

MASS Terms and Conditions for MASS™ Certification for End-Users

Customers applying for MASS End-User certification must comply with all Postal Service™ regulations regarding MASS certification. This document contains important terms and conditions which must be followed for MASS certification, but does not supersede or modify existing postal regulations. A description of the MASS program, certification, and regulations can be found at <http://ribbs.usps.gov/cassmass/documents/tech%5Fguides/> in the Technical Guides folder.

1. The responses provided on the MASS certification test deck used for certification must be created using the same configuration as used in the processing of customer/client address files. Any modifications to the following components of the MLOCR, RVE or LVE system will require recertification of the equipment prior to use or release:
 - address matching software utilized by the MLOCR:
 - operating system (e.g. migrating from DOS to Windows NT):
 - camera configuration (e.g. SBR to RAF), including switching from a single to a dual camera configuration
 - speed and model of the equipment being deployed.
2. The MASS test deck will be processed in-house at the End-user's facilities with End-user owned, rented, or leased software/hardware.
3. MASS certification must be attempted by the End-User. No one besides the End-User or its employee(s) may complete a MLOCR, RVE, LVE or encoding station system test. If it is determined that unauthorized individuals completed the system test, the test deck will be disqualified. The hardware/software used to process the MASS test deck contains technology that disables access to outdated USPS data in accordance with the **Domestic Mail Manual (DMM) 708**.
4. The applicant is advised that any demonstration, newly installed, moved, relocated, upgraded or reassembled hardware/software modifications to MLOCRs, RVEs, LVEs, or encoding stations requires MASS certification. The United States Postal Service® National Customer Support Center (NCSC) MASS Department in Memphis, Tennessee, must be notified within seven days of the demonstration or change by submitting a MASS order form along with the installation date. Hardware must be recertified within 45 days of any change. If recertification is not made, mail processed by the changed hardware will no longer be eligible for automation postage discounts.
5. Machines used for demonstration purposes will be eligible for a 30-day courtesy when notification via the MASS order process is received within seven days of the installation date.

The Certification Department must be notified by the customer and manufacturer in writing 10 days prior to the end of the 30-day courtesy period of the final disposition of the machine.

If the customer is going to keep the machine, fifteen (15) calendar days will be added to the 30-day courtesy period. This will allow the customer the standard 45-day courtesy for the new installations.

Failure to notify the Certification Department will result in notification to the BME that the machine is an uncertified machine.

6. Change of ownership - if an MLOCR or an encoding station is no longer active, sold or ownership is transferred. The original owner or the new owner must notify the USPS NCSC MASS Department in writing via fax (901) 681-4440 or email to cassman.ncsc@usps.gov, so that customer master files can be maintained by the USPS. The notification must contain the equipment model number, serial number, MASS ID, previous owner's name and address, new owner's name, address, phone number, and fax number.
7. CASS/MASS certification scores are confidential information and the applicant agrees not to disclose scores achieved on their passing test for the purpose of marketing their hardware or software product, or for any purpose other than for internal use or for supplying the USPS with the information.

8. **All certification fees are payable within 30 days of receipt of invoice.** Failure to remit payment within 30 days could result in the suspension of MASS certification on the specified machine(s). If suspended, the machine(s) must be recertified when the payment is received by the USPS.
9. **USPS Trademarks: Use and Quality Control --** Customer agrees and acknowledges that MASS is a trademark of the United States Postal Service and that any and all use of it (if any at all) shall inure to the benefit of the USPS. Customer further agrees that it will use MASS (if at all) only in reference to USPS and its products and services, as appropriate, in accordance with the conditions set forth herein and such guidelines as provided by USPS.

USPS hereby grants to Customer a non-exclusive, non-transferable, royalty-free license for the Term (but subject to termination at will) to display the CASS™ and MASS™ marks and the USPS corporate name on Customer's promotional and advertising materials for CASS and MASS certified services (and products), but only to identify USPS and its goods or services. Customer may use the USPS corporate name only as a corporate name in a factual reference to USPS and not as a trademark nor in any other commercial or promotional sense. Customer may not display the USPS corporate name in its logo format. The size and positioning of the USPS corporate name and of the CASS and MASS marks must be proportional to the standard script displayed on Customer's promotional and advertising materials. Customer may not use the MASS mark (or any other USPS mark) as part of or in conjunction with Customer's trade names, trademarks (including service marks, slogans, trade dress, or other types of marks), or in any other way without express written permission from USPS.

Customer hereby acknowledges and agrees that USPS has the right to review and approve (and at its sole discretion shall review and approve, subject to the CASS/MASS Regulations) Customer's use of the mark(s). Through such reviews, USPS shall exercise quality control over services and products offered in connection with its mark(s) and monitor use of the mark(s).

10. **Once certified, the applicant will be subject to random tests by the USPS, without prior notification. This allows the USPS to test the performance of the certified system to ensure continued compliance with all MASS rules and regulations. In the event the certified system no longer meets MASS requirements, the vendor/customer will have 45 days to take corrective actions and recertify to retain product certification. If the corrections are not made within the stated timeframe, the certification will be revoked and mail processed by the changed hardware will no longer be eligible for postage discounts.**

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a MASS Certification. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any MASS Certification and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

Applicant Name:	
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By: _____ (Signature)

Name (please print):	
Title:	
Date:	