

The active roster

Packing and dispatch handbook

This handbook belongs to the Larkspur Seed Cooperative, a fictional grower-owned packing service. It follows a tray from the packing table to a local delivery vehicle. The dispatch desk keeps one paper copy beside the label printer; drivers use the signed route sheet for the order of stops.

The current packing roster takes effect on 7 April 2028. Dispatch coordinator: Mira Dellen.

A grey file marked ARCHIVED contains the roster that began on 12 February 2027. That archived roster is retained for tracing older consignments and must not be used to allocate today's packing shifts. A route copied from an old manifest is checked against the active roster before it is written on a new label.

Ordinary trays and cooled trays travel on separate shelves. Their shelf letters are routing aids, not grades of seed. The desk checks the destination written on the crate against the grower's order and keeps the carbon copy with the day's dispatch papers. A correction is signed beside the changed destination so the next shift can see who made it.

Packing table checks

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The packing table has a shallow tray area and a covered area for cooled stock. Staff inspect the tray liner before taking a reading. A torn liner is replaced before the sample is returned to the crate. Readings taken before a liner replacement stay on the worksheet but are crossed through.

The release thresholds are 38 percent moisture for ordinary trays and 7 degrees Celsius core temperature for cooled trays.

Moisture is read from the centre plug of an ordinary tray. A cooled tray is checked with the core probe after the lid has been closed. These are different checks for different stock; the moisture reading is not substituted for a temperature reading. The person making the check records the shelf letter and initials the worksheet.

Demonstration trays have blue corner cards and stay in the training room. A card showing 45 percent moisture belongs to a demonstration tray and is not a release threshold. Damaged stock moves to the review shelf. The packing team does not erase a failed reading merely because a second reading is acceptable.

Vehicle handoff

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The vehicle board lists the crate count, route colour and driver initials. A dispatcher checks the board when a crate leaves the packing room. A driver may accept a crate only after its destination label is legible and its lid straps are closed. The clipboard travels with the vehicle rather than remaining on the trolley.

The ordinary dispatch interval is every 35 minutes.

This interval describes the planned spacing between ordinary dispatches. A stalled vehicle is recorded in the delay column, and the next dispatcher follows the board rather than attempting to recover time by skipping the label check. The training timetable uses a different rhythm and is kept on the reverse of the board.

Weekend consolidation uses a separate handoff and a manifest check. The route marshal signs the final crate onto the consolidation trolley. The following page completes the weekend manifest instruction.

For the weekend consolidation run, the handoff point is Marten Gate.

Weekend manifest continuation

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The manifest reaches the desk within 14 minutes after the green seal is attached.

The seal is attached only after the weekend trolley is closed. A spare green seal remains in the dispatch drawer until it is needed; taking a spare seal from the drawer does not start the manifest window. The desk keeps the seal stub with the route sheet so a missing trolley can be traced.

The route marshal checks that the paper manifest travels with the correct trolley. If rain has blurred a destination, a fresh label is written from the order copy and both labels are retained. A vehicle may be held while the destination is checked. The delay is entered as a label issue rather than a growing-room issue.

At the end of the weekend shift, unsigned route sheets are placed in the orange folder. The next shift contacts the person named on the sheet before adding any missing initials. This continuation applies to the weekend consolidation run; ordinary dispatches keep the vehicle-board procedure on the preceding page.

Crates and returns

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Insulated crates return to the wash area through the side door. A receiving worker checks the lid, straps and inner sleeve before sending the crate to the clean stack. An unreadable crate label is replaced from the return sheet. A crate with a cracked hinge stays beside the repair card rather than being stacked with clean crates.

The return handling charge is 18.50 Canadian dollars per insulated crate, excluding tax.

This handling charge is for an insulated crate returned through the cooperative's service. It is not a seed price or a driver's tip. Ordinary fibre trays travel under the grower's order and are not counted as insulated crates. The return sheet records how many insulated crates were accepted and which crates were diverted for repair.

A handwritten note on the wash-room wall refers to an old trial of reusable sleeves. It remains visible as a reminder to inspect the seams, but the trial note is not a fee schedule. At close, the receiving worker leaves the return sheet in the dispatch tray for the office copy to be made.

Shift close and record care

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The closing dispatcher files route sheets by the date on which the vehicle left the cooperative. A route that returns after midnight stays with its original departure sheet. Spare labels are removed from the clipboard so an unused label cannot later be mistaken for proof that a crate travelled.

The incident folder has separate sleeves for stock damage, route delay and incomplete paperwork. A single incident can use more than one sleeve when the dispatcher places a cross-reference note in each. The stock itself is held on the review shelf until the packing lead has decided what can safely be returned to service.

Corrections remain visible on the original paper. The dispatcher draws a line through an incorrect entry, writes the replacement nearby and initials it. A clean rewrite may accompany a damaged original, but it never replaces the original in the folder. The office keeps the folder dry and upright so seal stubs do not fall out.

Before leaving, the closing dispatcher checks that the next shift has blank route sheets, working pens and an empty trolley lane. This handbook describes dispatch practice only. Growers' cultivation records remain with their own crop files.