**Here are some reasons to utilize a PS form 3996:**

1. Route out of adjustment
2. Sloppy mail (Advo, inserts, etc.)
3. Excessive COA’s
4. Stand up talk
5. Safety talk
6. Window or phone interruption to talk to customer
7. Excessive parcels
8. Excessive mark ups on parcels
9. Excessive carrier mark ups (in general)
10. Excessive review of CFS mail
11. Excessive hot case mail
12. Excessive amount of accountable mail
13. Inclement weather
14. Feeling ill – under medication
15. Heat, humidity
16. Waiting for mail
17. Late dispatch/distribution of mail
18. Unfamiliar with route
19. Traffic or construction delays
20. Mail cased from previous afternoon
21. Medical restrictions
22. Thin mail
23. Thick mail
24. Utility bills
25. Samples
26. Late leaving due to \_\_ft of mail
27. New case labels
28. Doctor/dentist appointment
29. Odd shaped mail
30. Full coverage
31. Customer phone bills
32. New deliveries
33. Deviation due to Express Mail pieces
34. Working on case labels
35. Paychecks or SS checks
36. Checking the PS 3982 (Pink cards)
37. Power outage, fire/tornado drill
38. Meeting with management
39. No vehicle
40. Filling out vehicle maintenance form
41. Vehicle breakdown
42. Delivering mail cased by someone else
43. Excessive “Hold” mail
44. Marriage mail
45. Time spent filling out the PS 3996
46. Talking to Union steward
47. Putting in a request for a Union steward
48. Instructed to report early, but can’t complete in 8 hours
49. Delivery confirmation mail
50. Edit sheets
51. Upside down DPS
52. Delivering mis-sorted DPS
53. Multiple loading trips to vehicle
54. Snow/ice covered vehicle
55. Retrieving gear from locker
56. Apartment vacancies – clean up

A PS 3996 is simply an estimate of your daily workload!