

February 6, 2014

AREA VICE PRESIDENTS

SUBJECT: Local Newspaper Processing

An opportunity currently exists to improve the service and efficiency with which we process local newspapers entered at our Associate Offices (AOs) and Hubs. It has come to our attention that in some instances, local newspapers entered in direct 5-digit containers and sacks are being transported upstream to the processing center even though they are already at their finest depth of sort. Transporting these containers of direct 5-digit local newspapers to the upstream processing center only to have the processing center dispatch them back to the AOs results in unnecessary transportation and handling costs and can lead to service delays.

In order to eliminate the unnecessary transportation, handling cost, and potential negative service impacts associated with these activities, we are requiring that AOs and Hubs implement the following practices.

Upon entry of newspapers at an Associate Office, the AO will retain possession of their destinating delivery containers (sacks, flat tubs, etc.) and send all other 5-digit direct containers to their respective Hub. The Hub will transfer corresponding 5-digit direct containers to meet the local dispatches to the various AOs. Direct containers include 5-Digit, Carrier Route, or M5D (merged 5D and Carrier Route).

Effective immediately Hubs and AOs will be expected to send only working containers to the plant for processing. Working containers should be transferred to the processing center on the first available transportation in order to affect timely delivery.



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Network Operations



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Attachments: DDU HUB Periodicals Placarding instructions  
HUB Placard Samples (Excel)

cc: Managers, Operations Support (Area)  
Ms. Vo  
Ms. Malone  
Ms. Moon