacle label barcodes. If the barcode is not present or scannable, enter the label data manually.

B. Installing the CODES Scanner

The CODES scanner connects easily to the CODES Laptop via a serial I/O port. To install the CODES scanner, perform the following:

1. Before beginning to install the scanner, make sure that the serial cable is securely connected to the CODES scanner handle.
2. Connect the male end of the scanner's serial cable to the first female serial I/O port on the CODES Laptop. The male of the cable has prongs and the female end does not.

3. Connect the scanner's battery pack or AC power adapter to the serial cable via the respective adapter's power connection. For the battery pack, simply connect the adapter to the serial cable via the female power connector. For the AC power adapter, connect the AC adapter to the serial cable via the same female power connector and then plug the AC adapter's power cord into an AC power outlet.

The scanner may be connected at any point before or during the test, whether the laptop power is on or off.

C. Caring for the CODES Scanner

As with any electronic equipment, there are certain precautions you can take to preserve the integrity of the scanner. Common sense is the best tool for keeping the scanner in top shape. The following is a short and by no means complete list of things to do to help prevent damage to the scanner:

- Keep the scanner away from excessive heat sources, such as direct sunlight, fire, and hot car in the summer.
- Do not disassemble the scanner.
- Only use batteries that are specified in the manufacturer's user's guide.
- Keep the scanner away from sources of water.
- Do not use a frayed or otherwise damaged connection cable.
- Do not place heavy weights or objects on the scanner.
- Do not eat or drink in the vicinity of the scanner.
- Never use an abrasive cleaning agent on any part of the scanner.
- Avoid dropping the scanner.

For more information regarding care of your scanner as well as storage requirements and routine cleaning suggestions, refer to the specific manufacturer's user's guide.

III. CODES Scale

Data collection technicians (DCTs) use electronic scales in conjunction with laptop computers to collect accurate weight data on test mailpieces. You should become acquainted with the CODES scale before you attempt to use it in testing. This section provides information regarding some of the most basic parts and functions of the CODES scale and how its proper calibration is essential to accurate weight measurement.

A. How the CODES Scale Works

Except for a few differences, the CODES scale operates much like any other electronic scale. The scale uses a built-in computer to measure, balance, and compute the weight of objects placed on the weighing platter and then transfers these data to the CODES Laptop via a serial input/output (I/O) port connection. CODES then processes these data and displays the weight reading on the LCD laptop screen.

B. Installing the CODES Scale

The CODES scale connects easily to the CODES Laptop via a serial I/O port. To install the CODES scale, perform the following steps:

1. Before you begin installing the scale, make sure that the serial cable is securely connected to the CODES scale.
2. With the back of the laptop facing you, view the rear access panel for a series of computer port connections.
3. Connect the female end of the serial cable to the male serial I/O port on the CODES Laptop. Verify that all connections are secure.
4. Plug the CODES scale's AC power cord into an AC power outlet and turn the power switch on the right-hand side of the scale ON.

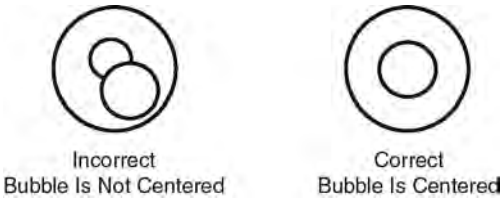
The CODES scale is now ready to weigh mailpieces and transfer data to the CODES Laptop.

Always connect the CODES scale to the CODES Laptop *before* you begin a test, or the scale will not work. In addition, always make sure before you begin a test that the scale is properly balanced and calibrated according to the procedure outlined in subsection C.

C. Leveling the CODES Scale

To ensure accurate weight recordings, always level the scale before you begin a test. To level your scale, perform the following steps:

1. Place both the CODES scale and Laptop on a flat level surface.
2. Connect the CODES scale to the CODES Laptop as indicated in subsection B.
3. Unplug the CODES scale's AC power supply from the AC power outlet.
4. On Model 8571 remove the weighing platter by lifting upward and locate the level bubble. On Model PS6L, the platter does not remove and the leveling bubble is on the back of the scale.
5. Adjust the feet on the bottom of the scale base by turning them in or out. First, adjust the feet so that the scale does not rock. Then, using the leveling "bubble" as a guide, adjust the scale's feet until the water bubble stops moving and is centered within the circle. You may need to move the scale to another location in order to find a level surface. Once the scale is level, continue with step 6.



6. On Model 8571, replace the weighing platter. Plug in the CODES scale's AC power supply and turn the scale ON.
7. Ensure that the scale displays zero before placing mail on the platter and between mailpiece recording. On Model 8571, if the scale does not display zero, press <0> on the scale's keyboard and an (*) will appear on the far left of the display indicating the scale is zeroed. On Model PS6L, press the zero key. If the scale (either model) does not zero, then contact your MSP. The scale may need calibrating or servicing.

D. Calibrating the CODES Scale

To calibrate scale Model No. 8571, perform the following at least once a month:

1. With the CODES scale ON and leveled, press <0> on the scale's keyboard to zero the scale. An (*) will appear at the far left of the scale's display indicating that the scale is zeroed.
2. Using the standardized weights (1 oz. and 1 lb.) included with the scale, calibrate the scale. Start with the first weight increment and place it on the weighing platter. Observe the value that appears on the scale's display. If the value displayed is incorrect, remove the sample weight and press <0> again. Re-weigh the standardized weight until the proper value is displayed. Repeat this process with your other standardized weight to ensure that all values are correct. If the scale will not calibrate, continue the test with a different scale and contact your MSP later for repair instructions.
3. Remove the standardized weights and verify that the scale's display returns to zero weight.

Scale Model PS6L can only be calibrated by Toledo, the manufacturer. However,perform the following at least once a month to determine if calibration is necessary:

1. With the scale on and leveled, press the zero key.
2. Using the standardized weights (1 oz. and 1 lb.), start with the first weight and place it on the platter. Observe the value that appears on the scale's display. If the value displayed is incorrect, remove the sample weight and press the zero key again. Re-weigh the standardized weight. Repeat this process with the other standardized weight. The scale should return to zero when the weight is removed.
3. If the scale will not display the correct weight or return to zero, inform your MSP. The scale may need service.

E. Caring for Your CODES Scale

As with any electronic equipment, you can take certain precautions to preserve the integrity of the scale. Common sense is the best tool for keeping the scale in top shape. The following is a short and by no means complete list of things you can do to help prevent damage to the scale:

- Keep the scale away from excessive heat sources, such as direct sunlight, fire, hot car in the summer, etc.
- Do not disassemble the scale.
- Keep the scale away from sources of water.
- Do not use a frayed or otherwise damaged power cord or connection cable.
- Do not place excessively heavy weights or objects on the scale.
- Do not eat or drink in the vicinity of the scale.
- Never use an abrasive cleaning agent on any part of the scale.
- Avoid dropping the scale.

For more information regarding care of your scale as well as storage requirements and routine cleaning suggestions, refer to the specific manufacturer's user's guide.

IV. CODES Equipment Security

CODES equipment is exclusively for the use of Postal Service activities. The CODES ACE Laptop along with all other test equipment must be stored in a locked area when not in use. Since the CODES ACE Laptop is used to access CODES applications, **the data collector must preserve the integrity of** test data by putting the laptop into hibernate mode or by locking the keyboard when the laptop is unattended. Access to CODES applications is granted to each district though a Managed Maintenance Account (MMA) logon ID. Passwords must only be issued to authorized Statistical Programs personnel.

The security of the equipment used to collect CODES data is extremely important to the Postal Service. Security of CODES equipment decreases the risk of theft or vandalism, and it also reduces the risk of unauthorized use of equipment and possibly unauthorized use of data.

The MSP or SSP and his or her staff is responsible for the physical security of all CODES equipment and supplies. This security includes restricting the use of CODES equipment to Statistical Programs personnel who are authorized by the MSP or SSP. The national and district security policies must be followed at all times.

All equipment must be stored in a secure place regardless of where that equipment is assigned.

The work area must contain lockable cabinets in which laptop computers, scales, diskettes, and other CODES equipment can be stored. Reasonable care must be taken to secure the CODES equipment. CODES Laptops assigned to cadre offices must follow these same procedures. Any exception to this policy must be requested in writing, and sent to the SPSC. The request must include a description of the steps that are currently being taken to secure CODES equipment.

CODES equipment is exclusively for the use of approved Headquarters Statistical Programs activities. The presence and/or use of unauthorized programs on any and all CODES equipment is prohibited. Portable computers may be a target for theft; therefore, they must be stored in a locked area when not in use. CODES Laptops and other equipment must always be secured before the data collector leaves the work area.

As an additional precaution, make sure to record all the associated serial numbers that accompany your equipment, in case of theft or loss. This information greatly assists Statistical Programs and other Postal Service organizations in locating and retrieving lost and stolen equipment.

V. Conclusion

This appendix is an overview and should be used in conjunction with your specific laptop and scale manufacturer's user's guides. For more precise information on CODES test programs, refer to chapter 3 or 4 that corresponds to the test or related tasks you perform.

Appendix C
SIRVO-IODIS MIDAS Interface

The Military/International Dispatch and Accountability System (MIDAS) automates the dispatch and billing of military and international air and surface mail. It also generates documentation associated with outbound international and military mail.

MIDAS has the ability to track the volumes of international and military mail at the receptacle level, such as by destination, origin, flight, and mail class. It is this ability to track at the receptacle level that is exploited by the SIRVO-IODIS system.

With the integration of SIRVO-IODIS and MIDAS, sample receptacles are selected automatically. Most importantly, the sample receptacles are explicitly marked as such and tracked by MIDAS. This allows for greater accuracy in sampling.

After MIDAS selects a given sample receptacle, it is tagged with a barcode label that prevents it from being dispatched before it can be sampled. After the data collector gathers the appropriate SIRVO-IODIS data from the receptacle, he or she re-enters the receptacle into the MIDAS mailstream by producing a new, “post-sampling” barcode label that alerts the Mail Processing staff that the receptacle is ready for dispatch.

An example of the first, “pre-sampled” barcode label, the one that holds the receptacle for SIRVO-IODIS sampling, is shown on the next page.

Label Example

On this page is an example of a label for a receptacle that has been selected for sampling by MIDAS.

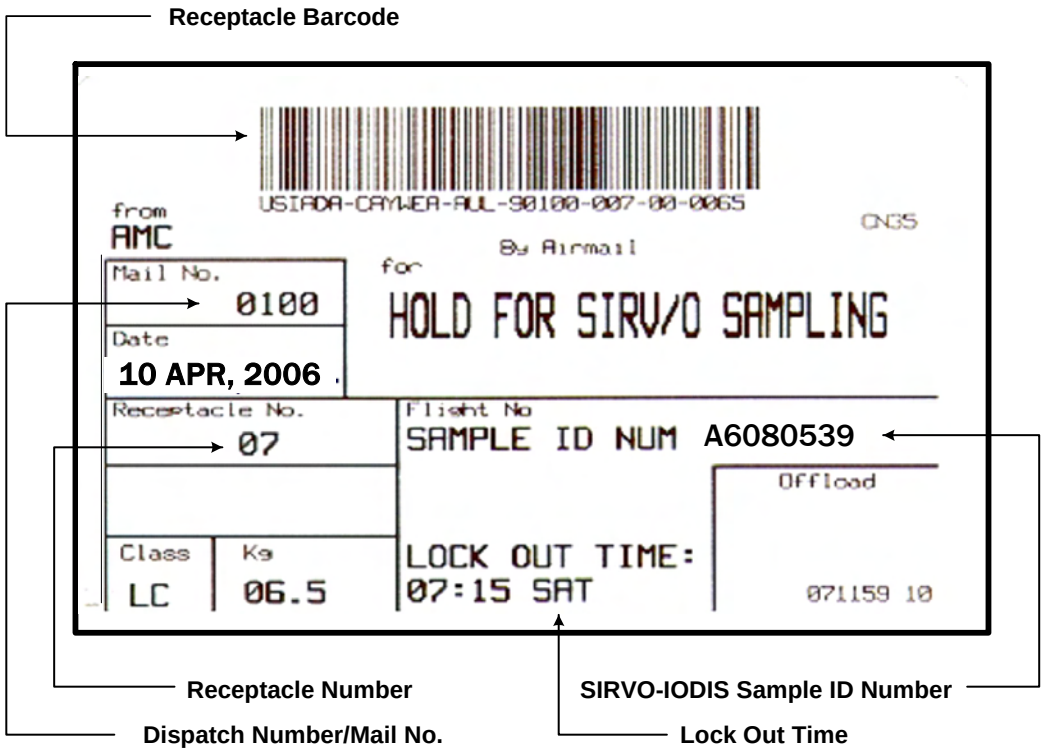


Exhibit C–1 MIDAS Label

Note the large message in the middle of the label reading "HOLD FOR SIRVO SAMPLING."

Once a "HOLD FOR SIRV/O SAMPLING" label is generated, the data collection personnel are notified that a sample is ready via their MIDAS workstation. Listed below are different examples of messages that will be printed at the MIDAS workstation.

02-09-2006, 06:10:34 - AT TERMINAL $ATP59.#TRM99 BY S. TYCHNOWITZ
SIRVO TEST receptacle - USJFKAAUSYDAAUL60048056000078 FOR ID: A6055256
SAMPLE RECEPTACLE

02-10-2006, 12:00:16 - AT TERMINAL $ATP05.#TRM15 BY D. SYSTEMS
SIRVO TEST RECEPTACLE - USJFK1ZJPTYOAAUL60011015000197 FOR ID: A6061001

LC - WEIGH ONLY RECEPTACLE

02-09-2006, 02:00:48 - AT TERMINAL $ATP59.#TRM99 BY S. TYCHNOWITZ
SIRVO TEST RECEPTACLE - USJFKAAUSYDAAUL60048051000097 FOR ID: A6055255

LC - SAMPLE RECEPTACLE

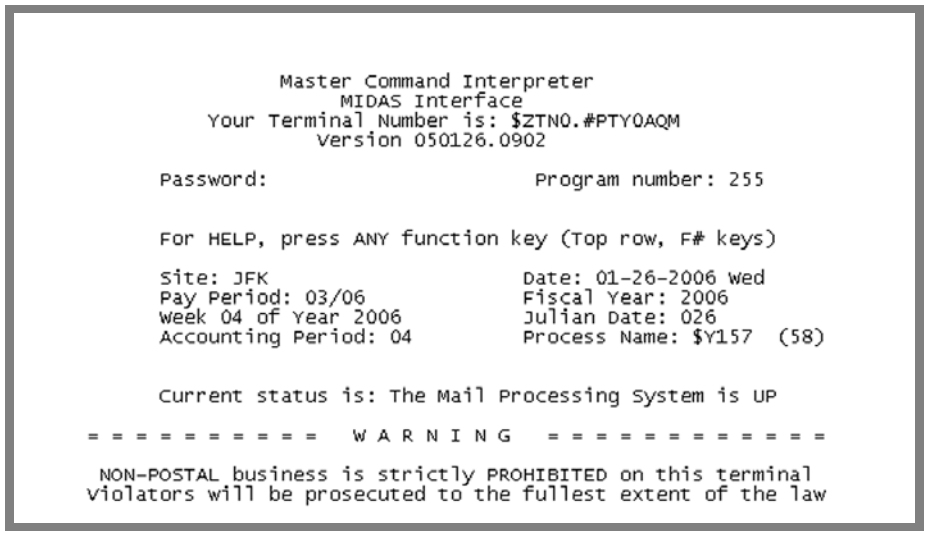


Figure C-1 Master Command Interpreter Screen

Above is the *Master Command Interpreter* (MCI) screen for the SIRVO-MIDAS interface program. This is where the user enters the first of two passwords along with the program number to gain entry into the system. The program number for the SIRVO-IODIS interface program is 255. Note that for security reasons, the password does not appear on the screen as it is typed. The program number, however, does appear (Exhibit C–1).

In the example above, the user has entered his or her first password (remember, it is not visible) and the SIRVO-IODIS program number, 255.

Note: Using Code 254 allows the user to toggle between the SIRVO-IODIS Program 255 and SIRVO-IODIS Program 256 without having to log out of one program and log into the other.

After the first password and program number have been entered, the *Password* screen appears (Figure C-2).

```
Type your Second password then press Enter ->
```

Figure C-2 Password Screen

The user must type in his or her second password, which displays the *SIRVO-IODIS MIDAS Main Menu* screen, shown below. The second password must be different from the one entered on the *Master Command Interpreter* screen (Figure C-1). Again, the password will not appear on the screen as it is typed. The *SIRVO-IODIS MIDAS Main Menu* screen displays (Figure C-3).

```
S I R V O - M I D A S   I N T E R F A C E   P R O G R A M

Enter 'S' for SELECTED RECEPTACLE File
 'M' for SAMPLE MASTER File
 'R' to  RETURN RECEPTACLES after Sampling
 'W' for MIDAS EXPECTED WEIGHT File
 'L' for LOGFILE Listings
 'C' to  CHANGE your Current Site (Current site is JFK)
       Or Press 'Enter Key' to Terminate Program


Your Choice is: S
```

Figure C-3 SIRVO-IODIS-MIDAS Main Menu Screen

This is the *SIRVO-IODIS MIDAS Main Menu* screen. Here, the user has five options, described below.

- S: Pressing the <S> key displays the selected receptacle file, which shows all receptacles selected by MIDAS to sample and the status of each receptacle.
- M: Pressing the <M> key allows you to view and modify the SIRVO-IODIS sample master file.
- R: Pressing the <R> key allows you to return a receptacle into the mailstream once it has been sampled.
- W: Pressing the <W> key shows the MIDAS expected weight file. This file is read-only.

- L: Pressing the <L> key allows you to view the report on actions such as rescheduling test dates and modifying expected weights.
- C: Pressing the <C> key allows you to see sampling activity at other locations. This option is used by Headquarters only.
- <Enter>: Simply pressing the <Enter> key quits the program altogether.

Each of these options is described below.

"S" Option: Selected Receptacle File

The "S" Option shows the status of all receptacles that have been selected for testing by MIDAS.

Selecting <S> allows you to determine if the entire sample listing is displayed or if a sample listing for a given date is shown, or if the listing will be displayed by the status of the receptacle. You may also simply press <Enter> to return to the main screen.

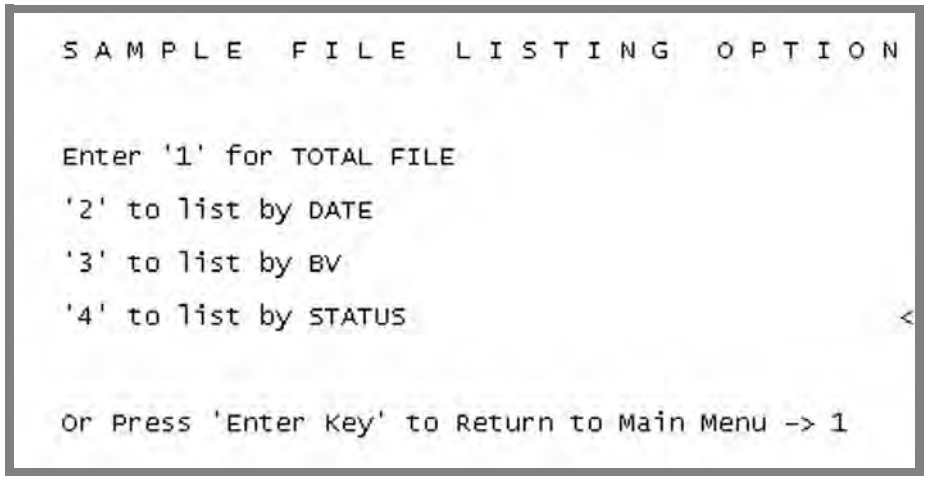


Figure C-4 Sample File Listing Option Screen.

This screen shows the user's options for displaying the sample file listing. The four options are described below in sections 1 through 4.

Note: After each screen, you will be asked if you would like a hard copy of the information shown on the screen. See Figure C-5 below.

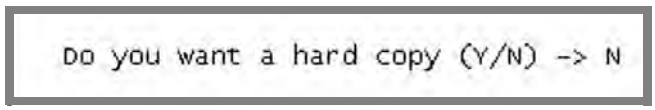


Figure C-5 Hard Copy Question Screen

No was selected to answer the question on the *Hard Copy Question* screen which is displayed next to the arrow.

1. Selecting '1' displays the entire sample listing.

```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS        SAMP ID#  BV
---------------------------------- -------------- -------------- -------- ------
USJFKA-AEDXBA-AUA-80059-028-00-0107 01/24/06 13:21 D    24 MIN   A9020403
USJFKA-AEDXBA-AUA-80059-029-00-0137 01/24/06 13:28 D    16 MIN   A9020403
USJFKA-AEDXBA-AUL-40297-001-00-0123 01/27/06 05:55 RET 122 MIN   A5010530
USJFKA-AEDXBA-AUL-40297-004-10-0019 01/27/06 16:34 WT ONLY Q1/J1 A5010530
USJFKA-AGANUA-AUL-40098-001-00-0108 04/26/06 10:37 RET 189 MIN   A4070510
USJFKA-AGANUA-AUL-40120-001-00-0161 05/27/06 12:28 RET  76 MIN   A4080525
USJFKA-AIAXAA-AUL-40107-001-00-0040 04/20/06 14:35 MOD 425 MIN L A4070468 NO BV
USJFKA-AIAXAA-AUL-40136-002-00-0085 05/21/06 12:42 RET  29 MIN   A4080485
USJFKA-AIAXAA-AUL-40233-001-00-0008 06/10/06 11:30 RET 137 MIN   A4120378
USJFKA-ALTIAA-AUL-40213-001-00-0101 07/28/06 02:18 RET  43 MIN   A4110539
USJFKA-AMEVNA-ACN-40055-001-00-0063 04/15/06 04:36 RET  67 MIN   A4070427
USJFKA-AMEVNA-ACN-40055-002-00-0178 04/15/06 21:38 RET  24 MIN   A4070427
USJFKA-ANCURA-AUL-40179-001-00-0108 07/16/06 12:55 RET 242 MIN   A4100444
USJFKA-ANCURA-AUL-40179-002-00-0072 07/16/06 15:19 WT ONLY 1 /   A4100444
USJFKA-ANCURA-AUL-40286-001-00-0110 08/15/06 14:57 RET1004 MIN   A5020420


Press 'S' to Stop or any other key to continue -> S
```

Figure C-6 *SIRVO-IODIS Total Sample File Option* screen.

Shown in Figure C-6 is the listing of the total sample file. An explanation of each of the columns is given below. Note that the first seven fields make up the 29-character barcode. A more detailed explanation of the barcode is found in RM 3–5.

START TIME—Date and time the sample receptacle was pulled, in 24-hour format.

REMARKS—Information about the status of the receptacle, including its location.

SAMPLE ID—The sample ID of the receptacle listed.

BV - Bulletin of Verification status.

At the bottom of each listing screen, the user has the option of pressing the <S> key to stop the listing or pressing any other key to continue to see more of the list.

2. Selecting '2' from the Sample File Listing Option

See Figure C-4 for a view of the *Sample File Listing* screen showing options '1', '2', '3' and '4'. If you select number '2', you will be asked to enter the date information. See Figure C-7 below.

```
Please enter 'T' for today's date,
or any other Search Date in format YYYYMMDD -> 20060413
```

Figure C-7 Date Format Screen

After selecting ‘2’, enter ‘T’ for today’s date. If you would like to search for any other sample starting date, use the format YYYYMMDD — 20060413 shown above. You will again be asked if you would like a hard copy of the sample file. See Figure C-5.

Selecting <2> displays the sample listing for a given date.

3. Selecting ‘3’ from the Sample File Listing Option

Select ‘3’ from the *Sample File Listing Option* screen, Figure C-4. The Bulletin of Verification Option screen then displays.

4. Selecting ‘4’ from the Sample File Listing Option

Select ‘4’ from the *Sample File Listing Option* screen, Figure C-4. The Status File option screen then displays (Figure C-8).

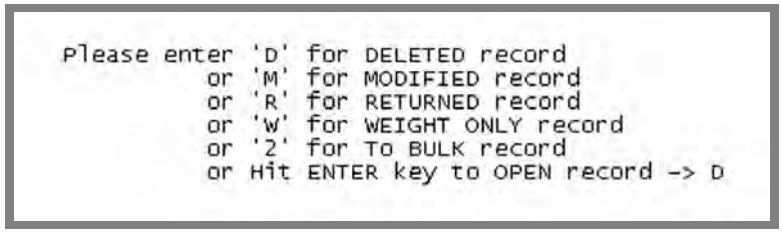


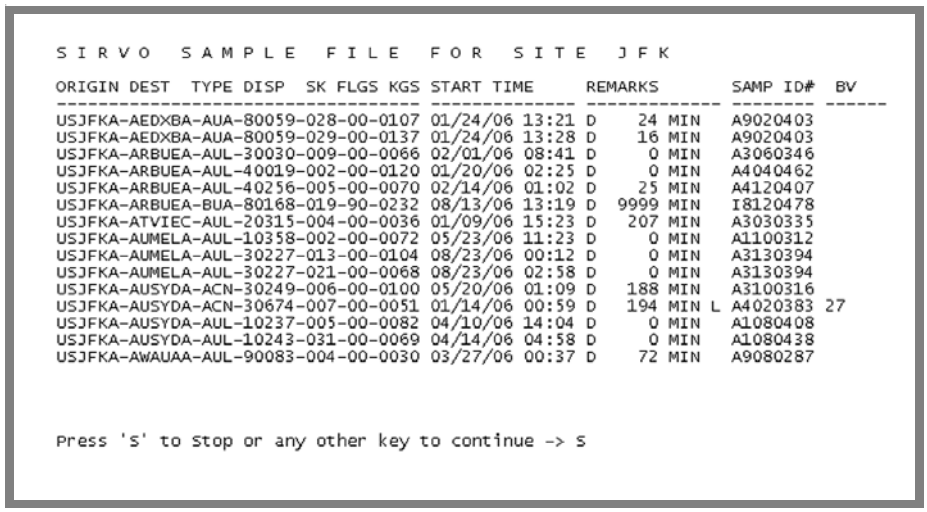
Figure C-8 Status File Option Screen

Select the type of record that you would like to display by pressing <D> to display *Deleted* records, <M> to display *Modified* records, <R> to display *Returned* records, <W> to display *Weight Only* records, <2> to display *Bulk* records, and any key to *Open* a record. After making your selection, press <Enter> to open the record list.

In Figure C-8 above, note that <D> has been entered.

Remember that you will be asked again if you would like a hard copy of the displayed screen. See Figure C-5.

a. Enter <D> to display Deleted records.



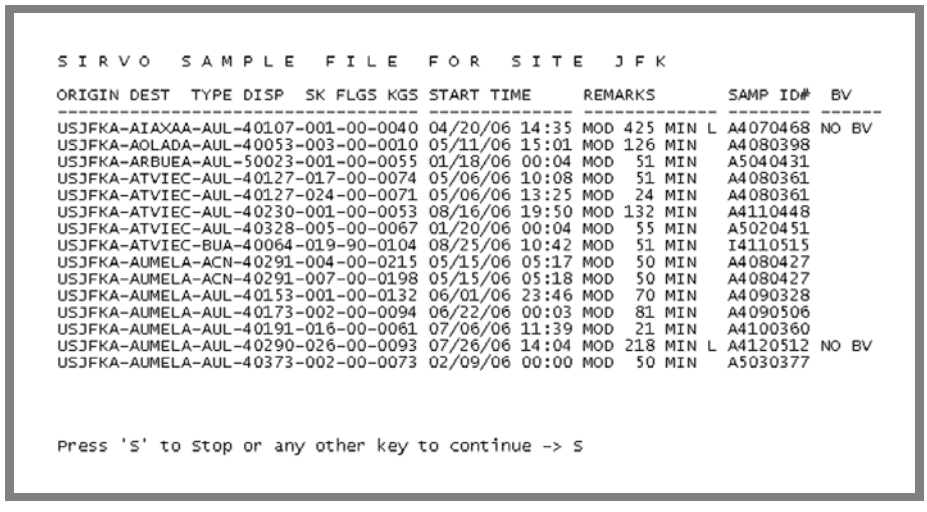
```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS       SAMP ID#  BV
---------------------------------- -------------- ------------- -------- ------
USJFKA-AEDXBA-AUA-80059-028-00-0107 01/24/06 13:21 D    24 MIN   A9020403
USJFKA-AEDXBA-AUA-80059-029-00-0137 01/24/06 13:28 D    16 MIN   A9020403
USJFKA-ARBUEA-AUL-30030-009-00-0066 02/01/06 08:41 D     0 MIN   A3060346
USJFKA-ARBUEA-AUL-40019-002-00-0120 01/20/06 02:25 D     0 MIN   A4040462
USJFKA-ARBUEA-AUL-40256-005-00-0070 02/14/06 01:02 D    25 MIN   A4120407
USJFKA-ARBUEA-BUA-80168-019-90-0232 08/13/06 13:19 D  9999 MIN   I8120478
USJFKA-ATVIEC-AUL-20315-004-00-0036 01/09/06 15:23 D   207 MIN   A3030335
USJFKA-AUMELA-AUL-10358-002-00-0072 05/23/06 11:23 D     0 MIN   A1100312
USJFKA-AUMELA-AUL-30227-013-00-0104 08/23/06 00:12 D     0 MIN   A3130394
USJFKA-AUMELA-AUL-30227-021-00-0068 08/23/06 02:58 D     0 MIN   A3130394
USJFKA-AUSYDA-ACN-30249-006-00-0100 05/20/06 01:09 D   188 MIN   A3100316
USJFKA-AUSYDA-ACN-30674-007-00-0051 01/14/06 00:59 D   194 MIN L A4020383 27
USJFKA-AUSYDA-AUL-10237-005-00-0082 04/10/06 14:04 D     0 MIN   A1080408
USJFKA-AUSYDA-AUL-10243-031-00-0069 04/14/06 04:58 D     0 MIN   A1080438
USJFKA-AWAUAA-AUL-90083-004-00-0030 03/27/06 00:37 D    72 MIN   A9080287



Press 'S' to Stop or any other key to continue -> S
```

Figure C-9 Deleted Sample File Screen

The *Deleted Sample File* screen shown above displays all files that have been deleted, as "Deleted" was the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice the "D" shown in the *REMARKS* column of each file listed.

- Pressing <Enter> returns the user to the Main Menu (Figure C-3).

b. Enter <M> to display Modified records.

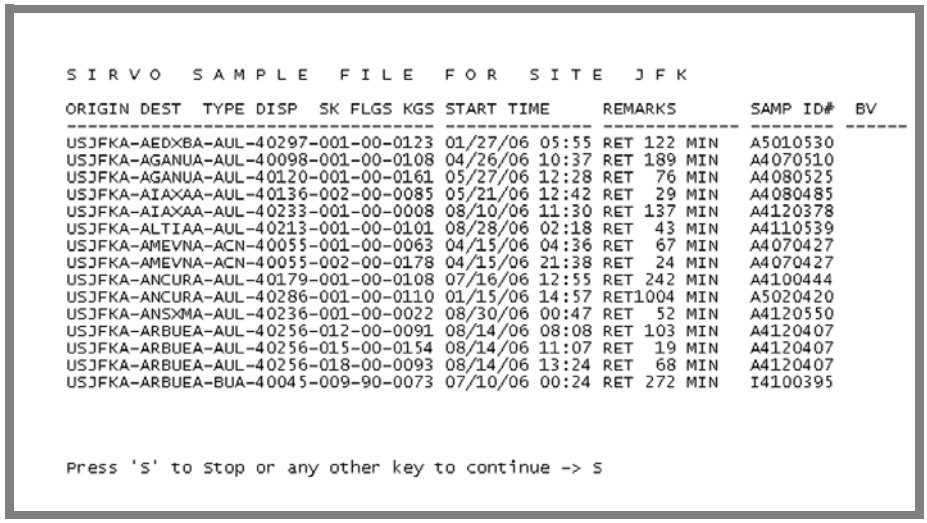


```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS       SAMP ID#  BV
---------------------------------- -------------- ------------- -------- ------
USJFKA-AIAXAA-AUL-40107-001-00-0040 04/20/06 14:35 MOD 425 MIN L A4070468 NO BV
USJFKA-AOLADA-AUL-40053-003-00-0010 05/11/06 15:01 MOD 126 MIN   A4080398
USJFKA-ARBUEA-AUL-50023-001-00-0055 01/18/06 00:04 MOD  51 MIN   A5040431
USJFKA-ATVIEC-AUL-40127-017-00-0074 05/06/06 10:08 MOD  51 MIN   A4080361
USJFKA-ATVIEC-AUL-40127-024-00-0071 05/06/06 13:25 MOD  24 MIN   A4080361
USJFKA-ATVIEC-AUL-40230-001-00-0053 08/16/06 19:50 MOD 132 MIN   A4110448
USJFKA-ATVIEC-AUL-40328-005-00-0067 01/20/06 00:04 MOD  55 MIN   A5020451
USJFKA-ATVIEC-BUA-40064-019-90-0104 08/25/06 10:42 MOD  51 MIN   I4110515
USJFKA-AUMELA-ACN-40291-004-00-0215 05/15/06 05:17 MOD  50 MIN   A4080427
USJFKA-AUMELA-ACN-40291-007-00-0198 05/15/06 05:18 MOD  50 MIN   A4080427
USJFKA-AUMELA-AUL-40153-001-00-0132 06/01/06 23:46 MOD  70 MIN   A4090328
USJFKA-AUMELA-AUL-40173-002-00-0094 06/22/06 00:03 MOD  81 MIN   A4090506
USJFKA-AUMELA-AUL-40191-016-00-0061 07/06/06 11:39 MOD  21 MIN   A4100360
USJFKA-AUMELA-AUL-40290-026-00-0093 07/26/06 14:04 MOD 218 MIN L A4120512 NO BV
USJFKA-AUMELA-AUL-40373-002-00-0073 02/09/06 00:00 MOD  50 MIN   A5030377



Press 'S' to Stop or any other key to continue -> S
```

Figure C-10 Modified Sample File Screen

The Modified *Sample File* screen shown above displays all files that have been modified, as "Modified" was the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice the "MOD" shown in the *REMARKS* column of each file listed.

- Pressing <Enter> returns the user to the Main Menu (Figure C-3).
- Enter <R> to display Returned records.



```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS       SAMP ID#  BV
---------------------------------- -------------- ------------- -------- ------
USJFKA-AEDXBA-AUL-40297-001-00-0123 01/27/06 05:55 RET 122 MIN   A5010530
USJFKA-AGANUA-AUL-40098-001-00-0108 04/26/06 10:37 RET 189 MIN   A4070510
USJFKA-AGANUA-AUL-40120-001-00-0161 05/27/06 12:28 RET  76 MIN   A4080525
USJFKA-AIAXAA-AUL-40136-002-00-0085 05/21/06 12:42 RET  29 MIN   A4080485
USJFKA-AIAXAA-AUL-40233-001-00-0008 08/10/06 11:30 RET 137 MIN   A4120378
USJFKA-ALTIAA-AUL-40213-001-00-0101 08/28/06 02:18 RET  43 MIN   A4110539
USJFKA-AMEVNA-ACN-40055-001-00-0063 04/15/06 04:36 RET  67 MIN   A4070427
USJFKA-AMEVNA-ACN-40055-002-00-0178 04/15/06 21:38 RET  24 MIN   A4070427
USJFKA-ANCURA-AUL-40179-001-00-0108 07/16/06 12:55 RET 242 MIN   A4100444
USJFKA-ANCURA-AUL-40286-001-00-0110 01/15/06 14:57 RET1004 MIN   A5020420
USJFKA-ANSXMA-AUL-40236-001-00-0022 08/30/06 00:47 RET  52 MIN   A4120550
USJFKA-ARBUEA-AUL-40256-012-00-0091 08/14/06 08:08 RET 103 MIN   A4120407
USJFKA-ARBUEA-AUL-40256-015-00-0154 08/14/06 11:07 RET  19 MIN   A4120407
USJFKA-ARBUEA-AUL-40256-018-00-0093 08/14/06 13:24 RET  68 MIN   A4120407
USJFKA-ARBUEA-BUA-40045-009-90-0073 07/10/06 00:24 RET 272 MIN   I4100395



Press 'S' to Stop or any other key to continue -> S
```

Figure C-11 Returned Sample File Screen

The *Returned Sample File* screen shown above displays all files that have been returned, as “Returned” was the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice the *RET* shown in the *REMARKS* column of each file listed.

- Pressing <Enter> returns the user to the Main Menu (Figure C-3).

c. Enter <R> to display Weight Only records.

```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS       SAMP ID#  BV
---------------------------------- -------------- ------------- -------- ------
USJFKA-AEDXBA-AUL-40297-004-10-0019 01/27/06 16:34 WT ONLY Q1/J1 A5010530
USJFKA-ANCURA-AUL-40179-002-00-0072 07/16/06 15:19 WT ONLY 1 /   A4100444
USJFKA-ANSXMA-AUL-40141-001-10-0005 05/30/06 02:19 WT ONLY 55/95 A4080554
USJFKA-ANSXMA-AUL-40178-001-10-0007 07/14/06 04:25 WT ONLY 55/95 A4100433
USJFKA-ANSXMA-AUL-40192-001-10-0024 08/03/06 04:15 WT ONLY 66/A4 A4110347
USJFKA-AOLADA-AUL-40109-002-10-0005 08/29/06 12:10 WT ONLY 62/A3 A4120536
USJFKA-ATVIEC-AUL-40331-022-00-0130 02/23/06 14:03 WT ONLY 97/E5 A5020476
USJFKA-AUMELA-AUL-40401-049-10-0009 03/30/06 01:04 WT ONLY Q1/J1 A5030555
USJFKA-AUSYDA-ACN-40289-015-10-0051 04/04/06 11:11 WT ONLY 74/B6 A4070339
USJFKA-AUSYDA-AUL-40226-003-10-0067 07/23/06 00:16 WT ONLY 55/95 A4100499
USJFKA-AWAUAA-AUL-40115-002-10-0005 05/08/06 06:03 WT ONLY C2/J0 A4080378
USJFKA-AWAUAA-AUL-40322-002-10-0014 03/23/06 04:07 WT ONLY L7/95 A5030508
USJFKA-BASJJA-AUL-40289-003-00-0113 02/22/06 14:50 WT ONLY 3 /   A5020475
USJFKA-BEBRUA-AUL-40369-005-00-0128 08/20/06 21:45 WT ONLY 51/85 A4120457
USJFKA-BIBJMA-AUL-40104-002-10-0005 05/10/06 14:39 WT ONLY 66/A4 A4080397



Press 'S' to Stop or any other key to continue -> S
```

Figure C-12 Weight Only Sample File Screen

The *Weight Only Sample File* screen shown above displays all files that are weigh only, as "Weight Only" was the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice the *WT ONLY* shown in the *REMARKS* column of each file listed.

Pressing <Enter> returns the user to the Main Menu (Figure C-3).

d. Enter <2> to display "To Bulk" records.

```
S I R V O   S A M P L E   F I L E   F O R   S I T E   J F K

ORIGIN DEST  TYPE DISP  SK FLGS KGS START TIME     REMARKS       SAMP ID#  BV
---------------------------------- -------------- ------------- -------- ------
USJFKA-JPKIXA-BUA-40026-002-90-2050 05/19/06 08:20 2 BULK  37/62 I4080469
USJFKA-JPKIXA-BUA-40053-002-90-3410 01/06/06 16:15 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-003-90-3410 01/06/06 16:17 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-004-90-3410 01/06/06 16:18 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-005-90-3410 01/06/06 16:18 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-006-90-3410 01/06/06 16:19 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-007-90-3410 01/06/06 16:19 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-008-90-3410 01/06/06 16:20 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-009-90-3410 01/06/06 16:22 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-010-90-3410 01/06/06 16:23 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-011-90-3410 01/06/06 16:24 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-012-90-3410 01/06/06 16:24 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-013-90-3410 01/06/06 16:26 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-014-90-3410 01/06/06 16:29 2 BULK  37/61 I5010368
USJFKA-JPKIXA-BUA-40053-015-90-3410 01/06/06 16:30 2 BULK  37/61 I5010368



Press 'S' to Stop or any other key to continue -> S
```

Figure C-13 To Bulk Sample File Screen

The To Bulk Sample File screen shown above displays all files that have been selected, as “To Bulk” was the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice the *2 BULK* shown in the *REMARKS* column of each file listed.

Pressing <Enter> returns the user to the Main Menu (Figure C-3).

e. Press <Enter> on the Status File Option screen (Figure C-8) to display “Open” records.

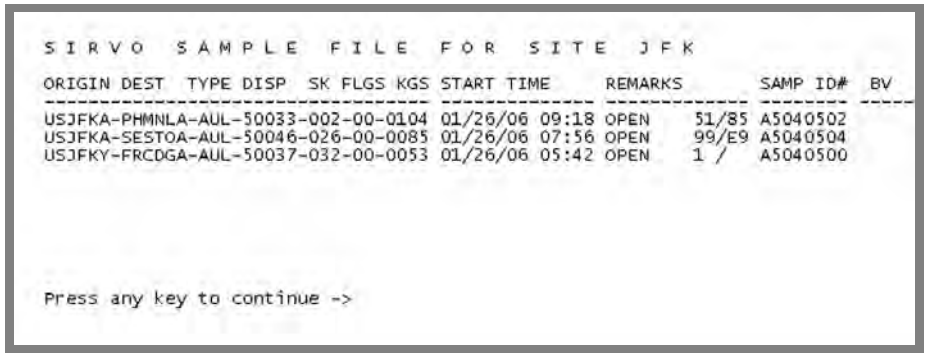


Figure C-14 Open Sample File Screen

The *Open Sample File* screen shown above displays all files that are open, as *Open* is the option requested by the data collector on the *Sample File Listing Option* screen (Figure C-4). Notice that *OPEN* is shown in the *REMARKS* column of each file listed.

Pressing <Enter> returns the user to the Main Menu (Figure C-3).

‘M’ Option: Master File to List or Reschedule Records

The ‘M’ option from the *SIRVO-IODIS MIDAS Main Menu* screen (Figure C-3) displays the master list of samples selected for testing by MIDAS.

Selecting <M> from Figure C-3 displays the *SIRVO-IODIS Master File Option* screen (Figure C-15). Selecting <L> or <R> determines how the files are displayed.

List Records

Figure C-15 SIRVO-IODIS Master File Option Screen

1. **Press <L> to list the samples that are present in the sample master file.**

   The user selects the <L> key on the *Master File Option* screen (Figure C-15), and the *Master File Listing Option* screen (Figure C-16) appears. This gives a list of the upcoming tests.

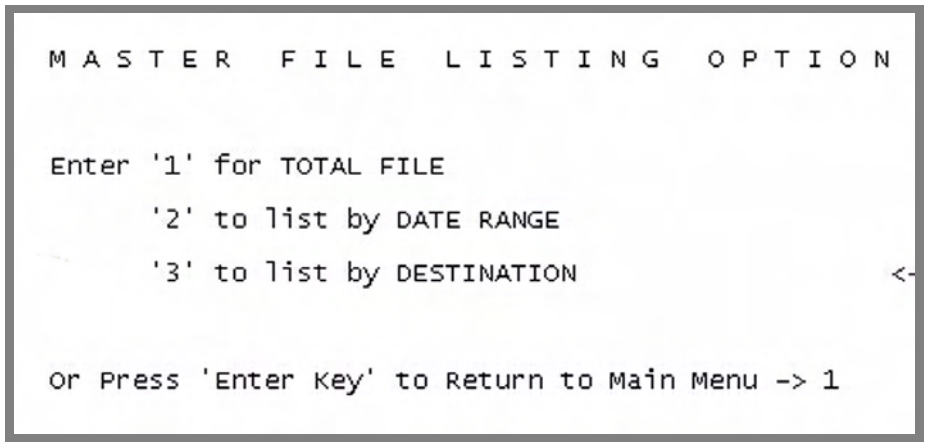


Figure C-16 Master File Listing Option Screen

The *Master File Listing Option* screen allows the user to select the entire file, to list a portion by a range of dates, or to list the selected files by destination.

Enter the number by the selected choice, or press <Enter> to return to the main menu.

Once the choice is made, the system again asks whether the user wishes to print to the screen or to the printer.

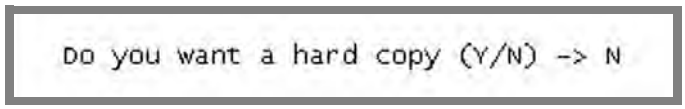
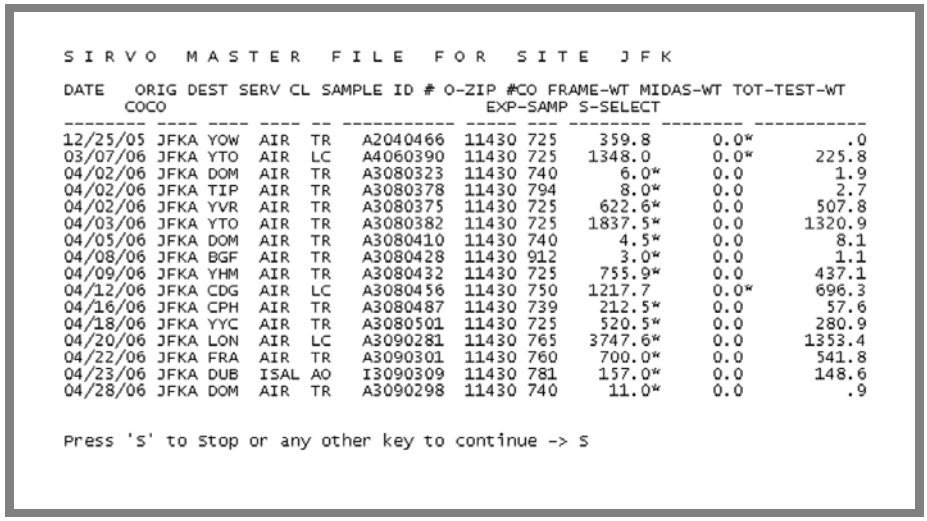


Figure C-17 Hard Copy Question Screen

- Selecting <1> from the *Master File Listing Option* screen (Figure C-16) displays the total Master File Listing (Figure C-18).



SIRVO MASTER FILE FOR SITE JFK

DATE	ORIG	DEST	SERV	CL	SAMPLE ID #	O-ZIP	#CO	FRAME-WT	MIDAS-WT	TOT-TEST-WT
	COCO							EXP-SAMP	S-SELECT	
12/25/05	JFKA	YOW	AIR	TR	A2040466	11430	725	359.8	0.0*	.0
03/07/06	JFKA	YTO	AIR	LC	A4060390	11430	725	1348.0	0.0*	225.8
04/02/06	JFKA	DOM	AIR	TR	A3080323	11430	740	6.0*	0.0	1.9
04/02/06	JFKA	TIP	AIR	TR	A3080378	11430	794	8.0*	0.0	2.7
04/02/06	JFKA	YVR	AIR	TR	A3080375	11430	725	622.6*	0.0	507.8
04/03/06	JFKA	YTO	AIR	TR	A3080382	11430	725	1837.5*	0.0	1320.9
04/05/06	JFKA	DOM	AIR	TR	A3080410	11430	740	4.5*	0.0	8.1
04/08/06	JFKA	BGF	AIR	TR	A3080428	11430	912	3.0*	0.0	1.1
04/09/06	JFKA	YHM	AIR	TR	A3080432	11430	725	755.9*	0.0	437.1
04/12/06	JFKA	CDG	AIR	LC	A3080456	11430	750	1217.7	0.0*	696.3
04/16/06	JFKA	CPH	AIR	TR	A3080487	11430	739	212.5*	0.0	57.6
04/18/06	JFKA	YYC	AIR	TR	A3080501	11430	725	520.5*	0.0	280.9
04/20/06	JFKA	LON	AIR	LC	A3090281	11430	765	3747.6*	0.0	1353.4
04/22/06	JFKA	FRA	AIR	TR	A3090301	11430	760	700.0*	0.0	541.8
04/23/06	JFKA	DUB	ISAL	AO	I3090309	11430	781	157.0*	0.0	148.6
04/28/06	JFKA	DOM	AIR	TR	A3090298	11430	740	11.0*	0.0	.9

Press 'S' to Stop or any other key to continue -> S

Figure C-18 Master File for Site Screen

Shown is the total listing of the sample master file. An explanation of each of the columns is given below.

At the bottom of each screen of the listing, the user has the option of pressing the <S> key to stop the listing or any other key to continue to see more of the list. This option is useful due to the large size of the sample master file.

DATE - The date of the test.

ORIG - The origin location and exchange office qualifier.

DEST - The destination country and exchange office qualifier.

SERV - The type of service (Air, Surface, ISAL).

CL - The class (LC-letter class, TR-tray, AO-other articles).

SAMPLE ID# - The sample ID of the test.

O-ZIP - The ZIP code of the testing office.

#CO - The country code number.

FRAME WT - Weight generated by Headquarters from prior weights.**

MIDAS WT - MIDAS weight from same day of week one week earlier.**

TOTAL-TEST-WT - Total accumulated test weight.

**The asterisk (*) indicates which weight has been selected for the expected test weight.

- Selecting <2> from the *Master File Listing Option* screen (Figure C-16) displays the listing file by date range. Once the selection of number '2' is made, enter the date information. See Figure C-19 below.

```
START DATE:

Please enter 'T' for today's date,
or any other Search Test Date in format YYYYMMDD (e.g. 20061207) -> 20060514


END DATE:

Please enter 'T' for today's date,
any other Search Test Date in format YYYYMMDD (e.g. 20061207)
or press Enter Key for single Test date search -> 20060515
```

Figure C-19 Master File Date Format Screen

Follow the instructions on the screen to format the date for your search. Press <Enter> for any single test date search (e.g. 20060515).

You will again be asked if you want a hard copy. See Figure C-17

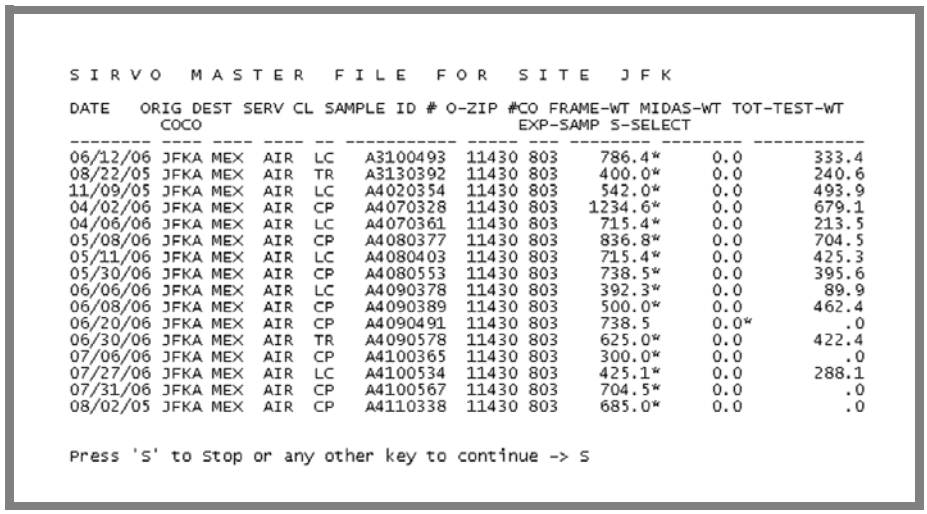
Enter <S> to stop the listing or press any other key to continue.

- Selecting <3> from the *Master File Listing Option* screen (Figure C-16) displays the listing file by *DESTINATION*. Once the selection of number '3' is made, you will be asked to enter the *Destination City code*. See Figure C-20 below.

```
Please enter Destination City code (i.e. MEX) -> MEX
```

Figure C-20 Destination City Code Screen

Once the *Destination City Code* is entered, the *Master File* screen displays for the selected destination (Figure C-21).



```
S I R V O   M A S T E R   F I L E   F O R   S I T E   J F K

DATE    ORIG DEST SERV CL SAMPLE ID # O-ZIP #CO FRAME-WT MIDAS-WT TOT-TEST-WT
          COCO                                EXP-SAMP S-SELECT
-------- ---- ---- ---- -- ---------- ----- --- -------- --------- -----------
06/12/06 JFKA MEX  AIR  LC   A3100493  11430 803    786.4*      0.0       333.4
08/22/05 JFKA MEX  AIR  TR   A3130392  11430 803    400.0*      0.0       240.6
11/09/05 JFKA MEX  AIR  LC   A4020354  11430 803    542.0*      0.0       493.9
04/02/06 JFKA MEX  AIR  CP   A4070328  11430 803   1234.6*      0.0       679.1
04/06/06 JFKA MEX  AIR  LC   A4070361  11430 803    715.4*      0.0       213.5
05/08/06 JFKA MEX  AIR  CP   A4080377  11430 803    836.8*      0.0       704.5
05/11/06 JFKA MEX  AIR  LC   A4080403  11430 803    715.4*      0.0       425.3
05/30/06 JFKA MEX  AIR  CP   A4080553  11430 803    738.5*      0.0       395.6
06/06/06 JFKA MEX  AIR  LC   A4090378  11430 803    392.3*      0.0        89.9
06/08/06 JFKA MEX  AIR  CP   A4090389  11430 803    500.0*      0.0       462.4
06/20/06 JFKA MEX  AIR  CP   A4090491  11430 803    738.5       0.0*         .0
06/30/06 JFKA MEX  AIR  TR   A4090578  11430 803    625.0*      0.0       422.4
07/06/06 JFKA MEX  AIR  CP   A4100365  11430 803    300.0*      0.0          .0
07/27/06 JFKA MEX  AIR  LC   A4100534  11430 803    425.1*      0.0       288.1
07/31/06 JFKA MEX  AIR  CP   A4100567  11430 803    704.5*      0.0          .0
08/02/05 JFKA MEX  AIR  CP   A4110338  11430 803    685.0*      0.0          .0

Press 'S' to Stop or any other key to continue -> S
```

Figure C-21 Master File Destination Format Screen

At the bottom of the screen, the user has the option of pressing the <S> key to stop the listing or pressing any other key to continue to see more of the list. This option is useful due to the large size of the Master file.

Reschedule Records

2. Select <R> from the *SIRVO-IODIS Master File Option* screen (Figure C-22) to reschedule records.

This option allows the user to change a test's date, frame weight, or to force the frame weight to be used as the expected weight.

```
S I R V O   M A S T E R   F I L E   O P T I O N

Enter 'L' to LIST Records

      'R' to RESCHEDULE Records


Or Press 'Enter Key' to Return to Main Menu -> R
```

Figure C-22 SIRVO-IODIS Master File Option Screen

Select the <R> option to reschedule records.

The *Master File Reschedule Option* screen (Figure C-23) displays.

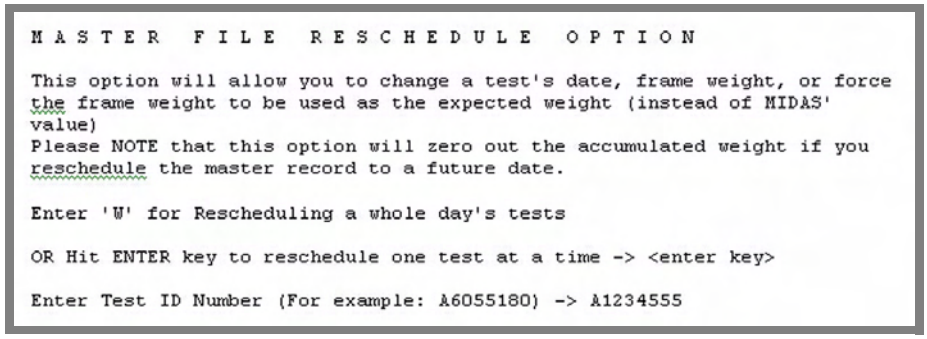


Figure C-23 Master File Reschedule Option Screen

Enter <W> to reschedule all tests for an entire day.

Press <Enter> to reschedule one test at a time.

Enter the Test ID Number for the test that is to be rescheduled. After entering the test ID number, the *Modify Test* screen (Figure C-24) displays the test that is to be rescheduled.

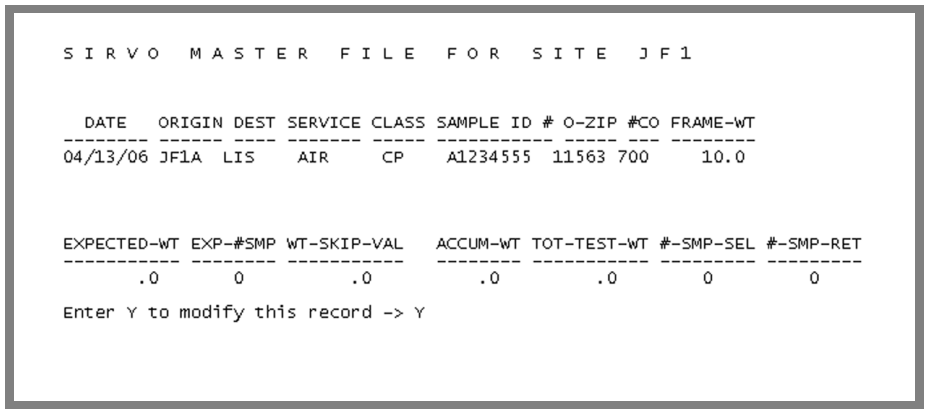


Figure C-24 Modify Test Screen

Enter <Y> to modify the test record displayed on the screen

The *Modification of Master Record* screen (Figure C-25) displays.

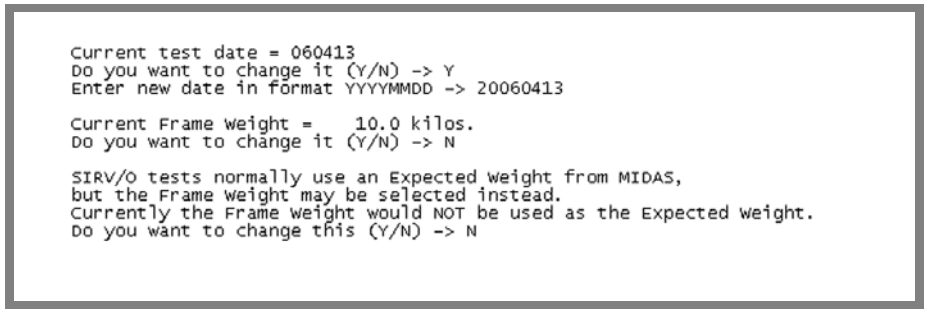


Figure C-25 Modification of Master Record Screen

Follow the prompts on the screen to modify the test date, the frame weight, and/or the expected weight.

Note: The MIDAS weight must be adjusted to allow for *Missorted Domestic Mail* and *Missorted International Mail* that is returned to mail processing.

Once you answer each question on the *Modification of Master Record* screen, the new test record displays on the following *Modified Master File* screen (Figure C-26).

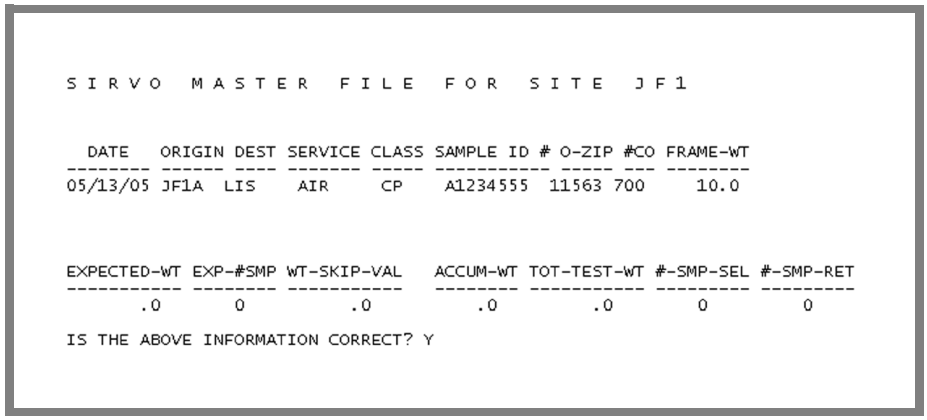


Figure C-26 Modified Master File Screen

If the information is correctly displayed on the *Modified Master File* screen, answer *Yes,* <Y>, to the question *Is The Above Information Correct?*

If the information is incorrect, answer *No,* <N>, and correct the information on the *Modification of Record* screen (Figure C-25).

Indicating that the modification is correct displays the *Modify Additional Records* screen (Figure C-27).

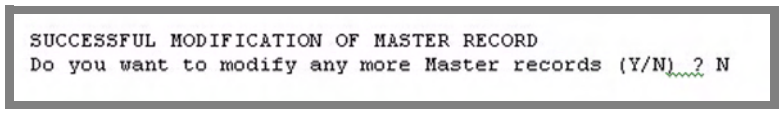


Figure C-27 Modify Additional Records Screen

Notification that the modification is successful appears on the above screen and the option is given to modify additional records.

To modify additional records enter *Yes,* <Y>, on Figure C-27 and repeat the process described in this step.

'R' Option: Return Receptacles

As has been done in the past, the actual data entry for SIRVO-IODIS tests is conducted using the SIRVO-IODIS data entry software. Once that has been completed, the receptacle must be re-entered into the MIDAS system.

The 'R' option from the main program screen is used to "check in" a receptacle; that is, return a receptacle to the mail stream once it has been sampled. This marks the receptacle as ready for dispatch.

Upon choosing the *R Option* from the *SIRVO-IODIS-MIDAS Interface Program* screen (Figure C-3), the user sees the *Return Receptacles Option* screen (Figure C-28).

Note: The *Return Receptacles* option is performed by the data collector, not by the MIDAS operator.

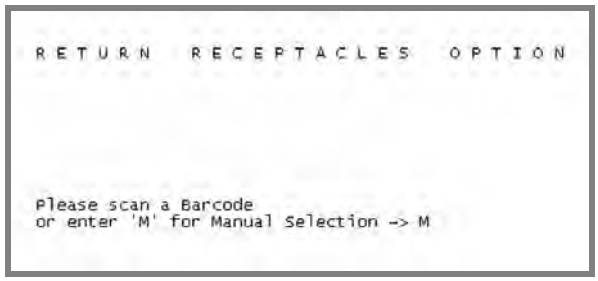


Figure C-28 Return Receptacles Option Screen

This entry screen is used to identify the receptacle that is being re-entered to the mail stream. There are two ways to return a receptacle to the mail stream for dispatch. One way is to use the hand-held barcode scanner to read the barcode attached to the receptacle. The other is to enter <M> for a manual selection of the barcode.

Once the *SIRVO-IODIS Manual Sample Option* screen displays, you will be given directions to enter the line number of the receptacle that is to be returned; to press <S> to stop the list of barcodes, or to press any other key to continue. The *Return Receptacles Verify* screen then appears to let you know that your receptacle has been located in the sample file. See Figure C-29 below.

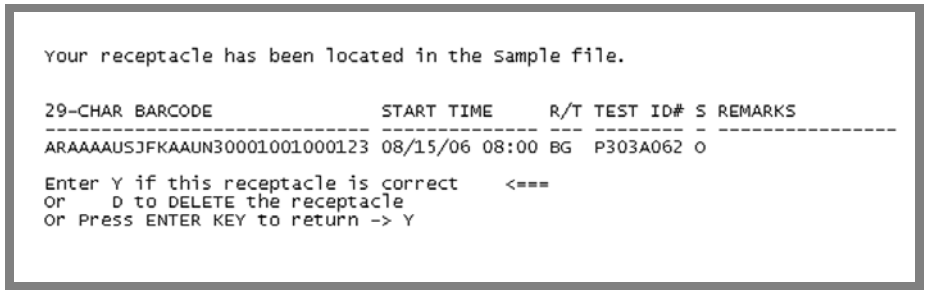


Figure C-29 Return Receptacles Verify Screen

The *Return Receptacles Verify* screen displays the 29–character barcode, the start time, the receptacle type, the test ID#, the Status, and any remarks of the selected sample.

This screen displays a manual entry and an entry when the barcode is scanned.

The *Return Receptacles Verify* screen displays 3 options; (1) to enter the selected receptacle into the mailstream, (2) to delete the selected receptacle, or (3) to return to the list of receptacles. The following describes these 3 options:

Follow the directions shown on the screen by entering <Y> if the receptacle shown is correct; entering <D> if the receptacle shown should be deleted, or press the <Enter> key to return to the list of receptacles.

1. **Verifying your selection.**

   Selecting <Y> indicates that the receptacle shown on the screen (Figure C-29) is correct and displays a message informing the user that the receptacle has successfully been re-entered into the mailstream.

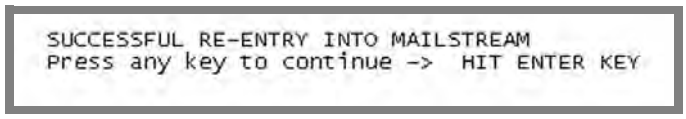


Figure C-30 Return Receptacles Successful Re-entry Screen

   Press the <Enter> key to return to the *SIRVO-IODIS-MIDAS Main Menu* screen (Figure C-3).

2. Deleting the receptacle

A receptacle should only be deleted from the sample if the majority of the mail has been permanently removed from the receptacle during sampling. For instance, a receptacle weighing 10 kg. is selected by MIDAS for sampling. Upon sampling, it is discovered that mail totaling 7 kg. is not actually destined to the destinating country. This receptacle should be deleted from the sample since more than half of its original mail was removed during sampling.

When a receptacle is deleted from the sample, the data collector should empty the receptacle and return all the loose mail, along with the now-invalid MIDAS label, to Operations so that the mail may be reprocessed by Operations.

"W" Option: MIDAS Expected Weight File

The 'W' option from the *SIRVO-IODIS-MIDAS Main Menu* screen (Figure C-31) displays the master list of samples selected for testing by MIDAS.

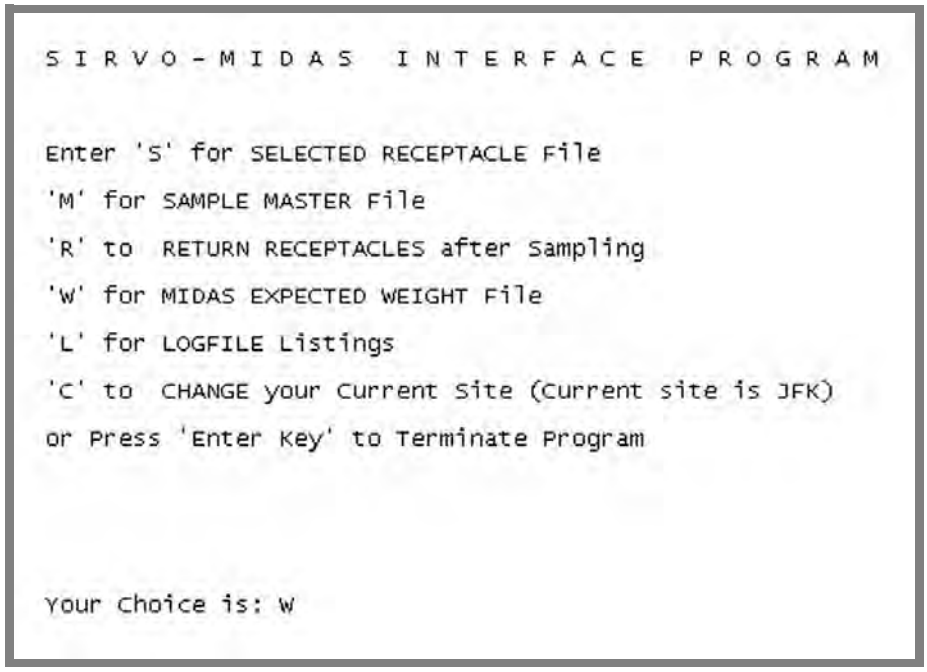


Figure C-31 SIRVO-IODIS MIDAS Main Menu Screen

Selecting <W> from Figure C-31 displays the *Sample Master File Option* screen (Figure C-32) which allows the user to determine how the MIDAS Expected Weight file is displayed.

```
S U M M A R Y   F I L E   L I S T I N G   O P T I O N


Enter '1' for TOTAL FILE
      '2' to list by DATE


Or Press 'Enter Key' to Return to Main Menu -> 1
```

Figure C-32 Summary File Listing Option Screen

The *Summary File Listing Option* screen allows the total summary file to be displayed or for the list of files to be displayed by date. Notice that in the screen shown above, '1' was selected; therefore the total file will be displayed in Figure C-33. You will also be asked if you would like a hard copy of the file.

```
S I R V O   S U M M A R Y   F I L E   F O R   S I T E   J F K

DATE     SERVICE ORIGIN DEST CLASS  CNT     KILOS
-------- ------- ------ ---- ----- ----- ---------
08/04/06   AIR     BUF   TOR FLAT     20     197.0
08/04/06   AIR     BUF   TOR  LTR     30     175.0
08/04/06   AIR     BUF   YTO  CP       6     651.0
08/04/06   AIR     JFK   ABJ FLAT      1       7.5
08/04/06   AIR     JFK   ABJ  LC       3      18.9
08/04/06   AIR     JFK   ABJ  LTR      1       1.7
08/04/06   AIR     JFK   ACC FLAT      5      35.0
08/04/06   AIR     JFK   ACC  LC      11      97.9
08/04/06   AIR     JFK   ACC  LTR      9      30.7
08/04/06   AIR     JFK   ADD FLAT      2       6.7
08/04/06   AIR     JFK   ADD  LC       3      33.5
08/04/06   AIR     JFK   ADD  LTR      4       9.3
08/04/06   AIR     JFK   AKL FLAT      6      43.8
08/04/06   AIR     JFK   AKL  LC      25     227.5
08/04/06   AIR     JFK   AKL  LTR      6      31.3
08/04/06   AIR     JFK   ALA  LC       8      43.6


Press 'S' to Stop or any other key to continue -> S
```

Figure C-33 SIRVO-IODIS Summary File Screen

In the *SIRVO-IODIS Summary File* screen, the columns for the Sample ID number, the ZIP Code, the Country Code, the Frame Weight, and the MIDAS Weight are not shown.

- Pressing <S> stops the file, and pressing any other key will continue displaying the file.

- Pressing <Enter> terminates the program and displays the *Master Command Interpreter MIDAS Interface* screen (Figure C-34).

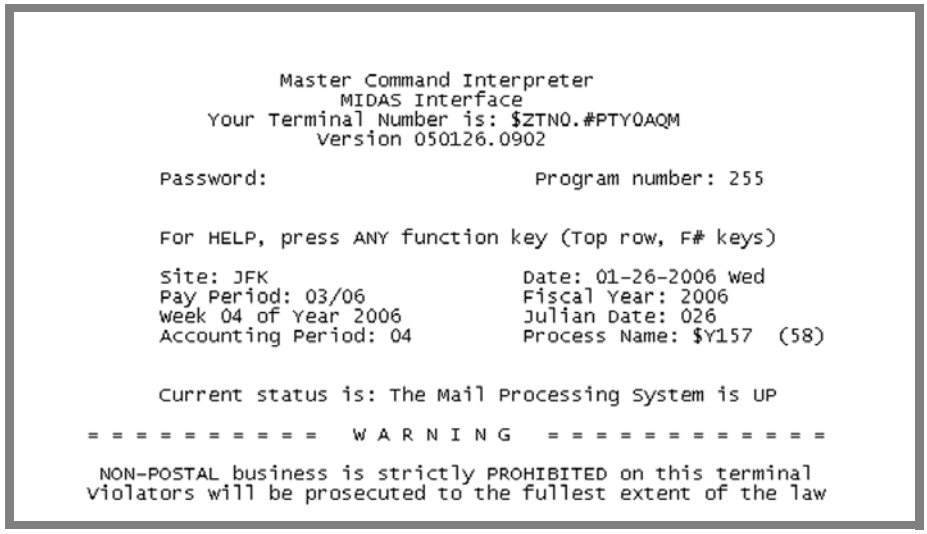


Figure C-34 Master Command Interpreter Screen.

If You Need Help

If, while using MIDAS, you encounter trouble, you have two places to go for help:

- You may press any Function key (top row, F# keys) to open a help screen that shows you how to enter any MIDAS program. The next two pages show the information available there, or
- You may call the MIDAS help desk at (718) 553-9123.

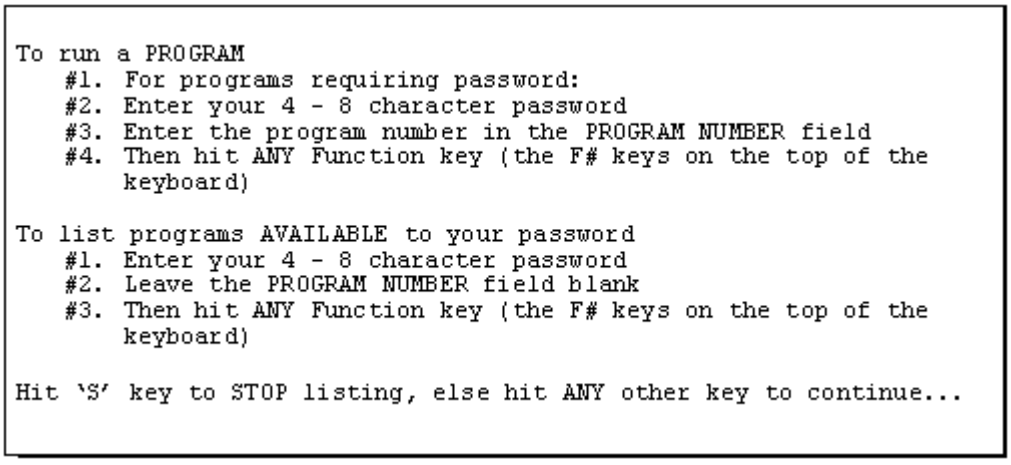


Figure C-35 MIDAS Help Screen #1.

MIDAS Help Screen #1

At the screen shown above and below, you may hit any key (other than S) to get a list of programs that do not require a password.

```
For programs NOT requiring passwords (list/display programs):
Enter the 3 character program name listed below in the password
field.
Then hit any Function key (the F# keys on the top of the keyboard)

       ACT - PRINT ACT TAGS
       ASP - Check current and future routing by astp
       CAL - Simple Calculator program
       CIL - Canada mail dispatched from JFK or LGA
       CON - Tele-conference program
       EIL - INQUIRYS for EMRs
       ETL - LIST Closed transit/Offload E-Mail sacks
       EXM - Examine data base files
       FIL - List foreign mail sacks (in-house)
       FMC - Displays old/current required FMCCOUNTS
       FTL - Foreign transit mail dispatch from JFK
       IIL - Isal list current/old sack records
       INT - INTERNATIONAL DIRECTORY
       LIE - LISTS pieces and receptacles for IPCS.
       LTD - Shows last dispatch # used for airstop

Hit 'S' key to STOP listing, else hit ANY key to continue
```

Figure C-36 MIDAS Help Screen #2.

MIDAS Help Screen #2 - 29-Character Barcode - Refer to RM 3–5.

MAIL SUBCLASS CODES

CIVILIAN SUBCLASS CODES	MILITARY SUBCLASS CODES	
UA = Letter-AO	1A = APO Letters	2A = FPO Letters
UL = Letters-LC	1B = APO Parcels	2B = FPO Parcels
UN = Letters-LC/AO	1C = APO MOM	2C = FPO MOM
CN = Parcels-Ordinary	1D = APO Diplomat	2D = FPO Diplomat
EM = EMS-Merchandise	1E = APO SAM	2E = FPO SAM
ED = EMS-Documents	1F = APO Trays	2F = FPO Trays
EN = EMS-Mixed	1G = APO Outsides	2G = FPO Outsides
CT = Parcels-Empty Bags	1H = JUMPS	2H = Fleet Serial Letters
ET = EMS-Empty Bags	1I = APO Registered	2I = Fleet Serial Parcels
UT = Letters-Empty Bags		2J = FPO Registered
TT = Mixed Empty Bags	3A = APO Express	4A = FPO Express
UM = Letters-M	3B = APO Exp Outs	4B = FPO Exp Outs

CIVILIAN SUBCLASS CODES	MILITARY SUBCLASS CODES	
UR = Registered Dispatch	5B = APO Parcel Container	6B = FPO Parcel Container
CV = Insured Parcel Dispatch	5E = APO SAM Container	6E = FPO SAM Container
CX = Parcel Container	5G = APO Outs Container	6G = FPO Outs Container
UX = AO Container		
CB = Parcel Return Dispatch		
TX = Empty Receptacle Container		

Appendix D
SIRVI MIDAS/RVS Interface

The Military/International Dispatch and Accountability System (MIDAS) / Receipt and Verification System (RVS) automates the receipt and billing of military and international air and surface mail. It also generates documentation associated with inbound international and military mail.

MIDAS/RVS has the ability to track the volumes of international and military mail at the receptacle level such as by destination, origin, flight, or mail class using the SIRVI system.

With the integration of SIRVI and MIDAS/RVS, sample receptacles are selected automatically as the mail is scanned. Most importantly, the sample receptacles are explicitly marked as such and tracked by MIDAS/RVS. This allows for greater accuracy in sampling.

After MIDAS/RVS selects a given sample receptacle, it is then held out by Mail Processing to be sampled. After the data collector gathers the appropriate SIRVI data from the receptacle, he or she returns the receptacle to Mail Processing.

The *Master Command Interpreter (MCI)* screen for the SIRVI interface program is where the user enters the first of two passwords along with the program number to gain entry to the MIDAS/RVS system. The program number for the SIRVI interface program is 256. Note that for security reasons, the password does not appear on the screen as it is typed. The program number, however, appears (Figure D-1).

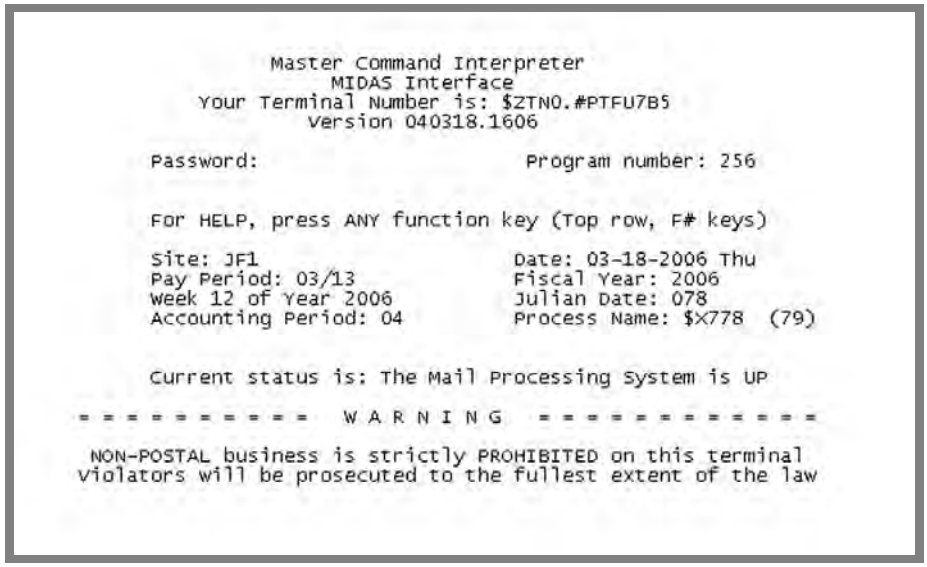


Figure D-1 Master Command Interpreter Screen

In the example above, the user has entered his or her first password (remember, it is not visible) and the SIRVI program number, 256.

Note: Using Code 254 allows you to toggle between the SIRVO-IODIS Program 255 and SIRVI Program 256 without having to log out of one program and log into the other.

After the first password and program number have been entered, the *Password* screen appears (Figure D-2).

```
Type your Second password then press Enter ->
```

Figure D-2 Password Screen

The user must type in his or her second password, which displays the *SIRVI-MIDAS/ RVS Main Menu* screen, shown below. The second password must be different from the one entered on the *Master Command Interpreter* screen (Figure D-1). Again, the password will not appear on the screen as it is typed. The *SIRVI-MIDAS Main Menu* screen displays (Figure D-3).

```
S I R V I - M I D A S   I N T E R F A C E   P R O G R A M

Enter 'S' for SELECTED RECEPTACLE File      <===
   'M' for SAMPLE MASTER File
   'R' to  RETURN RECEPTACLES after Sampling
   'C' to  CHANGE your Current Site (Current site is JF1)
Or Press 'Enter Key' to Terminate Program




Your Choice is: S
```

Figure D-3 SIRVI-MIDAS Main Menu Screen

This is the SIRVI-RVS interface program main screen. Here, the user has five options, outlined below.

- S: Pressing the <S> key displays the selected receptacle file, which shows all receptacles selected by MIDAS/RVS for sampling and the status of each receptacle.

- M: Pressing the <M> key allows the user to view and modify the SIRVI sample master file.
- R: Pressing the <R> key allows the user to return a receptacle to the mailstream once it has been sampled.
- C: Pressing the <C> key allows the user to see sampling activity at other locations. This option is used by Headquarters only.
- <Enter>: Simply pressing the <Enter> key quits the program altogether.

Each of these options is described below.

"S" Option: Selected Receptacle File

The "S" Option shows the status of all receptacles that have been selected for testing by MIDAS/RVS.

Selecting <S> allows the user to determine if the entire sample listing is displayed or if a sample listing for a given date is shown, or if the listing will be displayed by the status of the receptacle. The user may also simply press <Enter> to return to the main screen.

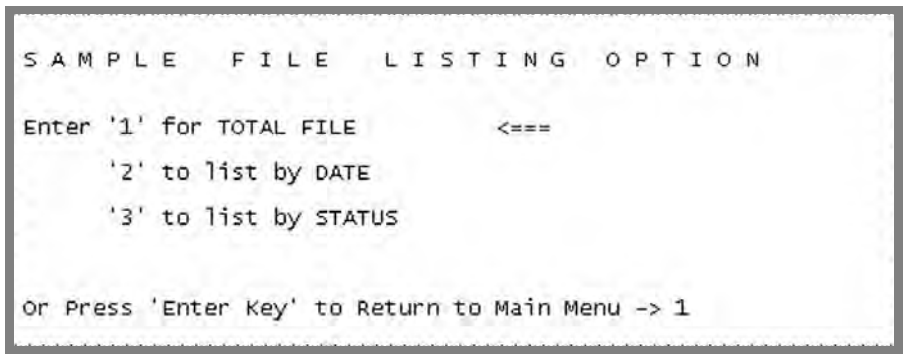


Figure D-4 Sample File Listing Option Screen

This screen shows the user's options for displaying the sample file listing. The three options are described below in sections 1 through 3.

Note: After each screen, you will be asked if you would like a hard copy of the information shown on the screen. See Figure D-5 below.

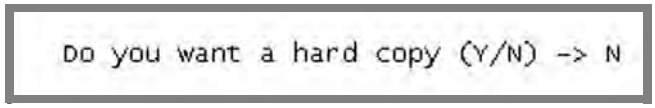


Figure D-5 Hard Copy Question Screen

No was selected to answer the question on the *Hard Copy Question* screen which is displayed next to the arrow.

1. Selecting '1' displays the entire sample listing.

```
S I R V I   S A M P L E   F I L E   F O R   S I T E   J F 103/18/06

29-CHAR BARCODE               START TIME     R/T TEST ID# S REMARKS
----------------------------- -------------- --- -------- - ----------------
ARAAAAUSJFKAAUN30001001000123 08/15/06 07:59 BG  P303A062 D
ARAAAAUSJFKAAUN30001001000123 08/15/06 08:00 BG  P303A062 O
ARAAAAUSJFKAAUN30001001000123 01/30/06 08:03 BG  PJF31030 O
ARBUE USJF1AAUN30001003000163 07/10/06 10:30 BG  P303A062 R 56.41.164.187
ARBUE USJF1AAUN30001004000149 07/10/06 10:31 BG  P303A062 O 56.41.164.187
ARBUE USJF1AAUN30001006000216 07/10/06 10:41 BG  P303A062 O 56.41.164.187
ARBUE USJF1AAUN30001007000193 07/10/06 10:43 BG  P303A062 O 56.41.164.187
ARBUE USJF1AAUN30001008000127 07/10/06 10:43 BG  P303A062 O 56.41.164.187
ATAAAAUSJFKAAUN30001001000123 01/30/06 08:07 BG  PJF31030 O
ATAAAAUSJFKAAUN30001001000123 01/08/06 09:23 BG  PJF40108 O
AUADLBUSJFKAAUN2S//NS/N010044 02/01/06 12:28 BG  C210A236 R Bar13Bar13Bar
AUSYD USJF1AAUN30002001000168 01/22/06 14:19 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30002005000196 01/22/06 13:30 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30002008000182 01/22/06 13:49 GU  C211A213 R 56.41.164.187
AUSYD USJF1AAUN30003003000231 01/23/06 10:39 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30003006000101 01/23/06 10:44 GU  C211A213 D 56.41.164.187


Press 'S' to Stop or any other key to continue -> S
```

Figure D-6 SIRVI Total Sample File Option Screen

Shown in Figure D-6 is the listing of the complete sample file. An explanation of each of the columns is given below.

29-CHAR BARCODE—The first twenty-nine fields make up the receptacle barcode. A more detailed explanation of the barcode is found in RM 4–3.

START TIME—Date and time the sample receptacle was pulled, in 24-hour format.

R/T—Indicates the receptacle type.

TEST ID #—The sample ID of the test listed.

S—Status of the test which may be Open, Deleted, or Returned.

REMARKS - Information about the status of the receptacle, including its location.

At the bottom of each listing screen, the user has the option of pressing the <S> key to stop the listing or pressing any other key to continue to see more of the list.

2. Selecting '2' from the Sample File Listing Option

See Figure D-4 for a view of the *Sample File Listing* screen showing options '1', '2', and '3'. Once the selection of number '2' is made, you will be asked to enter the date information. See Figure D-7 below.

```
START DATE:

Please enter 'T' for today's date,
or any other Search Test Date in format YYYYMMDD (e.g. 20061207) -> 20060514
```

Figure D-7 Date Format Screen

After selecting ‘2’, enter ‘T’ for today’s date. If you would like to search for any other sample starting date, use the format YYYYMMDD — 20060410 shown above.

You will again be asked if you would like a hard copy of the sample file. See Figure D-5.

```
S I R V I   S A M P L E   F I L E   F O R   S I T E   J F 1 08/18/06

29-CHAR BARCODE               START TIME     R/T TEST ID# S REMARKS
----------------------------- -------------- --- -------- - ----------------
ARAAAAUSJFKAAUN30001001000123 08/15/06 07:59 BG  P303A062 D
ARAAAAUSJFKAAUN30001001000123 08/15/06 08:00 BG  P303A062 O


Press any key to continue ->  HIT ENTER KEY
```

Figure D-8 Date Sample File Option Screen

Selecting <2> displays the sample listing for a given date. In Figure D-8 above, the samples selected are for September 15, 2005.

3. Selecting ‘3’ from the Sample File Listing Option

Select ‘3’ from the *Sample File Listing Option* screen, Figure D-4. The *Status File Option* screen then displays (Figure D-9).

```
Please enter 'D' for DELETED record    <===
       or 'R' for RETURNED record
       or Hit ENTER key to OPEN record -> D
```

Figure D-9 Status File Option Screen

Select the type of record that you would like to display by pressing <D> to display Deleted records and <R> to display Returned records. After selecting <D> or <R>, select <Enter> to open the record list.

In Figure D-9 above, note that <D> has been entered.

Remember that you will be asked again if you would like a hard copy of the displayed screen. See Figure D-5.

,

```
S I R V I   S A M P L E   F I L E   F O R   S I T E   J F 103/18/06

29-CHAR BARCODE               START TIME     R/T TEST ID# S REMARKS
----------------------------- -------------- --- -------- - ----------------
ARAAAAUSJFKAAUN30001001000123 08/15/06 07:59 BG  P303A062 D
AUSYD USJF1AAUN30002001000168 01/22/06 14:19 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30002005000196 01/22/06 13:30 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30003003000231 01/23/06 10:39 GU  C211A213 D 56.41.164.187
AUSYD USJF1AAUN30003006000101 01/23/06 10:44 GU  C211A213 D 56.41.164.187
BMHAMAUSJFKAAUN30001001000123 08/18/06 08:31 BG  P309AI18 D
BMHAMAUSJFKAAUN30001001000123 08/18/06 12:23 BG  P309AI18 D
BZAAAAUSJFKAAUN30001001000123 08/22/06 08:03 BG  P309AI22 D
CAYMQAUSJFKAAUN30001001000123 01/01/06 12:49 BG  P310AI01 D
CAYMQAUSJFKFACX20427001010116 02/01/06 12:28 GU  C210A001 D Bar13Bar13Bar
CAYMQAUSJFKFACX20613083000105 01/22/06 14:19 BG  C211A001 D
CAYMQAUSJFKFACX20613085000136 01/17/06 09:36 BG  C211A001 D
CAYMQAUSJFKFACX20613085000136 01/16/06 10:44 BG  C211A001 D
CAYMQAUSJFKFACX20613085000136 01/17/06 07:15 BG  C211A001 D
CAYMQAUSJFKIAUN20473004000116 01/01/06 12:28 GU  C210A001 D Bar13Bar13Bar
CAYMQAUSMIAFACX20141013000088 02/09/06 07:00 BG  C212A002 D Bar13Bar13Bar


Press 'S' to Stop or any other key to continue -> S
```

Figure D-10 Status Sample File Option Screen

The Status Sample File shown above displays all files that have been deleted, as "Deleted" was the option requested by the data collector on the *Sample File Listing Option* screen (Figure D-4).

- Pressing <Enter> returns the user to the Main Menu (Figure D-3).

'M' Option: Sample Master File

The 'M' option from the *SIRVI-MIDAS Main Menu* screen (Figure D-3) displays the master list of samples selected for testing by MIDAS/RVS.

Selecting <M> from Figure D-3 displays the *Sample Master File Option* screen (Figure D-11) which allows the user to determine how the master file will be displayed.

```
S I R V I   M A S T E R   F I L E   O P T I O N

Enter 'L' to LIST Records      <===
      'R' to RESCHEDULE Records


Or Press 'Enter Key' to Return to Main Menu -> L
```

Figure D-11 Master File Option Screen

1. **Press <L> to list the samples that are present in the sample master file.**

   This gives a list of the upcoming tests.

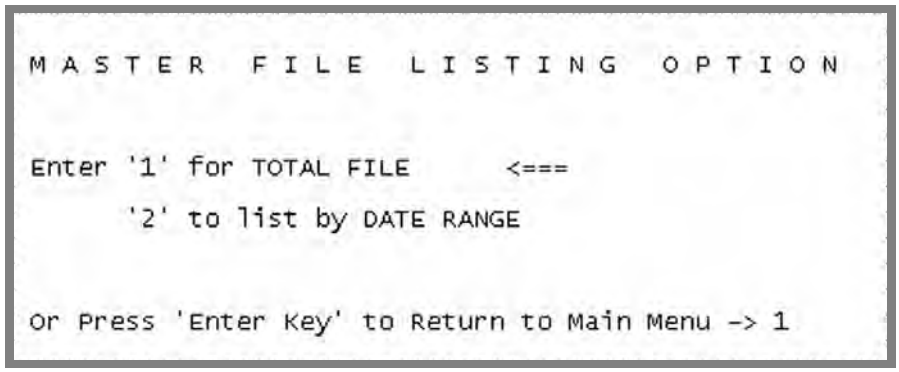


Figure D-12 Master File Listing Option Screen

The user selects the <L> key on the *Master File Option* screen (Figure D-11), and the *Master File Listing Option* screen (Figure D-12) above appears. This screen allows the user to select the entire file or a portion of the file that displays a range of dates. The system will again ask whether the user wishes to print to the screen or to the printer.

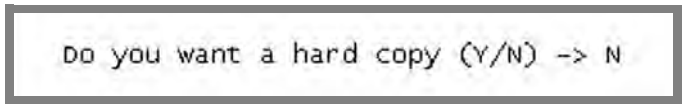


Figure D-13 Hard Copy Question Screen

- Selecting <1> from the *Master File Listing Option* screen (Figure D-12) displays the total Master File Listing (Figure D-14).

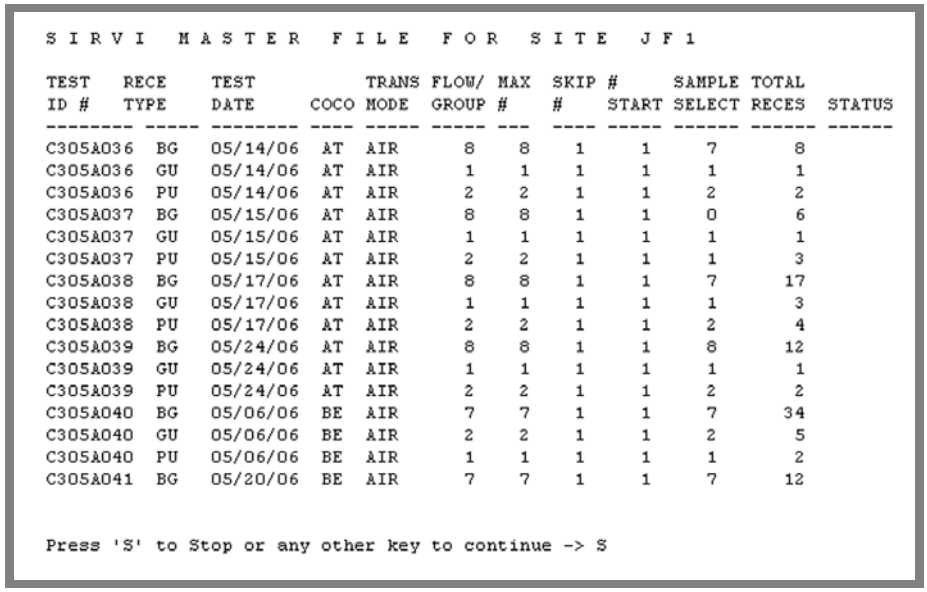


Figure D-14 Master File For Site Screen

Shown is the total listing of the sample master file. An explanation of each of the columns is given below.

At the bottom of each screen of the listing, the user has the option of pressing the <S> key to stop the listing or any other key to continue to see more of the list. This option is useful due to the large size of the sample master file.

TEST ID—The sample ID of the test

RECE TYPE—The type of receptacle

TEST DATE—The date of the test

COCO—The country code number

TRANS MODE—The type of service (Air, Surface, ISAL)

FLOW/GROUP—Indicates the group of countries

MAX #—Indicates the maximum number of receptacles for the test

SKIP #—The interval number for systematically selecting receptacles for sampling

START—The start number is used to select the first receptacle for sampling

SAMPLE SELECT—Indicates the number of samples selected

TOTAL RECES—The total number of receptacles

STATUS —Indicates the status of the receptacle

- Selecting <2> from the *Master File Listing Option* screen (Figure D-12) displays the listing file by date range. Once you select the selection of number '2', you will be asked to enter the date information. See Figure D-15 below.

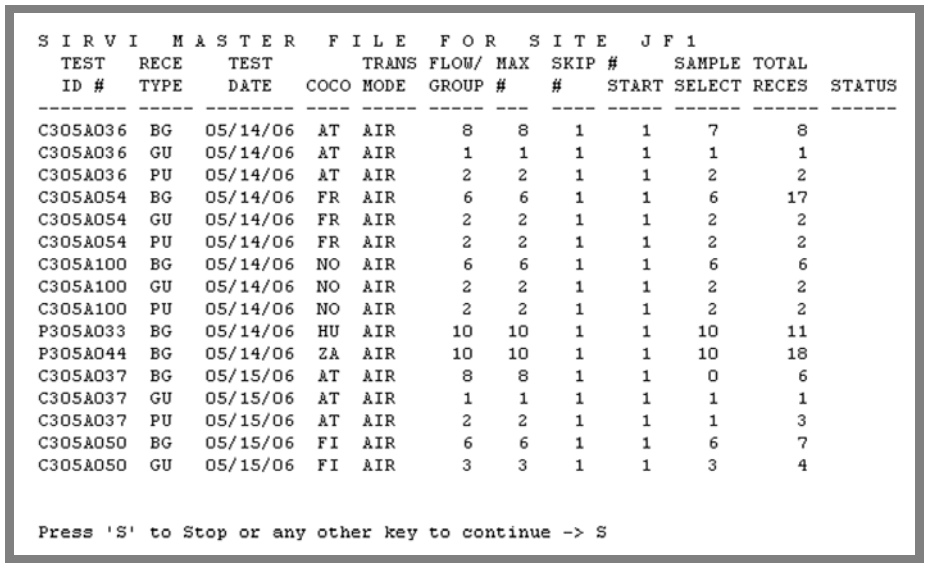
```
START DATE:

Please enter 'T' for today's date,
or any other Search Test Date in format YYYYMMDD (e.g. 20061207) -> 20060514


END DATE:

Please enter 'T' for today's date,
any other Search Test Date in format YYYYMMDD (e.g. 20061207)
or press Enter Key for single Test date search -> 20060515
```

Figure D-15 Master File Date Format Screen

Follow the instructions on the screen to format the date for your search. Press the <Enter> key for any single test date search (e.g. 20060515).

You will again be asked if you want a hard copy. See Figure D-13.

A Master File Listing for a date range is shown in Figure D-16.



```
S I R V I   M A S T E R   F I L E   F O R   S I T E   J F 1
  TEST   RECE    TEST        TRANS FLOW/ MAX  SKIP #     SAMPLE TOTAL
  ID #   TYPE    DATE   COCO MODE  GROUP #    #    START SELECT RECES  STATUS
-------- ----- -------- ---- ----- ----- ---  ---- ----- ------ ------ ------
C305A036  BG   05/14/06  AT  AIR      8    8    1     1      7      8
C305A036  GU   05/14/06  AT  AIR      1    1    1     1      1      1
C305A036  PU   05/14/06  AT  AIR      2    2    1     1      2      2
C305A054  BG   05/14/06  FR  AIR      6    6    1     1      6     17
C305A054  GU   05/14/06  FR  AIR      2    2    1     1      2      2
C305A054  PU   05/14/06  FR  AIR      2    2    1     1      2      2
C305A100  BG   05/14/06  NO  AIR      6    6    1     1      6      6
C305A100  GU   05/14/06  NO  AIR      2    2    1     1      2      2
C305A100  PU   05/14/06  NO  AIR      2    2    1     1      2      2
P305A033  BG   05/14/06  HU  AIR     10   10    1     1     10     11
P305A044  BG   05/14/06  ZA  AIR     10   10    1     1     10     18
C305A037  BG   05/15/06  AT  AIR      8    8    1     1      0      6
C305A037  GU   05/15/06  AT  AIR      1    1    1     1      1      1
C305A037  PU   05/15/06  AT  AIR      2    2    1     1      1      3
C305A050  BG   05/15/06  FI  AIR      6    6    1     1      6      7
C305A050  GU   05/15/06  FI  AIR      3    3    1     1      3      4


Press 'S' to Stop or any other key to continue -> S
```

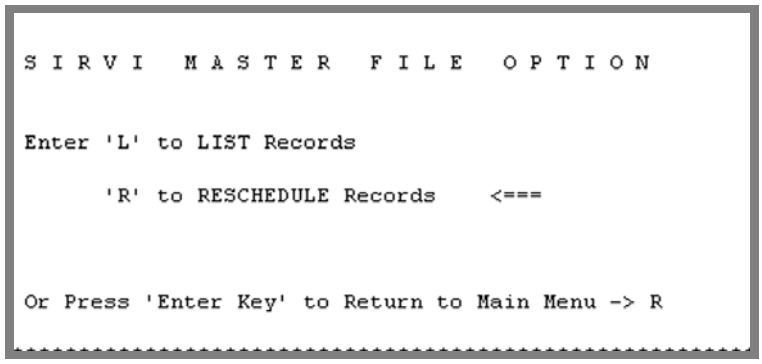
Figure D-16 Master File by Date Range Screen

The *Master File* listing above is for the date range 5/14/06 to 5/15/06.

- Enter <S> to stop the listing or any other key to continue.

2. Press <R> on the *Master File Option* screen (Figure D-17) to reschedule a SIRVI record.

A SIRVI test may be rescheduled for training purposes only.



```
S I R V I   M A S T E R   F I L E   O P T I O N


Enter 'L' to LIST Records

      'R' to RESCHEDULE Records    <===



Or Press 'Enter Key' to Return to Main Menu -> R
```

Figure D-17 SIRVI Master File Option Screen

Select the <R> option on the *Master File Option* screen.

This option allows you to change a test's date. Upon entering <R>, the *Master File Reschedule Option* screen displays.

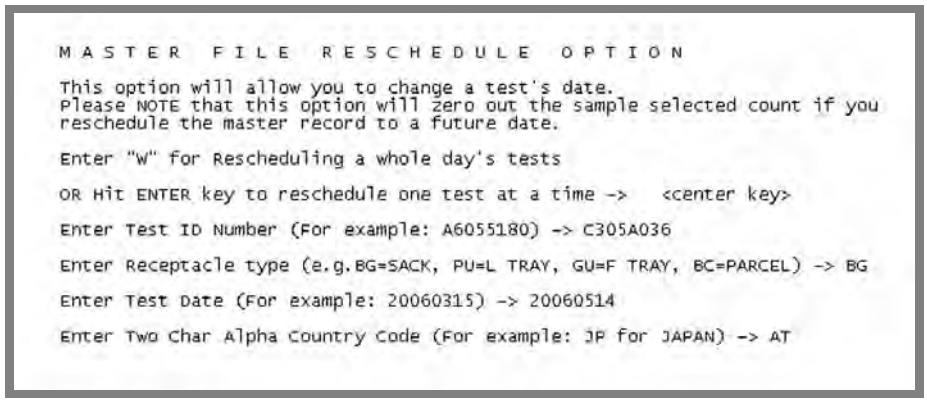


Figure D-18 Master File Reschedule Option Screen

Follow the instructions shown on the screen for rescheduling a test:

Select <W> to reschedule a whole day of testing.

Press <Enter> to reschedule one test at a time.

Enter the Test ID Number for the test that is to be rescheduled.

Enter the Receptacle Type, Transportation Mode, Test Date, and Country Code for the test you want to reschedule.

The SIRVI Master File for the test that is to be modified will display.

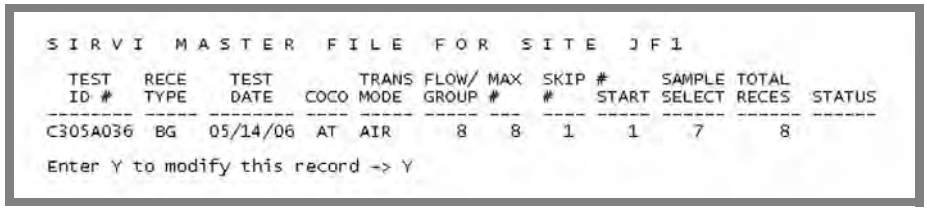


Figure D-19 SIRVI Modify Test Screen

Enter <Y> to modify the test record shown on the screen.

The *Modification of Master Record* screen displays (Figure D-20).

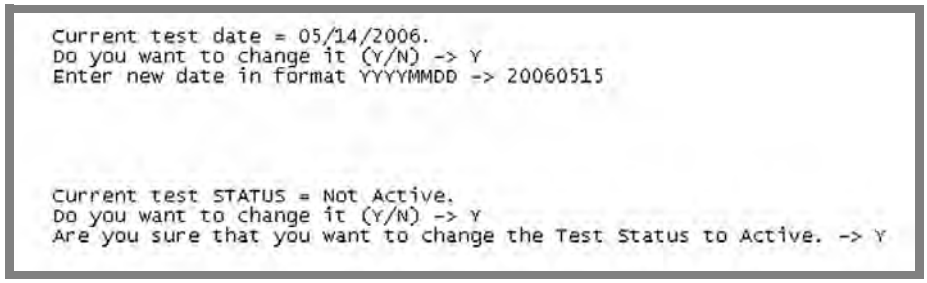


Figure D-20 Modification of Master Record Screen.

Follow the prompts on the screen to modify the test.

The MSP will enter 99 99 9999 as the reschedule date. Entering this date will prevent MIDAS/RVS from selecting the receptacle.

Once each question on the *Modification of Master Record* screen has been answered, the new test record displays on the following Modified Master File screen.

```
S I R V I   M A S T E R   F I L E   F O R   S I T E   J F 1

  TEST    RECE     TEST          TRANS FLOW/ MAX  SKIP #      SAMPLE TOTAL
  ID #    TYPE     DATE    COCO MODE  GROUP #    #    START SELECT RECES  STATUS
-------- ----- -------- ---- ----- ----- --- ---- ----- ------ ------ ------
IJF50322  BG   05/10/06  JP  AIR      1    1    1     1     0       0   ACTIVE

IS THE ABOVE INFORMATION CORRECT? Y
```

Figure D-21 Modified Master File Screen

If the information is correctly displayed on the *Modified Master File* screen, answer Yes to the question, *Is The Above Information Correct?*

If the information is incorrect answer No and correct the information on the *Modification of Record* screen.

Indicating that the modification is correct displays the *Modify Additional Records* screen.

```
SUCCESSFUL MODIFICATION OF MASTER RECORD
Do you want to modify any more Master records (Y/N) ? N

(GO BACK TO PREVIOUS MENU TO CONFIRM CHANGES FROM RESCHEDULING)
```

Figure D-22 Modify Additional Records Screen

Notification that the modification is successful appears on the above screen and the option is given to modify additional records.

To modify additional records enter <Y> on Figure D-22 and repeat the process described in step 2.

‘R’ Option: Return Receptacles

As has been done in the past, the actual data entry for SIRVI tests is conducted using the SIRVI data entry software. Once that has been completed, the receptacle must be re-entered into the MIDAS/RVS system.

The ‘R’ option from the main program screen is used to “check in” a receptacle; that is, return a receptacle to the mail stream once it has been sampled. This marks the receptacle as ready for dispatch.

Upon choosing the *R* option from the *SIRVI-MIDAS Interface Program* screen (Figure D-3), the user sees the *Return Receptacles Option* screen (Figure D-23).

Note: The data collector performs the *Return Receptacles* action, not the RVS operator.

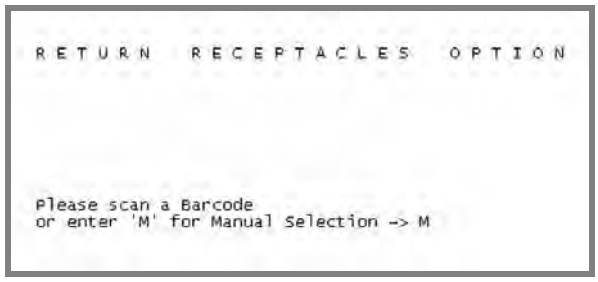


Figure D-23 Return Receptacles Option Screen

This entry screen is used to identify the receptacle that is being re-entered to the mail stream. There are two ways to return a receptacle to the mail stream for dispatch. One way is to use the hand-held barcode scanner to read the barcode attached to the receptacle. The other is to enter <M> for a manual selection of the barcode.

- Entering <M> for a manual selection displays the *SIRVI Manual Sample Option* screen (Figure D-24).

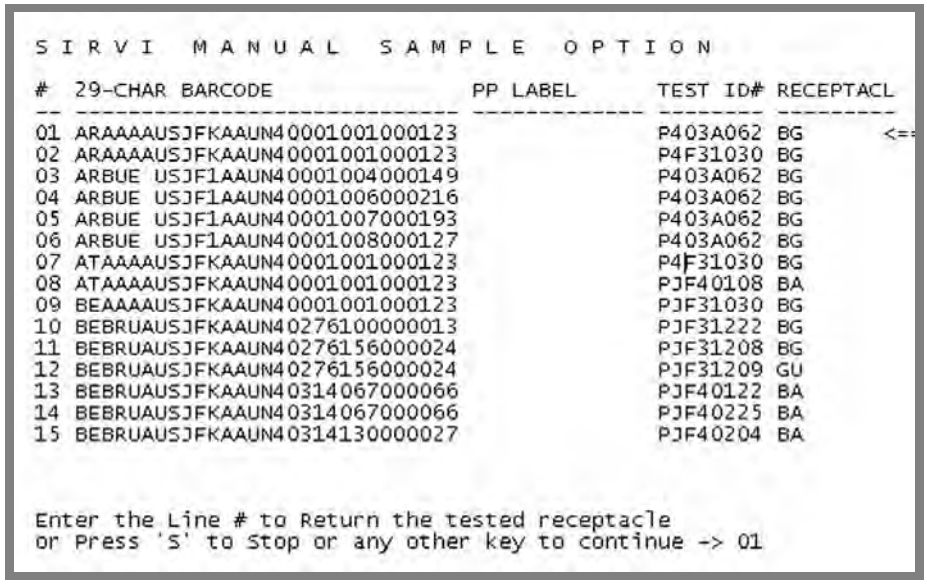


Figure D-24 SIRVI Manual Sample Option Screen

Once the *SIRVI Manual Sample Option* screen displays, you will be given directions to enter the line number of the receptacle that is to be returned; to press <S> to stop the list of barcodes, or to press any other key to continue. The *Return Receptacles Verify* screen then confirms that your receptacle has been located in the sample file. See Figure D-25 below.

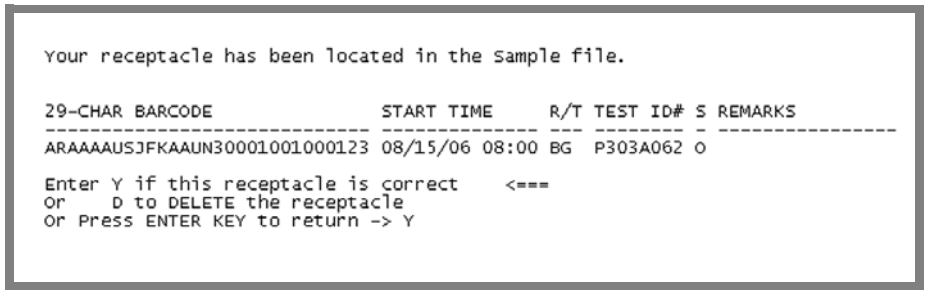


Figure D-25 Return Receptacles Verify Screen

The *Return Receptacles Verify* screen displays the 29–character barcode, the start time, the receptacle type, the test ID#, the status, and any remarks of the selected sample.

This screen displays a manual entry and/or an entry when the barcode is scanned.

The *Return Receptacles Verify* screen displays 3 options; (1) enter the selected receptacle into the mailstream, (2) delete the selected receptacle, or (3) return to the list of receptacles. The following describes these 3 options:

Follow the directions shown on the screen by entering <Y> if the receptacle shown is correct; entering <D> if the receptacle shown should be deleted, or press the <Enter> key to return to the list of receptacles.

1. **Verifying your selection.**

   Selecting <Y> indicates that the receptacle shown on the screen (Figure D-25) is correct and displays a message informing the user that the receptacle has successfully been re-entered into the mailstream.

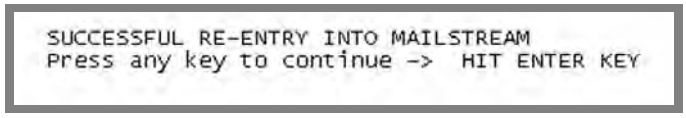


Figure D-26 Return Receptacles Successful Re-entry Screen

   Press the <Enter> key to return to the *SIRVI-MIDAS Main Menu* screen (Figure D-3).

2. **Deleting the receptacle.**

   Selecting <D> from the *Return Receptacles Verify* screen (Figure D-25) indicates that the selected receptacle should be deleted and displays the *Return Receptacles Delete* screen (Figure D-27). A list of questions displays that you must answer in order to make certain that the correct receptacle has been selected. Once all the information has been verified, you are asked if you are sure this is the receptacle you want to delete.

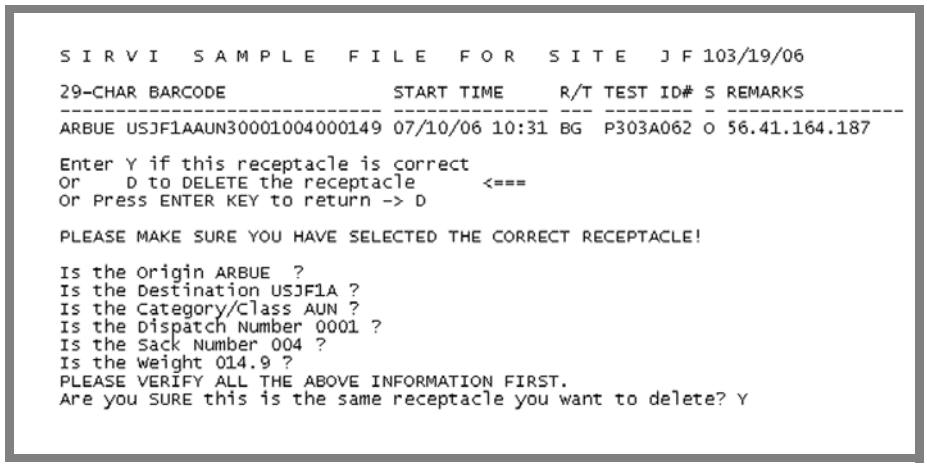


Figure D-27 Return Receptacles Delete Screen

In the screen shown above, the user has entered 'D', indicating that he or she would like to delete the receptacle from the sample.

A receptacle should only be deleted from the sample if (a) the receptacle label (CN 34, 35, 36) is marked as an exempt receptacle or (b) when the sample receptacle cannot be located. For instance, a receptacle weighing 10 kg. is selected by MIDAS for sampling. Upon sampling, it is discovered that mail totaling 7 kg. does not actually originate from the originating country. This receptacle should be deleted from the sample since more than half of its original mail was removed during sampling.

When an exempt receptacle is deleted from the sample, the data collector should return the receptacle to Operations, so the mail may be reprocessed.

Entering <Y> to indicate that the correct receptacle has been selected to be deleted displays the *Verify Delete* screen (Figure D-28).

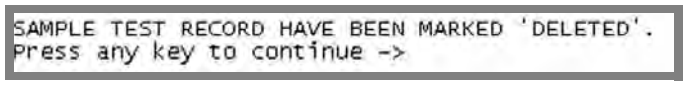
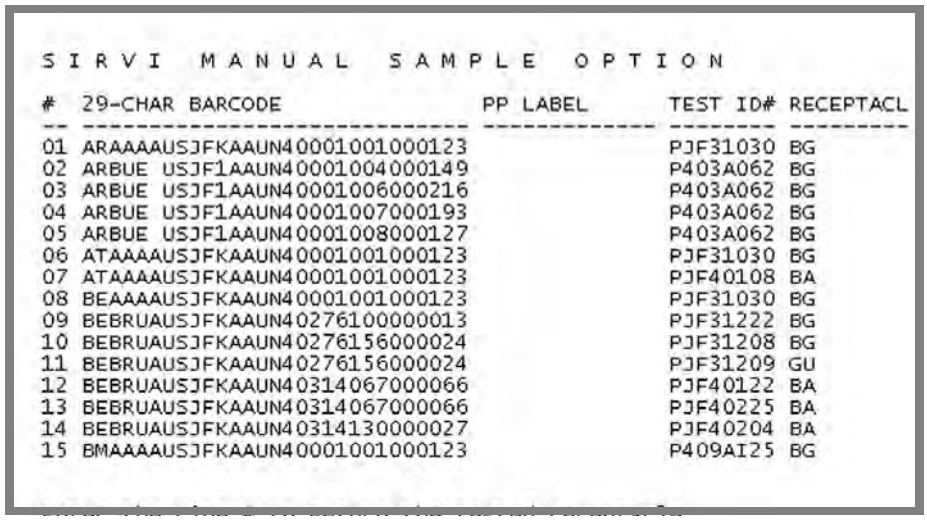


Figure D-28 Verify Delete Screen

To confirm that the receptacle has been deleted from the sample option file, the sample file now displays with the deleted receptacle omitted. See Figure D-29 below.

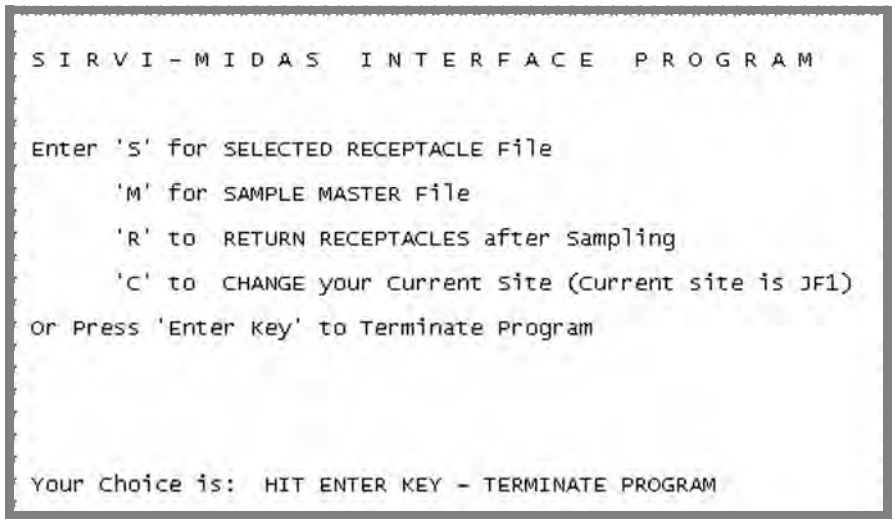


```
S I R V I   M A N U A L   S A M P L E   O P T I O N

#  29-CHAR BARCODE                PP LABEL      TEST ID# RECEPTACL
-- ------------------------------ ------------- -------- ---------
01 ARAAAAUSJFKAAUN40001001000123                PJF31030 BG
02 ARBUE USJF1AAUN40001004000149                P403A062 BG
03 ARBUE USJF1AAUN40001006000216                P403A062 BG
04 ARBUE USJF1AAUN40001007000193                P403A062 BG
05 ARBUE USJF1AAUN40001008000127                P403A062 BG
06 ATAAAAUSJFKAAUN40001001000123                PJF31030 BG
07 ATAAAAUSJFKAAUN40001001000123                PJF40108 BA
08 BEAAAAUSJFKAAUN40001001000123                PJF31030 BG
09 BEBRUAUSJFKAAUN40276100000013                PJF31222 BG
10 BEBRUAUSJFKAAUN40276156000024                PJF31208 BG
11 BEBRUAUSJFKAAUN40276156000024                PJF31209 GU
12 BEBRUAUSJFKAAUN40314067000066                PJF40122 BA
13 BEBRUAUSJFKAAUN40314067000066                PJF40225 BA
14 BEBRUAUSJFKAAUN40314130000027                PJF40204 BA
15 BMAAAAUSJFKAAUN40001001000123                P409AI25 BG
```

Figure D-29 Return Receptacles Confirmation Screen

Note that ARAAAAUSJFKAAUN30001000123 P303A062 BG is no longer listed.

3. Press <Enter> to return to the Main Menu, or press any other key to return to the *Return Receptacles Option* screen (Figure D-23) in order to return another receptacle to the mailstream. The *SIRVI-MIDAS Main Menu* screen will display.



```
S I R V I - M I D A S   I N T E R F A C E   P R O G R A M


Enter 'S' for SELECTED RECEPTACLE File
      'M' for SAMPLE MASTER File
      'R' to  RETURN RECEPTACLES after Sampling
      'C' to  CHANGE your Current Site (Current site is JF1)
Or Press 'Enter Key' to Terminate Program




Your Choice is:  HIT ENTER KEY - TERMINATE PROGRAM
```

Figure D-30 SIRVI-MIDAS Main Menu Screen

Pressing <Enter> terminates the program.

If You Need Help

If, while using the MIDAS system, you encounter trouble, you have two places to go for help:

- You may press any Function key (top row, F# keys) to open a help screen that shows you how to enter any MIDAS program. The next two pages show the information available there, or
- You may call the MIDAS help desk at (718) 553-9123.

MIDAS Help Screen #1

```
To run a PROGRAM
    #1.  For programs requiring password:
    #2.  Enter your 4 - 8 character password
    #3.  Enter the program number in the PROGRAM NUMBER field
    #4.  Then hit ANY Function key (the F# keys on the top of the
         keyboard)

To list programs AVAILABLE to your password
    #1.  Enter your 4 - 8 character password
    #2.  Leave the PROGRAM NUMBER field blank
    #3.  Then hit ANY Function key (the F# keys on the top of the
         keyboard)

Hit 'S' key to STOP listing, else hit ANY other key to continue...
```

Figure D-31 MIDAS Help Screen #1.

MIDAS Help Screen #2

At the screens shown above and below, you may hit any key (other than S) to get a list of programs that do not require a password.

```
For programs NOT requiring passwords (list/display programs):
Enter the 3 character program name listed below in the password
field.
Then hit any Function key (the F# keys on the top of the keyboard)

       ACT - PRINT ACT TAGS
       ASP - Check current and future routing by astp
       CAL - Simple Calculator program
       CIL - Canada mail dispatched from JFK or LGA
       CON - Tele-conference program
       EIL - INQUIRYS for EMRs
       ETL - LIST Closed transit/Offload E-Mail sacks
       EXM - Examine data base files
       FIL - List foreign mail sacks (in-house)
       FMC - Displays old/current required FMCCOUNTS
       FTL - Foreign transit mail dispatch from JFK
       IIL - Isal list current/old sack records
       INT - INTERNATIONAL DIRECTORY
       LIE - LISTS pieces and receptacles for IPCS.
       LTD - Shows last dispatch # used for airstop

Hit 'S' key to STOP listing, else hit ANY key to continue
```

Figure D-32 MIDAS Help Screen #2.

***MIDAS Help* Screen #2 - 29-Character Barcode - Refer to RM 4–3.**

MAIL SUBCLASS CODES

CIVILIAN SUBCLASS CODES	MILITARY SUBCLASS CODES	
UA = Letter-AO	1A = APO Letters	2A = FPO Letters
UL = Letters-LC	1B = APO Parcels	2B = FPO Parcels
UN = Letters-LC/AO	1C = APO MOM	2C = FPO MOM
CN = Parcels-Ordinary	1D = APO Diplomat	2D = FPO Diplomat
EM = EMS-Merchandise	1E = APO SAM	2E = FPO SAM
ED = EMS-Documents	1F = APO Trays	2F = FPO Trays
EN = EMS-Mixed	1G = APO Outsides	2G = FPO Outsides
CT = Parcels-Empty Bags	1H = JUMPS	2H = Fleet Serial Letters
ET = EMS-Empty Bags	1I = APO Registered	2I = Fleet Serial Parcels
UT = Letters-Empty Bags		2J = FPO Registered
TT = Mixed Empty Bags	3A = APO Express	4A = FPO Express
UM = Letters-M	3B = APO Exp Outs	4B = FPO Exp Outs
UR = Registered Dispatch	5B = APO Parcel Container	6B = FPO Parcel Container
CV = Insured Parcel Dispatch	5E = APO SAM Container	6E = FPO SAM Container
CX = Parcel Container	5G = APO Outs Container	6G = FPO Outs Container
UX = AO Container		
CB = Parcel Return Dispatch		
TX = Empty Receptacle Container		

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Glossary

This glossary contains definitions for the SIRVO-IODIS and SIRVI applications. A thorough understanding of all the terms in this glossary will be useful for data collection technicians, MSPs, and SSPs. Please refer to *Glossary of Postal Terms* (Publication 32) for more definitions.

Aerogramme	An aerogramme is lightweight stationary that folds into a mailing envelope for correspondences to other countries.
Airmail	A service by which international mail receives First-Class Mail service domestically, is dispatched by the most expeditious transportation, and receives air or priority handling in the destination country.
Airmail Letter-post	The letter-post classification encompasses all of the classes of international mail (i.e., letters and letter packages, postcards and postal cards, aerogrammes, printed matter, and small packets).
Airmail M-Bag	M-bags that are paid for at the airmail rate of postage may contain any type of allowable printed matter or merchandise items.
Airmail Parcel Post	Airmail Parcel Post may be a maximum length of 60 inches and have a maximum length and girth of 108 inches. Airmail Parcel Post is limited to mailpieces destined to specified countries.
Airport Mail Center/Facility (AMC/F)	A postal unit, located at or next to an airport, that concentrates, transfers, receives, distributes, and dispatches mail transported principally by air.
Application(s)	Software designed by the Postal Service for the specific use of data collection personnel to perform specific data processing tasks.
Armed Forces Free Mail	This free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either assigned to military duty in certain designated overseas areas or are hospitalized in a facility under the jurisdiction of the U.S. Armed Forces. These mailpieces must be addressed to a military post office or a place in the United States serviced by a U. S. Post Office and must be marked “FREE” in the upper right corner.
Army/Air Force Post Office (APO)	A branch of a designated USPS civilian Post Office which falls under the jurisdiction of the postmaster of either New York or San Francisco. It is operated by the Department of Defense to serve military personnel overseas or aboard ships where the USPS does not operate and a military situation requires service. APO services the Army and the Air Force.
Barcode (BC)	A series of vertical bars and half bars representing the ZIP Code information for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode reader equipment. Each numeric digit is represented by a series of five bars (always a combination of two full bars and three half bars). A complete barcode contains two bars framing the code; the five, nine, or eleven digits containing ZIP Code and address information; and a final correction digit that allows the machine to check its reading of the ZIP Code.

Bias

A type of error which, when committed repeatedly, does not tend to cancel out. Rather, bias has the effect of increasing (positive bias) or decreasing (negative bias) the estimates, regardless of the size of the sample. The following are possible sources of bias:

- When the sampling frame differs from the population of interest. This will occur if some parts of the population are not included on the frame. It may also occur if some parts of the population are included on the frame twice.
- When the required subsampling skip interval is different from the skip interval used.
- When the mail is incorrectly recorded in the same manner repeatedly.

Books and Sheet Music

This classification includes books that contain eight or more printed pages, consists wholly of reading matter, and contains no advertising other than the announcement of books. Sheet music is also included in this classification.

Bulk Container

A bulk container is a receptacle that has a receptacle label on it, contains loose items or subreceptacles (receptacles without receptacle labels), and is not a letter tray, flat tub, or bag. Bulk containers are an important distinction, because some form of subsampling is required within them. Bulk containers with loose items generally require that a subsampling of mailpieces be performed. Bulk containers with subreceptacles require that a subsample of the different subreceptacles be performed. All mailpieces within the subsampled subreceptacles are recorded.

Bulk Mail Center (BMC)

A highly mechanized mail processing plant that is part of the National Bulk Mail System. This facility distributes Standard Mail and Periodicals in bulk form and Package Services in both piece and bulk form.

Cancellation

A postmark that contains the Post Office name, state, ZIP Code, and month, day and year that the mail was cancelled.

Card

USPS postal card, private/penalty post card, oversize cards, etc., recognized by physical appearance. This shape is used for SIRVO-IODIS tests.

Census

A method of sampling in which the data collector records every mailpiece in the sample unit.

Classification

The grouping of mailable matter into mail classes and subclasses by rate categories, according to content, weight, size, and preparation standards.

CODES Computer Support Center (CCSC)

The main help desk support unit for CODES users. The CCSC specializes in assisting CODES users with solving hardware and software problems.

Colis Postaux (CP)

Also known as international parcel post. *Colis Postaux* resembles domestic zone-rated Standard Mail. Merchandise is permitted, but written communications that have the nature of current and personal correspondence are not permitted.

Computerized On-site Data Entry System (CODES)

A computerized data entry system that uses laptop computers to record data for SIRVO-IODIS, SIRVI, and other statistical systems. It also provides administrative processing and telecommunications using the district's statistical programs Web Base Unit.

Cost Ascertainment Group (CAG)

A method of classifying Post Offices according to volume of revenue generated. Each year, the *Postal Bulletin* publishes the number of revenue units for each classification. CAGs range from A to L.

Container Type	Any equipment used to hold more than one mailpiece. The term includes a sack, pouch, hamper, nutting truck, basket, letter tray or flat tray and a variety of boxes and carts. Mail transport equipment used to move mail in plant or between authorized postal facilities. These include the Amtrak container, bulk mail center over-the-road (BMC-OTR) container, BMC in-house container, CON-CON container, multipurpose containers (eastern region mail container and general purpose mail container), and wire container.
Counted Subsampling	Either mailpiece-skip subsampling, or mail container-skip subsampling. It is the process of selecting mailpieces/ containers by starting with a randomly selected mailpiece/container, and selecting every mailpiece/container thereafter that falls on a skip number (for instance, selecting every fifth mailpiece/container when the mailpiece/container skip interval is 5).
Country Code	The country code is a two-letter code used to identify an origin or destination country. A complete list of country codes is available in the related materials sections of Chapter 3 or 4.
Cutoff Time	Every sample unit has two cutoff times: the beginning cutoff time and the ending cutoff time. The cutoff times determine when the SIRVO-IODIS and SIRVI tests begin and when they end. Cutoff times are normally determined by dispatch times.
Data Collection Technician (DCT)	An employee whose position is with finance and is dedicated to statistical programs work involving data collection.
Data Entry Programs	Software designed by (or for) the United States Postal Service allowing automated data collection for statistical analysis. The software consists of series of menus and prompts that require user input. The laptop with data entry programs eliminated the need to record data on paper forms for CODES tests.
Data Field	A specific type of information required by the data entry program to complete the test.
Diskette	A 3.5 inch, 1.44 MB, hard plastic-covered device, coated with magnetic material used for storing information or software. The user should scan all diskettes to be used in the laptop for viruses prior to using them.
Distribution	The sorting of mail into pigeonhole cases, trays, sacks, machine bins, or pouches in order to group pieces with a common destination for transportation to the Post Office of address. Distribution may be accomplished by manual, mechanized, or automated means. The term is also applied to the distributed mail itself.
Double Counting	Double counting threatens the integrity of the international revenue, volume, and performance measurement system tests. It occurs whenever a mailpiece under test has the potential to be selected more than once during the 24-hour testing period.
Economy Letter-post	Economy Letter-post mailpieces are subject to the same regulatory requirements and conditions of mailing as the airmail items. The substantive differences between the two levels of service primarily relate to mode of transportation (air or surface), speed of service, and price.

Economy M-Bags	Economy (surface) M-bags that contain either publishers' periodicals or books and sheet music are subject to postage rates that are specifically applicable to those two categories of printed matter. ***Exception:*** The 200 pieces or 50 pounds minimum entry requirement does *not* apply to books and sheet music that are enclosed in an M-bag.
Economy Parcel Post	Economy Parcel Post may be a maximum length of 42 inches and have a maximum length and girth of 79 inches. Economy Parcel Post is limited to mailpieces destined to specified countries.
Estimate	A numerical value obtained from a statistical sample and assigned to a population parameter. Population parameters estimated from a sample of the frame include total volume, average daily volume, revenue, and weight for a particular class or subclass of mail.
Express Mail International Service (EMS)	A reliable high-speed mail service available to certain countries. See Global Express Mail Service (GEMS).
Facility	Any building used by the Postal Service to accept mail, process and distribute mail or deliver mail. Examples of facilities are: Airport Mail Center, Bulk Mail Center, Processing & Distribution Center, Associate Post Office Station or Branch.
Flag	Identification of mail that must be included or excluded for the sample unit during a SIRVO-IODIS and SIRVI test.
Flat	A general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat. The exact definition for flat-size mail varies depending on the test (SIRVO-IODIS or SIRVI). See related materials sections of Chapters 3, 4, and 5 for specific definitions.
Fleet Post Office (FPO)	A branch of a designated USPS civilian post office which falls under the jurisdiction of the postmaster of either New York or San Francisco. An FPO is operated by the Department of Defense to serve military personnel overseas or aboard ships where the USPS does not operate and a military situation requires service. FPO serves the operating forces of the U.S. Navy and the Marine Corps.
Frame	A list of frame units.
Frame Unit	In a stratified random sampling scheme, a frame unit is one unit of the subdivided population that has a known, positive chance of being selected. The frame units within the same stratum are more similar to each other than those frame units within other strata. For SIRVI and SIRVO-IODIS, a frame unit is generally defined based on the country, transportation mode, and exchange office.
Frame Unit-Day	A frame unit that has been designated for a particular day. The frame unit-day is the primary sampling unit for SIRVI (except for tests at surface facilities), and SIRVO-IODIS tests. For SIRVI-IODIS tests at surface facilities, the primary sampling unit is the frame unit-month.
Function Keys	Keys that are pre-programmed to perform certain functions upon execution. Function keys are usually F1 through F12.

Global Direct Canada Admail	A bulk mail service primarily intended for major printing firms, direct marketers, mail order companies, and other high volume mailers seeking easier access to the Canadian domestic postal system. The service is intended to provide mail delivery in an average of 5-10 business days in major urban areas throughout Canada.
Global Express Guaranteed	An expedited delivery service that is the product of a business alliance between the U.S. Postal Service and FedEx Corporation. It provides reliable, high-speed, time-definite service from designated U.S. ZIP Code areas to locations in most destination countries. The maximum weight limit for this service is 70 pounds, but some countries have a lower maximum weight limit. Further details regarding this service may be found in the *Global Express Guaranteed Service Guide*.
Global Express Mail (GEM)	Global Express Mail® (EMS®) is a reliable high-speed mail service available to over 180 destinations. Global Express Mail with Guarantee service - which offers a date-certain, money-back guarantee - is available only to Australia, China, Hong Kong, Japan, and Korea, Republic of (South Korea).
Global Priority Mail (GPM)	An expedited airmail letter service providing fast, reliable, and economical delivery of all items mailable as letters or merchandise up to 4 pounds. GPM items receive priority handling in the United States and in destination countries.
Gross Weight	The weight of the mailpieces and the container that holds the mail.
Help	Information displayed at the user's request that explains how to use a specific PC option, thus aiding a DCT in providing correct information.
Incoming Mail	Mail received by a postal facility, most commonly for distribution and delivery within the delivery area of the receiving facility.
Indicia	An imprinted designation on a mailpiece that denotes postage payment (for example, a permit imprint in place of a postage stamp or a meter stamp).
Insured Special Service	A special service to customers who pay a fee in advance to obtain payment in the event that the mail is lost, rifled, or damaged. Insurance is available only for parcel post and only to certain countries.
International Mail Manual (IMM)	The directive that contains postage rates and classification and other regulations for mailings bound for other countries. IMM is one of six USPS policy manuals.
International Priority Airmail (IPA)	A bulk mailing service that is as fast or faster than regular international airmail service. It is available to bulk mailers of LC and AO items. Separate rates are provided for presorted mail and nonpresorted mail with drop ship and volume discounts.
International Revenue, Volume, and Performance Measurement Tests	Refers to three statistically based systems that employ frame units to obtain revenue, volume, and performance measurement systems information for a variety of mail classes. The systems are SIRVI and SIRVO-IODIS.
International Surface Air Lift (ISAL)	A bulk mailing service for fast, economical international delivery of any periodical publication, advertising mail, catalog, other printed matter, or a small packet. ISAL shipments are flown to foreign destinations and entered into that country's surface non-priority mail system for delivery.
International Surface Air Lift (ISAL) M-Bags	M-bags that are entered in conjunction with an International Surface Air Lift (ISAL) mailing may contain all types of allowable printed matter or merchandise items

Irregular Parcels (IPPs)	Small, irregular parcels. The exact definition for IPPs varies depending on the test (SIRVI or SIRVO-IODIS). See related materials sections of Chapter 3 and 4 for specific definitions.
Laptop	A compact PC used by data collection personnel for source data entry, on-line editing, automated test control and electronic transmission of statistical data to the base unit desktop computer at the district office for final processing.
Letter-size mail	A mail processing category of mailpieces. The exact definition for letter-size mail varies depending on the test (SIRVI or SIRVO-IODIS). See related materials sections of Chapters 3 and 4 for specific definitions.
M-Bag	Direct sacks of printed matter to a single foreign addressee and are subject to the following conditions of mailing: Maximum weight: 66 pounds (including the tare weight of the sack). Availability: All destinations that are referenced in the Individual Country Listings. Identification: PS Tag 158, *M-Bag Addressee Tag*, must be completed and attached to the neck of the sack. Postage: The applicable airmail, economy (formerly surface), or International Surface Air Lift (ISAL) postage must be affixed to PS Tag 158. Special services: Certificate of mailing and recorded delivery are available. Return receipts and restricted delivery are available in conjunction with recorded delivery. Registry and insurance are not available.
Mail Category Code	The mail category code is a four-digit code used to identify the class and subclass of mail for a SIRVO-IODIS test.
Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)	A directive that contains the basic USPS standards for domestic mail services; a description of and requirements for each mail class special service and ancillary service and conditions governing their uses; and standards for rate eligibility and mail preparation. DMM is one of six USPS policy manuals.
Mail Processing Stream	The total live mail at any time in a USPS mail processing function. Also a mailing industry term that describes the assembly line production of mailpieces in a highly automated plant.
Mail Shape	This term refers to the shape of the mail (such as a letter, flat, parcel, or IPP).
Mailpiece	A single addressed article of mail, usually a letter, flat, card, or parcel.
Manager, Statistical Programs (MSP)	The manager, Statistical Programs is responsible for the collection of statistical data associated with national revenue, cost, volume, and service programs. The primary responsibilities include implementing, operating, and ensuring data integrity of statistical programs within the district.

Matter for the Blind

Matter for the blind includes:

- Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.
- Plates for embossing literature for the blind.
- Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.
- Sound recordings or tapes that are mailed by a blind person.

The weight limit for Matter for the Blind is 15 pounds and postage for surface Matter for the Blind is free. There are no special airmail rates for this category.

Menu

A listing of selections used to navigate through the data entry programs. The users select the appropriate option depending on their needs.

Meter Stamp

A postage imprint (either on meter tape or as a direct impression) applied in the upper right corner of the envelope, address label, or tag.

Metered Mail

Any mail class (except Periodicals) with postage printed by a Postal Service-approved postage meter. This mail is entitled to all privileges and subject to all conditions that apply to the various mail classes.

Military (APO/FPO)

Domestic mail and international mail that bears a U.S. military delivery address or return address and that, in some stage of its transmission, is in the possession of the Department of Defense.

Military/International Dispatch and Accountability System (MIDAS)

A computer network of all exchange offices or other facilities that dispatch outbound international and U.S. military mail out of the country. MIDAS is designed to fully automate the dispatching of mail. In facilities that conduct SIRVO-IODIS tests, MIDAS is interfaced with SIRVO-IODIS to automatically select containers to be tested.

Missent Mail

Mail sorted to the wrong destination country.

Missent Mail-Containers

Containers of missent mail is test day incoming mail in containers that has been sent to the wrong facility. These containers hold exclusively missent mail. Easily identifiable containers of missent mail must be pulled aside and released to mail processing by dispatch before sampling begins. Containers of missent mail which cannot be isolated beforehand, and once the skip selection process begins for that dispatch, must be included in the skip-interval selection process.

Missorted Domestic Mail

Mail going to an address within the continental United States. This covers First-Class, Presorted, and Standard Mail.

Missorted International Mail

Mail that is either (a) destined to a country other than the country of dispatch on the receptacle label, or (b) mailpieces classified as Global Express Guaranteed (GXG), Global Express Mail Service (GEM), or Global Direct Canada Admail.

Parcel

Mail that does not meet the mail processing categories of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as carton. The exact definition for parcels varies depending on the test (SIRVI or SIRVO-IODIS). See related materials sections of Chapter 3, 4, or 5 for specific definitions.

Population

A collection of all of the items of interest for a particular survey or study. For most of our surveys, the population of interest is a portion of, or all of, the mail being collected, processed, or delivered by the Postal Service.

Postage Due Mail	Mail marked postage due or mail bearing a special service marking, such as business reply, merchandise return, or address correction, indicating additional postage is required.
Postal Numeric Encoding Technique (POSTNET)	The barcode system used by the USPS for translating ZIP Code, ZIP+4 code, and delivery point code information into a machine-readable format that consists of a series of vertical full and half bars. (See also *delivery point barcode*.)
Postcards	Postcards consist of single cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the letter-post rate of postage.
Precision	The degree to which a set of measurements agree with their mean. A measurement tool used to prevent the least variation from the set standards.
Primary Containers	Containers that directly hold the mailpieces being tested by SIRVO-IODIS. Sometimes primary containers themselves are contained by larger containers. For instance, an APC is a primary container when it is full of parcels. A letter tray full of letters is also a primary container. However, an APC that holds letter trays full of letters is not a primary container. In this case, the APC is a large container because it does not directly hold the letters being tested.
Probability	The relative possibility that an event will occur. Probability sampling techniques are used to measure the characteristics of the total mail volume by examining a small fraction of that volume.
Prompt	A screen indication to the user to take an action or provide needed information.
Publishers' Periodicals	Publishers'periodicals are domestically approved publications that include magazines, newspapers, journals, and other types of periodical publications.
Random Sampling	A type of sampling in which every item in the population of interest has a known chance of being included in the sample.
Receptacle	A container for mailpieces.
Registered Special Service	Registered Mail items are handled according the internal procedures of the destination country. Customers may purchase Registered Mail service when they send letter-post postcards and postal cards and matter for the blind. Registered Mail service is not available in combination with parcel post or M-bags to one addressee.
Registered or Certified Sections	A unit found in all postal facilities having incoming registered or certified delivery functions.
Sample	A subset of the population for which measurements are taken.
Sample Selection File or Printout	A list of sample units selected for SIRVI and SIRVO-IODIS for each quarter. This list indicates the day of a test, the facility, and the sample unit. The file is located on CODES equipment. A printout can be downloaded from the CODES Base Unit.
Sample Unit	A frame unit-day that has been selected for SIRVO, SIRVI (except for tests at surface facilities), or SIRVO-IODIS testing. A sample unit for a SIRVI test at a surface facility is a month.
Sampling Frame	A list of the population of interest, divided into units, which will be sampled in part or in whole.
Service Performance Estimates	A statistical estimate of the portion of mail volume delivered within service commitments and between postal organizational units.

Service Time Calculations (Mondays and Holidays)	For a SIRVO-IODIS test taken on Monday (or a day after a federal holiday), an adjustment is made to service time calculation by subtracting one (1) from the number of days that elapsed between date of cancellation and the date the test is conducted. For example, if a federal holiday falls on a Monday, then a 2 would be subtracted from service time calculations for a Tuesday SIRVO-IODIS test.
Session	A group of mailpieces that have been recorded between the time the laptop is turned on and the END SESSION and SAVE options of the OPTIONS MENU are used. A test is composed of one or more sessions.
Skip Interval Number	The skip number is an assigned number used by the data collector during SIRVI and SIRVO-IODIS tests to systematically select mailpieces for recording. Skip numbers are used whenever a data collector employs a subsampling method. For example, a skip number of 10 would require the data collector to select the first mailpiece using the start number and then to select every tenth mailpiece for recording.
Software	A set of coded instructions which directs a computer to perform tasks in a specified sequence under specific conditions.
Start Number	The number used to select the first mailpiece or container. When a data collector has determined a mailpiece and/or container-skip interval, he or she receives a *start number*. This number is usually randomly selected by the CODES laptop computer. For some subsampling options, the start number is determined by a table. The start number must be used as the first, and only the first, skip interval. For instance, a start number of 5 would require the data collector to begin the test by selecting the fifth mailpiece as the first mailpiece for recording. Thereafter, the data collector would use the assigned skip number. The start number is usually a randomly-assigned number displayed on the CODES laptop along with the subsample skip number.
Station (classified)	A unit of a Post Office that is staffed by career Postal Service employees and located within the corporate limits of a city or town.
Statistical Programs	Statistical Programs is an organization within Finance at Headquarters responsible for Postal Service's statistical information systems. Statistical programs (lower case) also refers to the statistical information systems themselves.
Statistical Programs Service Center (SPSC)	Headquarters field unit that provides technical and field support to the district statistical programs units.
Strata	Two or more sets of frame units that are grouped on the basis of one or more known characteristics. The plural form of stratum. Also see stratification.
Stratification	The process of subdividing the population into two or more mutually exclusive sets of frame units called strata. The singular form of strata is stratum. If we can subdivide the population in such a way that the units within a stratum are more similar to each other, with regard to the item we are trying to estimate, than they are to units in other strata, then a stratified random sample will be more efficient than a simple random sample.
Stratum	A set or collection of frame units that are similar on the basis of one or more known characteristics. They are used in the selection of frame units to be sampled by SIRVI and SIRVO-IODIS tests. The singular form of strata is stratum.

Subreceptacle	A receptacle containing mail that is within another receptacle.
Subsampling	The systematic process for selecting mail within a sample unit. Use counted subsampling techniques only.
Supervisor, Statistical Programs (SSP)	The supervisor, Statistical Programs is responsible for assisting the manager, Statistical Programs (MSP) in all tasks related to training, monitoring, and overseeing statistical sampling tests such as SIRVI and SIRVO-IODIS.
Surface Air Lift (SAL)	Surface Air Lift is a combined mode of transporting international mail and military mail by surface and air. Mailpieces are flown to the destination country and entered into the non-priority/surface stream for delivery.
System for International Revenue and Volume, Inbound (SIRVI)	A primary sampling system used to estimate Postal Service revenue, volume, and weight of inbound international mail. SIRVI estimates are used to settle terminal dues. SIRVI tests are conducted by data collectors at international exchange offices and other facilities that serve as original entry points for inbound international mail.
System for International Revenue and Volume, Outbound (SIRVO)	A primary sampling system used to estimate Postal Service revenue, volume, and weight of outbound international mail. SIRVO-IODIS tests are conducted by data collectors at international exchange offices and other facilities that serve as final dispatch points for outbound international mail.
Tare Weight	The weight of a receptacle or subreceptacle without mailpieces.
Terminal Dues	The charge levied by the destination country to cover the costs incurred for delivering international mail received. These charges are levied according to Article 49 of the convention of the Universal Postal Union (UPU).
Tour	One of three scheduled USPS shifts: Tour I (usually from 11 p.m. to 7 a.m.) is the night shift, Tour II (usually from 7 a.m. to 3 p.m.) is the daytime shift, and Tour III is the evening shift (usually from 3 p.m. to 11 p.m.).
Transit Time	The time between when a mailpiece comes into the possession of the Postal Service until the time that mailpiece is delivered to the addressee.
United Nations Code (U.N. Code)	A two-character code used to identify an origin or destination country. A complete list of U.N. codes is available in the related materials section of Chapters 3 or 4.
United States Postal Service	A series of bilateral agreements between the U.S. Postal Service and Canada Post Corporation used to support terminal dues between the U.S. and Canada. UCAN requires that a statistical sampling procedure be used to determine the number of items and proportions of weight in each of the mail categories in the agreements. Both administrations have agreed to focus on mail size, shape, and weight rather than the regular classifications of LC, AO, and CP. Each postal administration samples the inbound mail entering its mailstream for the origin country. The U.S. Postal Service samples inbound mail from Canada using SIRVI.
Universal Postal Union (UPU)	An international postal organization that is a specialized agency of the United Nations. Its 189 member countries form a single postal territory for the reciprocal exchange of letter-post items. Its convention establishes the common rules applicable to the international postal service and the provisions governing letter-post services.

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DCT Notes

Log of Revisions

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description

SP Letter	SP Letter Number and Subject	Description