

## Stamp Shipment Security and Routing Guidelines

Handbook PO-206

August 2001  
Restricted Information

- A. Explanation.** This handbook defines methods and procedures associated with the transportation, routing, and security requirements for stamp stock shipment.
- B. Distribution.** This directive is for restricted distribution to the following groups:
- Manager, Distribution Networks, Area Offices
  - Manager, Logistics at Headquarters
  - Postal Inspection Service
  - Stamp Acquisition and Distribution
  - Stamp Distribution Offices
  - Stamp Fulfillment Services
  - U.S. Bureau of Engraving and Printing – Dispatch Office
  - All approved and authorized commercial stamp suppliers
- C. Additional Copies.** The groups listed above may order printed copies from the Material Distribution Center (MDC) by submitting PS Form 7380, *MDC Supply Requisition*. This handbook is also available on the corporate intranet at <http://blue.usps.gov> (click on *Policies and Procedures*, then *Handbooks*, then either *By Document ID Number* or *By Title*, and then scroll down to Handbook PO-206). However, access is restricted to authorized personnel and is password protected.
- D. Comments on Content.** Send comments or questions regarding the content of this handbook to:
- MANAGER, LOGISTICS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 7831  
WASHINGTON DC 20260-7100
- E. Effective Date.** This handbook is effective upon receipt.



*Paul E. Vogel  
Vice President  
Network Operations Management*

This handbook contains information restricted to Postal Service officials who need to know about stamp stock acceptance, routing, and distribution. Officials include the following as they are directly involved with stamp shipments: commercial stamp stock suppliers; authorized highway contract route contractors responsible for transporting stamp stock; and Postal Service inspectors, Postal Service police officers, and railroad security personnel responsible for maintaining vigilance for stamp shipments.

# Contents

- 1 General Requirements ..... 1**
  - 1-1 Purpose ..... 1
    - 1-1.1 Governing Regulations ..... 1
    - 1-1.2 Local Procedures and Exceptions ..... 1
  - 1-2 Description ..... 1
    - 1-2.1 Purpose ..... 1
    - 1-2.2 Scope ..... 2
    - 1-2.3 Stamp Distribution ..... 2
  
- 2 Stamp Shipment Preparations ..... 3**
  - 2-1 Pallet Specifications ..... 3
  - 2-2 Mixed Pallets/Outside Articles ..... 3
    - 2-2.1 Definitions ..... 3
    - 2-2.2 Handling of Mixed Pallets ..... 4
    - 2-2.3 Outside Articles ..... 4
  - 2-3 Nondenominated Stamp Stock Shipments ..... 4
  
- 3 Shipment Notification and Approval ..... 5**
  - 3-1 Stamp Acquisition and Distribution ..... 5
    - 3-1.1 Responsibility ..... 5
    - 3-1.2 Advance Notice ..... 5
    - 3-1.3 Form of Notice ..... 5
  - 3-2 Postal Inspection Service Approval ..... 6
    - 3-2.1 Product Acceptance ..... 6
    - 3-2.2 Approval Process ..... 6
    - 3-2.3 Unacceptable Conditions ..... 6
    - 3-2.4 Changes ..... 6
    - 3-2.5 Acceptance Delay ..... 6
  
- 4 Routing and Transportation ..... 7**
  - 4-1 General Requirements ..... 7
    - 4-1.1 Stamp Shipment Coordinator ..... 7
    - 4-1.2 Routing Requirements ..... 7
      - 4-1.2.1 General ..... 7
      - 4-1.2.2 Distance/Time ..... 7

4-1.3	Distribution Requirements .....	8
4-1.3.1	Placards Placed on Pallets .....	8
4-1.3.2	Surface Dedicated Networks .....	8
4-1.4	Knowledge of Shipments .....	8
4-1.5	Stamp Shipments for Military and Non-CONUS .....	9
4-2	Highway Service .....	9
4-2.1	Drivers .....	9
4-2.1.1	Background Screening .....	9
4-2.1.2	Notification to Stamp Suppliers .....	9
4-2.1.3	Stamp Supplier's Responsibility Regarding Drivers .....	9
4-2.2	Load Requirements .....	10
4-2.3	Trailers .....	10
4-2.3.1	Tractor/Trailers .....	10
4-2.3.2	Condition of Trailers .....	10
4-2.3.3	Doors and Skylights .....	10
4-2.3.4	Seals and Locks .....	10
4-2.3.5	Licenses and Record Keeping .....	11
4-2.4	BMC Network Routing .....	11
4-2.5	Highway Contract Route (HCR) Routings .....	11
4-2.5.1	En Route Stops .....	11
4-2.5.2	Short Haul .....	11
4-2.6	Stamp Stock Transportation (SST) Designation .....	12
4-2.7	Contractor's Liability .....	12
4-2.7.1	Insurance Coverage Required .....	12
4-2.7.2	Evidence of Insurance .....	12
4-2.8	Loading and Unloading .....	12
4-3	Security Satellite Tracking .....	12
4-3.1	General Requirements .....	12
4-3.2	Non-Daylight and Weekend/Holiday Transport .....	13
4-4	Rail Service .....	13
4-4.1	Rail Trailer Service .....	13
4-4.1.1	When To Use Rail Trailer Service .....	13
4-4.1.2	Ramping .....	13
4-4.1.3	Rail Trailer Inspection .....	13
4-4.1.4	One Trailer per Train Limitation .....	13
4-4.1.5	Extended Highway Drayage for Rail .....	13
4-4.1.6	Freight Rail Yard Security Considerations .....	14
4-4.1.7	Delivery of Rail Trailers to the Postal Service at Destination .....	14

*Stamp Shipment Security and Routing Guidelines*

4-4.2	Passenger Rail Service (Amtrak) .....	14
4-4.2.1	When to Use Amtrak .....	14
4-4.2.2	Amtrak RoadRailer Trailers .....	14
<b>5</b>	<b>Discrepancies/Irregularities .....</b>	<b>15</b>
5-1	Broken or Missing Seals and Locks .....	15
5-2	Late or Non-Arriving Shipments .....	15
5-3	En Route Accidents .....	15
5-4	Other Irregularities .....	15
5-5	Stamp Stock Acceptance Irregularities .....	16
<b>6</b>	<b>Glossary of Terms .....</b>	<b>17</b>
	<b>Appendix A – EP-11 Envelope .....</b>	<b>19</b>
	<b>Appendix B – Notification of Stamp Stock Shipment .....</b>	<b>21</b>
	<b>Appendix C – Headquarters Points of Contact .....</b>	<b>23</b>
	<b>Appendix D – Registered Mail Distribution Network .....</b>	<b>25</b>
	<b>Appendix E – Sample Registered Mail Placard .....</b>	<b>29</b>

# 1 General Requirements

## 1-1 Purpose

---

### 1-1.1 Governing Regulations

This Handbook PO-206, Stamp Shipment Security and Routing Guidelines, in conjunction with the applicable sections contained in Handbook DM-901, Registered Mail, constitute the official procedures and security requirements for stamp stock shipment.

### 1-1.2 Local Procedures and Exceptions

Local procedures and exceptions are as follows:

- a. Local procedures to control the acceptance, dispatch, transfer, or delivery of stamp stock are not permitted unless written approval is granted from the area distribution networks office (DNO) manager. If granted, local procedures must follow the procedures established in this handbook.
- b. Requests for exceptions or variances from procedures established in this handbook and Handbook DM-901 must be submitted to the Manager, Logistics at Headquarters and the Postal Inspection Service, Security office at Headquarters.

## 1-2 Description

---

### 1-2.1 Purpose

Stamp shipments occur for three basic reasons:

- a. Routine replenishment of retail stamp stock at Post Office windows, vending machines, philatelic centers, and Stamp Fulfillment Services (SFS).
- b. Fulfillment orders due to the introduction of new stamp products.
- c. Stamp stock issued in response to periodic rate increases.

### 1-2.2 **Scope**

The Postal Service contracts with commercial stamp suppliers and the Bureau of Engraving and Printing (BEP) to print stamps. It is the responsibility of the stamp supplier or the BEP to prepare bulk stamp orders for shipment in accordance with the stamp shipment specifications statement of work. Stamp shipments are typically prepared to move directly to any of the stamp distribution offices (SDOs).

All stamp shipments are sent using registered mail and are handled as such. Handbook DM-901 provides detailed information on registered mail procedures. The Postal Service is responsible for transportation from the stamp supplier to the point of sale.

### 1-2.3 **Stamp Distribution**

Stamp Acquisition and Distribution, a division of Public Policy at Headquarters, is responsible for stamp production and distribution requirements.

Stamp Acquisition and Distribution provides oversight for a complex network in which postage stamps are ordered and shipped from stamp suppliers to the point of sale. This includes the holding and warehousing and the destruction of obsolete stamps.

# 2 Stamp Shipment Preparations

## 2-1 Pallet Specifications

---

All packaging requirements for palletizing shipments, as stated in the *Domestic Mail Manual (DMM)*, must be adhered to, with the following exceptions:

- a. The maximum gross weight shall not exceed 1,800 pounds per single pallet.
- b. The maximum height per single pallet must not exceed 4 feet.
- c. Pallets must not be double stacked in trailers or during staging.
- d. All stamp stock registered packages are to be listed on one PS Form 3854, *Manifold Registry Dispatch Book*.
- e. The PS Form 3854 is to be enclosed in an EP-11 envelope attached to the last of the outside registered articles. The EP-11 envelope must face the outside of the pallet facade. Appendix A provides a copy of an EP-11 envelope.
- f. A Label 87, *Registered Outside*, must be attached to each of the remaining articles, must show the routing, and must be consecutively numbered along with the total number of registered articles (for example, 1 of 4, 2 of 4, etc.). The article bearing the EP-11 envelope is the last one (for example, 4 of 4). The pallet can be shrink-wrapped with clear plastic, allowing the EP-11 with the PS Form 3854 enclosed to be clearly visible from outside the wrapping.

The Postal Inspection Service, Security office at Headquarters must approve the use of pallets for all large shipments of stamp stock as specified below.

## 2-2 Mixed Pallets/Outside Articles

---

### 2-2.1 Definitions

Mixed pallets consist of cartons of mixed stamp stock that individually are less than the required minimum for a complete pallet. The term “outside article” refers to articles too large or heavy to be enclosed in a pouch or USPS container.



### 2-2.2 Handling of Mixed Pallets

Each carton on a mixed pallet must be handled as an outside article with individual registry numbers assigned. A mixed pallet load may not be assigned a single registry number or billed as one unit. Mixed pallets must be billed to the final destination point or massing point, as applicable.

### 2-2.3 Outside Articles

Each individually registered carton must be handled as an outside article unless placed inside security liners and sealed with a numbered seal or rotary lock. Outside articles must be billed to the final destination point or massing point, as applicable.

Outside articles must be dispatched as follows:

- a. A shipment of less than 10 cartons destined for the same 3-digit area must be sent using the registered mail procedures. The shipment should not be dispatched as individual outside articles through the bulk mail center (BMC) network.
- b. Shipments of multiple cartons secured inside a locked security container may be dispatched through the BMC network.
- c. The dispatching vehicle must be sealed with a numbered tin-band seal, twist-wire seal, and/or padlock in accordance with Postal Service vehicle sealing guidelines (see 4-2.3.4).

## 2-3 Nondenominated Stamp Stock Shipments

Deployment of nondenominated stamp stock from central depositories might require additional security requirements. Stamp Acquisition and Distribution must notify the Postal Inspection Service, Security office as far in advance as possible when planning this type of shipment.

# 3 Shipment Notification and Approval

## 3-1 Stamp Acquisition and Distribution

---

### 3-1.1 Responsibility

Stamp Acquisition and Distribution, a division of Public Policy at Headquarters, is responsible for ensuring that stamp suppliers comply with mail preparation regulations for pallet and outside article shipments.

### 3-1.2 Advance Notice

Stamp suppliers must notify the DNO responsible for transportation no later than 14 days prior to any proposed trailer shipments. This allows the DNO sufficient time to coordinate details with the Postal Inspection Service, Security office and arrange transportation and routing. Once a load is complete and ready for dispatch, the on-site Postal Service representative will notify the DNO of the trailer and seal numbers prior to the shipment's dispatch.

All stamp shipments from BEP are to be coordinated through the Washington, DC Post Office Registry Section. This ensures initial receipt of the product by the Postal Service during daylight hours.



**Note:** Stamp suppliers and the DNO must ensure that there is sufficient time prior to the close of business for acceptance unless otherwise approved by the Postal Inspection Service, Security office.

### 3-1.3 Form of Notice

The DNO coordinating transportation must notify the Postal Inspection Service, Security office and Stamp Acquisition and Distribution of the specifics of any stamp shipments — notice must include the trailer and seal numbers. Appendix B provides an example of a “Notification of Stamp Stock Shipment” form. The DNO is to use such a form for all stamp stock shipments. Appendix C provides a list of contacts at Headquarters offices.

## 3-2 Postal Inspection Service Approval

### 3-2.1 **Product Acceptance**

After a stamp supplier contacts the DNO concerning a stamp shipment, the DNO will plan and coordinate transportation routings and will handle the associated procedures. Routings and procedures must be in accordance with established Postal Inspection Service protocol.

### 3-2.2 **Approval Process**

The DNO must provide advance notification to the Postal Inspection Service, Security office of planned routings for stamp shipments in order to provide sufficient time for review and, if necessary, changes to the transportation plan. The Postal Inspection Service, Security office will not respond to the DNO with approval for every submitted stamp stock shipment. Unless otherwise advised, the DNO is to proceed with the proposed transportation plan as submitted.

### 3-2.3 **Unacceptable Conditions**

Unless authorized under 4-1.2.2, the following conditions are not permitted:

- a. Shipments leaving the stamp supplier after dark.
- b. Shipments scheduled to be in transit over weekends or national holidays, unless travelling by rail.
- c. Shipments scheduled for delivery at Postal Service facilities on weekends or national holidays.

### 3-2.4 **Changes**

The DNO must immediately notify the destination office and the Postal Inspection Service, Security office if there are any deviations or changes from the transportation plan submitted by the DNO.

### 3-2.5 **Acceptance Delay**

If the Postal Inspection Service, Security office determines that a proposed transportation plan is unacceptable, it will instruct the DNO to modify that plan or delay the acceptance of the shipment from the stamp supplier. Because of potential contractual issues, the Postal Inspection Service, Security office will also submit any recommendations to delay the acceptance of the shipment to the Stamp Acquisition and Distribution Contracting Officer Representative (COR).

# 4 Routing and Transportation

## 4-1 General Requirements

---

### 4-1.1 Stamp Shipment Coordinator

Each DNO is responsible for appointing a stamp shipment coordinator for its area. This individual must be afforded sufficient time to coordinate stamp shipment activities. At a minimum these activities include the following:

- a. Planning stamp shipment routings.
- b. Coordinating information with the Postal Inspection Service, stamp supplier, and mail acceptance personnel.
- c. Providing notification of stamp shipment to appropriate persons.
- d. Contacting the destination DNO stamp shipment coordinator.



**Note:** Whenever the stamp shipment coordinator changes, the DNO must notify the Manager, Logistics at Headquarters, who will then update and distribute the contact list of current stamp shipment coordinators.

### 4-1.2 Routing Requirements

#### 4-1.2.1 General

The origin DNO stamp shipment coordinator is responsible for coordinating all stamp stock shipments from receipt by the Postal Service at the stamp supplier until receipt at the Postal Service destination.

#### 4-1.2.2 Distance/Time

When planning stamp shipments, the planners (including the DNO and any other involved organizations or personnel) should consider the following:

- a. *Distance.* Shipments scheduled to travel more than 300 miles and/or scheduled for transit during non-daylight hours must be approved by the Postal Inspection Service, Security office when satellite security tracking or rail service is not used.
- b. *Preferred Acceptance Days.* Stamp shipments preferably should be scheduled for acceptance on low-volume days.

- c. *Acceptance Time.* Stamp suppliers, Stamp Acquisition and Distribution, and the DNO will coordinate shipments so that the initial dispatch by the Postal Service is during daylight hours.
- d. *Dispatch.* Unless arrangements have been approved by the local Postal Service inspector-in-charge, dispatches must be complete before the close of business, usually around 1700 local time.
- e. *Weekend/Holiday Transportation.* Every effort should be made to avoid transit during weekends and on national holidays.
- f. *Delivery.* The origin DNO will make every effort to ensure that delivery to the destination is during regular operating hours and not on weekends or national holidays. When this is unavoidable, the DNO will discuss the exceptional situation with the destination DNO stamp shipment coordinator prior to dispatch. Copies of that correspondence must be provided to the Postal Inspection Service, Security office.

#### 4-1.3 **Distribution Requirements**

Stamp shipments are prepared on pallets or other acceptable container methods and directed through the registered mail distribution network directly to destination. The first distribution process may be pallet-loads of working parcels ready for distribution by the Postal Service. These pallets are directed to the responsible Postal Service facility, where the pallets of parcels for mixed destinations are accepted, separated by destination, and distributed through the registered mail distribution network. Appendix D provides a table showing the registered mail distribution network.

##### 4-1.3.1 **Placards Placed on Pallets**

The stamp supplier must clearly place on each side of the pallet a registered mail placard showing the destination name, 3-digit or 5-digit ZIP Code, and date of shipment. Mixed distribution shipments must be marked "MXD DIST" in the ZIP Code block. Appendix E provides a sample registered mail placard.

##### 4-1.3.2 **Surface Dedicated Networks**

Although there may be times when it is more prudent and cost effective to containerize stamp stock in CON-CON containers and utilize the air network, all efforts should be made to capitalize on dedicated surface transportation.

#### 4-1.4 **Knowledge of Shipments**

Information regarding stamp shipments is to be discussed only with those people who have a need to know. Contractors should be advised of the restricted nature of this information and limit its dissemination.

#### 4-1.5 **Stamp Shipments for Military and Non-CONUS**

Stamp shipments for military and non-continental United States (non-CONUS) destinations will adhere to the following:

- a. Stamp stock for APO/FPO AE and AA and APO/FPO AP is the responsibility of the postmasters of New York City and San Francisco, respectively.
- b. Stamp stock for non-CONUS destinations should travel as individually registered parcels during non-peak hours and should not be given priority boarding over Express Mail and Priority Mail.

## 4-2 **Highway Service**

---

### 4-2.1 **Drivers**

#### 4-2.1.1 **Background Screening**

Background screening is required for all drivers as detailed in Management Instruction PO-530-91-8, *Screening Mailhandling Contract Employees*. Exceptions to the screening requirements may be granted to persons employed by contractors whose security screening procedures have been approved by the contracting officer and reviewed by the Postal Inspection Service.

#### 4-2.1.2 **Notification to Stamp Suppliers**

Prior to loading stamp stock, the Postal Service representative on site at the stamp supplier's facility must notify the stamp supplier's representative of the following:

- a. The name of the authorized trucking company.
- b. The name of the authorized driver.
- c. The scheduled arrival and departure times.

#### 4-2.1.3 **Stamp Supplier's Responsibility Regarding Drivers**

The stamp supplier's representative must verify the driver's official identification against the information supplied by the on-site Postal Service representative. If there are any irregularities, the stamp supplier's representative will immediately contact the on-site Postal Service representative for further instructions. No shipment is to be released to anyone other than the trucking company or the driver authorized by the DNO.

In accordance with 4-2.3.4, the on-site Postal Service representative must seal the trailer in the presence of the stamp supplier's representative.

#### 4-2.2 **Load Requirements**

The requirements for maximizing payload are as follows:

- a. For stamp shipments, a trailer with at least 12 pallets is considered fully loaded and ready for dispatch. However, the DNO may authorize the dispatch of a trailer with fewer than 12 pallets.
- b. A trailer with fewer than 12 pallets is considered partially loaded. The DNO should attempt to maximize the load, and partially loaded trailers should be filled with regular mail and transported without special routing via intermodal freight rail or highway contract route (HCR).
- c. If the stamp shipment is dispatched with regular mail, the destination DNO stamp shipment coordinator should try to ensure that the trailer is directed to a specific facility and dock for proper unloading and receipt of the stamp shipment. For shipments routed through the BMC network, registered mail must be tail loaded.

#### 4-2.3 **Trailers**

##### 4-2.3.1 **Tractor/Trailers**

Unless equipped with approved communications equipment, Postal Vehicle Service (PVS) tractor/trailers may not be used for long-haul loads of stamp stock.

##### 4-2.3.2 **Condition of Trailers**

Transportation personnel must inspect trailers before loading to ensure that the trailers can maintain the integrity of the product and provide an exceptional level of security.

##### 4-2.3.3 **Doors and Skylights**

Trailers equipped with side doors are not permitted, except for Amtrak RoadRailer® trailers (see 4-4.2.2). Skylights in trailers must be secured in a tamper-evident manner with non-removable screws. Additionally, skylights should be reinforced with materials consistent with the construction of the sidewall.

##### 4-2.3.4 **Seals and Locks**

Twist-wire seals and numbered tin-band seals must be applied on all doors as required. On highway (non-rail) vehicles, the trailer door-locking hasp must be secured with a high-security padlock approved by the Postal Inspection Service (a casehardened, steel-cased padlock with a positive locking/non-spring loaded, one-half inch, casehardened shackle).

#### 4-2.3.5 Licenses and Record Keeping

All equipment licenses and certifications must be current, and the vehicle must be certified and capable of carrying the maximum weight. For highway service, the contractor will maintain a technical description of the tractors and trailers used for each shipment and the assigned drivers. This information must be available and released upon request to the Postal Inspection Service.

#### 4-2.4 BMC Network Routing

Individually registered outside stamp stock articles are not permitted in the BMC network or on rail transportation unless secured in a locked security container.

#### 4-2.5 Highway Contract Route (HCR) Routings

##### 4-2.5.1 En Route Stops

Registered pallets and sealed security liner shipments may be transported on highway contract routes (HCRs) making en route stops. Registered pallets and sealed security liner shipments must always be positioned towards the tail of the dispatch for each stop. This ensures that registered and security liner shipments will be unloaded first at each stop.

For example, suppose there are three en route stops on an HCR. After the shipment arrives at the first en route stop, all of the mail for that stop is removed. If personnel at the first en route stop must load mail destined to the second and third en route stops, then they must do the following:

- a. Remove all registered pallets and security liner shipments for the second and third en route stops.
- b. Load the mail destined to the third en route stop, and reposition the registered pallets and security liner shipments for that en route stop toward the tail of that load.
- c. Load the mail destined to the second en route stop, and reposition the registered pallets and security liners for that en route stop at the tail of that load.

The en route office removing registered pallets and/or security liner shipments from the trailer must ensure that the shipments are properly secured and protected while out of the vehicle.

##### 4-2.5.2 Short Haul

HCRs may be used to haul full trailers of stamp stock for distances up to 300 miles during daylight hours. Shipments that do not meet these requirements cannot be sent by HCRs and instead must be sent by satellite security tracking or rail transportation, unless the Postal Inspection Service grants an exception.



#### 4-2.6 Stamp Stock Transportation (SST) Designation

The abbreviation “SST,” which stands for “stamp stock transportation,” is to be used by the origin DNO for annotating highway contract and rail transportation routing. The origin DNO is responsible for ensuring that the SST abbreviation is included in the remarks section of the Transportation Information Management Evaluation System (TIMES) and the Rail Management Information System (RMIS). The SST abbreviation serves as notice to the destination office that the shipment contains stamp stock and has special handling requirements.

#### 4-2.7 Contractor’s Liability

The transportation contractor’s liability begins when a sealed trailer is accepted from Postal Service personnel.



**Note:** In the event of fire and/or water damage, the contractor’s liability may include re-manufacturing costs, replacement costs, and subsequent transportation. Specific information on the extent of a contractor’s liability can be obtained from the individual transportation contracts.

##### 4-2.7.1 Insurance Coverage Required

An authorized satellite security tracking company contracted to transport the stamp stock must have liability insurance coverage of at least \$5 million for any losses, damages, or theft. This liability extends to each trip. Coverage above \$5 million may be required on a case-by-case basis as determined by the Stamp Acquisition and Distribution COR.

##### 4-2.7.2 Evidence of Insurance

Prior to dispatch, the transportation contractor must furnish a certificate of insurance to the transportation contracting officer at the area DNO. The Postal Service will be named beneficiary under the insurance policy or policies.

#### 4-2.8 Loading and Unloading

Loading at origin and unloading at destination must be performed by Postal Service personnel and witnessed by the contracted driver.

## 4-3 Security Satellite Tracking

---

#### 4-3.1 General Requirements

Satellite tracking must be provided for destinations of more than 300 miles when rail service is not used or if the Postal Service does not accept stamp stock directly from the stamp supplier. At a minimum, the trailer must be equipped with a distress alert function that allows immediate notice to the trucking company and the Defense Transportation Tracking System (DTTS) when the alarm is activated. Upon receipt of the distress signal, the DTTS

immediately notifies the police department in the jurisdiction where the trailer is located and subsequently the Postal Police Command Center at Headquarters.

#### 4-3.2 **Non-Daylight and Weekend/Holiday Transport**

As authorized in 4-1.2.2, satellite security tracking must be used for stamp shipments transported during non-daylight hours. The Postal Inspection Service, Security office may authorize stamp shipments transported on weekends or national holidays. The DNO must plan routings for transportation during non-daylight hours and on weekends and national holidays so there is continuous movement.

## 4-4 **Rail Service**

---

### 4-4.1 **Rail Trailer Service**

#### 4-4.1.1 **When To Use Rail Trailer Service**

The DNO may consider rail trailers for destinations of more than 300 miles in lieu of authorized satellite security tracking.

#### 4-4.1.2 **Ramping**

Rail trailers must be “ramped” — i.e., placed on a flat car — at the origin if service is available. The trailers must be delivered to the origin rail ramp no more than 3 hours prior to the ramp cut-off time. Trailers that are held pending dispatch must be secured at a BMC or other Postal Service secure lot.

#### 4-4.1.3 **Rail Trailer Inspection**

Transportation personnel must inspect rail trailers before loading. This ensures that trailers are capable of maintaining the integrity of the product while providing an exceptional level of security.

#### 4-4.1.4 **One Trailer per Train Limitation**

The DNO must not dispatch more than one full rail trailer of stamp stock to the rail yard for loading on the same train without providing prior notification to the Postal Inspection Service, Security office. This action reduces the potential loss in the event of an accident or train derailment.

#### 4-4.1.5 **Extended Highway Drayage for Rail**

A rail carrier must provide advance notification to the DNO whenever it opts to dray trailers containing stamp stock to an intermediate destination different from the one listed in the planned routing and more than 150 miles from the planned intermediate destination.

The DNO must inform the rail carrier to notify it in advance when the rail carrier utilizes inter-modal transportation resulting in highway use in excess of 150 miles. The DNO must notify the Postal Inspection Service, Security office in advance of using these rail routings.



**Note:** Every effort should be made to keep stamp shipments tendered to the rail carrier on the contracted rail lanes and planned routings, and to ensure that the rail carrier complies with this requirement.

#### 4-4.1.6 **Freight Rail Yard Security Considerations**

The local inspector-in-charge along the planned transportation route is responsible for providing the level of security necessary for rail transportation. On a case-by-case basis, the Postal Inspection Service, Security office, the DNO, and/or Logistics at Headquarters may require that additional security measures be used for rail transportation. If a liaison is regularly maintained with rail yard security and security is adequate, no further action is necessary. However, if a rail yard is considered to be high risk (without security personnel or restricted access) and if the layover is significant, then rail yard security must be present.

#### 4-4.1.7 **Delivery of Rail Trailers to the Postal Service at Destination**

The Postal Service must take receipt of stamp stock rail trailers within 4 hours of their arrival at the destination rail yard.

### 4-4.2 **Passenger Rail Service (Amtrak)**

#### 4-4.2.1 **When to Use Amtrak**

Amtrak transportation may be used to ship 10 or more individually registered cartons enclosed in a locked security container. Shipments must not be removed at en route stops.

#### 4-4.2.2 **Amtrak RoadRailer Trailers**

Requirements for Amtrak RoadRailer® trailers, which have side doors, are the same as for rail trailers — i.e., all doors, including the side doors, must be sealed and secured with twist-wire seals and numbered tin-band seals. Padlocks are not permissible on Amtrak RoadRailer® trailers. As with all rail trailers, Amtrak RoadRailer® trailers that are loaded with stamp stock and that are awaiting dispatch at a rail yard should be placed in a secure location.

# 5 Discrepancies/Irregularities

## 5-1 Broken or Missing Seals and Locks

Any Postal Service employee who notices a trailer with broken or missing seals and locks must immediately notify the local Postal Service inspector-in-charge. Following the initial report, the employee should provide a written report to the local Postal Service inspector-in-charge and send a copy to the Manager, Postal Inspection Service, Security office at Headquarters. Appendix C provides a list of contacts at Headquarters offices.

## 5-2 Late or Non-Arriving Shipments

If a trailer has not arrived within 4 hours of its scheduled arrival time, the destination facility must immediately notify the Postal Inspection Service, Security office. The employee making the report must be prepared to provide details concerning the trailer's last known location along with any other information pertinent to the non-arrival.

## 5-3 En Route Accidents

Any Postal Service employee who notices an irregularity caused by an en route accident must immediately notify the local Postal Service inspector-in-charge and the DNO stamp shipment coordinator. Following the initial report, the employee should provide a written report to the local Postal Service inspector-in-charge and send a copy to the Manager, Postal Inspection Service, Security office at Headquarters. Appendix C provides a list of contacts at Headquarters offices.

## 5-4 Other Irregularities

Any Postal Service employee who notices an irregularity in registry documentation or the delivery of a non-registered stamp stock shipment at the destination office must immediately notify the local Postal Service inspector-in-charge. This is especially important if the irregularity involves stamp stock that has not been released for sale. The employee making the

report should include any pertinent information about the shipment, such as the following:

- a. A description of the irregularity.
- b. Trailer number.
- c. Seal number.
- d. Registered article number(s).
- e. Arrival time.
- f. Exact location in a pallet where the irregularity is noted (if appropriate).
- g. Condition of shrink wrap.
- h. Product description.
- i. Name of the person noting the discrepancy.

Following the initial report, the employee should provide a written report to the local Postal Service inspector-in-charge and send copies to the Manager, Postal Inspection Service, Security office at Headquarters and also to the Manager, Stamp Acquisition and Distribution at Headquarters. Appendix C provides a list of contacts at Headquarters offices.

## 5-5 Stamp Stock Acceptance Irregularities

---

Individuals responsible for accepting stamp stock shipments must carefully examine the shipment for irregularities and must immediately report any noted irregularities to the local Postal Inspection Service office.

# 6 Glossary of Terms

**Amtrak RoadRailer® Trailer** — a unique bi-modal trailer operating either over the highway as a semi-trailer or over the rail as a train car. For rail operation, the trailer is mounted on a special rail bogie. The mode-transfer operation is performed in moments using the trailer's air suspension, without the use of lifting or cranes being required.

**bulk mail center (BMC)** — a highly mechanized mail processing plant distributing Standard Mail and Parcel Select in piece and bulk form.

**CON-CON (Concentration and Convoy)** — a concentration (amassed at specific points) and convoy (transport) of registered mail under controlled conditions. CON-CON is a Postal Service trademark.

**Defense Transportation Tracking System (DTTS)** — an automated data processing system designed to track and monitor specified vehicle shipments in the continental United States (i.e., CONUS) from consignor to consignee with increased surveillance and security while in transit.

**detached mail unit (DMU)** — an area in a mailer's facility where Postal Service employees perform mail verification, acceptance, dispatch, and other postal functions.

**distribution networks office (DNO)** — a Postal Service unit preparing all authorized National Air and Surface System (NASS) dispatching and routing instructions and coordinating Postal Service transportation operations within a geographic area.

**highway contract route (HCR)** — a route of travel served by a Postal Service contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel.

**National Air and Surface System (NASS)** — a database designed to accommodate facility information, transportation, labeling, and distribution operations records. The system provides online update and inquiry and hard copy reports.

**processing and distribution center (P&DC)** — a large mail processing facility with a manager who is administratively responsible for all processing and distribution offices within a specified range of ZIP Codes.

**Rail Management Information System (RMIS)** — a Postal Service database providing certification for rail payment and trailer movement control simultaneously. RMIS provides features allowing for monitoring rail and Postal Service performance.

**registered mail** — the most secure service offered by the Postal Service. Through a system of receipts, it monitors mailpiece movement from acceptance to delivery and indemnifies loss and/or damage.

**rotary lock** — a special lock for pouches of registered mail. The lock rotates to the next higher number with each turn of the key.

**Stamp Acquisition and Distribution** — the Headquarters unit that manages the manufacturing and distribution of stamps and stamp-related products through a network of government and private stamp suppliers. It is responsible for stamp shipments from stamp printers to SDOs, accountable paper depositories, and SDO/SDN sites. It also oversees the distribution of accountable paper items to approximately 40,000 retail outlets.

**stamp distribution network (SDN)** — a set number of Postal Service offices across the continental United States that facilitate the ordering, acceptance, and distribution of stamps and stamp products.

**stamp distribution office (SDO)** — a Postal Service unit other than the parent sectional center facility that for security reasons is designated to supply postage stamp stock to Post Offices, stations, branches, and contract stations within its service area.

**Stamp Fulfillment Services (SFS)** — the Postal Service unit that supplies stamped envelopes to cost ascertainment grouping (CAG) A–G Post Offices ordering from an SDO. This facility receives direct shipments of stamps from suppliers and serves the stamp-collecting community and customers requesting stamps outside Postal Service channels.

**stamp service center (SSC)** — a Postal Service unit that serves a centralized stamp distribution function. An SSC encompasses areas formerly serviced by multiple SDOs, provides accountable paper stock, and defines ordering cycles for units within its service area regardless of size.

**stamp supplier** — a stamp printer, manufacturer, or representative responsible for tendering bulk stamp stock to the Postal Service.

**tail-loading** — positioning items towards the tail of the vehicle so that they can be off-loaded first. For shipments routed through the BMC network, registered mail must be tail loaded.

**Transportation Information Management Evaluation System (TIMES)** — a computer program producing an online arrival and dispatch plan and log to track inbound and outbound transportation for surface transportation including HCR, Postal Vehicle Service (PVS), and certain freight rail intermodal and Amtrak highway drayage trips.

Appendix A

## EP-11 Envelope

This appendix provides a copy of an EP-11 envelope, which must be attached to the last of the outside registered articles (see 2-1).

<b>REGISTERED OUTSIDE MAIL</b>
<b>FROM</b>
<b>U.S. MAIL-ROUTING</b>
<b>INSTRUCTIONS</b> Enter under "ROUTING" the name of the next postal unit to which the package is to be dispatched. Cross out the previous routing shown, if any.
<b>BILL ENCLOSED</b> EP-11



## Appendix B

# Notification of Stamp Stock Shipment

This appendix provides an example of a “Notification of Stamp Stock Shipment” form, which a DNO is to use for all stamp stock shipments (see 3-1.3).

**RESTRICTED INFORMATION  
NOTIFICATION OF STAMP STOCK SHIPMENT**

Advance Notice       Amended       Confirmation\*

**TO:**      Inspection Service  
         Security Division - Headquarters  
         FAX: (202) 268-4302

Stamp Distribution  
FAX: (202) 268-6631

Shipment from \_\_\_\_\_ to \_\_\_\_\_

		<u>(RAMP)</u>		<u>(DATE)</u>		<u>(TIME)</u>	
Routing:							
Leave	_____	_____	on	_____	at	_____	hours via _____
Arrive	_____	_____	on	_____	at	_____	hours
Leave	_____	_____	on	_____	at	_____	hours via _____
Arrive	_____	_____	on	_____	at	_____	hours
Leave	_____	_____	on	_____	at	_____	hours via _____
Arrive	_____	_____	on	_____	at	_____	hours
Leave	_____	_____	on	_____	at	_____	hours via _____
Arrive	_____	_____	on	_____	at	_____	hours
Leave	_____	_____	on	_____	at	_____	hours via _____
Arrive	_____	_____	on	_____	at	_____	hours

Trailer # \_\_\_\_\_

\* The trailer and seal information is only provided upon confirmation of shipment.

The exact location or status of this shipment may be determined, on a delayed basis, via the Rail Management Information System (RMIS).

Contact \_\_\_\_\_ at the DN, for additional information.

## Appendix C

# Headquarters Points of Contact

The groups listed below can be reached by calling the Headquarters operator at 202-268-2000.

POSTAL INSPECTION SERVICE, SECURITY  
OFFICE OF CRIMINAL INVESTIGATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 3301  
WASHINGTON DC 20260-2186

STAMP ACQUISITION AND DISTRIBUTION  
US POSTAL SERVICE  
425 L'ENFANT PLZ SW RM 5826  
WASHINGTON DC 20260-2436

SURFACE OPERATIONS  
LOGISTICS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 7912  
WASHINGTON DC 20260-7133

POSTAL POLICE COMMAND CENTER  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 1320  
WASHINGTON DC 20260-2112

## Appendix D

# Registered Mail Distribution Network

This appendix provides a table showing the registered mail distribution network.

<b>Transportation Hub</b>	<b>D/S *</b>	<b>ADC Facility</b>	<b>SDO</b>
BMC ATLANTA GA	14	ADC NORTH MACON GA 301 ADC MACON GA 310 ADC BIRMINGHAM AL 350 ADC MONTGOMERY AL 360	SDO ATLANTA 30304 SDO MACON GA 31213 SDO BIRMINGHAM AL 35203
BUFFALO NY P&DC	25	ADC BUFFALO NY 140 ADC SYRACUSE NY 130	SDO BUFFALO NY 14240
CHI 2C METRO FAC	11	ADC MILWAUKEE WI 530  ADC CAROL STREAM IL 601  ADC S SUBURBAN IL 604 ADC CHICAGO IL 606	SDO MILWAUKEE WI 53201 SDO GREEN BAY WI 54303 SDO MADISON WI 53707 SDO CAROL STREAM IL 60199 SDO PEORIA IL 61601 SDO SOUTH SUB IL 60499 SDO CHICAGO IL 60607
CINCINNATI OH P&DC	20	ADC LOUISVILLE KY 400  ADC COLUMBUS OH 430  ADC CINCINNATI OH 450  ADC INDIANAPOLIS IN 460	SDO LOUISVILLE KY 40231 SDO LEXINGTON KY 40511 SDO COLUMBUS OH 43216 SDO TOLEDO OH 43601 SDO CINCINNATI OH 45234 SDO DAYTON OH 45401 SDO INDIANAPOLIS IN 46206 SDO FT WAYNE IN 46802 SDO GARY IN 46401 SDO TERRE HAUTE IN 47808
CLEVELAND OH P&DC		ADC CLEVELAND OH 440	SDO CLEVELAND OH 44101 SDO AKRON OH 44309 SDO YOUNGSTOWN OH 44501

\*D/S = Distribution Sequence.

<b>Transportation Hub</b>	<b>D/S *</b>	<b>ADC Facility</b>	<b>SDO</b>
BMC DENVER CO	9	ADC BILLINGS MT 590 ADC DENVER CO 800 ADC CHEYENNE WY 820 ADC PHOENIX AZ 852  ADC ALBUQUERQUE NM 870	SDO BILLINGS MT 59101 SDO DENVER CO 80266  SDO PHOENIX AZ 85026 SDO TUCSON AZ 85726 SDO ALBUQUERQUE NM 87101
BMC DES MOINES IA	12	ADC DES MOINES IA 500 ADC SIOUX FALLS SD 570 ADC OMAHA NE 680	SDO SIOUX FALLS SD 57104 SDO OMAHA NE 68108
BMC DETROIT MI	13	ADC DETROIT MI 481  ADC GRAND RAPIDS MI 493	SDO DETROIT MI 48233 SDO LANSING MI 48924 SDO TROY MI 48083 SDO GRAND RAPIDS MI 49599
DV DANIELS NJ P&DC	26	ADC DV DANIELS NJ 070  MILITARY CENTER NY 090 ADC JAF NY 10180 ADC WESTCHESTER NY 105 ADC QUEENS NY 110  ADC LONG ISLAND NY 117	SDO NEWARK NJ 07102 SDO NEW BRUNSWICK NJ 08901 SDO TRENTON NJ 08650  SDO NEW YORK NY 10199 SDO WHITE PLAINS NY 10610 SDO BROOKLYN NY 11256 SDO FLUSHING NY 11351 SDO HICKSVILLE NY 11801
BMC GREENSBORO NC	24	ADC ROANOKE VA 240 ADC GREENSBORO NC 270  ADC CHARLOTTE NC 280 ADC COLUMBIA SC 290	SDO GREENSBORO NC 27420 SDO RALEIGH NC 27676 SDO CHARLOTTE NC 28228 SDO COLUMBIA SC 29201 SDO CHARLESTON SC 29423 SDO GREENVILLE SC 29602
BMC JACKSONVILLE FL	16	ADC SAN JUAN PR 006 ADC JACKSONVILLE FL 320  ADC MID FLORIDA FL 327  ADC MIAMI FL 331 ADC MANASOTA FL 342	SDO SAN JUAN PR 00936 SDO JACKSONVILLE FL 32203 SDO SAVANNAH GA 31402 SDO ORLANDO FL 32862 SDO W. PALM BEACH 33406 SDO MIAMI FL 33152 SDO TAMPA FL 33630
BMC KANSAS CITY KS		ADC KANSAS CITY MO 64240 ADC WICHITA KS 64270	SDN KANSAS CITY MO 64161

\*D/S = Distribution Sequence.

<b>Transportation Hub</b>	<b>D/S *</b>	<b>ADC Facility</b>	<b>SDO</b>
LOS ANGELES CA P&DC	8	ADC LOS ANGELES CA 900 ADC TWIN VALLEY CA 90197  ADC SEQUOIA CA 90198  ADC SAN DIEGO CA 920	SDO LOS ANGELES CA 90052 SDO LONG BEACH CA 90809 SDO CITY OF IND CA 91715 SDO SANTA CLARITA 91383 SDO SAN BERNARDINO 92403 SDO SANTA ANA CA 92799 SDO SAN DIEGO CA 92199
BMC MEMPHIS TN	17	ADC NASHVILLE TN 370 ADC MEMPHIS TN 380 ADC JACKSON MS 390 ADC NEW ORLEANS LA 700  ADC LITTLE ROCK AR 720	SDO NASHVILLE TN 37229 SDO MEMPHIS TN 38101 SDO JACKSON MS 39201 SDO NEW ORLEANS LA 70113 SDO BATON ROUGE LA 70826 SDO LITTLE ROCK AR 72231
BMC MPLS/ST PAUL MN	10	ADC ST PAUL MN 55222 ADC MINNEAPOLIS MN 55228 ADC FARGO ND 580	SDO ST PAUL MN 55164 SDO MINNEAPOLIS MN 55401
N. HOUSTON TX P&DC		ADC NORTH HOUSTON TX 773	SDO HOUSTON TX 77201
NORTH TEXAS TX P&DC	15	ADC SHREVEPORT LA 710 ADC OKLAHOMA OK 730 ADC TULSA OK 740 ADC NORTH TEXAS 750 ADC FT WORTH TX 760 ADC SAN ANTONIO TX 780	SDO OKLAHOMA CITY OK 73125  SDO DALLAS TX 75260 SDO FT WORTH TX 76161 SDO SAN ANTONIO TX 78284 SDO AUSTIN TX 78710 SDO CORPUS CHRISTI TX 78469 SDO EL PASO TX 79910
OAKLAND CA P&DC	5	ADC OAKLAND CA 945  ADC HONOLULU HI 967 ADC SFO APO/FPO 962	SDO OAKLAND CA 94615 SDO W SACRAMENTO CA 95799 SDO SAN FRANCISCO CA 94188 SDO SAN JOSE CA 95101 SDO HONOLULU HI 96820
BMC PHILADELPHIA PA	22	ADC SOUTH JERSEY NY 080 ADC HARRISBURG PA 170 ADC LEHIGH VALLEY PA 180 ADC SOUTHEASTERN PA 189 ADC PHILADELPHIA PA 190 ADC WILMINGTON DE 197	SDO SOUTH JERSEY NJ 08099 SDO HARRISBURG PA 17105  SDO SOUTHEASTERN PA 19399 SDO PHILADELPHIA PA 19104 SDO WILMINGTON DE 19850
BMC PITTSBURGH PA	23	ADC PITTSBURGH PA 150  ADC CHARLESTON WV 250 ADC CLARKSBURG WV 263	SDO PITTSBURGH PA 15290 SDO ERIE PA 16515 SDO CHARLESTON WV 25301

\*D/S = Distribution Sequence.

<b>Transportation Hub</b>	<b>D/S *</b>	<b>ADC Facility</b>	<b>SDO</b>
SALT LAKE CITY UT ASF	6	ADC BOISE ID 836 ADC SALT LAKE CITY UT 840 ADC LAS VEGAS NV 890	SDO BOISE ID 83707 SDO SALT LAKE CITY UT 84199 SDO LAS VEGAS NV 89199
BMC SEATTLE WA	7	ADC PORTLAND OR 970 ADC SEATTLE WA 980  ADC ANCHORAGE AK 995	SDO PORTLAND OR 97208 SDO SEATTLE WA 98134 SDO SPOKANE WA 99202 SDO TACOMA WA 98413 SDO ANCHORAGE AK 99502
SPRINGFIELD MA P&DC	27	ADC SPRINGFIELD MA 010  ADC BOSTON MA 021  ADC PROVIDENCE RI 028 ADC PROVIDENCE ME 040 ADC MANCHESTER NH 030 ADC PORTLAND ME 040 ADC WHITE RIVER JCT VT 050 ADC SOUTHERN CT 064 ADC ALBANY NY 120	SDO SPRINGFIELD MA 01101 SDO SHREWSBURY MA 01546 SDO BOSTON MA 02205 SDO MIDDLESEX ESSEX 01889 SDO PROVIDENCE RI 02904  SDO MANCHESTER NH 03103 SDO PORTLAND ME 04101 SDO WHITE R. JCTN VT 05001 SDO NEW HAVEN CT 06511 SDO ALBANY NY 12212
BMC ST LOUIS MO	1	ADC ST LOUIS MO 630	SDO SPRINGFIELD IL 62703
BMC WASHINGTON DC	19	ADC WASHINGTON DC 200 ADC SOUTHERN MD MD 207 ADC BALTIMORE MD 212 ADC NORTHERN VA 220 ADC RICHMOND VA 230	SDO WASHINGTON DC 20066  SDN DULLES VA 20103

\*D/S = Distribution Sequence.

## Appendix E

# Sample Registered Mail Placard

This appendix provides a sample registered mail placard, which stamp suppliers must clearly place on each side of a pallet (see 4-1.3.1).



# REGISTERED MAIL

ORIGIN: BANKNOTE CORP OF AMERICA  
BROWN'S SUMMIT, NC 27214

DISPATCH DATE: 07/15/01

## DO NOT DELAY

DESTINATION: ST. LOUIS P&DC

# 630