

Chapter 4
Original and Adjusted Summary of Inventory and Rates per
Call
(Form 070 / 071)

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Introduction This chapter details the purpose of, and the mathematical procedures used to complete, the “Original Summary of Inventory” form 070 and the “adjusted Summary of Inventory” form 071. The mathematical processes and the resulting form are produced by computer. These forms are designed to accomplish the following five basic purposes:

	Purposes
1	Apportion the new route values, resulting from the volume count (070) or resulting from POC update (071) (Obtain and Prepare to Sort, Sort and Preparation) to each individual LDU in accordance with the percentage of the total route volume that the individual LDU actually received.
2	Report individual LDU subsidiary values in accordance with the actual average daily volumes for each LDU and/or POC captured on the Pocket PCI Application during the volume count.
3	To facilitate the adjustment of the individual LDU values and/or volumes to reflect a change in the number of calls served, the previously determined LDU values/volumes are subdivided into rates per call.
4	Adjust the variable portion of each individual LDU’s “Inventory of Points of Delivery” (form 038) to reflect the revised percentage of coverage that has resulted from the volume count.
5	Sum the adjusted variable values, non-variable values of the 038 and other previously determined values to produce a total value for each LDU. The sum of the LDU values is the total revised productive workload for the route, excluding any householder value, if applicable.

Procedure A separate “Original Summary of Inventory” form 070 is to be used for every original route. A separate new “Adjusted Summary of Inventory” form 071 is to be used for all new restructured routes.

The total from each column is transfer to the appropriate line on the” Route Assessment and Letter Carrier Workload “” form 080/081 and the instruction found in chapter 8 applies

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Headings

The following information is printed automatically on the form:

Heading	Information
Depot	Name of Depot
Depot Code	Depot Identifier
Route Number	Route Number
Route Type	Is it RHRMIN3, RCHVR1, etc.
VC Start Date	Volume Count Start Date
Percentage of Coverage	Obtained from the “Calculation of Percentage Coverage” form 083/084 information already calculated by the system.
Obtain and Prepare Time	Total Obtain and Prepare time for the route. This value is dynamically calculated in Géoroute using total average number of pieces of manually sequenced S/L and O/S mail for the route.
Sub Delivery Time	Sum total of the individual LDU’s sub-delivery time as calculated in volume count tool
Preparation Time	Total Preparation time for the route. This is the sum of the LDUs from column 9 calculated in the volume count tool in addition to route level Preparation activities.
Sortation Time	The “Sortation Time” is the assessed time required on average to sort the mail, both letters (S/L) and oversize items (O/S). This value is dynamically calculated in Géoroute using total average number of pieces of manually sequenced S/L and O/S mail for the route.

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**Tabulated
Data**

The following is the information tabulated by computer to produce the above aforementioned forms:

Column	Subject	Information
1	LDU	The postal code (FSA and LDU) or the Dead Walk or the Dead Drive or the Park & Loop identifiers listed in delivery sequence
2	POCs	Total number of occupied points of call, as recorded on the "Inventory of Points of Delivery" form 038.
3a	Avg. Seq. Mail Vol.	Residential: Avg. daily volume of machine sequenced mail for residential POCs for the LDU Commercial: Avg. daily volume of machine sequenced mail for commercial POCs for the LDU Directs: Avg. daily volume of machine sequenced mail for direct POCs SPOCP: Avg. daily volume of machine sequenced mail for SPOCP POCs Refer to p.9 for SPOCP concept explanation
3b	Avg. Seq. Mail Items	Residential: Avg. daily volume of machine sequenced mail items per residential POC Commercial: Avg. daily volume of machine sequenced mail items per commercial POC Directs: Avg. daily volume of machine sequenced mail items per direct POC SPOCP: Avg. daily volume of machine sequenced mail items per SPOCP POC
3c	Avg. S/L Man Vol.	Residential: Avg. daily volume of manually sequenced S/L for residential POCs for the LDU Commercial: Avg. daily volume of manually sequenced S/L for commercial POCs for the LDU Directs: Avg. daily volume of manually sequenced S/L for direct POCs

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		SPOCP: Avg. daily volume of manually sequenced S/L for SPOCP POCs
3d	Avg. S/L Man items	Residential: Avg. daily volume of manually sequenced S/L items per residential POC Commercial: Avg. daily volume of manually sequenced S/L items per commercial POC Directs: Avg. daily volume of manually sequenced S/L items per direct POC SPOCP: Avg. daily volume of manually sequenced S/L items per SPOCP POC
3e	Avg. O/S Man Vol.	Residential: Avg. daily volume of manually sequenced O/S for residential POCs for the LDU Commercial: Avg. daily volume of manually sequenced O/S for commercial POCs for the LDU Directs: Avg. daily volume of manually sequenced O/S for direct POCs SPOCP: Avg. daily volume of manually sequenced O/S for SPOCP POCs
3f	Avg. O/S Man items	Residential: Avg. daily volume of manually sequenced O/S items per residential POC for the LDU Commercial: Avg. daily volume of manually sequenced O/S items per commercial POC for the LDU Directs: Avg. daily volume of manually sequenced O/S items per direct POC SPOCP: Avg. daily volume of manually sequenced O/S items per SPOCP POC
3g	Total Man Vol.	Total Avg. daily volume of manually sequenced S/L and O/S for the LDU
3h	% Man Vol.	To properly apportion the time to prepare the mail to the individual LDUs, it is necessary to determine the percentage of total Avg. daily

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		<p>volume of manually sequenced SL and OS mail for each LDU. The percentage is determined in the following manner:</p> <p>% Vol.: (Total Avg. daily volume of manually sequenced SL and OS mail for the LDU divided by Total Avg. daily volume of manually sequenced SL and OS mail for the Route) * 100</p> <p>% Vol.: (Col 3g for LDU) divided by (total at bottom of col. 3g) * 100</p>
4	Var. at 100%	The “Total of Variable Values” for each LDU obtained from the “Inventory of Points of Delivery” form 038.
5	Var. at % Cov.	The percentage of coverage obtained through the application of the statistical formula as detailed in Chapter 5 (083 / 084), is applied to the “Total of Variable Values at 100%” (column 4).
6a	Non-Var. @ 100%	<p>The “Total of Non-variable Values” for each LDU obtained from the “Inventory of Points of Delivery” form 038.</p> <p>Note: For each occurrence of variable and non variable Natural Walk Pattern (NWP), the Address Inventory Management (AIM) application adds 5.7 feet to the total distance on foot. 10 feet is also removed from the non variable terrain distance for every occurrence of Variable and non-Variable NWP.</p> <p>Street “Distance on Foot” – (((# of NWP var. and non-var.) * 10 ft.) * 0.0037).</p>
6b	N-Var. @ NWP	<p>The “Total of Non-variable Values” for each LDU obtained from the “Inventory of Points of Delivery” form 038 adjusted for the natural walk pattern and percentage of coverage (083/084) an additional credit to service a CMB from the opposite side of the street.</p> <p>The non variable value in column 6a is at 100 % coverage. Because of percentage coverage</p>

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		<p>an adjustment is required to account for the fact that, not every NWP adjustment made to the terrain value found in 6a is required. The following formula is used to credit back a portion of the adjustment made to the value of column 6a</p> $\text{"Col 6a"} + ((10\text{feet} * 0.0037 \text{ min.}) * (\text{total number of variable NWP} * (1 - \% \text{ of coverage})))$
7	Obt. & Prep. LDU Value	<p>The value to get the average daily volume of mail and bring it back to the case and to prepare the mail for sortation. This value represents a percentage of the total Obtain & Prepare time for the route. It is calculated by multiplying the total Obtain & Prepare value (shown at the top of the form) by the percentage figure shown in column 3h) for the LDU.</p>
8a	Sub Del. LDU Value	<p>The "Subsidiary Delivery Time" is the assessed time required on average to perform outside duties other than the delivery of ordinary mail such as:</p> <ul style="list-style-type: none"> i) The delivery of registered, COD, priority items, etc.; ii) The obtaining of mail from relay boxes. <p>Note: The allowance for the delivery of householders (Option 1) and/or the householder relay pickup allowance (Option 2) as described in chapter 6 is also a subsidiary delivery function, but is calculated separately to facilitate updating of the workload assessment when semi annual reviews of householder mailings are made.</p> <p>Note: Subsidiary Delivery Time is assessed at the LDU level and is based on PCI from the volume count.</p>
8b	Sub Del. Rate/POC	<p>The time value shown in column 8a) is divided by the total POCs (column 2) to establish a rate per point of call.</p>
9a	Prep LDU Value	<p>The "Preparation Time" is the assessed time required on average to perform the</p>

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		<p>inside duties other than the “obtain and prepare to sort” and the actual sortation function. The assessed time transferred from volume count tool is displayed in the appropriate space at the top of the “Original Summary of Inventory” forms 070 and the “Adjusted Summary of Inventory” forms 071.</p> <p>The average daily time value for the “Preparation” functions for the LDU is calculated by multiplying the total LDU Preparation value (shown in the total lines of the form) by the percentage figure shown in column 3h) for the LDU.</p> <p>Note: The route Preparation total time is shown on the header of the forms. The route level preparation time can be found by subtracting the total LDU preparation from the total of the header preparation time</p>
9b	Prep Rate/POC	The time value shown in column 9a) is divided by the total POCs (column 2) to establish a rate per point of call.
10	Sort LDU Value	<p>The “Sortation Time” is the assessed time required on average to manually sequence the mail, both letters (S/L) and oversize items (O/S). The total Sortation time is displayed in the appropriate space at the top of the “Original Summary of Inventory” forms 070 and the “Adjusted Summary of Inventory” forms 071 .</p> <p>The LDU value represents a percentage of the total Sortation time for the route. It is calculated by multiplying the total sortation value (shown at the top of the form) by the percentage figure shown in column 3h) for the LDU.</p>
11	Total LDU Value	This value represents the sum of the inside time (Col 7, 9a and 10) and outside time (Col 5, 6b and 8a)
12	Ins./Int. Rte #	Indicates the route which is performing the inside activities for the LDU (Col 7, 9a and 10

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13	Del. /Liv. Rte #	Indicates the route which is performing the delivery activities for the LDU (Col 5, 6b and 8a)
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**Residential
and
Commercial
LDU Profile**

Once the assessment is completed, a residential and a commercial mail profile is calculated for each LDU where applicable. The residential and commercial mail profile for each LDU is comprised of the respective residential and commercial values in columns 3b, 3d, 3f, the LDU's sub delivery rate per POC and the LDU's Prep Rate per POC . This profile is based on the assumption that each call on every LDU receives the same average amount of mail as the other calls on the LDU.

**Single Point of
Call Profile
Concept
(SPOCP)**

A Single Point Of Call Profile (SPOCP) is calculated at assessment for a single point of call whose volume of mail is significantly different than that of the other points of calls sampled on the LDU. A SPOCP is used in situations where a unique LDU cannot be obtained for the customer in question. They must be identified before the volume count is started. SPOCP can be for all types of points of call.

A SPOCP is comprised of the values in SPOCP 3b, 3d, 3f, the LDU's sub-delivery rate per POC and the LDU's Prep Rate per POC.

A Direct point of call will have its own SPOCP

The 070 form displays the data as described above for the original routes that exist at the time of the volume count. Similar information is displayed on the 071 form for routes created in a restructure.

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 <small>From anywhere... De partout... to anywhere... Jusqu'à vous</small>		FUTURE STATE ÉTAT FUTUR	ORIGINAL SUMMARY OF INVENTORY SOMMAIRE ORIGINAL DE L'INVENTAIRE					FUTURE STATE ÉTAT FUTUR	REPORT/RAPPORT Page # 1/1														
Depot Dépôt	CHICOUTIMI LABNE	Depot Code Code du Dépôt	B205	Route # No. de l'itinéraire	52	Type of Route Type d'itinéraire	RSRMR3	VC Start Date Date début CV	21/11/2010														
Obtain & Prep Time Temps obtenir et préparer		10.26		Sub Del. Time Temps fonctions auxiliaires		7.88		Prep Time Temps préparation		50.1		Sortation Time Temps Tri		69.45		Percentage of Coverage Pourcentage de desserte		68.85					
LC #52	POCs PORs	Avg. Seq. Mail Vol./ Moy. De Com. Séq.	Avg. Seq. Mail Itemes / Moy. Des itemes seq.	Avg. S/L Mail Vol/ Moyenne C/L	Avg. S/L Mail Itemes / Moy des itemes C/L	Avg. O/S Mail Vol / Moy Volume MoySD	Avg O/S Mail Itemes / Moy des itemes - S/D	Total Mail Vol/ Vol. Mail. Total	% Mail Vol / % de Vol. Mail.	Var. @ 100% / Var. à 100%	Var. @ % Cov / Var. au % Dess.	N Var. @ 100% / Non Var. à 100%	N Var. @ NWPV / Non Var à LNM	Obt & Prep LDU Values/ Valeur Obt et Prép. UDL	Sub Del. LDU Values/ Valeur Fonc. Aux. UDL	Sub Del. Rates/POC Aux - par POR	Prep. LDU Values/ Val. Prép. UDL	Prep. Rate per POC/ Taux Prép. par POR	Sort LDU Values/ Val. de Tri Par UDL	Total LDU Values/ Val. Total par UDL	Incs./Aut. rts #	Del./Liv rts #	
		3a	3b	3c	3d	3e	3f	3g	3h	4	5	6a	6b	7	8a	8b	9a	9b	10	11	12	13	
PM Stop / Arrêt L&H													2.57								2.57		
K1A1A1																							
Residential / Résidentielle	10	80.00	8.00	16.00	1.60	30.00	3.00	199.00	13.44%	3.31	2.28	2.23	2.32	1.38	2.00	0.143	6.73	0.374	9.33	22.66	LC052	LC052	
Commercial / Commercial	4	40.00	10.00	8.00	2.00	25.00	6.25																
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00																
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00																
K1A1A2																							
Residential / Résidentielle	2	55.00	27.50	11.00	5.50	30.00	15.00	157.00	10.60%					1.09			5.31	0.174	7.36	12.67	LC052	LC065	
Commercial / Commercial	10	30.00	3.00	6.00	0.60	25.00	2.50																
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00																
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00																
K1A1A3																							
Residential / Résidentielle	6	0.00	0.00	0.00	0.00	0.00	0.00			6.23	4.29	3.37	3.47		3.00	0.333				10.76	LC078	LC052	
Commercial / Commercial	3	0.00	0.00	0.00	0.00	0.00	0.00																
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00																
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00																
DW / MAJ																							
DD / CSI																							
PM Stop / Arrêt L&H													1.03								1.03		
PM Stop / Arrêt L&H													0.97								2.57		
K1A1A6																							
Residential / Résidentielle	3	20.00	6.67	4.00	1.33	30.00	10.00	91.00	6.14%	3.31	2.28	2.23	2.32	0.63	1.54	0.385	3.08	0.185	4.27	13.48	LC052	LC052	
Commercial / Commercial	1	10.00	10.00	2.00	2.00	25.00	25.00																
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00																
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00																
PM K1A1A4																							
Residential / Résidentielle	0	0.00	0.00	0.00	0.00	0.00	0.00	774.00	52.26%					5.36			26.18	0.087	36.30	62.48	LC052	LC065	
Commercial / Commercial	0	0.00	0.00	0.00	0.00	0.00	0.00																
Directs / Directs	1	300.00	300.00	324.00	324.00	150.00	150.00																
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00																
K1A1A5																							
Residential / Résidentielle	10	35.00	3.50	7.00	0.70	30.00	3.00	260.00	17.56%	3.31	2.28	2.23	2.32	1.80	1.34	0.084	8.80	0.111	12.19	26.93	LC052	LC052	
Commercial / Commercial	5	80.00	16.00	16.00	3.20	0.00	0.00																
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00																
SPOCP / SPDRS	1	60.00	60.00	12.00	12.00	20.00	20.00																
Sub Total																							
Residential / Résidentielle	28	170.00		34.00		90.00		1,481.00	100%	16.16	11.13	10.06	24.28	10.26	7.88		50.10		69.45	155.16			
Commercial / Commercial	22	150.00		30.00		50.00																	
Directs / Directs	1	300.00		324.00		150.00																	
SPOCP / SPDRS	1	60.00		12.00		20.00																	

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ADJUSTED SUMMARY OF INVENTORY
SOMMAIRE DE L'INVENTAIRE AJUSTES

REPORT/RAPPORT 071
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Depot Dépôt	CHICOUTIMI LA BAIE	Depot Code Code du Dépôt	B205	Route # No. de l'itinéraire	52	Type of Route Type d'itinéraire	RSDHVR1	VC Start Date Date début CV	21/11/2010	
	Obtain & Prep Time Temps obtenir et préparer	10.26	Sub. Del. Time Temps fonctions auxiliaires	7.88	Prep Time Temps préparation	50.1	Sortation Time Temps Tri	69.45	Percentage of Coverage Pourcentage de desserte	68.85

LC 052	POCs PDRs	Avg. Seq. Mail Vol. / Moy. De Cour. Séq.	Avg. Seq. Mail Items / Moy. Des items seq.	Avg. S/L Man. Vol / Volume Moyen	Avg. S/L Man. Items / Moy des items - CL	Avg. O/S Man Vol / Volume Moyen S/D	Avg O/S Man Items / Moy des Items - S/D	Total Man Vol / Vol. Total	% Man Vol / % du Vol. Man.	Var. @ 100% / Var. à 100%	Var. @ % Cov / Var. au % Dess.	N-Var. @ 100% / Non-Var. à 100%	N-Var. @ NWP / Non-Var à LNM	Obt & Prep LDU Value / Valeur Obt et Prép. UDL	Sub Del. LDU Value / Valeur Fonc. Aux-UDL	Sub Del. Rate / POC Taux - par PDR	Prep. LDU Value / Val. Prép. UDL	Prep. Rate per POC / Taux Prép. par PDR	Sort LDU Value / Val. de Tri Par UDL	Total LDU Value / Val. Total par UDL	Ins./Int. rte #	Del./Liv rte #
1	2	3a	3b	3c	3d	3e	3f	3g	3h	4	5	6a	6b	7	8a	8b	9a	9b	10	11	12	13
P&L Stop / Arrêt L&B																						
K1A1A1																						
Residential / Résidentielle	10	80.00	8.00	16.00	1.60	30.00	3.00	199.00	13.44%	3.31	2.28	2.23	2.32	1.38	2.00	0.143	6.73	0.374	9.33	22.66	LC052	LC052
Commercial / Commercial	4	40.00	10.00	8.00	2.00	25.00	6.25															
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00															
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00															
K1A1A2																						
Residential / Résidentielle	2	55.00	27.50	11.00	5.50	30.00	15.00	157.00	10.60%					1.09			5.31	0.174	7.36	12.67	LC052	LC065
Commercial / Commercial	10	30.00	3.00	6.00	0.60	25.00	2.50															
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00															
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00															
K1A1A3																						
Residential / Résidentielle	6	0.00	0.00	0.00	0.00	0.00	0.00			6.23	4.29	3.37	3.47	3.00	0.333					10.76	LC078	LC052
Commercial / Commercial	3	0.00	0.00	0.00	0.00	0.00	0.00															
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00															
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00															
DW / MAV																						
DD / CSL																						
P&L Stop / Arrêt L&B																						
K1A1A6																						
Residential / Résidentielle	3	20.00	6.67	4.00	1.33	30.00	10.00	91.00	6.14%	3.31	2.28	2.23	2.32	0.63	1.54	0.385	3.08	0.185	4.27	13.48	LC052	LC052
Commercial / Commercial	1	10.00	10.00	2.00	2.00	25.00	25.00															
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00															
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00															
PM K1A1A4																						
Residential / Résidentielle	0	0.00	0.00	0.00	0.00	0.00	0.00	774.00	52.26%					5.36			26.18	0.087	36.30	62.48	LC052	LC065
Commercial / Commercial	0	0.00	0.00	0.00	0.00	0.00	0.00															
Directs / Directs	1	300.00	300.00	324.00	324.00	150.00	150.00															
SPOCP / SPDRS	0	0.00	0.00	0.00	0.00	0.00	0.00															
K1A1A5																						
Residential / Résidentielle	10	35.00	3.50	7.00	0.70	30.00	3.00	260.00	17.56%	3.31	2.28	2.23	2.32	1.80	1.34	0.084	8.80	0.111	12.19	26.93	LC052	LC052
Commercial / Commercial	5	80.00	16.00	16.00	3.20	0.00	0.00															
Directs / Directs	0	0.00	0.00	0.00	0.00	0.00	0.00															
SPOCP / SPDRS	1	60.00	60.00	12.00	12.00	20.00	20.00															
Sub Total / Sous-Total																						
Residential / Résidentielle	28	170.00		34.00		90.00		1,481.00	100%	16.16	11.13	10.06	24.28	10.26	7.88		50.10		69.45	155.16		
Commercial / Commercial	22	150.00		30.00		50.00																
Directs / Directs	1	300.00		324.00		150.00																
SPOCP / SPDRS	1	60.00		12.00		20.00																