



Plant Loading Authorization and Procedures Guidelines

Handbook PO-512

October 2002
Transmittal Letter

- A. Explanation.** The accompanying book is a complete revision of Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*. In a plant load operation, the Postal Service receives mail at a mailer's plant and transports it to a Postal Service destination in order to bypass handling that would otherwise be required at one or more Postal Service facilities. This version of the handbook differs from the previous (September 1989) version in that it accounts for recent changes in classification reform, revised plant load requirements, and changes in Postal Service infrastructure.
- B. Distribution.** This handbook is being distributed directly to all managers and above at Headquarters and to areas, districts, and administrative support facilities. Copies are also being distributed to managers at processing and distribution centers/facilities, rates and classification service centers, and bulk mail centers.
- C. Additional Copies.** You can order Handbook PO-512 and copies of PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement*, by one of the following means:
- **Touch Tone Order Entry:** Call 800-332-0317, choose option 1, then option 1.
 - **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by F3 Fill), and send it as an attachment to the e-mail address, *MDC Customer Service*.
 - **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:
- SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702
- D. Electronic Availability.** This handbook and the official Postal Service forms in the appendices are available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs* or *Postal Forms*.
- E. Comments and Questions.** Please address questions and comments to amend or correct the information in this handbook to:

MANAGER SURFACE OPERATIONS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-7133

F. Rescissions. This handbook replaces the September 1989 version. Recycle all previous issues of Handbook PO-512.

G. Effective Date. This material is effective upon receipt.

A handwritten signature in black ink, appearing to read 'P. Vogel', is positioned above the printed name.

Paul E. Vogel
Vice President
Network Operations Management

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1 Plant Load Operations

1-1 Definition

Plant loading is an operation in which the U.S. Postal Service receives mail at a mailer's plant and transports it to a Postal Service destination in order to bypass handling that otherwise would be required at one or more Postal Service facilities. Plant loads are authorized only when they benefit the Postal Service.

1-2 Rules Governing Plant Loads

Rules governing plant load operations are specified in the *Domestic Mail Manual*, sections D020, *Plant Load*, and M074, *Plant Load Mailings*.

Note: Postal Service regulations change frequently. In the event that this publication contains information not consistent with the *Domestic Mail Manual*, the most current *Domestic Mail Manual* takes precedence.

Instructions specific to internal Postal Service administrative processing of plant load authorization applications, mail preparation and acceptance procedures, and transportation guidelines are detailed in the *Postal Operations Manual* (POM), section 327, *Plant Load Operations*.

Note: Postal Service regulations change frequently. In the event that this publication contains information not consistent with the POM, the most current POM rules take precedence, followed by the most current rules listed in supplemental management publications.

1-3 Plant Load Eligibility

Mailers — including government agencies — generating sufficient volumes of mail, with the potential to prepare vehicle loads that can bypass handling at one or more Postal Service facilities and demonstrate a cost savings for the Postal Service, are eligible for plant load authorization.

- a. Plant load authorizations must demonstrate a clear advantage for the Postal Service. Clear advantage is generally defined as a net recoverable cost savings to the Postal Service after all expenses associated with providing plant load operations are considered.

- b. Plant load operations may also be authorized due to operational constraints. In the event that the originating local facility cannot adequately handle the additional volume of mail generated by the mailer, or if the local origin Postal Service facility will exceed its mail processing capacity, then plant load authorization may be granted.
- c. Plant load regulations and procedures do not apply to the collection of mail. Collection of mail is an operation in which the Postal Service transports mail from a mailer's plant or other authorized nonPostal Service location to the local Post Office or other designated local acceptance point. Unlike plant-loaded mail, collection of mail generally does not include mail that bypasses handling or requires a postage statement.
- d. Plant loads involving Postal Service transportation to the same facility where a mailer would normally be required to deposit mail, or which operates only to the advantage of a mailer, will not be approved.

1-4 Benefits to the Mailer

While plant load authorization is designed so that it benefits the Postal Service, it is important to note that the mailer may realize the following benefits:

- Avoidance of the costs associated with transporting trailers to the nearest business mail entry unit for acceptance.
- Advice on the best strategies for mailing and comprehensive logistics planning.
- Entry of mail closer to the final destination.
- More predictable mail delivery.

1-5 PS Form 3815, Plant-Load Authorization Application, Worksheet, and Agreement

PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement* (see Appendix A), is an application form, decision analysis worksheet, and agreement between the mailer and the Postal Service for plant load operations. It was created to consolidate several forms into one, reduce unnecessary paperwork, and provide a comprehensive agreement.

PS Form 3815 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Postal Forms*. See 3-1 for detailed instructions on completing this form.

Local Postal Service officials may complete appropriate sections of the agreement before the mailer signs the agreement based on the location where the mailer is applying for the plant load. When the application form is completed, the mailer submits it to the postmaster at the Postal Service facility serving the mailer's plant. If the application is approved, the Postal

Service signs the agreement and enters into the plant load operation with the mailer.

1-6 Intra- and Inter-District Plant Load Shipments Defined

The terms intra- and inter-district plant loads apply to vehicle movements of mail from the mailer's plant to mail processing facilities. The vehicle destination determines whether the mailing is an intra- or inter-district plant load.

- a. Intra-district plant loads are vehicle movements of mail from the mailer's plant to a Postal Service facility located within the Postal Service district serving the mailer's plant. Handling at the local Post Office or local acceptance facility is bypassed. Intra-district plant loads require approval by the district manager, Customer Service and Sales, with coordination of Distribution Networks at the area office. Intra-district, plant-loaded shipments must meet the minimum weight or volume requirement of 23,000 pounds and/or 1,600 cubic feet.
- b. Inter-district plant loads are vehicle movements of mail from the mailer's plant to a Postal Service facility located outside the Postal Service district serving the mailer's plant. Handling at the originating Postal Service facility and at one or more intermediate processing facilities is bypassed. Inter-district plant loads require approval by the origin district manager, Customer Service and Sales, and the area manager, Distribution Networks. Inter-district plant-loaded shipments must meet the minimum weight or volume requirement of 28,000 pounds and/or 2,000 cubic feet.

1-7 More Than One Plant Load Mailing per Application

Mailers with multiple mailings who wish to request authorization for plant load operations can include all of the mailings on a single application form. However, mailers must use separate forms to divide the applications between intra-district and inter-district mailings.

Once a plant load agreement is approved and executed, mailers will not be required to reapply for plant load operations on every mailing; however, the responsible Postal Service officials must review each plant-loaded mailing separately to determine whether the mailing meets the plant load criteria. Mailings not meeting the plant load requirements individually must be combined with other mailings that, when brought together, fulfill the requirements for plant load authorization.

1-8 Combination Plant Load Mailings

A mailer or mailers may combine Periodicals, Standard Mail, and Package Services mail into a single vehicle provided they are physically separated. Each mailing must have a postage statement and meet service commitments for each class of mail, and the Postal Service must approve the combination plant load mailing.

1-9 Service Objectives

Service objectives for the class of mail being transported apply to the plant-loaded mail. If provided for in the plant load agreement, plant-loaded mail may have deferred service objectives, but under no circumstance will the Postal Service hold, store, or delay the mail.

1-10 Services Not Provided

The Postal Service does not hold, store, or delay the dispatch of plant-loaded mail. Plant-loaded mail may have deferred service objectives if specifically provided for in the plant load agreement.

1-11 Updating Plant Load Agreements

Plant load operations are authorized in accordance with the *Domestic Mail Manual*, sections D020 and M074, and they are approved based on projected cost savings and/or a benefit for the Postal Service. Because conditions under which plant loads are initially approved change, it is expected that all plant load agreements will be reviewed and updated periodically to ensure savings and efficiency for the Postal Service and the customer. The mailer and the Postal Service must renew PS Form 3815 at least once every 4 years by refreshing the appropriate information.

1-12 Documentation and Forms Retention

All documentation and forms must be retained for 2 years from the date of the expiration of the plant load agreement. This information may need to be retained for longer periods if the responsible Postal Service records officer deems it necessary.

1-13 Postal Service Responsibilities

In an authorized plant load operation, the Postal Service is responsible for the following:

- Providing mail transport equipment.

- Performing verification and acceptance in the mailer's plant.
- Providing transportation from the mailer's plant to a designated Postal Service facility.

However, under exceptional circumstances the Postal Service may authorize the mailer to have mail verified and/or accepted at a specific destination Postal Service facility, to transport the mail by mailer-furnished transportation, or a combination of both.

The Postal Service and mailer responsibilities for any exceptional procedures are separate from and in addition to responsibilities for stated plant load operations.

1-14 Types of Operations

Plant load operations are categorized as either *scheduled* or *as required*.

- a. A scheduled plant load is one with a schedule of mailing determined at the time of the application. For each scheduled mailing, the Postal Service provides the same transportation between the mailer's plant and the destination Postal Service facilities.
- b. An as-required plant load has no predetermined mailing schedule and includes various destination Postal Service facilities. Verification, acceptance, and transportation requirements are irregular and must be planned to allow mail delivery within Postal Service standards or within other service commitments arranged with and agreed to by the mailer.

1-15 Commencement of Operations

The application will be approved if it meets all the requirements described in Chapter 2 for either intra-district or inter-district area plant loads. If the application is approved and the mailer wants plant load operations, the mailer must enter into a plant load agreement with the Postal Service. Plant load operation may begin as specified in the agreement once the application is approved and the mailer enters into the agreement.

1-16 Failure to Meet Requirements

The local postmaster serving the mailer's plant is responsible for monitoring plant load operations and coordinating with the district plant load committee. If a mailer fails to meet the terms agreed to in the plant load agreement, the district plant load committee must reevaluate the plant load authorization.

1-17 Mailer's Plant and Detached Mail Unit Definitions

Mailer's plant. The mailer's plant is the non-Postal Service location where the mail is loaded onto Postal Service-provided transportation.

Detached mail unit. A detached mail unit is an area in a mailer's facility where Postal Service employees perform mail verification, acceptance, dispatch, and other Postal Service functions.

1-18 Expedited Shipment for Plant-Loaded Mailings

An expedited shipment for plant-loaded mailings is an operation in which an authorized plant load mailer receives additional authorization to transport a plant-loaded shipment at the mailer's expense to destination Postal Service facilities where the mail is deposited. Under an expedited shipment for plant-loaded mailings authorization, the Postal Service verifies the mail for presort and postage, and postage is calculated from and paid at the Post Office where the mailer is authorized to plant load. *Domestic Mail Manual* 020 contains instructions for an expedited shipment for plant load authorization. See also 2-4.

1-19 PS Form 8026, Expedited Shipment Agreement for Plant-Load Mailings

PS Form 8026 is available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Postal Forms*.

2 Establishing Plant Load Operations

2-1 Steps and Processes for Establishing Plant Load Operations

Mailers requesting plant load operations must first complete page 1 of PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement*. Detailed instructions on completing PS Form 3815 can be found in 3-1 of this handbook.

When completing PS Form 3815, it is recommended that the mailer fill in the *Customer Profile and Supply Plan Mail Transport Equipment* form found in Appendix E. Submit these forms to the local Post Office serving the mailer's plant. When necessary, the appropriate Postal Service representative will help the mailer complete the requested information. The local postmaster will review the application, fill in any missing or incomplete information, and forward it within 5 business days to the district manager, Customer Service and Sales, responsible for the mailer's plant.

Note: Mailers may complete the requested information on pages 8 and 9 of the application when completing page 1. Please note that doing so does not obligate the Postal Service to approve the application; however, it may expedite the process in the likelihood that the application is approved.

When the district manager, Customer Service and Sales, receives an application, he or she determines whether the plant load application will be managed as an intra-district plant load or an inter-district plant load.

2-2 Plant Load Mailings: Intra-District

Intra-district plant loads are the sole responsibility of the district in which the mailer's plant is located. Each district manager, Customer Service and Sales, must establish a cross-functional district plant load committee to review plant load applications and subsequently address plant load issues. If the committee recommends that the application be approved, a copy of the application should be forwarded to the area manager, Distribution Networks, as information only.

The district manager approves an application for an intra-district area plant load, contingent on two conditions: transportation equipment must be

obtainable and the information provided on the application must confirm that the plant load will produce a net cost-savings for the Postal Service.

2-2.1 **Transportation Equipment Availability**

Transportation must be obtainable to transport the mail to a bulk mail center, auxiliary service facility, area distribution center, or sectional center facility in the service area of the mailer's plant. The application will not be granted until the area manager, Distribution Networks, confirms that sufficient transportation equipment is obtainable.

2-2.2 **Net Cost-Savings**

The plant load must result in a net cost-savings to the Postal Service. A net cost-savings can be demonstrated by passing one of three tests:

2-2.2.1 **Test 1**

This test is found in Part J, *Intra-District Area Plant-Load Request*, of PS Form 3815. The volume of mail to be plant-loaded must be at least 50 percent of a vehicle's capacity by weight or cube (a minimum of 23,000 lbs. or 1,600 cubic feet), and the mileage from the mailer's plant to the destination Postal Service facility must be 150 miles or less one way.

For mail verified and accepted at a mailer's plant, the Postal Service may allow mailings verified at the plants of 2 or more mailers located in the same service area to be combined to meet the minimum volume requirement. For mail verified and accepted at the business mail entry unit of the originating office, the minimum volume requirement must be met by the mailings of only 1 mailer.

2-2.2.2 **Test 2**

If the mailer does not meet the criteria in Test 1, he or she may still demonstrate a net cost-savings to the Postal Service using the detailed cost analysis worksheet found in PS Form 3815, section L.

2-2.2.3 **Test 3**

If the mailer fails to satisfy Test 1 and/or Test 2, the net cost-savings criteria may be met if the local originating Postal Service facility is operating at or near its mail processing capacity for the type of mail to be plant-loaded. The local manager, Transportation and Networks, after consulting with In-Plant Support, determines whether a facility is at or near its mail processing capacity and recommends whether to approve plant load in such cases.

2-2.3 **Action by Area Manager, Distribution Networks**

The area manager, Distribution Networks, reviews information copies of intra-district area plant load applications authorized by district managers, Customer Service and Sales, to monitor compliance with Postal Service

standards. Noncompliance with Postal Service standards must be brought to the attention of the district manager who approved the application.

2-2.4 Action by District Manager, Customer Service and Sales

The district manager, Customer Service and Sales, will periodically review the mailer's volume and mailing patterns. The plant manager, processing and distribution center/facility, will provide the required information for completing the application and analyze the plant load application to recommend approval or denial.

Prior to approving an application, the district manager, Customer Service and Sales, must coordinate with the area manager, Distribution Networks, to determine transportation equipment availability. The application may not be approved and assigned an effective date until Distribution Networks determines the necessary equipment can be obtained.

2-2.5 Commencement of Operations

Approved plant load operations must commence as soon as possible, but not later than 60 days from the signed authorization.

2-2.6 District Plant Load Team

The district manager's plant loading team must meet periodically with the mailer and provide guidance and benchmarks for the mailer concerning roles and responsibilities involved in the plant load agreement.

2-2.7 Mailer Notification

Every responsible Postal Service official acting on an application must notify the mailer within 5 business days of receipt. The district manager must promptly notify the mailer in writing of the final action taken. If the application is denied, the manager must specify the reasons for the denial and inform the mailer of his or her right to appeal the decision.

2-2.8 Periodic Review

Distribution Networks must review plant load authorizations at least once every 4 years or when transportation contracts are renewed. Doing so ensures a net cost-savings for the Postal Service. If the plant load is authorized under Test 3 and it is subsequently determined that the local originating facility is currently operating below its mail processing capacity for the class or type of mail to be plant-loaded, the district manager must rescind the plant load authorization.

2-3 Plant-Load Mailings: Inter-District Area

The area manager, Distribution Networks, approves applications for inter-district plant loads for the Postal Service area in which the mailer's plant is located. As with intra-district plant loads, each district manager, Customer Service and Sales, must also establish a cross-functional district plant load committee to review plant load applications and subsequently address plant load issues. If the committee recommends that the application be approved, a copy of the application must be forwarded to the area manager, Distribution Networks, for final decision.

The area manager, Distribution Networks, approves applications for inter-district area plant loads, contingent on 2 conditions: transportation equipment must be obtainable and the information provided on the application must confirm that the plant load will produce a net cost-savings for the Postal Service.

2-3.1 Transportation Equipment Availability

Transportation must be obtainable to transport the mail to a bulk mail center, auxiliary service facility, area distribution center, or sectional center facility outside the service area of the mailer's plant. The application will not be granted until the area manager, Distribution Networks, confirms that sufficient transportation equipment is obtainable.

2-3.2 Net Cost Savings

The plant load must result in a net cost-savings to the Postal Service. A net cost-savings can be demonstrated by passing one of 3 tests:

2-3.2.1 Test 1

This test is found in Part I, *Inter-District Area Plant-Load Request*, of PS Form 3815.

a. Minimum Volume

The volume of mail to be plant-loaded must be at least 60 percent of a vehicle's capacity by weight or cube (a minimum of 28,000 lbs. or 2,000 cubic feet). The mailings of 2 or more mailers located in the same service area may be combined in the same vehicle to make up the minimum volume.

b. Maximum Mileage for Highway

- (1) If the plant-loaded transportation is by highway and bypasses the origin sectional center facility and at least one bulk mail center, auxiliary service facility, or area distribution center, the distance from the mailer's plant to the destination Postal Service facility must be 275 miles or less one way.
- (2) If the plant load transportation is by highway and bypasses only the origin sectional center facility, the distance from the mailer's

plant to the destination Postal Service facility must be 150 miles or less one way.

- (3) There is no maximum mileage criterion for plant-loaded transportation by railroad or water.

2-3.2.2 **Test 2**

If the mailer does not meet the criteria in Test 1, it may still demonstrate a net cost-savings to the Postal Service using the detailed cost analysis worksheet found in PS Form 3815, section L.

2-3.2.3 **Test 3**

If the mailer fails to satisfy Test 1 and/or Test 2, the net cost-savings criteria may be met if the local originating Postal Service facility is operating at or near its mail processing capacity for the type of mail to be plant-loaded. The local manager, Transportation and Networks, after consulting with In-Plant Support, determines whether a facility is at or near its mail processing capacity and recommends whether to approve plant load in such cases.

2-3.3 **Action by Area Manager, Distribution Networks**

The area manager, Distribution Networks, reviews copies of inter-district plant load applications recommended by district managers, Customer Service and Sales, and has final approval for all inter-district plant loads. Noncompliance with Postal Service standards must be brought to the attention of the district manager recommending the application.

2-3.4 **Action by District Manager, Customer Service and Sales**

The district manager, Customer Service and Sales, will periodically review the mailer's volume and mailing patterns. The plant manager, processing and distribution center/facility, will provide the required information for completing the application and analyze the plant load application to recommend approval or denial.

Prior to the application approval, the district manager, Customer Service and Sales, must coordinate with the area manager, Distribution Networks, to determine transportation equipment availability. The application may not be approved and assigned an effective date until it is determined the necessary equipment can be obtained.

2-3.5 **Mailer Notification**

Every responsible Postal Service official must act on an application within 5 business days of receipt. The district manager must promptly notify the mailer in writing of the final action taken. If the application is denied, the manager must specify the reason for the denial and inform the mailer of his or her right to appeal the decision.

2-3.6 Commencement of Operations

Approved plant load operations must commence as soon as possible, but not later than 60 days from the signed authorization.

2-3.7 District Plant Load Team

The district manager's plant loading team must meet periodically with the mailer and provide guidance and benchmarks for the mailer concerning roles and responsibilities involved in the plant load agreement.

2-3.8 Periodic Review

Distribution Networks must review inter-district plant load authorizations every 4 years to determine whether a net cost-savings to the Postal Service continues to be demonstrated. If the plant load is authorized under Test 3 and it is subsequently determined that the local originating facility is currently operating below its mail processing capacity for the class or type of mail to be plant-loaded, the area manager, Distribution Networks, must rescind the plant load authorization.

2-4 Expedited Shipment Agreement for Plant-Load Mailings

Transportation provided by the mailer may be authorized when a mailing has a specific time value and the available acceptance or the Postal Service provided transportation resources would adversely affect the mailer's desired delivery target.

In all instances, the area Distribution Networks office must be notified of all expedited plant load shipment agreements. When contract transportation is used in an authorized plant load, field managers or their designees may request that Distribution Networks allow an authorized plant load mailer to haul their own mail.

2-4.1 Definition

PS Form 8026, *Expedited Shipment Agreement for Plant-Load Mailings*, is a written agreement between the Postal Service and a mailer that includes the following terms:

- a. The mailer pays postage at the Postal Service facility where he or she is authorized for plant load mailing before the mail leaves the mailer's plant.
- b. The Postal Service verifies mail for presort, makeup, and postage at the mailer's plant.
- c. The Postal Service accepts expedited plant load mail at specified destinations. Postage will be paid at the applicable rates if the shipment is entered at the Post Office administering the plant load agreement.

- d. Only authorized plant load mailers may transport expedited plant load shipments at their own expense under the conditions listed in the *Domestic Mail Manual D020, Plant Load*, and *M074, Plant Load Mailings*.
- e. Expedited plant load mailings do not qualify for destination entry discount postage rates.

2-4.2 Authorization

Mailer requests for expedited plant load shipment authorization may be approved when the mailing requires an extraordinary level of service or a delivery timeframe that the normal mode of Postal Service transportation for that class of mail cannot provide.

If expedited plant load shipments are approved for more than a one-time use, PS Form 3815 must be modified. The new agreement between the Postal Service and the mailer must clearly specify the mailings that are to be plant verified and the destination Postal Service facilities to which an expedited plant load shipment will be transported for deposit and acceptance.

Mailers receiving authorization for expedited plant load shipment must obtain applicable Postal Service permits and pay postage at the Post Office where they have plant load authorization.

Note: Any cost savings resulting from an expedited plant load shipment authorization may not be used in the detailed cost savings analysis for plant load authorizations or renewals.

2-4.3 Liability

Mailers assume liability and full responsibility for loss or damage to an expedited plant load shipment before it is accepted at the designated Postal Service facility, regardless of whether third-party transportation is used to transport it. The Postal Service will not take responsibility for any loss or damage to an expedited plant load shipment until after the mail is deposited at a Postal Service facility, as provided for in the *Domestic Mail Manual D020, Plant Load*, and *M074, Plant Load Mailings*.

2-4.4 Postage Refunds

The Postal Service will not refund postage for failure to provide service caused in part or in whole by any event occurring before the shipment is deposited in and accepted at a Postal Service facility, except in accordance with the provisions of the *Domestic Mail Manual D020*, and *M074*.

2-4.5 Mailer Responsibilities

Mailers authorized for expedited plant load shipment must meet the following requirements:

- a. The mailer must deposit an expedited plant load shipment as specified by the Postal Service.

- b. The mailer must contact each Postal Service facility where an expedited plant load shipment will be deposited to arrange for a time and specific drop location to deposit the mail before the mail arrives.
- c. If vehicles contain more than one plant-verified mailing or mailing segment to be deposited at a single destination Postal Service facility, the mailings must be physically separated.
- d. If vehicles contain mailings or mailing segments for more than one destination facility the mail must be physically separated by destination, and within each destination it must be physically separated by mailing and/or mailing segment.
- e. Mailers must notify the origin postmaster or a Postal Service detached mail unit employee of any event, such as breakdown or en route accident, that would prevent depositing the expedited plant load shipment at the destination Postal Service facility.

2-4.6 **Scope of Expedited Plant Load Shipment**

Mailers may transport their plant-verified mail, at their own expense, only under an authorized postage payment system. Mailers must enter into an expedited plant load shipment agreement with the Postal Service and comply with the applicable standards of the *Domestic Mail Manual D020, Plant Load*, and M074, *Plant Load Mailings*, to transport plant-verified mail. Mailings are at the mailer's expense, and postage must be based from the mailer's plant. The mailer pays for the transportation and assumes full responsibility for the shipment while it is in transit. The Postal Service is not liable or responsible for any loss or damage to an expedited plant load shipment until after the mail is deposited in and accepted at the destination Postal Service facility.

2-4.7 **Term**

The term for an expedited plant load shipment agreement may be for a single mailing or may be expanded to cover a period of time to accommodate a number of shipments under a single mailing. If an expedited plant load shipment is used for other than a single one-time mailing, the PS Form 3815 agreement between the Postal Service and the mailer must be modified to specify the mailing(s) to be expedited and the destination Postal Service facilities in which the shipments will be deposited.

2-4.8 **Gratis Contracts**

Mailers may not use gratis contracts. Gratis contracts are written agreements that do not provide monetary compensation.

2-4.9 **Highway Contract**

The award of a highway contract to a mailer must be considered separately from the decision to plant load. Mailers wishing to receive payment for transporting their plant-loaded mail must do so pursuant to an issuance of a formal highway contract under the competitive bid process. When a mailer

provides transportation under a highway contract, he or she incurs the same responsibilities as any other highway contractor.

2-4.10 **Termination**

- a. The Postal Service may terminate an expedited plant load shipment agreement by giving 24 hours notice. The office with approval responsibility, with the concurrence of the area manager, Distribution Networks, in the area in which the agreement was originally executed may terminate an expedited plant load shipment agreement. Neither party is liable for any indemnity if the Postal Service terminates an expedited plant load shipment agreement pursuant to the terms of the agreement.
- b. The mailer may terminate an expedited plant load shipment agreement by giving the Postal Service written notice no later than 15 days before the intended shipment date. Neither party is liable for any indemnity if the mailer terminates an expedited plant load shipment agreement pursuant to the terms of the agreement.

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3 Plant Load Forms and Documentation

3-1 Completing PS Form 3815

3-1.1 **Mailer's Responsibility**

The mailer is responsible for initiating the plant load authorization application. Mailers desiring plant load operations must complete and submit page 1 of PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement* (see Appendix A), to the postmaster of the Post Office serving the mailer's plants. While most entries are self-explanatory, mailers can get assistance in completing the form from the local postmaster or Postal Service representative designated by the district manager, Customer Services and Sales.

Following is a brief recap, by page number, along with assignments of responsibility and brief instructions for completing the entries.

3-1.2 **PS Form 3815, Page 1**

The mailer completes page 1, sections A through E, and presents it to his or her local postmaster. Page 1 provides space for information concerning the mailer's operation, plant location, size, and anticipated plant load requirements.

The local postmaster ensures that the application is complete, signed, and dated. The postmaster will contact the mailer if further clarification or information is required. When page 1 of the application form has been reviewed and determined to be accurate and complete, the local postmaster completes any additional information for which he or she is responsible and forwards the form within 5 business days to the district manager, Customer Service and Sales.

3-1.3 **PS Form 3815, Page 2**

The local postmaster completes page 2 with concurrence from the manager, Business Mail Entry. Page 2 provides information for the mailer concerning the subsequent steps involved in completing and processing the form. Space

is provided for the local Post Office to indicate whether the mail will be accepted at the mailer's plant or at a specified bulk mail entrance unit.

Note: Plant load applications must be evaluated in relation to the cost and adequacy of revenue protection requirements and functions necessary at the mailer's plant. Functions that must be performed in support of revenue protection vary by class of mail and the method of payment for postage (reference Handbook DM-109, *Business Mail Acceptance Handbook*, for further clarification).

3-1.4 **PS Form 3815, Page 3**

The local postmaster completes sections H-1, *Volume Data/Per Average Mailing*, and H-2, *Mileage from Mailers Plant to Destination Postal Service facility*.

Sections H-1 and H-2 on page 3 provide space for entering the number of trays, sacks, pallets, and rolling stock that the mailer anticipates will be required for the mailing. Section H-1a is for intra-district movements and 1b is for inter-district plant loads.

The local postmaster completes the information in section H-2 that is specific to the plant load. Origin, destination, miles between, and number of facilities to be bypassed are all required.

Distribution Networks at the area office completes sections H-3 and H-4, which concern the percent of vehicle capacity. For example, trailers 48 feet long or greater should have a minimum weight of 23,000 pounds for intra-district or 28,000 pounds for inter-district plant loads and a minimum cube utilization of 1,600 cubic feet for intra-district or 2,000 cubic feet for inter-district plant loads.

Note: Inter-district plant loads are generally tractor-trailer operations involving trailers at least 48 feet long. Trailers less than 48 feet long may be used but are generally restricted to intra-district plant loads.

3-1.5 **PS Form 3815, Page 4**

The local postmaster, with concurrence from the manager, business mail entry unit, completes the information on page 4. Page 4 requests information supplied by the mailer concerning the minimum volume and maximum mileage. This section must be signed and dated by both local Postal Service officials before it is forwarded to the district office.

3-1.6 **PS Form 3815, Page 5**

The local manager, Transportation and Networks, completes page 5. Page 5, section L-1, *Review the Application*, asks if the mailer has met the minimum requirements for volume and distance and if mail transport equipment is available or can be obtained.

Section L-2, *Complete Cost Analysis*, Step A — Matrix, provides a matrix that can be used to approve an application if the volume of plant-loaded mail exceeds 60 percent of the vehicle capacity and the mileage exceeds the

maximum permitted under minimum volume/maximum mileage criteria. Instructions are provided on page 5 to help determine the distance at which vehicles with increased utilization can be approved under the requirements of this section.

3-1.7 **PS Form 3815, Page 6**

If a mailer does not meet the minimum volume and maximum mileage standards for automatic approval on page 3, and he or she again fails to qualify for approval using the cost analysis matrix on page 5, then the mailers must complete step B, *Detailed Cost Analysis*.

Page 6 contains the detailed cost analysis worksheet that must be completed by the local manager, Transportation and Networks, with assistance from the local manager, Finance, and the manager, In-Plant Support. The worksheet requests information for the previous year concerning workhours, number of trips, cost per hour or trip, and total expense.

The detailed cost analysis worksheet includes 2 parts. Worksheet space is provided for computing the cost of processing the mail using plant load and the cost of handling the mail without a plant load operation.

3-1.7.1 **Completing Part One, Cost Without Plant Load**

- a. *Workhours.* Sum the number of workhours required to verify, accept, handle, transport, and distribute the volume of mail without plant load. Include any workhours requiring additional mail handling, distribution, or acceptance procedures.
- b. *Number of trips.* List the number of trips associated with the transportation between facilities. This information can be obtained from the serving Distribution Networks for contract service or the local transportation and networks manager. Questions regarding Postal Service vehicle service (PVS) should be directed to the local manager, Transportation and Networks.
- c. *Cost per hour or trip.* List the plant employee cost per hour, including salary and benefits or vehicle cost per trip associated with having this plant load operation. Cost for employee workhours can be obtained from the manager, Finance. Information concerning the cost per trip can be obtained from the serving Distribution Networks for contract service or from the local manager, Transportation and Networks. Questions regarding Postal Service vehicle service should be directed to the local manager, Transportation and Networks.
- d. *Total expense.* Multiply the total number of workhours against the hourly cost for each operation, or multiply the number of trips against the cost per trip to determine the total expense.

3-1.7.2 **Completing Part Two, Cost with Plant Load**

- a. *Workhours.* Total the number of workhours required to verify, accept, handle, transport, and distribute the volume of mail with plant load. Include in this calculation any workhours requiring additional mail handling, distribution, or acceptance procedures.

- b. *Number of trips.* List the number of trips associated with the transportation between facilities. This information can be obtained from the serving Distribution Networks for contract service or the local manager, Transportation and Networks. Questions regarding Postal Service vehicle service should be directed to the local manager, Distribution and Networks.
- c. *Cost per hour or trip.* List the employee cost per hour with salary and benefits or vehicle cost per trip associated with not having this plant load operation. Cost for employee workhours can be obtained from the manager, Finance. Information concerning the cost per trip can be obtained from the serving Distribution Networks for contract service or the local transportation and networks manager. Questions regarding Postal Service vehicle service (PVS) should be directed to the local manager, Distribution Networks.
- d. *Total expense.* Multiply the total number of workhours against the hourly cost for each operation, or the number of trips against the cost per trip to determine the total expense.

3-1.7.3 **Calculating Total Expense**

Subtract the sum of the costs in part one from the sum of the costs in part two. Enter this number in the appropriate Total Expense space on page 6. If the number is:

- Negative, the proposed plant load passes the detailed cost analysis and the cost analysis process is complete.
- Positive, the proposed plant load operation fails the detailed cost analysis test. Proceed to part three of page 6.

3-1.7.4 **Section L-3, Mail Processing Capacity**

If Step B, *Detailed Cost Analysis*, shows a net benefit to the Postal Service, the application will be approved. However, if Step B does not show a net benefit to the Postal Service, and the movement is within an inter-district area, the local manager, Transportation and Networks, will be directed to complete section L-3, *Mail Processing Capacity*. Section L-3 is applicable only if the minimum volume and maximum mileage criteria are not met, and the detailed cost analysis does not show a net benefit to the Postal Service.

3-1.8 **PS Form 3815, Page 7**

Page 7 is a continuation of page 6 and it provides blanks for the names, titles, phone numbers, and dates of action of the individuals reviewing the application. Page 7 provides check blocks for approving or disapproving the application and a space to note the rationale for each decision. In the case of an appeal, the area vice president signs this page with his or her appeal decision.

3-1.9 PS Form 3815, Pages 8 and 9

Pages 8 and 9 contain the formal terms of the plant load agreement and specify particular expectations in the agreement between the mailer and the U.S. Postal Service. Specific names, locations, and special features of the agreement are detailed on these two pages, which should be completed by the mailer when he or she submits the application.

3-1.10 PS Form 3815, Page 10

Page 10 provides space for additional names, addresses, and signatures.

3-2 Completing PS Form 8015

PS Form 8015, *Plant-Load Vehicle Log* (see Appendix F), provides an organized format for recording the movement of vehicles (e.g., rail vans, highway trailers) serving a mailer's plant in support of plant load operations.

3-2.1 PS Form 8015 Use

PS Form 8015 provides the Postal Service with documentation for resolving detention and demurrage disputes. When used in combination with PS Form 5186, *Mail Movement Routing Instructions*, PS Form 8015 allows Postal Service management to trace plant loads from the mailer's plant to the destination processing center. This log can also be used to determine the status of a vehicle that has been requested but fails to arrive, and it may be used to demonstrate, historically, the length of time needed to load individual vehicles.

Note: This form may be maintained either in hard copy or in an electronic format. If this form is created and maintained electronically, steps must be taken to ensure that all elements listed on it are present.

3-2.2 Maintaining PS Form 8015

Postal Service personnel assigned to coordinate plant load operations and documentation at the mailer's plant are also responsible for maintaining PS Form 8015. However, if verification is authorized at a Postal Service facility, the business mail entry unit is responsible for maintaining PS Form 8015.

3-2.3 Completing PS Form 8015

The following must appear at the top of the log:

- Name of the processing plant serving the originating Post Office.
- Name of the originating Post Office serving the mailer's plant.
- Accounting period and fiscal year.

The body of the log must contain the following:

- *Vehicle number.* Record the trailer or vehicle number as it appears on the vehicle.

- *Destination.* List the final destination.
- *Inbound transportation code listed at the bottom of the page.* Note in the column the method that was used to deliver the vehicle (e.g., highway contract route, Postal Service vehicle service).
- *Route number.* List the route number and, if available, the trip number.
- *Outbound transportation code listed at the bottom of the page.* Note in the column the method that was used to dispatch the vehicle.
- *Unit number.* List either the sequence number (1, 2, 3 . . .) or x of y number (2/7, 3/7, 4/7 . . .) of a multi-vehicle mailing.

Arrival/Loading/Call:

- *Arrival.* Record the date and time that the vehicle arrived at the plant.
- *Loading.* Record the load start date and time, and the date and time the load was completed.
- *Call.* Record the date and time that the responsible transportation dispatch person for the Postal Service was contacted to pick up the plant-loaded mailing.

Detention Approved:

Enter "Y" if the authorized transportation representative for the Postal Service has approved detention of the vehicle. Enter "N" if the authorized transportation representative for the Postal Service has not approved detention for the vehicle.

Comments:

Enter any information that pertains to the movement of this plant-load mailing or vehicle. If a vehicle was detained, explain why. If there is damage to the vehicle, list the particulars, detailing the incident.

3-3 Completing PS Form 8017

PS Form 8017, *Expedited Plant-Load Shipment Clearance* (see Appendix B), proves to the destination Postal Service facility that the mailing being presented by the mailer or mailer's agent was verified and paid for at the place of origin. Under an expedited plant load shipment authorization, the Postal Service receives and verifies postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination Postal Service facility. The originating Post Office serving the mailer's plant verifies the mailing for classification, rate eligibility, preparation, and presort. Expedited plant load mailings do not qualify for destination entry discount postage rates.

3-3.1 Using PS Form 8017

Subject to *Domestic Mail Manual* D020, mailers must be authorized to transport an expedited plant load. Mailers must prepare a written request to the Postal Service official who authorized the plant load and indicate each destination to which the mailing will be transported. The mailer must complete PS Form 8026, *Expedited Shipment Agreement for Plant Load Mailings*. This agreement requires concurrence by both the mailer and the Postal Service. An expedited plant load shipment does not become the possession or custody of the Postal Service until it is accepted as mail at a destination Postal Service facility. The mailer acknowledges that he or she has no claim or right to a refund under this agreement.

Mailers must contact each Postal Service facility where the expedited plant load shipment is to be deposited to arrange and obtain approval for a time and location to deposit the shipment. Expedited plant load shipments must not be entered into the Drop Shipment Appointment System (DSAS).

3-3.2 Instructions for Mailers

Mailers must submit PS Form 8017 (or an approved facsimile) for each expedited plant-loaded shipment. The originating verifying Post Office must sign and round stamp the original PS Form 8017.

3-3.3 Completing PS Form 8017

The Mailer Information section of PS Form 8017 requests pertinent information concerning the mailer and provides a description of the mail to be deposited at the destination Postal Service facility.

- In items 2 and 3, *Mailer's Contact Name* and *Phone Number*, report the name and telephone numbers of the mailer's contact who is familiar with the subject mailing and may resolve problems possibly arising at the destination office.
- In item 9, *Number of Containers by Type*, report the number of containers to be presented to the destination Post Office. If a mailing consists of a combination of palletized and non-palletized mail, report the number of containers for each.
- Item 10, *Comments*, can be used to show important supplemental information concerning the mailer or the expedited plant load. For example, you may want to include sequence numbers for postage statements or manifests, or annotate special instructions for the destination office.
- Item 24, *Destination Office*, show the city and state name as it appears in the applicable labeling list from the *Domestic Mail Manual* Module L. The physical address of the facility may also be shown. If the mailing will be deposited at a bulk mail center, show the destination bulk mail center with the address, city, and state as they appear in the applicable labeling list from the *Domestic Mail Manual* Module L.

3-3.4 **Submitting Mailing and PS Form 8017 to Destination Postal Service facility**

The mailer or mailer's agent must present the original PS Form 8017. An official signature and round stamp of the originating Post Office must be affixed with the shipment when presenting it for acceptance to the destination Postal Service facility, as noted in item 24. Submit a second copy if you require documentation signed by the entry office for your records.

The mailing must be configured as it is reported in item 9 when it is presented to the destination office and it must match the information on PS Form 8017. The mailing must not be reconfigured in containers after verification at point of origin. This ensures that the entry Post Office is able to reconcile the information on PS Form 8017 with the mailing.

3-3.5 **Instructions for the Post Office of Origin (Office at Which Expedited Plant Load Shipment Is Verified)**

Ensure the mailer has completed all required items in the Mailer Information section and in item 24. After verifying that all information is correct, complete the section provided for Origin Post Office. The origin Post Office will sign, round stamp, and return the original form to the mailer. If requested, provide a photocopy for the mailer's records.

3-3.6 **Instructions for the Destination Post Office**

Obtain PS Form 8017 from the mailer or mailer's agent and verify that your office is the correct destination as listed in item 24.

Check the form to ensure that it is completely filled in, signed, and round stamped by the origin Post Office. Check the integrity of the mail load to be sure that it is safe for unloading. Compare the shipment with the form for class, number of containers, and processing category.

Note any load condition irregularities using item 31.

If PS Form 8017 is properly completed and the information matches the mail, accept the shipment. Complete items 25 to 31 in section titled, *Destination Post Office*.

The completed PS Form 8017 is to be retained in your files for one year. If the mailer or mailer's agent has presented 2 copies, the Destination section on the second copy must be completed and returned to the mailer or mailer's agent.

If the mail is visibly damaged or if the shipment does not match the information stated on PS Form 8017, the mail will not be accepted and the origin office must be contacted to resolve the situation. Use items 19a and b, 20, and 21a and b to contact the origin office before accepting the mail.

3-4 Completing PS Form 8026

Subject to *Domestic Mail Manual* D020, mailers must enter into an authorized expedited plant load shipment agreement with the Postal Service before transporting an expedited plant load.

PS Form 8026, *Expedited Shipment Agreement for Plant-Load Mailings* (see Appendix C), is an agreement for the verification of mail at the mailer's plant before it is deposited in and accepted at a Postal Service facility for mailing. It is not a contract for the transportation of mail. While postage is paid for and calculated from the Post Office verifying the mail, an expedited plant load shipment mailing does not enter the possession or custody of the Postal Service until it is accepted as mail at a destination Postal Service facility.

3-4.1 Using PS Form 8026

The mailer and the originating office Postal Service representative are jointly responsible for completing PS Form 8026.

The top of PS Form 8026 includes summary information detailing the mailer, the mailer's agent, title of mailing or publication, plant location, and the name of the origin Post Office. The effective dates and the date of agreement may be filled in, but they do not become effective until the block for *USPS Area Office Distribution Networks Concurrence* is completed and an official signature is affixed.

The mailer must complete the block, *Mailer Concurrence*, and sign the agreement before presenting it to the local Postal Service representative. The local Postal Service representative is then responsible for forwarding the form and any recommendations that may provide additional information to the area manager, Distribution Networks.

The area manager, Distribution Networks, will complete the section *USPS Area Office Distribution Networks Concurrence* and forward a copy to the mailer within 5 business days as documentation.

3-4.2 Terms

The term for an expedited plant load shipment agreement may be for a single mailing or may be expanded to cover a longer period of time to accommodate a number of shipments under a single mailing. If an expedited plant load shipment is used for other than a single one-time mailing, the plant load agreement between the Postal Service and the mailer must be modified to specify the mailing(s) to be expedited and the destination Postal Service facilities where the shipments will be deposited.

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4 Administering Plant Load Agreements

4-1 Authorized Approving Postal Officials

4-1.1 **Intra-District Plant Load**

The district manager, Customer Services and Sales, administers applications for intra-district plant loads.

4-1.2 **Inter-District Area Plant Load**

The area manager, Distribution Networks, with the assistance of the district manager, Customer Services and Sales, administers applications for inter-district plant loads.

4-2 Approving Plant Load Applications

4-2.1 **Plant Load Application Approval — Intra-District**

The district manager, Customer Service and Sales, approves an application for an intra-district plant load if the following criteria are met:

- The mail for plant loading is scheduled to bypass handling at one or more Postal Service facilities.
- The plant load demonstrates a net cost-savings for the Postal Service.
- Transportation equipment is available (see 4-3.2.1).

After the district manager, Customer Service and Sales, approves the application to plant load, the district manager or a designee must notify the mailer in writing within 5 working days from the date of the approval decision.

4-2.2 **Plant Load Application Approval — Inter-District**

The district manager, Customer Service and Sales, recommends approval and forwards the application for inter-district plant load to the area manager, Distribution Networks, for final approval if the following criteria are met:

- The mail for plant loading is scheduled to bypass handling at one or more Postal Service facilities.
- The plant load demonstrates a net cost-savings for the Postal Service.
- Transportation equipment is available.

After the manager, Distribution Networks, approves the application to plant load, he or she or a designee must notify the mailer in writing within 5 working days from the date of the approval decision.

4-2.3 **Effective Date**

The effective date to begin the plant load operation is established at the time of authorization. The start date is agreed upon after coordinating schedules between the mailer, the plant manager, processing and distribution center/facility, the district manager, Customer Service and Sales, and the area manager, Distribution Networks. Once the plant load is authorized and the mailer has entered into the agreement, plant load operations are to commence at the mailer's plant no later than 60 days from the date of authorization.

4-2.4 **Failure to Meet Requirements**

The local postmaster of the Post Office serving the mailer's plant is responsible for monitoring plant load operations and must notify the district plant load committee if at any time a mailer fails to meet the terms in the plant load agreement. The district plant load committee then must reevaluate the plant load authorization.

4-3 **Plant Load Responsibilities**

Each district manager, Customer Service and Sales, must establish a cross-functional district plant load committee to review plant load applications and address plant load issues within the district.

4-3.1 **Action by District Manager, Customer Service and Sales**

4-3.1.1 **Intra-District Plant Load**

After a decision is made concerning the disposition of the application, the district manager, Customer Service and Sales, forwards a copy to the area manager, Distribution Networks, as information only.

Note: The area Distribution Networks will coordinate highway contract route transportation with the district.

4-3.1.2 Inter-District Plant Load

After a decision is made concerning the approval of the application, the district manager, Customer Service and Sales, forwards a copy to the area manager, Distribution Networks, with recommendation for approval.

4-3.2 Action by Area Manager, Distribution Networks**4-3.2.1 Intra-District Plant Load**

The area manager, Distribution Networks, reviews information copies of intra-district plant load applications authorized by district managers, Customer Service and Sales, to monitor compliance with Postal Service standards. Noncompliance with Postal Service standards must be brought to the attention of the district manager who approved the application.

4-3.2.2 Inter-District Plant Load

The area manager, Distribution Networks, serving the area in which the mailer's facility is located approves an application for an inter-district plant load if it meets the requirements stated in PS Form 3815. The authorizing manager must notify the destination area manager and manager, Distribution Networks, of the approval in writing.

4-4 Notifying Mailer of Action

Each official responsible for acting on an application must do so within 5 business days of receipt. The district manager, Customer Service and Sales, must promptly notify the mailer in writing of the final action taken. If the application is denied, the district manager must notify the mailer, specifying the reasons for the denial and informing the mailer of the right to appeal the denial.

4-4.1 Appeal Rights

Applicants have appeal rights. Applicants must be notified by letter of their rights and the procedures to appeal a decision. If an application for plant load is denied and it is subsequently determined that the denial is due to errors in the original application, the mailer may appeal to the authorizing official in writing. The authorizing official may require the mailer to complete a new application or submit the corrected information in writing as an addendum to the original. The mailer may also appeal to and work with the authorizing officials to correct any deficiency and thus justify reconsideration and/or approval of the plant load application within applicable standards and guidelines.

4-4.2 Appeal to Higher Authority

If the area manager, Distribution Networks, or district manager, Customer Service and Sales, denies the application, the mailer may appeal in writing

through his or her local postmaster to the vice president, Area Operations, for the area office in which the mailer's plant is located. A mailer may also appeal a decision of a field manager revoking an existing plant load agreement. Such an appeal must be filed with the postmaster within 10 business days of the date of the mailer's receipt of the notice of denial. The mailer must specify in the appeal the reasons why the application should be approved. The postmaster sends the file and all pertinent information relating to the respective appeal to the vice president, Area Operations, for review. The decision of the vice president, Area Operations, must be in writing and must be promptly transmitted to the mailer and the field manager. The decision of the vice president, Area Operations, is final and binding.

4-4.3 **Commencement of Operations**

The application is approved if it meets all the requirements and passes the tests for either intra-district or inter-district area plant loads listed on PS Form 3815. If the application is approved and the mailer wants plant load operations, the mailer must enter into a plant load agreement with the Postal Service. Plant load operations may begin as specified in the agreement once the application is approved and the mailer enters into the agreement.

4-5 **Plant Load Roles**

4-5.1 **Local Postmaster**

The local postmaster must establish a detached mail unit at an authorized mailer's plant. The local postmaster is responsible for staffing and workhours required at the detached mail unit and serves as advisor on local plant load matters. The postmaster must ensure that all personnel assigned to a mailer's plant are trained in the policies and procedures pertaining to mail verification, acceptance, classification, and transportation management.

4-5.1.1 **Collecting Revenue**

The local postmaster is ultimately responsible for ensuring that the mailer properly prepares plant-loaded mail and for collecting all postage and fees prior to accepting plant load mailings.

4-5.1.2 **Ensuring Observation**

The local postmaster must ensure that detached mail unit personnel observe the loading of plant load vehicles and monitor plant load operations. If, at any time, a mailer fails to meet the requirements set forth in the *Domestic Mail Manual*, the provisions of PS Form 3815, or the guidelines in this handbook, the postmaster must promptly notify the mailer to correct the deficiency.

4-5.1.3 **Reporting Mailer Deficiencies**

If a mailer fails to correct a deficiency and to meet the requirements outlined in plant load standards and policy for 2 consecutive Postal Service

accounting periods, or for a shorter period if stipulated in the mailer's PS Form 3815 plant load agreement, the postmaster must promptly notify the plant manager, processing and distribution center/facility, and district manager, Customer Services and Sales. The plant load authorization must then be reevaluated. Postmasters must document cases in which there are recurring problems with a mailer's complying with plant load standards.

4-5.1.4 **Continued Deficiency**

If the mailer has been notified in writing and continues to have occasional difficulty and fails to remedy the problems to meet plant load requirements, the postmaster must present copies of the documentation and a summary of findings to the plant manager, processing and distribution center/facility, and district manager, Customer Service and Sales. If the managers substantiate the findings, the district manager, Customer Service and Sales, notifies the mailer that permanent corrections must be made within 30 days. If permanent corrections are not made within 30 days, the district manager, Customer Service and Sales, must take action immediately to terminate the mailer's plant load authorization.

4-5.2 **District Manager, Customer Services and Sales**

The district manager, Customer Service and Sales, is the plant load application and operations coordinator within the district. This responsibility entails coordinating, managing, and expediting the approval of PS Form 3815 within the district and maintaining all original approval documents, files, and mailer records of district mailers and their plants in a plant load file. The district manager, Customer Service and Sales, is also responsible for providing copies of documents to all concerned parties as necessary. If contract transportation is involved, the district manager must coordinate the transportation and logistical functions with the area office of Distribution Networks. It is strongly recommended that the district manager, Customer Service and Sales, establish a district plant load team or committee composed of a cross section of Postal Service employees with different functional responsibilities to address plant load issues within the district.

4-5.2.1 **Approval Recommendation**

The district manager, Customer Service and Sales, reviews all plant load applications and recommends approval if they meet the requirements set forth in PS Form 3815 Part 1, *Minimum Volume and Maximum Mileage*, Part 2, *Cost Savings Analysis*, or, Part 3, *Mail Processing Capacity*.

4-5.2.2 **Notification to Destination**

The district manager, Customer Service and Sales, is responsible for notifying the destination district manager, Customer Service and Sales, and each destination processing and distribution center/facility and area manager, Distribution Networks, in writing or by electronic mail of new plant load authorizations. Notification to the destination districts should include the name and location of the authorized plant load mailer and any information known about the products to be mailed, the frequency of mailing, and

destination mail processing facilities and Post Offices. Identify mailings that will be plant-loaded to destination Postal Service facilities on a routine schedule, such as weekly, bi-weekly, or monthly.

As necessary, the district manager, Customer Service and Sales, is responsible for notifying destinations of specific intra- and inter-district mailings by plant load notifications. The district manager, Customer Service and Sales, must notify the area office as necessary to report changes in staffing and workhours resulting from plant load authorizations and terminations.

4-5.2.3 **Application File**

The district manager, Customer Service and Sales, maintains each original plant load application and other original documentation. Copies of approved applications are to be distributed appropriately to managers within Customer Service and Sales (such as sales and business mail entry and the area manager, customer support), the rates and classification service center(s), and the serving area manager, Distribution Networks.

4-5.3 **Manager, Sales/Customer Service Support and Sales**

The manager, Sales/Customer Service Support and Sales, must ensure that (a) plant load operations are included in sales and service objectives and (b) account representatives and managers of business mail entry coordinate plant load marketing efforts with processing and distribution centers/facilities and the serving area Distribution Networks.

4-5.4 **Account Representative**

Account management entails researching customer account needs. Account representatives are the account managers for all major accounts within their district. As such, they promote plant load operations where they appear feasible and enhance service in the interests of the Postal Service and the mailer. Account representatives work with field processing and distribution personnel to determine if conversion of an account to plant load can be cost effective to the Postal Service.

The marketing of products and services, including plant load, must be coordinated through the account representatives. Under the consultative account management sales and service team approach, the account representative who manages the account, in conjunction with the manager, Business Mail Entry, must coordinate the mailer's need for technical assistance.

4-5.5 **Manager, Finance, Customer Service District**

The manager, Finance, provides information and guidance to managers responsible for authorizing plant load operations. If requested, the manager helps determine the cost of planned plant load operations. It is the manager's

responsibility to ensure that the financial impact to the Postal Service is a deciding factor in providing plant load service.

4-5.6 **Area Manager, Distribution Networks**

The area manager, Distribution Networks, authorizes transportation services in support of plant load mailing requests when it is determined that the plant-loaded mailing results in a benefit to the Postal Service. For authorized plant loads, area managers, Distribution Networks, must provide transportation equipment that accommodates the mailing and satisfies the service commitment of the Postal Service. The area manager, Distribution Networks, may not authorize transportation services in support of a plant-loaded mailing that cannot be determined to benefit the Postal Service or in cases in which the required amount of transportation equipment to serve the plant load is unavailable.

The area manager, Distribution Networks, must acquire additional transportation equipment if possible, and justify a cost benefit. The area manager, Distribution Networks, recommends action on a plant load application by completing section L, *Plant Load Cost Analysis*, number 4, *Action*, of PS Form 3815.

The Distribution Networks office is responsible for providing the information necessary for completing part H, *Plant Load Authorization Worksheet*, step 3, *Determining Percent of Vehicle Capacity*, and the date in part M.

4-5.6.1 **Recommendation and Notification**

The area manager, Distribution Networks, reviews and verifies completed parts of PS Form 3815 for accuracy within the scope of the Distribution Networks expertise. When an item correction affects the outcome of the application process, Distribution Networks will make the correction and return the plant load request form back to the prior approving office for further evaluation. When the correction does not affect the outcome of the application process, Distribution Networks will make the correction, initial it, and proceed with the approval process. After reviewing, Distribution Networks notifies the origin postmaster and the processing and distribution center/facility of its evaluation and decisions and forwards the original completed application to the district manager, Customer Service and Sales.

4-5.6.2 **Administrative Official**

The area manager, Distribution Networks, must designate an administrative official responsible for transportation contracts for plant-loaded mailings. For information regarding the responsibilities of administrative officials for highway contracts, refer to Handbook PO-501, *Highway Contract Route Administration*.

4-5.6.3 **Delay in Authorization**

When the reason for not authorizing plant load operations is the unavailability of contract transportation or equipment, Distribution Networks must document its attempt to obtain the necessary transportation and equipment. If

Distribution Networks cannot obtain a commitment for transportation support, they will forward copies of the documentation supporting its claim to the district manager, Customer Service and Sales, with either a recommendation for denial or an alternative solution. Distribution Networks must act on the application within 5 business days from receipt.

4-5.6.4 **Plant Load Notifications**

A plant load notification is a broadcast advising destination offices of the actual or planned dispatch of plant load mail volumes. Distribution Networks must provide a plant load notification to destination offices, in writing or by electronic mail.

Notifications for specific dispatches are not necessary when dispatches are recorded in transportation and logistics operations information systems such as the Transportation Information Management and Evaluation System (TIMES) or the Rail Management Information System (RMIS). This notification must include information about plant-loaded mailings such as origin plant name and location; title of mailing; mail class or makeup; unit number; unit weight; planned dispatch, destination, and arrival dates; vehicle contents; requested in-home date; and routing for individual inter-district mailings. Distribution Networks may delegate responsibility for issuing plant load notifications to a processing and distribution center/facility, a detached mail unit, or other local office if the office agrees.

Distribution Networks is responsible for overseeing plant load notifications at these sites. The district manager, Customer Service and Sales, decides whether plant load notifications are applicable to destination offices receiving intra-district plant load mailings. Notification for intra-district mailings, whether written or verbal, is the responsibility of the district.

5 Plant Load Actions

5-1 Reasons for Plant Load Application Disapproval

Plant load applications may be disapproved for several reasons, some of which include the following:

- a. Information provided by the mailer does not fulfill the requirements set forth in PS Form 3815, section I, *Inter-Service Area Plant-Loads Request*, or section J, *Intra-Service Area Plant Loads Request*.
- b. The mailer does not qualify under the Cost Analysis Matrix, section K, *Plant-Load Authorization Worksheet*, in PS Form 3815.
- c. The area manager, Distribution Networks, at the area office determines that transportation equipment is not available or is incompatible with the mailer's physical plant.
- d. The district manager, Customer Service and Sales, cannot accommodate the verification functions at the mailer's plant.

5-1.1 Notice to the Mailer

When the district manager, Customer Service and Sales, disapproves a plant load application, he or she will notify the mailer in writing within five working days from the date of the decision.

The plant manager, processing and distribution center/facility, must act on all applications within 5 business days of receipt. If the plant manager, processing and distribution center/facility, disapproves an application, he or she must notify the mailer in writing of the decision, specifying the reason for disapproval and informing the mailer of his or her appeal rights. The plant manager, processing and distribution center/facility, will send copies of this correspondence to the initiating local postmaster; the area manager, Distribution Networks; and the district manager, Customer Service and Sales.

5-1.2 Revocation

A postmaster; district manager; facility manager; area manager, Distribution Networks; or other Postal Service manager initiates revocation of the plant load agreement, to include suspension of plant load operations, any time the mailer fails to meet the requirements of the *Domestic Mail Manual*, the plant load agreement, or this handbook. A Postal Service manager initiates

revocation of a plant load agreement by notifying the district manager, Customer Service and Sales, in writing, of the mailer's deficiencies and recommending action.

5-1.3 **Plant Closings**

Mailers must notify the Postal Service in advance of plant closings. Any time a mailer notifies the U.S. Postal Service that a plant load operation is to be closed, the corresponding plant load agreement is revoked and plant load operations are terminated to coincide with the date of the plant closing. If the Postal Service was not notified and subsequently becomes aware that a mailer has closed a plant load operation, the Postal Service will immediately revoke the mailer's plant load agreement for the closed plant and terminate any outstanding provisions for plant load operations at the affected areas.

When a mailer has multiple plants included in a single plant load agreement and repeatedly fails to notify the Postal Service in advance of plant closings covered by the agreement, the Postal Service may suspend the mailer's plant load agreement. Suspension would include all of the mailer's plants in the agreement until such time that the Postal Service is assured the mailer will provide proper notification. The Postal Service manager receiving notification from a mailer of a plant closing must promptly notify the district manager, Customer Service and Sales, and the area manager, Distribution Networks, of the service area of the mailer's plant, and coordinate any necessary action.

5-1.4 **Changes in Ownership**

Mailers are required to notify the Postal Service in advance of changes in ownership. Whenever a mailer notifies the Postal Service that a plant load operation is changing ownership and the legal obligations of the PS Form 3815 holder are affected, the corresponding PS Form 3815 is invalid. A new PS Form 3815 must be executed with the new owner to coincide with the date of the change in ownership. If the Postal Service is not notified and subsequently becomes aware of a change in ownership of a plant load operation, the district manager, Customer Service and Sales, must work with the processing and distribution center/facility serving the mailer's plant and review for compliance with the *Domestic Mail Manual* and this handbook. The current owner must enter into a separate PS Form 3815 with the Postal Service within 30 days to continue operations with plant load privileges. The plant manager, processing and distribution center/facility must promptly notify the district manager, Customer Service and Sales, and the Distribution Networks office of any changes in ownership of authorized plant load mailers within the service area of the district and coordinate any necessary action.

5-1.5 **Notification**

Before revoking a mailer's PS Form 3815 and suspending plant load operations, the district manager, Customer Service and Sales, must notify the mailer in writing of the discrepancy, the need for corrective action, and, based on the severity of the discrepancy, an appropriate period of time in which the mailer must correct the deficiency. If the mailer fails to correct the deficiency

within the time allotted, the manager, Customer Service and Sales, immediately rescinds the mailer's plant load authorization, suspends the mailer's plant load operations, and notifies the mailer of the appeal rights and procedures provided for in this handbook.

5-1.6 Reinstatement

The district manager, Customer Service and Sales, may reinstate the mailer's plant load privileges provided the mailer's plant load operations are reviewed to ensure that the deficiency has been corrected and that reinstated plant load operations comply with the *Domestic Mail Manual*, the plant load agreement, and this handbook. The district manager, Customer Service and Sales, may be directed to reinstate plant load privileges for a mailer upon notification from the vice president, Area Operations, or a designee, that a mailer's appeal is sustained.

5-2 Termination of Plant Load Agreement

The Postal Service may terminate a plant load agreement whenever a mailer receives notice that a final appeal is denied and that the agreement will be terminated, or whenever the mailer fails to do any of the following:

- a. Remit payment within 30 calendar days of receiving a bill for reimbursable nonpostal services (unless an appeal is pending a decision).
- b. File an initial appeal within 30 calendar days of a request to remit payment for reimbursable nonpostal services.
- c. Remit payment within 15 calendar days of receipt of the administrative office's initial decision.
- d. File a final appeal within the specified time limit.

Note: For a full description of the collections process and the role of the administrative office, see 6-5.

5-2.1 Action by Administrative Office

The administrative office must notify the mailer that action is being taken to terminate the plant load agreement because he or she failed to remit payment, file a timely appeal, or the appeal was denied at a higher level. The administrative office must notify the district manager, Customer Service and Sales, promptly, in writing that actions to terminate the agreement have been initiated. The administrative office will assemble and forward documentation and/or evidence, along with recommendations, to the district manager, Customer Service and Sales.

5-2.2 Action on Administrative Office Recommendation

The district manager, Customer Service and Sales, will review the information provided by the administrative office recommending the termination of the plant load agreement. If the claim has not been appealed to the vice

president, Area Operations, the district manager, Customer Service and Sales, will work with the mailer's account representative and the administrative office to initiate action to terminate the mailer's plant load agreement within 2 weeks.

5-2.3 **Notice to Postal Service Officials Concerning Termination**

Upon notification of a decision to terminate a plant load agreement, the district manager, Customer Service and Sales, will in turn notify the following individuals of the effective date of termination in writing:

- Origin postmaster.
- Area manager, Distribution Networks.
- Manager, processing and distribution center/facility.
- Manager, rates and classification service center.

The district manager, Customer Service and Sales, must coordinate the termination action within 2 weeks of the decision with all offices involved making sure to involve the mailer's account representative.

5-2.4 **Notification to Mailer**

The district manager, Customer Service and Sales, must notify the mailer in writing of the effective date of termination of plant load operations and also must advise the mailer of reapplication procedures. The letter must be sent by certified mail with a return receipt requested to provide documentation that the mailer received it.

5-2.5 **Reapplication**

Mailers whose plant load operations are terminated for nonpayment of non-Postal Service charges may reapply for plant load operations only after payment or settlement of the claim has been resolved.

5-3 **Plant Load Agreements — PS Form 3815 Appeal Rights**

5-3.1 **Appeal Rights**

When the mailer has been notified in writing that the application has been denied, he or she may formally request that the decision be reconsidered.

If an application for plant load is denied and it is determined that the denial is due to errors in the original application, the mailer may petition the authorizing official in writing and explain the error. The authorizing official may require the mailer to complete a new application or submit the corrected information as an addendum to the original application.

The mailer may also appeal to the authorizing officials with corrected deficiencies that may justify reconsideration and/or approval of the plant load application within applicable standards and guidelines.

If the plant manager, processing and distribution center/facility, or district manager, Customer Service and Sales, denies the application a second time, the mailer may appeal to higher Postal Service management, as discussed below.

5-3.1.1 **Appeal to Higher Postal Service Management**

When a mailer has been notified in writing that the application is denied, he or she may petition the vice president, Area Operations, or a designee for the area in which the mailer's plant is located. Mailers may appeal decisions made by field managers to revoke existing plant load agreements. These appeals must be filed in writing with the vice president, Area Operations, or a designee within 10 business days from the mailer's receipt of the notice of denial. The mailer must specify in the appeal reasons why the application should be approved.

When the vice president, Area Operations, or a designee receives an appeal from a mailer whose application was denied by the field manager, the vice president, Area Operations, or a designee must assign it a docket number. The vice president, Area Operations, or a designee directs the field manager to transmit the file and all pertinent information relating to the respective appeal for review. The vice president, Area Operations, or a designee must promptly transmit his or her decision to the mailer and the field manager in writing. The decision of the vice president, Area Operations, or designee is final.

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6 Transportation

6-1 Transportation Strategies

6-1.1 Distribution Networks Office

No single transportation mode is considered best for plant loads. The Distribution Networks office in the area where the mail originates decides which mode to use. The Distribution Networks office schedules transportation by selecting the most efficient and least costly modes meeting the service objectives for the class of mail being plant-loaded.

6-1.2 Manager, Distribution Networks

The manager of the Distribution Networks office for the area in which the originating Postal Service facility serving the mailer's plant is located is responsible for the following:

- a. Coordinating inter-district transportation with the corresponding Distribution Networks office in the receiving area.
- b. Reviewing and completing plant load applications forwarded to the area office.
- c. Planning the transportation mode and equipment to be used and establishing a start date for plant load operations.
- d. Establishing and maintaining records concerning costs, equipment, and justification for the approval or disapproval of all plant load applications.
- e. Administering the transportation contract serving the mailer's plant and determining the charges the mailer must pay for contract transportation-related costs.
- f. Determining the continued eligibility for and compliance of mailers with approved plant load agreements, as appropriate.
- g. Reviewing approved plant load operations to ensure that the benefits originally derived from the plant load authorization continue and that the operations conform to applicable transportation regulations and policy.

Note: The manager, Transportation and Networks, at the origin processing and distribution center coordinates transportation changes for inter-district area plant load operations.

6-1.3 Holding or Delaying Vehicle Dispatch

In general, unless it is deemed unsafe, vehicles should not be held or delayed for dispatch without prior arrangement. The Postal Service will not hold, store, or otherwise delay the dispatch of plant load mail released to the Postal Service except as otherwise specifically provided in a plant load agreement with the mailer. Moreover, the Postal Service will not instruct its transportation contractor to hold, store, or otherwise delay the transportation of plant load mail or allow a contractor to take such instructions from a mailer.

6-1.4 Delay Caused by the Mailer

When vehicles are held or delayed as a result of an action by the mailer, the Postal Service imposes a detention charge (see 6-4.1). Mailers providing at least 24 hours of advance notice to detain vehicles are allowed 24 hours of free time with no detention charge.

6-1.5 Service Failure

The Postal Service tries to achieve the established delivery commitments as listed in the *Domestic Mail Manual*. When planned and agreed to in advance on PS Form 3815, *Plant-Load Authorization Application, Worksheet, and Agreement*, the Postal Service will target the requested in-home delivery dates for the mailer. However, the Postal Service assumes no responsibility if a mailing fails to meet a planned in-home delivery date, especially if the mailer held or delayed dispatch of the mailing.

6-1.6 Documentation

Postal Service detached mail unit (DMU) employees are responsible for maintaining logs pertaining to a mailer's use of postal-furnished transportation and equipment. DMU clerks document whether a mailer may be liable for delay, detention, bobtailing (traveling without a trailer), deadheading (traveling with an empty trailer), or waiting/holding costs. DMU clerks should use Appendix D, *Identification of Vehicle and Drayage Costs*, as a template for presenting this information. DMU clerks may be called on to present evidence and documentation to Distribution Networks or an administrative official designated to collect payment from the mailer. The Distribution Networks or administrative office (see 6-5.2) is responsible for determining the actual charges to be billed to the mailer.

6-1.7 RMIS Form 5186, Mail Movement Routing Instructions

When possible, use the Rail Management Information System (RMIS) RS function to generate RMIS Form 5186, *Mail Movement Routing Instructions*, or to obtain a hard copy of PS Form 5186 from the serving Distribution Networks office. Record vehicles dispatched via rail transportation into RMIS directly, through the Transportation Information Management Evaluation System, or according to the procedures established by the bulk mail center manager in coordination with Distribution Networks. Handbook PO-505, *Rail*

Management Information System Quick Reference Guide, contains further information regarding the use of RMIS.

6-1.8 **Relocation of Vehicles**

The Postal Service does not relocate vehicles, nor does the Postal Service instruct its contractors to relocate vehicles at a mailer's plant. The mailer may, however, arrange with a Postal Service contractor to provide vehicle relocation services outside of the contractor's Postal Service contract obligations and under obligation to the mailer. The mailer pays the contractor directly for this service.

6-2 **Vehicle Makeup**

6-2.1 **Determination of Vehicle Makeup Requirements**

The makeup requirement for plant load vehicles is determined by the destination of the mailings accepted by the Postal Service at the mailer's plant. When possible, mailers should combine mailings in vehicles as a means of preparing the finest depth of sort.

6-2.2 **Intra-District Plant Loads**

Intra-district plant-loaded vehicles must:

- a. Fill 50 percent or more of a vehicle by weight or cube.
- b. Be scheduled to travel 150 miles or less in one direction from the mailer's plant to a destination Postal Service facility.
- c. Bypass mail handling at the local origin Post Office or other local acceptance facility.
- d. Have a destination within the origin service area of the mail processing facility serving the mailer's plant.
- e. Be approved by the district manager, Customer Service and Sales, as cost effective for the Postal Service.

6-2.3 **Inter-District Plant Loads**

Inter-district area plant-loaded vehicles must:

- a. Fill 60 percent or more of the vehicle by weight or cube.
- b. Be scheduled to travel 275 miles or less in one direction from the mailer's plant to a destination Postal Service facility.
- c. Bypass mail handling at the local origin Post Office or at least one other acceptance facility.
- d. Have a destination Postal Service facility outside the district of the mail processing facility serving the mailer's plant.
- e. Be approved by the area manager, Distribution Networks, as cost effective for the Postal Service.

6-2.4 **Single Mailing**

Mailers must prepare inter-district area plant-loaded vehicles containing a single mailing in accordance with the *Postal Operations Manual*, (POM), section 327 and the following requirements for the proper class, destination, and type of mail.

6-2.4.1 **First-Class Mail and Periodicals**

- a. When there is enough mail addressed to the same sectional center facility service area to fill 60 percent or more of a vehicle's capacity by weight or by cube, the mailer must prepare a direct vehicle for that sectional center facility.
- b. When, after preparing all possible sectional center facility vehicles, there is enough mail addressed to the same area distribution center to fill 60 percent or more of a vehicle's capacity by weight or by cube, the mailer must prepare a direct vehicle for that area distribution center.
- c. The Postal Service transports all mail remaining after the preparation requirements above are met using appropriate transportation to the Postal Service facility selected by the Distribution Networks office.
- d. The mailer agrees to withhold all mail for local processing and to comply with local instructions for loading and dispatching of mail in accordance with instructions from the local manager, Transportation and Networks.

6-2.4.2 **Standard Mail and Package Services**

- a. When there is enough mail addressed to the same sectional center facility service area to fill 60 percent or more of a vehicle's capacity by weight or by cube, the mailer must prepare a direct vehicle for that sectional center facility.
- b. When, after preparing all possible sectional center facility vehicles there is enough mail addressed to the same bulk mail center or auxiliary service facility service area to fill 60 percent or more of a vehicle's capacity by weight or by cube, the mailer must prepare a direct vehicle for that bulk mail center or auxiliary service facility.
- c. All mail remaining after the above preparation requirements are met is transported by the Postal Service using appropriate transportation, to the Postal Service facility selected by the area Distribution Networks office.
- d. The mailer agrees to withhold all mail for local processing and to comply with instructions from the local manager, Transportation and Networks, for loading and dispatching mail.

6-2.5 Vehicles Containing Two or More Mailings

6-2.5.1 Originating Vehicles

Two or more mailings that separately have insufficient volumes to warrant preparation of destination vehicles may be combined to make up an origin vehicle.

6-2.5.2 Destination Vehicle

If 2 or more mailings separately have insufficient volume to require destination vehicle preparation, mailers may combine them according to the preparation requirements described in the following sections.

- a. If the collective volume addressed to the same sectional center facility, area distribution center, or automated area distribution center is enough to fill the vehicle by weight or cube, mailers must prepare destination vehicles with the appropriate class of mail to the sectional center facility, area distribution center, or automated area distribution center.
- b. If 2 or more mailings that separately have insufficient volume to fill 60 percent or more of a vehicle's capacity (by weight or by cube), mailers must combine them to make up a single destination vehicle.
- c. If 2 or more mailings separately have insufficient volume to require destination vehicle preparation, mailers must combine them in accordance with the following preparation requirements:
 - (1) If enough mail (a minimum of 28,000 pounds and/or 2,000 cubic feet) is addressed to the same area distribution center service area, the mailer must prepare a direct vehicle for the area distribution center.
 - (2) If enough mail to fill 60 percent or more of a vehicle's capacity by weight or by cube (a minimum of 28,000 pounds and/or 2,000 cubic feet) is addressed to the same bulk mail center or auxiliary service facility service area, the mailer must prepare a direct vehicle for that bulk mail center or auxiliary service facility.
 - (3) In addition, the mailer will withhold all mail for local processing to comply with instructions from the local manager, Transportation and Networks, for loading and dispatching of mail.
 - (4) If all of the above preparation requirements have been met, the Postal Service will transport remaining mail to the Postal Service facility selected by the Distribution Networks office.

Note: If, when authorized, there is enough mail for the same airmail center destination to fill 60 percent or more of a vehicle by weight or by cube, mailers may prepare vehicles from their own plant directly to the airmail center and bypass the local processing and distribution center/facility.

6-3 Transportation Equipment and Vehicle Use

6-3.1 **Highway Mode of Transportation**

Transportation supporting plant load operations may be furnished by Postal Service vehicle service (PVS) or under a Postal Service transportation contract, provided the policies below are followed:

- a. All transportation furnished by PVS must operate under the provisions of national labor union agreements and meet the requirements of the POM.
- b. All transportation contracted to support plant load operations must be procured according to the regulations in the Postal Service *Purchasing Manual*, and Handbook PO-513, *Mail Transportation Procurement Handbook*. Transportation provided under contract must operate within the terms, conditions, specifications, schedules, and frequencies in the contract established between the contracting officer and the transportation contractor.
- c. Transportation provided under contract must operate within policy set by the headquarters manager, National Mail Transportation Purchasing, for the respective method of transportation and the designated contracting officer.

6-3.2 **Defective Vehicles**

Vehicles that have been assigned to Postal Service control but fail to meet minimum safety standards are not to be accepted unless authorized by an official representative of the area Distribution Networks office; the local manager, Transportation and Networks; or the PVS supervisor. If such vehicles are accepted, the authorized accepting official arranges for the necessary improvements to make the vehicle roadworthy.

If a problem is discovered after a vehicle is loaded, repairs must be made prior to dispatch. Every attempt should be made to repair the vehicle so as not to delay the shipment. If suitable repairs cannot be made within acceptable time limits, transfer the shipment into an acceptable vehicle. In the event that the driver is unsure of roadworthiness, obtain guidance from the origin Distribution Networks office or PVS supervisor.

6-3.3 **Contract Route Equipment Problems**

Problems with highway contract route, railroad-furnished, or postal-provided equipment must be documented and reported immediately to the origin area Distribution Networks office for resolution. With guidance from this office, implement alternatives and solutions to effectively resolve the plant load equipment problem.

6-3.4 PVS Equipment

Problems with PVS equipment should be documented and reported to the PVS dispatch office, the driver, and the manager responsible for PVS operations and/or the local manager, Transportation and Networks.

Note: Under exceptional circumstances, such as dispatching a roadworthy vehicle to a repair facility (e.g., wall/roof repairs), the PVS dispatcher; the local manager, Transportation and Networks; or the area manager, Distribution Networks, may authorize dispatch of vehicles not meeting the requirements of this section.

6-4 Charges for Nonpostal Transportation Services

The Postal Service charges plant load mailers for nonpostal transportation services when these charges are incurred because of the mailer.

These services include, but are not limited to, the following:

- a. Detention of vehicles furnished by the Postal Service or its agents.
- b. Bobtailing and deadheading.
- c. Waiting or holding.

Note: The Postal Service does not charge for nonpostal transportation services initiated by the Postal Service, nor does it charge for users charges related to moving railroad vehicles beyond the commercial zone of a railroad terminus.

6-4.1 Detention

The Postal Service charges plant load mailers for the detention of vehicles furnished by the Postal Service when the detention is initiated by the mailer and any of the following apply:

- The mailer detains vehicles longer than the time period necessary to load them (generally, a maximum of 4 hours to bed load).
- The mailer does not submit a timely request to detain vehicles (requests must be submitted at least 24 hours before the requested date and time of the vehicle's arrival).
- The mailer detains vehicles longer than the 24-hour or extended free time period agreed to in the advance request.

Mailers wishing to detain vehicles may enter into agreements directly with transportation carriers; however, the Postal Service assumes no responsibility in these agreements. Mailers that are parties to these agreements must load vehicles according to dispatch and routing instructions issued by the Distribution Networks office serving the mailer's plant. Mailers failing to follow these instructions are liable to the Postal Service for any excess cost incurred by the Postal Service as a result.

6-4.1.1 **Advance Requests to Detain Vehicles**

Although detention of vehicles is generally applicable only to rail trailers, the Postal Service may make highway trailers available in limited instances. Distribution Networks must authorize requests to detain highway contract trailers.

Plant load mailers wishing to detain vehicles longer than the time necessary to load them (generally a maximum of 4 hours to bed load) must make their request to the Postal Service at least 24 hours before the requested date and time of the vehicle's arrival at the plant. The mailer must agree to pay the Postal Service for detaining vehicles. The Postal Service must approve the request before the vehicles are sent to the mailer's plant. As noted below, mailers detaining vehicles with advance notification and approval are allowed a free time period before the accrual of any detention charges.

6-4.1.2 **Free Time Period**

Mailers that have obtained advance approval to detain a vehicle are allowed a free time period before accrual of detention charges. Mailers are allowed 24 hours from the date and time the vehicle arrives at the mailer's plant or the date and time the mailer requests the vehicle to arrive — whichever is later. Saturdays, Sundays, and postal-observed holidays are granted in addition to the 24 hours.

For example, if a vehicle arrives at 5:00 p.m. Friday, the free time period would end at 5:00 p.m. on Monday, or 5:00 p.m. on Tuesday, if Monday is a holiday. When a transportation contract includes free time in excess of 24 hours, the Postal Service will not charge the mailer for the additional hours. However, the mailer is liable for charges occurring after the extended free time period expires.

6-4.1.3 **Calculating Detention Charges**

Subject to 6-4.1.2, the Postal Service calculates charges differently for each mode of surface transportation: highway, rail, common fleet, and Postal Service vehicle service.

- a. *Highway transportation* — Calculate the charge for each highway transportation vehicle by multiplying the actual daily contract use cost of the vehicle to the Postal Service by the number of detention periods.
- b. *Rail transportation* — Calculate the charge for each rail transportation vehicle by multiplying the daily demurrage — or the detention charge payable by the Postal Service to the rail transportation contractor furnishing the vehicle — by the number of detention periods.
- c. *Common fleet vehicles* — Calculate the charge for each common fleet vehicle by multiplying the daily contract cost by the number of detention periods.
- d. *Postal Service Vehicle Service* — Calculate the charge for PVS vehicles by determining a like rate for the market area in which the mailer is located and multiplying this number by the number of detention periods.

6-4.2 Bobtailing and Deadheading

The Postal Service charges plant load mailers for a scheduled bobtail (traveling without an attached trailer) and/or deadhead (traveling with an attached empty trailer) when the mailer initiates the bobtail or deadhead and:

- a. The bobtail or deadhead is in addition to the one round trip per vehicle allowed free-of-charge.
- b. Mailers request detention of vehicles, and this results in an expense to the Postal Service for positioning vehicles for preloading at the mailer's plant.

Note: The mailer providing a return load does not eliminate the excess transportation cost of spotting the trailer.

6-4.2.1 Calculating Bobtailing and Deadheading Charges

Refer to the contract between the Postal Service and the mailer for bobtailing and deadheading charges.

6-4.3 Waiting and Holding

The Postal Service charges plant load mailers for waiting or holding when this action is initiated by the mailer. Waiting and holding occurs when the mailer detains a shipment even though a Postal Service driver is available at the mailer's plant.

6-4.3.1 Calculating Waiting/Holding Charges

Refer to the contract between the Postal Service and the mailer for waiting/holding charges.

6-4.4 Other Charges

In addition to the fees described above, the Postal Service also charges plant load mailers for actions including, but not limited to, those outlined in this section.

6-4.4.1 Equipment Damage

The Postal Service charges mailers for damage to Postal Service-furnished equipment caused by the mailer or the mailer's employees or agents.

6-4.4.2 Misuse

The Postal Service charges mailers when a vehicle is returned to a rail ramp other than the owning railroad's origin ramp because a mailer did not follow Postal Service instructions for loading a railroad-owned vehicle.

6-4.4.3 Administrative Fee for Postal Service-Furnished Vehicles

Mailers obtaining vehicles by their own means and under use agreements separate from the Postal Service use agreements are charged an administrative fee if the vehicles are tendered to the Postal Service as mail

for rail transportation. The Postal Service may waive collection of this fee in certain circumstances or for particular types of vehicles (see Management Instruction PO-540-1999-1, *Trailer Repositioning Program*, dated February 13, 1999).

6-4.4.4 **Excess Transportation Cost for Postal Service-Furnished Vehicles**

When mailers independently obtain and load transportation vehicles and subsequently tender them to the Postal Service for rail transportation, they are liable for any higher difference in line haul rate charged to the Postal Service. The rail contractor charges a higher rate because the vehicle is considered a Postal Service-furnished vehicle under the terms of the governing rail transportation contract. The charge is equal to the Postal Service-furnished rate minus the rail-furnished rate.

6-5 Collection of Payments for Nonpostal Transportation Services

6-5.1 **Post Offices and Managers, Transportation and Networks, at Processing and Distribution Centers**

Post Offices are responsible for forwarding information related to nonpostal transportation charges (except PVS charges) to the administrative office in a timely manner. See 6-4 for a description of the charges and how to calculate them.

The managers, Transportation and Networks, at processing and distribution centers are responsible for obtaining PVS transportation charges to be billed to a mailer and forwarding this information to the administrative office. See 6-4.1.3.d for information on how to calculate PVS charges.

6-5.2 **Administrative Office**

The administrative office is responsible for coordinating collection of payments for nonpostal transportation services. The administrative office is usually the area Distribution Networks office, but Distribution Networks may delegate this responsibility to the serving field office (processing and distribution center/facility or customer service facility). The administrative office's responsibilities include the following:

- a. Preparing PS Forms 1902, *Justification for Billing Accounts Receivable*.
- b. Tracking accounts receivable to ensure payment has been received.
- c. Reconciling differences and disputes between the Postal Service and mailers.
- d. Reconciling differences between accounts receivable and payments with the St. Louis Accounting Service Center (ASC).

- e. Maintaining files appropriate to the collection of payments for nonpostal transportation services.

When Distribution Networks delegates administrative office responsibility, it must provide the office with all applicable contract transportation cost information used in the billing process and cost information updates, as necessary.

6-5.2.1 **Record Keeping**

The administrative office must keep a record of billings to, collections from, and correspondence with each mailer incurring nonpostal transportation charges. The administrative office must include customer, accounts receivable, and/or invoice numbers on all correspondence and direct mailers to include these numbers on their correspondence and payments.

6-5.2.2 **Billing**

The administrative office initiates billing as follows:

- a. Determine the total amount to be billed to the mailer (see 6-4) using information provided by Post Offices and the managers, Transportation and Networks, at the processing and distribution centers.
- b. Fill in PS Form 1902. Include the complete name, address, and tax identification number (TIN) of the mailer (debtor); the amount of debt; the Post Office or processing and distribution center name and finance number that incurred the expense; and the appropriate account code to debit or credit on billing. For example, credit account 53148 for a rail trailer detention invoice. The finance numbers and account codes identified on PS Form 1902 must be the same as those originally charged by the Post Office or processing and distribution center incurring the expense.

Information included on PS Form 1902 and in accounts receivable must be itemized to the maximum extent possible to enable a mailer to readily identify charges. If necessary, attach additional documentation to PS Form 1902.

- c. Compile supporting documentation as follows:
 - (1) A list of charges sub-totaled by type (see section 6-4)
 - (2) Correspondence from the field offices stating charges incurred and amounts.
- d. Submit the original PS Form 1902 and a copy of the supporting documentation to the St. Louis ASC at:
ST LOUIS INFORMATION SYSTEMS SERVICE CENTER
ACCOUNTING SERVICE CENTER TRANSPORTATION
US POSTAL SERVICE
PO BOX 80191
ST LOUIS MO 63180-9191
- e. Notify the originating postmaster and the originating district manager, Customer Service and Sales, via e-mail that you are submitting PS Form 1902 for a given mailer (provide name) to the St. Louis ASC.

- f. Send a copy of the form, supporting documentation, and the instructions below to the mailer. This provides the mailer additional time to reconcile the billed amount against the mailer's records. Include these instructions:
 - (1) Contact the administrative office regarding discrepancies.
 - (2) Do not send payment to the administrative office. Wait until the mailer receives an invoice to remit payment and then send payment to the following address:

USPS DISBURSING OFFICER
ACCOUNTING SERVICE CENTER
PO BOX 21888
EAGAN MN 55121-0888

Make checks payable to the U.S. Postal Service.
 - (3) Include the customer, accounts receivable, and, where applicable, the invoice number on correspondence and payments.

6-5.2.3 **Payments Sent to the Administrative Office in Error**

If a mailer sends payment directly to the administrative office in error, the administrative office indicates the receivable number on the mailer's payment and forwards the payment to the Eagan ASC disbursing officer at the address below with a copy of PS Form 1903, *Invoice and Statement*, if available:

USPS DISBURSING OFFICER
ACCOUNTING SERVICE CENTER
PO BOX 21888
EAGAN MN 55121-0888

6-5.2.4 **Mailer Inquiries**

Administrative offices should supply the following information in response to mailer inquiries:

- a. Make checks payable to the U.S. Postal Service.
- b. Mail checks to the following address:

USPS DISBURSING OFFICER
ACCOUNTING SERVICE CENTER
PO BOX 21888
EAGAN MN 55121-0888

6-5.3 **St. Louis ASC**

The St. Louis ASC creates an accounts receivable record in the Postal Service accounting system. It also sends out weekly invoices, monthly summary statements, and follows up on delinquent payments.

6-5.3.1 Delinquent Accounts

The St. Louis ACS follows the following steps for delinquent accounts:

- a. Typically, mailers must remit payment within 30 calendar days of receiving an invoice.
- b. Accounts not paid within this timeframe are considered delinquent and an automated dunning letter is sent to the debtor.
- c. Accounts that remain unpaid for an additional 30 days are sent a second dunning letter.
- d. At this point, the account is flagged to be turned over to an external collection agency.
- e. Accounts are referred to a collection agency for 6 months.
- f. Accounts that are returned from the collection agency with an outstanding balance exceeding \$99 are forwarded to the Treasury Offset Program (TOPS) to be offset against funds that may be due the debtor.

6-5.4 Failure to Remit Payment

Mailers failing to remit payment within 30 calendar days of receiving an invoice for a nonpostal transportation service, or that fail to file an appeal, are subject to finance charges, termination of their plant load agreement, and to the process in 6-5.3.1.

6-6 Nonpostal Transportation Charges — Mailer Appeal Procedures

Mailers disagreeing with nonpostal transportation charges have the right to appeal. Mailers must appeal to the issuing administrative office within 14 calendar days of receipt of the invoice in dispute.

6-6.1 Mailer Letter of Appeal

To initiate an appeal, mailers must submit a letter of appeal with at least the following information:

- a. The reasons why the mailer finds the assessment erroneous.
- b. A discussion of the remedy and relief being sought through the appeal.
- c. A copy of the assessment.
- d. Documentation and evidence to rebut the assessment.

6-6.2 Administrative Response to Appeal

The administrative office reviews the appeal, investigates the evidence, and decides whether to amend the charges.

The administrative office has 21 calendar days from receipt of the mailer's appeal to notify the mailer of its decision.

The administrative office should make every reasonable attempt to resolve discrepancies locally. If after thorough review and attempts to resolve the discrepancies locally the appeal is still denied, the administrative office notifies the mailer in writing by certified mail with return receipt requested. The response must include the following information:

- a. The reason(s) for denial.
- b. Notice that payment is due within 15 calendar days from the date of the mailer's receipt of the certified letter and notice that failure to comply may result in termination of the mailer's plant load agreement.
- c. Notice that the denial of the appeal and any subsequent decision to terminate for nonpayment may be appealed, in writing, to the appropriate vice president, Area Operations, within 15 calendar days from the date the mailer receives the administrative office's decision.
- d. Contact information for the appropriate vice president.
- e. A statement of further applicable time limits as follows:
 - (1) If the mailer appeals the administrative office's decision, the administrative office has 15 calendar days to review the mailer's appeal and forward its recommendations to the vice president, Area Operations.
 - (2) The vice president, Area Operations, has 21 calendar days to review the mailer's appeal and administrative office recommendations.
 - (3) If the vice president, Area Operations, rejects the appeal, the mailer has 15 calendar days to remit payment or else the outstanding balance will be referred to the Treasury Offset Program to be offset against funds that may be due the mailer.

6-6.3 **Final Appeal**

A mailer disagreeing with an administrative office's decision on its appeal may make a final appeal directly to the vice president, Area Operations. Mailers must make their appeal in writing within 15 calendar days from the date they receive the administrative office's decision.

Appeals to the vice president, Area Operations, must include the following:

- a. Copies of all prior correspondence referencing the claim.
- b. Documentation stating why the mailer disagrees with the administrative office's decision and highlighting any new information.

The mailer must concurrently provide the originating administrative office a copy of the appeal sent to the vice president.

6-6.4 **Final Appeal Review and Decision**

The vice president, Area Operations, or designee, notifies the administrative office that an appeal has been received and requests documentation, if necessary. The administrative office reviews the appeal package and, within 15 calendar days after receiving the appeal package from the mailer,

forwards copies of the documentation to the vice president, Area Operations, or designee, with a statement of the office's findings, actions, and recommendations. The administrative office must fully respond to each specific issue in the mailer's appeal. The vice president, Area Operations, or designee, coordinates with the district manager, Customer Service and Sales, reviews the package, and makes a final written decision on the appeal within 21 calendar days after receiving the information from all parties.

6-6.5 Notification to Mailer of Final Decision

The vice president, Area Operations, or designee, must provide copies of the decision to the administrative office and to the district manager, Customer Service and Sales, who coordinates collection and/or termination of the plant load agreement if the appeal is denied. The district manager, Customer Service and Sales, must notify the mailer of the decision in writing. If the appeal is denied in whole or in part, the letter must notify the mailer that it has 15 calendar days from receipt of the decision to remit payment or else the outstanding balance will be referred to the Treasury Offset Program to be offset against funds that may be due the mailer.

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Appendix A

**PS Form 3815, Plant-Load Authorization
Application, Worksheet, and Agreement**

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Plant Loading Authorization and Procedures Guidelines

United States Postal Service®

Plant-Load Authorization Application, Worksheet, and Agreement

Mailer: Complete Page 1.

A. Mailer/Plant Information

The mailer returns this completed form to the local postmaster. The mailer completes a new Form 3815 at least once every 4 years, or more frequently when requested by the Postal Service. This form must be signed by the mailer at the time of application, and signed by the Postal Service, if approved. When requested by the mailer, the postmaster initially completes appropriate sections of this form.

3a. Company Name		3b. TIN (Tax Identification Number)		1. Request Date	2. Requested Start-Up Date
5. Address (No., Street, Apt./Ste. No., City, State, ZIP + 4)				4. Name of Contact	
				6. Contact's Title	
				7. Telephone (Include Area Code)	
8. Dock	a. Height	b. Number of Stalls	c. Overhead Extension Clearance (if applicable)	9. Hours of Operation	
10. Operation Days (Check applicable box)				11. Permit No.(s) Authorized (Attach list)	
<input type="checkbox"/> Sunday <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday				12. Is optional procedure currently authorized? Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Does Mailer have scales?		14. If YES, State Maximum Capacity		15. If YES, are scales floor scales? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Yes <input type="checkbox"/> No					

B. Class of Mail and Payment Method for Plant-Load

Payment Method	First-Class® Mail	Periodicals	Standard Mail	Package Services	Payment Method	First-Class® Mail	Periodicals	Standard Mail	Package Services
1. Precanceled Stamps					5. Manifest Mailing System				
2. Permit Imprint					6. Centralized Postage Payment				
3. Official Mail					7. Other (Explain):				
4. Meter									

C. Mail Profile

1. Type(s) of Mail (Check one or more boxes)		2. Frequency of Mailing (Check one or more boxes)		3. Method(s) of Mailing (Check one or more boxes)	
<input type="checkbox"/> Letter Size	<input type="checkbox"/> Irregular Parcels	<input type="checkbox"/> Daily	<input type="checkbox"/> One-Time	<input type="checkbox"/> Trays	<input type="checkbox"/> Bed Loaded
<input type="checkbox"/> Flat Size	<input type="checkbox"/> Outsides	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other (Explain):	<input type="checkbox"/> Sacks	<input type="checkbox"/> Other (Explain):
<input type="checkbox"/> Machinable Parcels		<input type="checkbox"/> Monthly		<input type="checkbox"/> Pallets/Pallet Boxes	
				<input type="checkbox"/> Wheeled Containers	

D. Vehicle/Destination Information

1. Destination of Vehicles Transporting Mail (Check applicable boxes)			
Intra-District (Check below)		Inter-District (Check below)	
<input type="checkbox"/> Local SCF/PDC/PDF	<input type="checkbox"/> BMC/ASF/ADC	<input type="checkbox"/> Other BMC/ASF/ADC	<input type="checkbox"/> Other P&DF/P&DC
2. Comments (Use separate sheet, if necessary)			

E. Application Submission

It is understood that if this application is approved, all applicable postal regulations pertaining to plant loading, revenue protection, and/or optional procedure must be observed. Also, approval is conditional on the availability of equipment to transport mail from the mailer's plant. Combined mailings require each mailer to complete, sign, and attach a separate page 1 from PS Form 3815. Describe the details in item 3. Use a separate sheet if necessary.

NOTE: A complete description of Plant-Load Operations can be found in Sections D020 and M074 of the Domestic Mail Manual (DMM).

Name (Mailer Representative)	Title	Telephone No. (include area code)	Date

PS Form 3815, February 2002 (Page 1 of 10)

F. Processing Steps

1. Mailer completes and signs page 1. Mailer completes areas of the Plant-Load Agreement (pp. 8 & 9), and signs agreement on page 10.
2. The local postmaster reviews form, completes pages 2 through 4 and forwards to District.
3. The Manager, Business Mail Entry at the District reviews and signs page 4.
4. The local manager, Transportation and Networks Systems (TANS), reviews application, completes cost/mail processing capacity analysis (pages 5 and 6) if appropriate. District Manager/Postmaster recommends action and signs page 7; forwards to the Area Distribution Networks (DN) office.
5. The Area Distribution Networks, reviews application, completes page 3, part H3., recommends action, signs page 7, and returns form to District.
6. If approved, the postmaster completes and signs this agreement on page 10 of this form and the District Manager completes and signs on page 10 of this form.
7. District notifies mailer of decision in writing. See *Postal Operations Manual (POM)* 327 and makes distribution to all parties.

G. Verification and Acceptance of Plant-Load Mailings

To be completed by the local postmaster performing the revenue protection procedures. Concurrence by the Manager, Business Mail Entry is required.

Please check as applicable:

- ☐ For plant load mailings to be accepted at the mailer's plant.

The postmaster and mailer will determine the hours and days of mail acceptance.
Trained business mail entry staff will be available to verify and accept these mailings.

- ☐ For mailings to be deposited at the _____ Business Mail Entry Unit located at: _____

The postmaster and mailer will determine the days and hours of mail acceptance.
Trained business mail entry staff will be available to verify and accept these mailings.

Mailings entered under the terms of this agreement will be verified and accepted in accordance with the standard business mail acceptance procedures outlined in Handbook DM-109, *Business Mail Acceptance Handbook*. Mailings must be prepared in accordance with the applicable standards in the *Domestic Mail Manual* or *International Mail Manual*.

Plant Loading Authorization and Procedures Guidelines

H. Plant-Load Authorization Worksheet (Use separate sheet, if necessary)

1. Volume Data/Per Average Mailing (Completed by Local Postmaster)

(Use current and future volume for the proposed plant-load operations)

Information supplied by the mailer indicates that, at a minimum, the volume of mail to be presented for plant-load transportation is as follows:

a. Intra	Number of	Weight (Total lbs.)	Cubic Feet (if applicable)
i. Trays			
ii. Sacks			
iii. Pallets/Pallet Boxes			
iv. Wheeled Containers			
v. Bundles (bedloaded)			
vi. Parcels (brickloaded)			
b. Inter	Number of	Weight (Total lbs.)	Cubic Feet (if applicable)
i. Trays			
ii. Sacks			
iii. Pallets/Pallet Boxes			
iv. Wheeled Containers			
v. Bundles (bedloaded)			
vi. Parcels (brickloaded)			

2. Mileage from Mailer's Plant to Destination Postal Facility (Completed by Local Postmaster)

NOTE: Mileage is determined by referring to current *Household Goods Mover's Guide* or computer-based mileage application. If unable to provide mileage, contact DN for assistance.

a. Mailer's Plant Location and ZIP + 4	
b. Destination Postal Facility Location(s) and ZIP + 4(s)	
c. Mileage (From Item 1 to Item 2)	
d. By-Passed Facility/Facilities (Name one or more)	
i. Associate Office	
ii. Origin SCF/PDC/PDF	
iii. Origin BMC	
iv. ADC	
v. Destination BMC	
vi. Destination SCF/PDC/PDF	

3. Determining Percent of Vehicle Capacity (Completed by Area DN)

a. Type of vehicle to be used (e.g., 48' trailer)			
b. Weight Capacity of Vehicle (e.g., 46,000 lbs.)			
c. Cube Capacity of Vehicle (e.g., 3,200 cu. ft.)			
d. Based on percent of load and distance criteria:			
i. the information supplied by the mailer:	does	does not	
ii. qualify for:	intra	inter	both
iii. service area plant load operations based on:	weight	cube	
4. Comments (include capacity calculations)			

4. Comments (include capacity calculations)

I. Inter-District Area Plant-Load Request (Completed by Local Postmaster)

Inter-District Plant-Loads are vehicle movements from the mailer's plant to a mail processing facility outside the service area of the mailer's plant. Handling at the local post office or local acceptance facility and at least one processing facility is bypassed. (See page 1, item D1.)

Inter-District Plant-Loads will be granted if the mailer can satisfy one requirement from both the minimum volume and maximum mileage columns and equipment is available. If unable to meet these requirements, the local TANS manager will perform Plant-Load cost analysis or will determine that the volume of plant-loaded mail exceeds the mail processing capacity of the local origin postal facility.

Minimum Volume

1. Current and future volume of mail plant-loaded is at least 28,000 lbs. and/or

2,000 cubic feet. Volume is _____ pounds/cubic feet.

... If Yes, go to number 3.

... If No, go to number 2.

2. Mailings of two or more mailers located in the same service area are combined to meet minimum volume requirements.

... If Yes, go to number 3.

... If No, local TANS manager completes pages 5 and 6.

Total mail volume by weight or cube is _____
 Mailer's name(s), locations, and volumes (weight or cube) to be combined are:

Maximum Mileage

3. Mileage from the mailer's plant to the destination postal facility is 275 miles or less and the plant-load bypasses origin SCF/PDC/PDF and at least one ADC, BMC, or ASF.

... If Yes, provide mileage _____

... If No, go to number 4.

4. Mileage from mailer's plant to the destination postal facility is 150 miles or less and the plant load bypasses only the origin SCF/PDC/PDF.

... If Yes, provide mileage _____

... If No, local TANS manager completes pages 5 and 6.

J. Intra-District Area Plant-Load Request

Intra-District Plant-Loads are vehicle movements from mailer's plant to a postal facility that has the post office of the mailer's plant within its service area. Handling at the local post office or local acceptance facility is bypassed. Intra-District Plant-Loads will be granted if the mailer can satisfy one requirement from both the minimum volume and maximum mileage columns and equipment is available. (See page 1, item D1.) If unable to meet these requirements, the local TANS manager will perform Plant-Load cost analysis.

Minimum Volume

1. Current and future volume of mail to be plant loaded is at least 23,000 lbs.

and/or 1,800 cubic feet. Volume is _____ pounds/cubic feet.

... If Yes, go to number 3.

... If No, go to number 2.

2. Combined plant loads of two or more mailers located in the same service area and verified at the mailer's plant meet minimum volume requirements.

... If Yes, Go to number 3.

... If No, local TANS manager completes pages 5 and 6.

Total mail volume by weight or cube is _____
 Mailer's name(s), locations, and volumes (weight or cube) to be combined are:

Maximum Mileage

3. Distance from mailer's plant to destination postal facility is 150 miles or less.

... If Yes, name of destination postal facility and mileage:

... If No, local TANS manager completes pages 5 and 6.

K. Signatures**1. Postmaster**

a. Printed Name _____

c. Address _____

b. Office _____

d. _____

Recommend Approval

Recommend Disapproval

e. Signature _____

f. Telephone _____ g. Date _____
 No (include area code)

2. Manager, Business Mail Entry, Review and Concurrence

a. Signature _____

b. Printed Name _____

c. Telephone _____
 No (include area code)

d. Date _____

Plant Loading Authorization and Procedures Guidelines

L. Plant-Load Cost Analysis *(Completed by Local TANS Manager)*

NOTE: Cost analysis must only be based on mail to be transported by postal furnished transportation. Plant-verified drop shipment and collection mail must not be included in this calculation.

Instructions

1 — Review the Application

Confirm accuracy of mailer's data for type of services required and resolve discrepancies. Check appropriate box.

- ☐ Minimum volume and maximum mileage criteria are met, and equipment is available or can be obtained. *(If this is true, approve application and complete Section 4—Action on Page 7.)*
- ☐ Criteria are not met. *(If this is true, proceed to Section 2—Cost Analysis.)*

2 — Complete Cost Analysis

Step A — Matrix

Do present and future volumes exceed 60 percent of vehicle capacity? ☐ Yes ☐ No
If No, go to Step B—Detailed Cost Analysis (Page 6).
If Yes, refer to the matrix below.

The following matrix summarizes a cost-avoidance analysis that demonstrates a net cost savings for the Postal Service. Using the information confirmed in Section 1, above, determine the percent of vehicle capacity, type of service (intra- or inter-) and facilities by-passed.

Is the mileage of the proposed plant load less than the maximum permissible mileage in the matrix? ☐ Yes ☐ No
If Yes, approve application and complete Section 4—Action (Page 7).
If No, go to Step B—Detailed Cost Analysis (Page 6).

NOTE: Detailed cost analysis criteria must be applied to highway transportation plant-loads only. Rail movements need not be reviewed under detailed cost analysis.

Cost Effective Plant-Loads for Movements Less than Indicated Mileage

Percent of Load	60%	70%	80%	90%	100%
Maximum Miles	150	175	200	225	250
Inter-District Area Maximum Miles					
By-Passing SCF/PDC/PDF	150	175	200	225	250
ASF and B/MC	275	300	350	375	425

Plant Loading Authorization and Procedures Guidelines

Step B—Detailed Cost Analysis

Local TANS manager completes this section with the assistance of local Finance and In-Plant Support. If Step B—*Detailed Cost Analysis* shows a net benefit to the Postal Service, approve the application and complete Section 4—*Action* (Page 7). If Step B—*Detailed Cost Analysis* does not show a net benefit to the Postal Service, and the movement is inter-district area, go to Section 3—*Mail Processing Capacity* (below).

	Full Year	Workhours	No. of Trips	Cost per Hour or Trip	Total Expense
1. Cost Without Plant Load	Clerk				\$
	Mailhandler				\$
	Vehicle				\$
	PVS				\$
	Driver				\$
	HCR Costs				\$
	Other				\$
Totals	▶				\$
2. Cost With Plant Load	Clerk				\$
	Mailhandler				\$
	Vehicle				\$
	PVS				\$
	Driver				\$
	Postal Equipment				\$
	HCR Costs				\$
	Verification Travel				\$
	Other				\$
Totals	▶				\$
Total Expense (Item 1 Total subtracted from Item 2 Total)					▶ \$
(Negative number shows savings; positive number shows loss)					

3.—Mail Processing Capacity

This part is applicable only if:

- The minimum volume and maximum mileage criteria are not met, and
- The detailed cost analysis does not show a net benefit to the Postal Service.

The volume of mail to be plant-loaded averages _____ lbs. per day.
This volume of mail:

- Will result in the volume of mail processed by the local origin postal facility to exceed its mail processing capacity.
☐ Yes ☐ No (If Yes, approve application and go to Part 4—Action page 7.)
- Can be processed by the local origin postal facility.
☐ Yes ☐ No (If Yes, deny application and go to Part 4—Action page 7.)

Plant Loading Authorization and Procedures Guidelines

c. List individual(s) responsible for conducting Plant-Load Cost Analysis and Mail Processing Capacity Analysis

[illegible]

4-Action:

Office	Printed Name	Signature	Date Signed	Approval		Disapproval	
				Recommend	Final	Recommend	Final
Local TANS Manager							
District Manager, Customer Service	Intra-District Plant-Load						
	Inter-District Plant-Load						
Area DN Manager	Intra-District Plant-Load						
	Inter-District Plant-Load						

Comments: List reason(s) for Approval/Disapproval (Use separate sheet, if necessary. Enter your name, telephone number, and office name issuing disapproval.)

5. Appeal

Printed Name	Signature	Date	Sustain	Deny
Area V.P. Operations				

PS Form 3815, February 2002 (Page 7 of 10)

M. Plant-Load Agreement (Completed by Mailer, Local Postmaster, and Area DN)

(of)

(Firm Name)

(Firm Address)

hereinafter referred to as mailer, hereby agrees to comply with the terms and conditions for plant-load operations provided by the United States Postal Service. The Postal Service agrees to provide the mailer plant-load operations in accordance with *Domestic Mail Manual* (DMM) D020 and M074 and this Agreement, as follows:

1. Location of Plants

The mailer operates a plant(s) at the following location(s) at which plant-load operations are authorized by the Postal Service in accordance with DMM requirements:

(Plant Location)

(Street Address)

(Plant Location)

(Street Location)

(Plant Location)

(Street Address)

2. Loading Facilities

The mailer agrees to provide adequate rail and/or truck dock accommodations needed to load the volume of mail it tenders to the Postal Service daily.

3. Notification to Postal Service of Plant-Load Movements

a. Mailer agrees to notify the Postal Service, at

(Location)

(Telephone number)

(Office hours)

at least _____ hours/days in advance of each plant load movement. Notification must include the following: (1) the maximum number of vehicles the mailer will load each day; (2) the destination of the vehicles to be dispatched each day; and (3) whether the mailer will detain any vehicles in accordance with DMM D020.

b. Mailer agrees to notify the Postal Service, at

(Location)

(Telephone number)

(Office hours)

at least _____ hours in advance of each plant-load movement already scheduled which is to be cancelled, or notify the Postal Service in advance per the attached listing by destination/contract route number and the Postal Service representative/telephone number. Mailer is liable to the

Postal Service for any cost associated with the cancellation of scheduled dispatches as a result of the mailer's failure to notify the Postal Service per this clause.

c. Mailer agrees to notify the Postal Service at least 30 days in advance of any planned closing, or change in ownership, of any mailer's plant(s) authorized plant-load service.

4 Acceptance and Verification (Circle [a] or [b])

a. Postal Service employee(s) will accept and verify mail at the mailer's plant. The mailer agrees to provide adequate scale(s) to allow mail to be weight-verified for postage verification purposes. The mailer agrees to provide secure and sufficient space to the Postal Service in a clean, safe location within view of the loading area which provides for the safe keeping of documents, seals, placards and other postal equipment and various documentation retained by the Postal Service. Local postmaster will ensure mailer compliance with *Postal Operations Manual* (POM) and HSK PO-512, *Plant Loading Authorization and Procedures Guidelines*.

b. The mailer plant-loaded mail will be verified at a postal facility in accordance with the DMM. The mailer agrees to load the transportation vehicle and place a placard supplied by the Postal Service in the vehicle indicating that verification of the mail is required. The mailer may also be required to place a placard, supplied by the Postal Service, on the outside door of the vehicle, indicating that verification of the mail is required.

5. Loading of Transportation Vehicle

a. The mailer agrees to load each transportation vehicle supplied by the Postal Service in accordance with the requirements set forth in the DMM. For mail verified under Section 4-a above, after the mail has been verified and accepted by Postal Service employee(s), the mailer will plant-load the vehicle(s) under Postal Service observation. The mailer is responsible for ensuring proper weight distribution of the mail loaded onto the vehicle, ensuring the vehicle's legal weight limit is not exceeded and, if required, ensuring proper blocking and bracing to prevent damage to the mail or equipment, or injury to Postal Service employees.

b. The mailer agrees to sequence the loading of transportation vehicles, and/or their contents, if requested by the Postal Service.

c. If the mailer loads more than one mailing on a single transportation vehicle, the mailer agrees to submit the required postage statements and related documentation, and, if requested by the Postal Service, to physically separate each mailing. If a mailing is loaded on more than one vehicle, the mailer agrees to furnish the Postal Service with a postage statement identifying the quantity and total weight of mail loaded on each vehicle for each mailing or mailing segment. All applicable postage statements and related documentation must be provided to the Postal Service in a timely manner to allow processing before the scheduled dispatch of the mailings/vehicles.

d. The mailer agrees to load each transportation vehicle within _____ hours after the vehicle arrives at the mailer's plant. This applies to live loading of vehicles and does not apply to a drop-and-pick vehicle operation unless otherwise stated in this Agreement.

M. Plant-Load Agreement (Continued)

e. The mailer agrees to reimburse the Postal Service for the cost of damages to postal furnished equipment caused by the mailer or the mailer's employees or agents.

f. The mailer agrees to prepare destination vehicles as applicable in accordance with DMM M074.

g. The mailer agrees to withhold all mail for local processing and comply with local instructions for loading and dispatch of mail in accordance with Handbook PO 512, *Plant Loading Authorization and Procedures Guidelines*.

6. Payment of Postage (Circle all that apply)

a. The mailer uses permit imprint indicia(s) and agrees to maintain sufficient funds on deposit to pay for each plant-load mailing at the time of mailing. If sufficient funds are not on deposit, the Postal Service will not accept mail at, or dispatch loaded vehicles from, the mailer's plant until sufficient funds are deposited.

b. The mailer agrees to pay postage by the use of precanceled stamps or postage meter for mail that is to be plant-loaded.

c. The mailer is a federal agency or contractor for a federal agency and uses penalty mail indicia(s) in accordance with the DMM. In addition to other applicable DMM requirements, the mailer agrees to follow the requirements in DMM E060, including, if appropriate, preparing PS Form 3602-G, *Postage Statement—Penalty Permit Imprint*.

7. Service Commitment and Vehicle Dispatch

The Postal Service will make every effort to meet the service standards for the class or type of mail plant-loaded or the delivery date requested by the mailer, where feasible. However, the Postal Service will not honor a mailer's request to expedite a mailing so as to deliver plant-loaded mail prior to the service standard for that class or type of mail. The Postal Service makes no guarantee, expressed or implied, that it will deliver plant-loaded mail by the service standard or requested delivery date.

8. Reimbursement for Nonpostal Services

The mailer agrees to reimburse the Postal Service for furnishing nonpostal services, including detention of vehicles, bobtailing, deadheading and waiting/holding, where such services are caused by the action or inaction of the mailer, as set forth in DMM D020. Whenever possible, the additional costs will be identified to the mailer in advance of the mailing. (See Appendix D of Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*, for an *Identification of Vehicle and Drayage Costs—Plant Load* form, which can be used for this purpose.)

9. Mail Transport Equipment

a. The Postal Service will supply various types of Mail Transport Equipment (MTE) for use at the mailer's plant for plant-load operations.

b. The equipment types authorized are indicated on the attached "Customer Supply Profile and Schedule." The mailer is not authorized the use of any equipment not indicated or approved on the profile. (See Appendix E of Handbook PO-512, *Plant Loading Authorization and Procedures Guidelines*, for a sample *Customer Supply Profile and Schedule* form.)

c. The mailer will report MTE inventories to postal personnel on a _____ basis. Furnish this information to _____
(daily, weekly, monthly)

(name, title)

(email address)

number _____
(postal facility)

via (check one): written notification : telephone
email : fax

d. The mailer must return equipment which is defective or surplus. Mailer is to return this equipment to the Postal Service at (check one):

(postal facility)

or return it at the mailer's plant and transport it by prearranged transportation.

e. Misuse of Mail Transport Equipment is a crime as defined under Section 1707 of Title 18 of the United States Code. The mailer must exercise proper care of all postal equipment at the mailer's facilities.

f. The mailer must update changes in customer profiles as necessary, through the mailer's local postmaster or designee, who will advise the Area Mail Transport Equipment (MTE) Coordinator. The mailer agrees to report any seasonal or emergency needs to the local postmaster.

g. The Postal Service will attempt to supply the equipment requested by the mailer. Based on current supplies at the time of request, and at the time of need, it may be necessary for the Postal Service to substitute another equipment type to satisfy the mailer's requirement. Such replacement will be conveyed to the mailer as soon as possible.

h. The Postal Service reserves the right to inspect the mailer's operations to ensure that the mailer is properly using and reporting MTE inventories, or to ensure that other applicable procedures are being followed.

10. Amendment

This Agreement may be amended at any time by mutual agreement of the parties. However, no amendment can contradict the provisions of the DMM.

11. Termination (Completed by DN)

a. The Postal Service may terminate this Agreement by giving 10 days written notice to the mailer, if the mailer's plant-load operation fails to meet the requirements of DMM Sections D020 and M074 for:

(check one):

☐ two consecutive postal accounting periods; or

(days/months)

b. The Postal Service may terminate this Agreement if the mailer fails to fulfill the terms of this Agreement.

c. The mailer may terminate this Agreement by giving the Postal Service 30 days written notice.

12. Effective Date & Commencement of Operations (Completed by DN)

This Agreement is effective when signed by both parties. Plant-load operations will commence on _____ in the year _____.

13. Term of Agreement (Completed by DN)

This Agreement expires on _____.

N. Acceptance for the United States Postal Service

1. Name of Postal Facility Serving Mailer's Plant

2. Address

3. Phone (include area code)

4. Postmaster's Printed Name

5. Signature

6. Date

7. District Serving Mailer's Plant

8. Address

9. Phone (include area code)

10. District Manager Name

11. Signature

12. Date

O. Acceptance for the Mailer

1. Firm Name

2. Address

3. Phone (include area code)

4. Contact Name and Title

5. Signature

6. Date

Original - Local postmaster
Copy 1 - Mailer
Copy 2 - Local TANS
Copy 3 - District Manager BME
Copy 4 - District Manager CSS
Copy 5 - Area DN

Appendix B

**PS Form 8017, Expedited Plant-Load
Shipment Clearance**

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Plant Loading Authorization and Procedures Guidelines

United States Postal Service			
Expedited Plant-Load Shipment Clearance			
See Instructions on Reverse			
1. Mailer's Name		2. Mailer's Contact Name	
4. Origin Plant Location (City, State, ZIP+4)		3. Mailer's Contact Telephone	
5. Total Gross Weight of Shipment			
Mailer Information	6. Class of Mail	7. Product or Publication Titles or Names	8. Type of Mail Processing Category (Check all that apply)
	<input type="checkbox"/> First-Class®/Priority Mail		<input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels
	<input type="checkbox"/> Package Services		<input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels
	<input type="checkbox"/> Periodicals		
	<input type="checkbox"/> Standard Mail		
9. Number of Containers by Type Pallets and Pallet Boxes:	Non-Palletized Containers:		
	<input type="checkbox"/> with pkgs. or bundles	<input type="checkbox"/> with sacks	<input type="checkbox"/> bundles
	<input type="checkbox"/> with trays	<input type="checkbox"/> with parcels	<input type="checkbox"/> trays
	<input type="checkbox"/> other (describe):		
10. Comments			
11. Origin Post Office (City, State, and ZIP+4)		17a. Name of USPS Employee Verifying Mail	17b. Employee's Telephone
Origin Post Office (Where verified)	12. Verified at	18. Signature of Verifying Employee	
	<input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office	20. Date (Round) Stamp	
	13. Permit Number	14. Postage Payment Method (Except for Periodicals)	
		<input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter	
	15. Total Pieces	19a. Contact's Name (if other than verifying employee)	
16. Total Weight of Mailing	19b. Contact's Telephone		
21. Comments			
22. Destination Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)			
29. Comments			
Destination Post Office	23a. USPS Receiving Employee's Name		23b. USPS Receiving Employee's Signature
	24. Date of Arrival	25. Time of Arrival	30. Scan the barcode upon receipt
	26. Date of Departure	27. Time of Departure	
	28. Load Condition Irregularities (Check all that apply)		
	<input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8017s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8017s (P) Other (Describe in "Comments" section 30.)		

PS Form 8017, June 2002 (Page 1 of 2) This form on Intranet at blue.usps.com

Definitions and Features

Form 8017 proves to the destination postal facility that the mailing being presented by the mailer or mailer's agent was verified and paid for at origin. Under an expedited plant load shipment clearance, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility. The origin post office serving the mailer's plant will verify the mailing for classification, rate eligibility, preparation, and presort. Expedited plant load mailings do not qualify for destination entry discount postage rates.

Subject to Domestic Mail Manual (DMM) D020, a mailer must be authorized to transport an expedited plant-load. The mailer must prepare a written request to the postal official who authorized the plant load and indicate each destination to which the mailing will be transported. The Expedited Plant Load Shipment Agreement, PS Form 8026, must be completed. This agreement requires concurrence by both the mailer and Postal Service. An expedited plant-load shipment does not become the possession or custody of the Postal Service until it is accepted as mail at a destination postal facility. The mailer acknowledges that it has no claim or right to a refund created by this agreement.

The mailer must contact each postal facility where the expedited plant load shipment is to be deposited to arrange and obtain approval for a time and location to deposit the shipment. An expedited plant load shipment is not entered into the Drop Shipment Appointment System (DSAS).

Instructions for Mailer

With each expedited plant-loaded shipment, the mailer must submit a Form 8017 (or approved facsimile) completed as described below. The original Form 8017 must be signed and round stamped by the origin verifying post office.

Completing Form 8017

The "Mailer Information" section (items 1 through 10) identifies the mail preparer and provides a description of the mail to be deposited at the destination postal facility listed in item 22. The mailer must complete all items in the "Mailer Information" section.

- In item 9, report the mail as configured for verification and as it will be presented to the destination office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In items 2 and 3, report the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the destination office.
- In item 10, you may show other mailer information (for example, sequence number for a postage statement, manifest, or Form 8017).
- In item 22, show the city and state name as it appears in the applicable labeling list from DMM Module L. The physical address of the facility may also be shown. If the mailing will be deposited at a BMC, show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L. The physical address of the BMC may also be shown.

Submitting Mailing and Form 8017 to Destination Postal Facility

The mailer or mailer's agent must submit copy 1 of this Form 8017 (with the original signature and round stamp of the origin post office) with the shipment presented for acceptance to the destination postal facility shown in item 22. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the destination office must be configured as reported under item 9 and must match the other information on Form 8017 as validated by the origin post office (verifying office). The mailing must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the Form 8017 with the mailing being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.

Instructions for Post Office of Origin (Office Where Expedited Plant-Load Shipment Is Verified)

Be sure the mailer has completed all required items in the "Mailer Information" section and item 22. After verifying that all information is correct, complete the "Origin Post Office" section. Sign, round stamp this form, and return original form to mailer. Make copies if required.

Instructions for Destination Post Office

Either remove the Form 8017 for your office from the vehicle or receive it from the mailer or mailer's agent and check that your office is shown as the destination office under item 22.

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

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 28.

Compare the shipment with the form for class, number of containers, and processing category.

If the Form 8017 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 23a through 30) legibly. Retain the completed Form 8017 in your files for 1 year. If the mailer or mailer's agent has presented two copies, then complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you. If the mail is visibly damaged, if the shipment does not match the information on the Form 8017, or if the entry facility on the Form 8017 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin post office (see items 17a & b or 19 a & b) to resolve the discrepancy.

Appendix C

**PS Form 8026, Expedited Shipment
Agreement for Plant-Load Mailings**

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Plant Loading Authorization and Procedures Guidelines

United States Postal Service

Expedited Shipment Agreement for Plant-Load Mailings

Mailing Agent	Mail Owner
Title of Mailing or Publication (If applicable)	Plant Location
Origin Post Office	Effective Dates (Mo., Day, Year) Start Date End Date
	Date of Agreement (Mo., Day, Year)

Subject to *Domestic Mail Manual (DMM) D020*, the above named mailing agent, acting on its own behalf or as agent for the mail owner named above, and the United States Postal Service hereby agree as follows:

1. Subject to the procedures and conditions set forth below, the Postal Service will verify mail, titled as named above, at the plant named above, and will accept the expedited plant-load shipment mail that the mailer deposits at the postal facilities listed on the reverse of this agreement.
2. Postage will be calculated from and paid for at the post office performing the verification of the mail at the Mailer's plant before the mail leaves the plant.
3. The mailer agrees that postage will not be refunded for any failure by the Postal Service to provide service that is caused in whole or in part by any event that occurs before the mail is deposited in and accepted at a postal facility, except in accordance with DMM refund standards. The mailer acknowledges that it has no claim or right to a refund created by this agreement.
4. The mailer agrees that all vehicles into which expedited plant-load shipment mail is loaded for transportation to a postal facility for mailing will be loaded under the observation of Postal Service personnel in accordance with DMM D020 and M074.
5. The mailer must submit Form 8017, *Expedited Plant-Load Shipment Clearance*, for each destination. The postal employee who verifies and accepts the shipment at the mailer's facility must sign and round stamp Form 8017. The postal employee who receives the shipment at the destination postal facility must also sign Form 8017 when the mail is deposited for mailing.
6. This agreement is effective for the dates listed above, but not to exceed two years.
7. The Postal Service may terminate this agreement upon notice of not less than 24 hours. The mailer may terminate this agreement upon written notice of not less than 15 days.
8. This agreement is for the verification of mail at the mailer's plant before it is deposited at a postal facility for mailing. It is not a contract for the transportation of mail. Although postage is paid for and calculated from the post office verifying the mail, expedited plant-load shipment mail does not enter the possession or custody of the Postal Service until it is accepted for mailing at a destination postal facility.

Mailer Concurrency	Company Name (Same as above)	Address (No., St., Apt./Ste. No., City, State, ZIP + 4)
	By (Signature)	
Postal Service Concurrency	Printed Name	Title Phone (Use area code)
	Origin Post Office Representative	Address (No., st., apt./ste. no., city, state, ZIP + 4)
USPS Area Office DN Concurrency	By (Signature)	
	Printed Name	Phone (Use area code)
USPS Area Office DN Concurrency	DN Manager Signature	Date Address (No., st., apt./ste. no., city, state, ZIP + 4)
	Printed Name	Phone (Use area code)

Note: The DN must copy this agreement before returning it to the district.

PS Form 8026, June 2002 (Page 1 of 2)

Original - Origin Post Office
Copy - District & Area Distribution Networks

List of Postal Facilities for Deposit (See item 1 on the front of this form)

PS Form 8026, June 2002 (Page 2 of 2)

Appendix D

Identification of Vehicle and Drayage Costs, Plant Load

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**IDENTIFICATION OF VEHICLE AND DRAYAGE COSTS
PLANT LOAD**

DATE OF PREPARATION: ____/____/____

MAILER NAME: _____

MAILER ADDRESS: _____

1. NUMBER OF VEHICLES REQUIRED: _____

2. APPROXIMATE HOLDING TIME REQUIRED: _____

3. TYPE(S) OF VEHICLES (rail, highway contractor, leased): _____

4. COST OF VEHICLE PER DAY: _____

5. DRAYAGE COST (above normal mail drayage/bobtail): _____

6. COST OF EXCESS LOADING TIME AT PLANT: _____

7. MAILER TO NOTIFY POSTAL REPRESENTATIVE: _____

AT _____ ^{Name} BEFORE MOVEMENT
 Phone Number Hours

8. MAILING (name and class/subclass): _____

9. RELEASE DATE: _____

10. STAGING SITE (when applicable): _____

NOTE: MAILER IS RESPONSIBLE FOR ANY DAMAGE TO VEHICLE(S) AND/OR DEPREDAATION OF CONTENTS WHILE THE VEHICLE IS IN THE MAILER'S CONTROL OR CUSTODY.

OUR COMPANY ACKNOWLEDGES THE COSTS WHICH MAY BE INCURRED RELATIVE TO THE DESCRIBED MAILING.

MAILER REPRESENTATIVE NAME: _____

MAILER REPRESENTATIVE SIGNATURE: _____ DATE: _____

TITLE: _____

DN MANAGER NAME: _____

DN MANAGER SIGNATURE: _____ DATE: _____

ADDRESS: _____

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Appendix E

Customer Profile and Supply Plan Mail Transport Equipment

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CUSTOMER PROFILE & SUPPLY PLAN MAIL TRANSPORT EQUIPMENT

DATE: _____

CUSTOMER PROFILE

COMPANY: _____ CONTACT: _____

ADDRESS: _____ TITLE: _____

ACCOUNT REP NAME: _____ PHONE: _____

OPERATIONAL INFORMATION

CUSTOMER PICK UP: ☐ YES ☐ NO

PLANT LOAD: ☐ YES ☐ NO

PALLET AUTHORIZATION: ☐ YES ☐ NO

DETACHED MAIL UNIT: ☐ YES ☐ NO

IF YES, PHONE NUMBER: _____

CLASSES OF MAIL: ☐ FCM ☐ PER

☐ STD ☐ PKGS

☐ PRI ☐ EXPRS

Does the customer prepare and containerize (e.g., sack, tray, etc.) some or all of their mailings in advance for later entry at the post office? ☐ YES ☐ NO

If yes, complete the following information:

* Are these seasonal mailings? ☐ YES ☐ NO

* If seasonal, what months are they mailed? _____

* Average length of time mail is held prior to dispatch: _____ days

Additional Comments: _____

CUSTOMER SUPPLY INFORMATION

The following represents the customer's best estimate of their mail transport equipment requirements, in conjunction with USPS historic data, for a monthly business cycle. This form is to be updated when substantial change in the customer's MTE use profile occurs.

Type of Preferred Equipment (sacks, pouches, trays, etc.)	# Used per Week	Frequency of Receipt

Type of Preferred Equipment (sacks, pouches, trays, etc.)	# Used per Week	Frequency of Receipt

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Appendix F

PS Form 8015, Plant-Load Vehicle Log

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Appendix G

**PS Form 1902, Justification for Billing
Accounts Receivable**

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Plant Loading Authorization and Procedures Guidelines



Justification for Billing Accounts Receivable

Date Prepared		From: (Preparing office identification)	
To: (Check proper box)			
<input type="checkbox"/> MNASC <input type="checkbox"/> SLASC <input type="checkbox"/> SMASC			
1. Name of Debtor	2. Employee's SSN	3. Amount of Debt	
4. Address of Debtor (If debtor was or is a postal employee, state, also postal installation and employee's payroll number)			
5. Circumstances of Debt (Describe nature of debt, supply enough detail so that debtor will not need to request further information)			

6. When Billing Is for a Revenue Item, or Is a Reduction of a Post Office Expense:	a. Post Office Name	b. Cost Center	c. Finance No.	d. Sub-location	e. CAG	f. FAC
7. If Debt Is for an Overpayment, or Erroneous or Improper Payment Give:	a. Date or Period When Overpayment Was Made.	b. General Ledger Expense Account No.	c. Name of Accountable Certifying or Disbursing Officer			

I certify that I have officially determined that this debt is due the U.S. Postal Service.

(Type or print name)

(Signature of postal official or employee)

(Telephone No.)

For Accounting Service Center Use Only							
	A/C 13490	A/C 13465	A/C 13470	A/C 22221	A/C 22223	A/C 22240	A/C 22242
Debit on Billing	A/C 13110	A/C 22410	A/C	A/C	A/C	A/C	Credit on Collection A/C
Credit on Billing	A/C	A/C	A/C	A/C	Invoice No.	Invoice Date	F.Y.

PS Form 1902, September 1994

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