

**United States Postal Service**  
**Lincoln Park Flow Chart (S.O.P.)**  
**05/06/2019**

A.M.

1. Clock in and obtain vehicle keys.
2. Inspect vehicle and complete repair tag if necessary.
3. Proceed to Hot case and pull available mail.
4. Proceed to assigned route.
5. Case all tubbed flats, then flats in coffin.
6. Case all letters.
7. Put all misthrow's in slot for clerk pick up, check hold mail requests for processing.
8. Take markups & all A-Z, retrieve scanner, drop off markups and A-Z, pull and **Scan Hot Case**.
9. Retrieve Parcel Hamper, spr tub, and equipment needed to pull down.
10. Sort SPRS, scan any parcels business closed or forward or customer hold.
11. When called by accountable clerk, proceed to accountable cart to sign for accountable mail and keys.
12. Enter 3575's or labels.
13. Pull down route making sure the first park & loop relay is placed in the satchel.
14. Leave UBBM mail in tubs with "UBBM" or "Other UBBM" written on top piece.
15. Move to street function on time clock, swipe EBR badge.
16. Pick up DPS.
17. Load Vehicle using "Load Vehicle" feature on scanner, bring in any mis-thrown Parcels to Supervisor.
18. Scan depart to route and proceed directly to route.

P.M.

1. Park in closest to front of garage as feasible, unload collection mail and equipment.
2. Check to make sure you do not leave any mail or equipment in the vehicle, also be sure to secure the vehicle, but leave rear doors on LLV's & FFV's open.
3. Place outgoing mail in appropriate sections. (letters, flats, parcels)
4. Swipe in on EBR badge to office and scan "Return Office" then return vehicle key.
5. Check parcel look Ahead, if clear, cradle scanner, if not bring to Supervisor.
6. Put away empty equipment, personal gear.
7. Return DPS errors to 3M case and complete log.
8. Check in at accountable cage all accountable mail and keys.
9. Wash up if necessary.
10. Proceed to timeclock and swipe out at end time.
11. Immediately leave the workroom floor.

**DEVIATION FROM THE ABOVE SCHEDULE MUST BE APPROVED BY  
MANAGEMENT.**