

# **MASS<sup>TM</sup>**

## **Technical Guide**



**2011-2018  
cycle**

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## Purpose

MASS™ certification is a process designed for certification for Multiline Optical Character Readers (MLOCRs), Remote Video Encoding (RVE), Local Video Encoding (LVE), and encoding stations.

MASS is an extension of the CASS™ system. The MASS certification cycle is designed to evaluate the ability of MLOCRs and encoding stations to process address information and apply an accurate delivery point barcode (DPBC) to a mailpiece. The MASS certification cycle is comprised of the following phases:

1. Software manufacturer certification
2. Hardware manufacturer certification
3. User certification

## Overview

All MASS tests are similar to CASS Stage II tests in that the performance of address matching software and barcode application hardware is evaluated after it has processed a test file. If the required accuracy is achieved, MASS certification is issued.

MASS certification qualifies mailings using MLOCRs and encoding stations to print ZIP+4/DPV confirmed address barcodes on mailpieces submitted for mailing at automation rates. Each required certification period, customers must apply for MASS certification and meet the accuracy requirement to remain certified and avoid interrupted service to their customers.

## Certification Requirements

Systems used for automation rates must be certified as required during the certification requirement cycle or when an event occurs that requires new certification or recertification. The Certification Department understands that waiting for MASS™ certification is often impractical and costly for customers who purchase new systems and have legitimate reasons for wanting to operate them immediately. Systems that are moved to a different address, relocated within the facility, upgraded or reassembled also require certification. Recertification is required when a system was previously certified within the current cycle.

The Certification Department provides a 45-day courtesy period for new, moved or relocated, upgraded and reassembled systems. **The 45-day courtesy is granted by the Certification Department when written notification is received within seven days of the installation date.** The MASS Order form is the preferred method of notification. Test decks should be ordered in a timely manner. The installation date must be included on the MASS Order Form because the date is used to calculate the courtesy period. The Certification Department will

provide an email after the MASS Order Form has been processed. The email will include the status of the courtesy period for each system.

Customers may then use the system to produce and submit mail and qualify for automation rates. If a problem with the newly installed system occurs, customers must notify the Certification Department in writing so the courtesy period can be adjusted.

Certification must be achieved by the 45-day courtesy expiration date or adjusted courtesy date to avoid the system from becoming ineligible to submit mail at automation rates. If the system becomes ineligible for automation rates an email will be sent to the customer, the Business Mail Entry manager and the Business Mail Acceptance office.

## Demo Machines

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.

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 Business Mail Entry manager that the machine is not certified and not eligible for automation discounts.

## Recertification

Recertification is required when a machine has been certified within the current certification cycle and is moved to a different address, relocated within the facility, upgraded or reassembled.

The following conditions also require recertification.

- the address matching software utilized by the MLOCR is changed or updated
- the operating system of the machine associated with the Address Recognition System and the Directory Retrieval System is changed
- the camera configuration including switching from a single to a dual camera configuration is changed or updated
- System speed changes
- Model changes

Machines that were previously certified within the current certification period that are moved to a new address or relocated within the same facility that do not include any system changes or updates by the same company will not be charged for the recertification test.

Charges for upgraded and reassembled machines will apply for these types of recertifications based on the Fee Schedule for the current certification period.

### **Change of Ownership: End User**

When an MLOCR or encoding station is sold or ownership is transferred, the new owner must notify the Certification Department in writing via email to [cassman.ncsc@usps.gov](mailto:cassman.ncsc@usps.gov). The notification must include the following:

- Equipment model number, serial number and MASS ID
- Previous owner's name and address
- New owner's name, address phone number, and FAX number

If the machine is not physically moved to a new address or relocated within the existing facility, the new owner may request a certification letter for the equipment in writing. Machines that are physically moved to a new address, relocated within the facility or upgraded must be recertified by the new owner. Charges apply based on the Fee Schedule for the current certification period. See Certification Requirements.

### **Change of Ownership: Manufacturer**

Manufacturers who enter into a purchase agreement with a customer to enhance or upgrade a machine that is currently supported by another manufacturer must provide a Letter of Agreement from both parties to the Certification Department. This is known as a hybrid system.

The Certification Department will not assign MASS IDs or process orders for any hybrid system requests for certification unless the Letter of Agreement is received from both parties.

### **Hardware and Software Revisions, Upgrades, and Patches**

When an MLOCR or encoding station software developer or manufacturer issues a revision, upgrade, or patch to existing address matching software or hardware, the manufacturer must submit written notification to the Certification Department before distributing the software or hardware. The written notification must include a brief description of the changes being made and the expected results of those changes. The Certification Department will evaluate the documentation and determine an appropriate course of action which may include recertification of all users, a sample of the user base, hardware manufacturers only, or software manufacturers only. It is possible that no action will be taken following notification.

## Fee-Based Certification

Fees have been established to cover costs of developing and issuing testing material and administering the CASS and MASS™ program.

CASS customers are billed based on the number of separate software configurations certified, not the number of Stage II files ordered. In contrast, MASS customers are billed for each test deck ordered or the number of tests needed to achieve certification.

Customers are billed as certification is achieved. Billing procedures are coordinated with our Accounts Receivable Department. **All certification test fees are payable within 30 days of the billing date.**

## Fee Schedule

Fee-Based Certification	AUG/OCT (New Cycle)	NOV/ DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	After July 31, for Current Cycle
CASS	\$200	\$200	\$200	\$500	\$500	\$600	\$700	\$800	\$900	\$1,000
MASS MFG (MLOCR)		\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$1,000	\$1,500
MASS End-Users (MLOCR)					\$500	\$500	\$500	\$500	\$1,000	\$1,500
MASS MFG (Encoder)		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$750	\$1,000
MASS End-Users (Encoder)					\$300	\$300	\$300	\$300	\$750	\$1,000

## Fee Policy for New, Upgraded or Transferred Machines

### Prior to Certification Requirement Date

Half the regular scheduled fee will be charged when the applicant promptly notifies the MASS Department within seven days of the installation date for machines that are new, moved or relocated or upgraded as shown in the Recertification section that will be used to obtain automation discounts.

Normal charges will apply for other certification's based on the Fee Schedule for the current certification period.

## After the Certification Requirement Date

New systems initially deployed from a MASS manufacturer to an end user after the certification requirement date will be charged a flat fee of \$750 for MLOCRs and \$500 for encoding stations. These fees apply to any MLOCR or encoding station that is transferred, upgraded or sold to another company. A new system is defined as barcoding equipment that is not in use or is not operational during the time for which certification is requested or during a previous MASS cycle. The applicant must promptly notify the Certification Department within seven days of the installation date by completing and submitting the MASS Order Form.

## The MASS Process

### Certification

A ZIP + 4 can only be assigned when the primary number DPV® confirms with a confirmation code of Y, S, or D. When an address does not DPV confirm (DPV confirmation code N) software can only return the 5-digit ZIP Code.

### Manufacturers

Manufacturers must notify the Certification Departments of their intent to become MASS certified by providing a list or matrix that includes machine models, configurations, software name, version number, and the manufacturer MASS identifier codes that will be certified during the current CASS cycle.

Manufacturers can test the highest speed of a specific model unless a new machine is being introduced. Each new model and individual configuration must be tested.

Manufacturers must provide detailed information when introducing a new machine. This will help the Certification Department identify the classification of the machine (i.e. MLOCR or encoder).

The following information should be provided along with a picture of the machine.

- Speed or throughput
- Flats, MLOCR, or encoder
- Software and software version number that will be used on the machine
- Configuration or camera type

## Hardware Manufacturers Certification

Requesting manufacturer certification ensures that the company will be listed as a software developer in USPS® documents and on RIBBS® in the Products Guide at <https://ribbs.usps.gov/files/vendors>. The CASS software that will be used on each representative machine must be CASS certified before a MASS test deck can be ordered.

1. Provide a matrix of all machines that will be used by your customers to the Certification Department. Please include every machine that is sold or used by your company so we are aware of all machines for your company. The matrix will include the CASS software and version numbers that is used on each machine model.
2. Complete an Electronic Product Fulfillment Web Access Request Form (EPF001) if one is not on file. The form allows us to setup an internet account that will be used to return MASS test results and mail images. We will also provide customer reports via the EPF website. The EPF form is available online at [https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/EPF001.CFM](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/EPF001.CFM).
3. Complete the Manufacturers Terms and Conditions Document ([https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/MASSMFRS.PDF](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASSMFRS.PDF)) and a MASS order form ([https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/MASS\\_ORDER\\_FORM.PDF](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASS_ORDER_FORM.PDF)) for each machine that requires certification for the new certification requirement period.
4. Process the test deck with static data provided by your CASS software provider on a representative model of the MLOCR or encoding station and return the answer file, required image files that are flagged with asterisks and a copy of the CASS Summary Report (PS Form 3553) via EPF. All CASS developers, MASS™ manufacturers and end users are required to provide a hardcopy of the PS Form 3553 for evaluation to ensure the facsimile meets USPS® standards.

The images that must be returned can be

- Uploaded to EPF
- Sent in a ZIPped file in an email attachment to [cassman.nscs@usps.gov](mailto:cassman.nscs@usps.gov)
- Or mailed to:

MASS CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001

Only the mail pieces that are flagged with asterisks and culled pieces\* should be returned to the National Customer Support Center (NCSC).

\*Machines that cannot spray a LACS<sup>Link®</sup>, Suite<sup>Link®</sup> or change of address must cull those mailpieces out of the test deck and return them to the NCSC.

5. When certification is achieved, the Certification Department issues a certification letter.
6. When applicable, the Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. **All certification test fees are payable within 30 days of the billing date.**

## Remote Video Encoding/Local Video Encoding

If an MLOCR is used to capture mailpiece images or to apply Intelligent Mail Barcodes (IMb™), the MLOCR must be MASS certified before RVE and LVE system certification can be attempted.

### RVE System Certification with MLOCR

- Deck 1 MLOCR should be tested and certified before attempting the RVE test.
- Deck 2 RVE test deck is processed entirely to the remote coding via Remote Character Recognition (RCR) or RVE/LVE. The MLOCR coding must be deactivated during this part of the test.

The MLOCR and RVE/LVE order forms are combined. Complete only those sections that apply to your certification.

1. The manufacturer must order a separate test deck for each MLOCR or encoding station via the MASS Order Form. Existing networked machines can be tested in groups of four. Any new encode must be tested as a standalone for the first certification.
2. The manufacturer processes the test deck and returns it to the NCSC for evaluation.
3. When the manufacturer passes certification, the NCSC issues a MASS Certification Letter.

### NCOALink® MPE

The MASS test decks will include mailpieces that will test MPE systems. A passing score of 95% must be achieved to pass the MPE or Cloud portion of the test. If the MPE audit fails, the MASS Department will inform the Licensing Department to put that MLOCR in recertification mode.

### Grading Scenarios

MASS	MPE	Result
Pass	Pass	MASS Certified
Pass	Fail	MASS Certified Notification sent to Licensing Department to put machine in a recertification mode.
Fail	Fail	Customer will be sent a new MASS test deck that includes forwardable pieces. Notification sent to Licensing Department to put machine in a recertification mode.
Fail	Pass	Customer will be sent a new MASS test deck that includes forwardable pieces.

## Intelligent Mail® Barcode

- Set Barcode ID to “00”
- Set Service Type to any valid 3-digit Service Type Identifier (STID)
- Mailer ID can be 6 or 9 digits, but cannot be all zeroes. The same Mailer ID must be sprayed on all mailpieces.
- Serial number can be 6 or 9 digits, cannot be all zeroes. A unique serial number must be sprayed on each mailpiece.

**Note:** *Failure to adhere to these requirements will result in failure of the MASS test.*

When an IMb™ exists in the address block and a second IMb exists in the barcode clear zone, the IMb in the clear zone will be read as the barcode answer because it is physically lower on the mailpiece.

For flats testing, the barcode answer can be returned above the address block, within an area 4.75 inches from the right edge and 3.25 inches from the top of the mailpiece, or in the barcode clear zone.

## User Certification

Customers **must** provide correct machine models, serial numbers and configurations on the MASS Order Form and the PS Form 3553. If no changes have been made since the last certification, the information should be the same with the exception of the software and version number which will be different for each required certification period. Contact the machine manufacturer if there is a question about the machine information.

Postal representatives are not required to witness a MASS test. Tests should be administered by the staff of the machine owner not the equipment manufacturer.

A checklist of items pertaining to the test and a MLOCR Customer Information sheet that lists the test deck number (Customer Number), model, serial number, software name, version number and the MASS ID for the machine will be included in the test deck. These forms are for the customers use and do not have to be returned with the test results.

1. Complete an Electronic Product Fulfillment Web Access Request Form (EPF001) if one is not on file for MASS File Upload. The form allows us to setup an internet account that will be used to return MASS test results and mail images.

The EPF form is available online at

[https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/EPF001.CFM](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/EPF001.CFM).

2. A separate test deck must be ordered for each machine via the MASS Order Form. The MASS Order Form is available in this document and on line at [https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/MASS\\_ORDER\\_FOR\\_M.PDF](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASS_ORDER_FOR_M.PDF).

3. A MASS End Users Terms and Conditions document is required for the first certification for each location for the required certification cycle. The document is located on line at [https://ribbs.usps.gov/cassmass/documents/tech\\_guides/FORMS/MASSEND-USERS.PDF](https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASSEND-USERS.PDF).

Customers will not receive test decks until the machine manufacturer has completed certification and authorizes the USPS to release test decks for their machine types.

4. All tests must be processed with static data to avoid failure of the MASS test. The PS Form 3553 must reflect the correct software name and version number. It is the customers' responsibility to ensure the correct software is installed before testing.

Process the test deck with static data provided by your equipment provider on a representative model of the MLOCR or encoding station. When a machine identifier is sprayed, customers must spray an "X" as the first character of the machine identifier. This identifies static data was used when the test deck was processed.

5. \*Machines that cannot spray a LACS<sup>Link®</sup>, Suite<sup>Link®</sup> or change of address must cull those mailpieces out of the test deck and return them with the image files to the NCSC.
6. Return the answer file, required imagine files that are flagged with asterisks and a copy of the CASS Summary Report (PS Form 3553) via EPF. All MASS™ end users are required to provide a hardcopy of the PS Form 3553 for evaluation to ensure the facsimile meets USPS® standards.

The images that must be returned can be

- Uploaded to EPF
- Sent as an email attachment in a ZIPped file
- Or mailed to:

MASS CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001

Only the mail pieces that are flagged with asterisks and culled pieces\* should be returned to the National Customer Support Center (NCSC).

7. The USPS will make every attempt to return test results within ten business days. All tests are processed in the order they are received. We cannot complete review of the test deck until all mailpiece images and culled mailpieces are received. This may delay test results.
8. The Certification Department will provide test results via email notification. If a test fails, a report with the test score and errors will be sent and a new test deck will be shipped.

9. When certification is achieved, the Certification Department issues a certification letter.
10. When applicable, the USPS Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. **All certification test fees are payable within 30 days of the billing date.**

## Test Deck Specifications

MASS™ test decks are designed to exercise MLOCR and encoding station address-matching software look-up capabilities emulating the CASS™ Stage files. The input addresses represent the same type and approximated mix of CASS Stage files.

All MLOCR test decks will contain 2,000 test mailpieces, while all encoding station test contain 350 mailpieces.

Each test mailpiece consists of one piece of 8 ½ inch white, 20 pound paper folded and inserted into a 24-pound, white-wove, 5 ¾ x 9 inches window envelope. The envelope has two windows – one upper and one lower. The upper window measure 1 ¼ x 4 inches and is located 3/8 inch from the left edge and 3 11/16 inches from the bottom edge. The bottom window measure 1 3/8 x 4 ½ inches and is located 2 1/6 inches from the left edge and 11/16 inch from the bottom edge.

Data elements internal to the Postal Service are printed on the insert and appear in the upper window. These elements identify the specific deck to which any test mailpiece belongs, the customer tracking number, and the exact question key number appearing on the mailpiece. The key number is also the file name that will be returned via the Electronic Product Fulfillment (EPF) answer file (i.e. A00421EH.DAT).

When the return address block contains asterisks and is shaded, these mailpieces must be returned as image files via EPF or mail (i.e. A00421EH\_xx.TIF). The test address appears in the lower window. Inside the window is an Intelligent Mail Barcode which contains the NSCS IMb test key and when applicable an 11-digit routing code that indicates the mailpiece image that has to be returned to the NCSC as a .TIF file.

## Test Deck Processing Procedures

MASS test decks must be processed with static test data that is provided by the equipment manufacturer along with the cycle software. MLOCRs must print “X” as the first character of the machine identifier. This indicates that static data was used to process the test deck.

*Note: Failure to use static test data will result in test failure.* Tests should be administered by the staff of the machine owner not the equipment manufacturer.

All MASS certification tests must be conducted in a “normal operations” state, meaning the systems must be configured as it would be when it is used to produce live mail for automation discounts with MPE or Cloud in the active mode.

If LACS<sup>Link®</sup>, Suite<sup>Link®</sup>, or a change of address is not sprayed on the appropriate mailpieces, the grader will assume these interfaces were not operational and the records will be graded as incorrect unless the mailpieces are culled out and returned as a .TIF image file.

For more information, contact the MASS Certification Department at 800-642-2914 or via email to [cassman.ncsc@usps.gov](mailto:cassman.ncsc@usps.gov).

## MASS Electronic File Layout

Field Sequence Number	Field Description	Length	Position From/Through	
1	NCSC IMb™	31	001	031
2	Filler	01	032	032
3	Customer Answer	31	033	063
4	Filler	01	064	064
5	MASS Identifier	07	065	071
6	Filler	01	072	072
7	5-Digit ZIP Code	05	073	077
8	Filler	01	078	078
9	MASS Text Answer	42	079	120
10	Filler	30	121	150

## Sample Test Mailpiece with Answer

<p><b>A9800786 01962OEBQ</b></p> <p>*****</p>		
		
<p><b>JOHN DOE 2111 REYNOLDS LN APT 1 LOUISVILLE KY 40218-2653</b></p>		
<p><b>AXXXMP3</b></p>	<p><b>40218</b></p>	

## Test Element Definitions

### NCSC IMb™

Located in the address block above the input address contains a Barcode ID, Service Type ID, Mailer ID, serial number, and 5-digit ZIP Code. If the mailpiece image should be returned an 11-digit routing code, 99999999999 will also be included in the IMb.

### Customer Answer

Customer answer to test address must contain all elements of IMb returned on the mailpiece. Customer may substitute their own Service Type ID, Mailer ID, and unique serial number for each mailpiece.

If the mailpiece is rejected, or the machine does not return a 5-digit ZIP Code, the Customer Answer field and 5-digit ZIP Code field can be blank. However, the NCSC IMb should be returned.

### MASS Identifier

Seven character machine identifier. The first character should be an “X” to indicate static test data was used to process the test deck.

## 5-Digit ZIP Code

The 5-digit ZIP Code sprayed on the mailpiece answer.

## MASS Text Answer

The address that matches the Intelligent Mail® Barcode that was sprayed for the LACS<sup>Link®</sup>, Suite<sup>Link®</sup>, or change of address answer.

## Instructions to access the EPF website to upload files

To Upload MASS test files using the EPF application, go to <https://epfup.usps.gov/up/upload.html>.

Please check the following items before the files are uploaded.

The filenames must be correct for the grading system to be able to pick up the files. The grading system does not recognize any other naming convention.

- The answer filename is located on the mailpieces and ends with a DAT extension (i.e. A0123456.DAT). A record for every mailpiece in the test deck must be included in the answer file.
- The image files should include all of the shaded mailpieces and/or LACS<sup>Link®</sup> and Suite<sup>Link®</sup> mailpieces that you cannot spray the new or corrected address (i.e. A0123456EN\_01.TIF, A0123456EN\_02.TIF, etc.). If you choose to send one ZIPped file, the .ZIP extension should be renamed to .TIF (i.e. A0123456\_01.TIF).
- The CASS Summary Report (PS Form 3553) should be returned with the extension PDF (i.e. A0123456.PDF). If you receive an error message, the PDF file can be attached to an email and sent to [cassman.ncsc@usps.gov](mailto:cassman.ncsc@usps.gov).

Login using the email address and password that was setup on the <https://epf.usps.gov> site.

Select File Type: MASS File Upload

Browse for test files on your system

It is recommended that you upload the files in the following order. If the filenames are not correct, we cannot pick up the files from the EPF website.

- Test answer file (i.e. A0123456.DAT).
- Images files for shaded mailpieces and/or LACS<sup>Link®</sup> and Suite<sup>Link®</sup> mailpieces (i.e. A0123456EN\_01.TIF, A0123456EN\_02.TIF, etc.).
- The CASS Summary Report (PS Form 3553) (i.e. A0123456.PDF).

Click on: Upload File to NCSC

## MASS Grading

A passing score of 98.5% must be achieved and the following requirements must be met on all test decks to attain MASS certification.

1. Cannot exceed the maximum allowed for incorrectly coded Perfect Address.
2. Cannot code to a Fatal Add-on (not allowed). Automatic test failure.
3. Cannot exceed the maximum allows for incorrectly coded DPBC.
4. Cannot exceed the 1% tolerance on the 3553 counts.
5. CASS Summary Report (PS Form 3553) must be signed, dated, complete and accurate.
6. DPV False Positive see records (if found), must be reported to [DSF2STOP@USPS.GOV](mailto:DSF2STOP@USPS.GOV). Separate emails must be sent for each test deck.
7. The Certification Department will provide test results via email notification. If a test fails, a report with the test score and errors will be sent and a new test deck will be shipped
8. When certification is achieved, the Certification Department issues a certification letter.
9. When applicable, the USPS Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. All certification test fees are payable within 30 days of the billing date.



# MASS™ Order Form

**Customer Information (Please print)**

Company Official Contact Name	Email Address
-------------------------------	---------------

Company Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number  New Facility Apt/Suite

City State ZIP + 4® Code

Telephone Number (Include area code) Fax Number (Include area code)

Company Salesperson Telephone Number (Include area code) Salesperson Email Address

**Billing Address (If different from Customer Information)**

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number  Moved  New Facility Apt/Suite

City State ZIP + 4

I request that my certification be maintained in U.S. Postal Service® documents and records as:

- Service Bureau     Mailer     Manufacturer  
 I do not wish to be listed in U.S. Postal Service pubs.

**Equipment Information**

All MLOCR machines connected to an MPE or Cloud MPE system MUST process the MASS test deck with MPE mode turned on.

Check here if this machine is connected to an MPE server.  MPE

Check here if this machine uses a Cloud-based solution.  Cloud

Is this machine capable of reading an Address Block IMb?  yes  no

Is this machine capable of printing a LACS<sup>Link®</sup> converted address and Suite<sup>Link®</sup> appended address?  yes  no

**User Acknowledgement Statement**

I hereby certify that all information on this application is accurate and correct. I also certify that the responses provided on the MASS certification test deck will be obtained using the same configuration as used in the processing of customer/client address files and that any modification to the products used to process this test will require retesting and recertification prior to use or release. The MASS test deck will be processed in-house with company-owned or leased software/hardware. I further certify that this address-matching product contains technology that disables access to outdated U.S. Postal Service data as stated in the DMM® 708.3.

**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 software or hardware product.**

Company Official Contact Signature	Date
------------------------------------	------

Return Order Form To	NCSC Use Only
MASS DEPARTMENT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1001 Phone: 800-642-2914 Fax: 650-577-2509	Customer Number
	Date
	PRDT Code

**Note:** This page may be copied for multiple MLOCR systems. A completed form must be submitted for each MLOCR system.

**Type of MASS™ Test**

Indicate the type of MASS test requested.

- MLOCR       Encoder       Flats

**Type of Certification**

Indicate the type of certification requested.

- Renewal Certification       New Certification       Moved/Relocated       Upgraded  
 Reassembled       Demonstration       Hybrid/Conversion

Installation date (*Not required for annual certification.*)

If this new certification involves removing an existing MASS machine, list the machine(s) being removed below:

_____	_____
_____	_____
_____	_____

**MLOCR**

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number	

**Encoding Stations**

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number*	

*\* List all serial numbers for networked systems and indicate which one is the server (4 stations for test deck).*

**Change of Ownership**

Equipment Model Number	Serial Number	MASS ID
------------------------	---------------	---------

Previous Owner's Name

Previous Owner's Address

*If the machine is not physically relocated, a new MASS certificate may be issued. If the machine is physically relocated, the customer must follow the machine relocation guidelines.*



# Electronic Product Fulfillment Web Access Request Form

This form is used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to receive (*download*) files for electronic product fulfillment from the Electronic Product Fulfillment (EPF) website. Multiple users within a single organization can download the product(s), however, each user must have a separate EPF account login. Please complete this form and return via United States Postal Service® mail or fax to the address or fax number listed at the bottom of this form. A representative will contact you with details regarding your approved access.

AIS Products		BMA Products	Licensing/Certification Products
<input type="checkbox"/> Carrier Route national	<input type="checkbox"/> ZIPMove	<input type="checkbox"/> MAC Batch	<input type="checkbox"/> ACS (acct. # _____)
<input type="checkbox"/> Carrier Route by state	<input type="checkbox"/> AIS Viewer	<input type="checkbox"/> PAVE	<input type="checkbox"/> AMS API
<input type="checkbox"/> City State national	<input type="checkbox"/> Other ( <i>Specify</i> ): _____	<b>AEC Products</b>	
<input type="checkbox"/> Delivery Statistics	_____	<input type="checkbox"/> AEC / AECII®	<input type="checkbox"/> CASS™/MASS™ (cust # _____)
<input type="checkbox"/> eLOT® national	_____	<b>Other Products</b>	
<input type="checkbox"/> eLOT by state	<b>CDS Products</b>		<input type="checkbox"/> DPV®
<input type="checkbox"/> Five-Digit	<input type="checkbox"/> Bi-Monthly	<input type="checkbox"/> DMM Labeling Lists	<input type="checkbox"/> DSF2®
<input type="checkbox"/> RDI™	<input type="checkbox"/> Congressional	<input type="checkbox"/> Zone Charts	<input type="checkbox"/> NCOALink®
<input type="checkbox"/> Z4Change	<input type="checkbox"/> No Stat	<input type="checkbox"/> _____	<input type="checkbox"/> LACSLink®
<input type="checkbox"/> ZIP + 4® national	<input type="checkbox"/> Weekly	<input type="checkbox"/> _____	<input type="checkbox"/> SuiteLink®
<input type="checkbox"/> ZIP + 4 by state	<input type="checkbox"/> Seeds	<input type="checkbox"/> _____	<input type="checkbox"/> Other ( <i>Specify</i> ): _____

## A. Customer Information

1. Name	
2. Job Title	3. Telephone Number ( <i>include area code</i> )
4. Company Name	5. Email Address
6. Business Address	7. Corporate HQ Location ( <i>if different from your Business Address</i> )

## B. Customer Computer Access Authorization

**User Responsibility Agreement Statement:** I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS® computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date
-----------------------	------

**Manager Responsibility Agreement Statement:** I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

1. Name	2. Date
3. Signature	4. Telephone Number ( <i>include area code</i> )

If you have any questions regarding this Web access request form, please contact Electronic Product Fulfillment at 800-331-5747 or via e-mail at BXDMM0@usps.gov; otherwise, mail or fax this completed form with accompanying documentation to:

ADDRESS QUALITY PROGRAMS  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001  
FAX: 901-681-4582

NCSC Use Only	
NCSC Business Affiliation	
ID Assigned	
Date Customer Contacted	Initials
Comments	

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# **Appendix 1:**

**PS Form 3553, CASS Summary Report**

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This form may be generated as the output of address matching processing using CASS Certified™ software in conjunction with current USPS® address database files. Any facsimile must contain the same information in the same format as the printed form.

See DMM® Section 708 for more information.

## CASS™ Summary Report

A. Software			
CASS A1	1. CASS Certified Company Name	2. CASS Certified Software Name & Version	3. Configuration
	4. Z4Change Certified Company Name	5. Z4Change Certified Software Name & Version	6. Configuration
	7. DirectDPV™ Certified Company Name	8. DirectDPV Certified Software Name & Version	9. Configuration
	10. eLOT® Certified Company Name	11. eLOT Certified Software Name & Version	12. Configuration
MASS A2	1. MASS™ Certified Company Name	2. MASS Certified Software Name, Version & Model No.	3. Configuration
			4. MLOCR Serial No.

B. List		
1. List Processor's Name	<b>2. Date List Processed</b>	<b>3. Date of Database Product Used</b>
	a. Master File	a. ZIP + 4® File
	b. Z4Change	b. Z4Change
	c. DirectDPV	c. DirectDPV
	d. eLOT	d. eLOT
	e. CRIS	e. CRIS
4. List Name or ID No. (If using ID No., number must start with ID #)	5. Number of Lists	6. Total Records Submitted for Processing

C. Output							
Output Rating	1. Total Coded	2. Validation Period		Output Rating	1. Total Coded	2. Validation Period	
a. ZIP + 4/DPV Confirmed ▶		From	To	d. 5-Digit Coded ▶		From	To
b. Z4Change Processed ▶				e. CRRT Coded ▶		From	To
c. DirectDPV ▶		From	To	f. eLOT Assigned ▶		From	To

D. Mailer		
I certify that the mailing submitted with this form has been coded (as indicated above) using CASS Certified software meeting all of the requirements listed in the DMM Section 708.		3. Name and Address of Mailer
1. Mailer's Signature	2. Date Signed	

E. Qualitative Statistical Summary (QSS)						
For informational Purposes Only: QSS is solely made available for the list processor's review and analysis. This information is not to be considered by U.S. Postal Service® personnel in determining rate eligibility under any circumstances. See reverse for a detailed explanation.						
High Rise Default	High Rise Exact	RR Default	RR Exact	LACSLink®	EWS	SuiteLink®

**Privacy Notice:** For information regarding our Privacy Policy, visit USPS.COM®.

# Instructions

## A. Software

**A1.1, 1.4, 1.7, & A2.1 – Company Name:** Enter the name for *each kind of software* as it appears on the CASS™/MASS™ certificate.

**A1.2, 1.5, 1.8, & A2.2 – Software Name and Version:** Enter name and version for *each kind of software* as it appears on the CASS/MASS certificate.

**A1.3, 1.6, 1.9, & A2.3 – Configuration:** Enter the specific software configuration parameter settings as it appears on the CASS/MASS certificate.

**A2.4 – MLOCR:** Enter the MLOCR Serial Number as it appears on the MASS Certificate.

**NOTE:** If information entered in this section represents the list processing of more than one certified company, attach a list of company names, software names and versions, as well as the configuration to code the address information used in the mailing.

## B. List

**1. List Processor's Name:** Enter the company name that coded the address list(s) and/or performed ZIP + 4®/DPV® confirmation using CASS Certified™ software. Attach a list if additional space is required.

**2. Date List Processed:** Enter the processing date for each list. If multiple lists, enter the oldest date from the list.

**3. Date of Database Product Used:** Enter the version date of each database package used for processing. If multiple lists, enter the oldest version date from the lists.

**4. List Name or ID No.:** Print the name or identification number of the address list. If more than one list is used, leave blank. If the identification number is used, the number **MUST** be preceded by "ID#".

**5. Number of Lists:** Enter the number of lists used to produce the mailing.

**6. Total Records Submitted for Processing:** Enter the total number of address records (*from all lists in item B5*) submitted at the time the list(s) was coded.

## C. Output

**1. Total Coded:** Enter the total number coded.

**2. Validation Period:** Enter the effective dates as shown below:

Product Name	From Date	To Date
ZIP + 4/DPV Confirmed	30 days before ( <i>the 15th of each month or bi-monthly</i> ) or no later than 105 days after the file date.	180 days after the ZIP + 4 valid "From" date.
DirectDPV™	30 days before ( <i>the 15th of each month or bimonthly</i> ) or no later than 105 days after the ZIP + 4 product file date.	180 days after the DirectDPV/ZIP + 4 valid "From" date.
Five-Digit Coded	30 days before ( <i>the 15th of each month or bimonthly</i> ) or no later than 105 days after the ZIP + 4, Five-digit ZIP, or the Carrier Route product date.	365 days after the Five-Digit Valid "From" date.
Total Carrier Route Coded	30 days before or up to 105 days after the ZIP + 4, Five-Digit ZIP™, or the Carrier Route product date ( <i>the 15th of each month or bimonthly</i> ) or up to 105 days after the file date.	90 days after the Carrier Route Valid "From" date.
eLOT® Sequence No. Assigned	30 days before or up to 105 days after the eLOT file product date ( <i>the 15th of each month or bimonthly</i> ).	90 days after the eLOT valid "From" date.

## D. Mailer

**1. Signature:** Signature of individual who processed the list, or the mailer's representative.

**2. Date Signed:** Enter the date this form is signed.

**3. Name & Address of Mailer:** Enter the name and address of the individual whose signature appears in item D1.

## E. Qualitative Statistical Summary (QSS)

This information allows mailers and list processors to evaluate the quality of their address list processed through CASS software before its contents enter the mailstream. A significant number of Highrise default/rural route default matches, although these addresses remain eligible for postal automation rate discounts at this time, increase the costs and reduce the efficient delivery of this mail. Mailer's should research to obtain secondary unit designator address information or highrise addresses and specific box number information for rural route addresses which are coded to default records on the National ZIP + 4 File.

### Highrise Default/RR Default

Entries in this box show the number of addresses that were default matched. Defaults are matches made to addresses that contain invalid/missing secondary address or box information. A highrise default contains the building street address in the primary range field and spaces in the secondary range field. A rural route default contains the route number in the primary name but also has spaces in the primary address range.

### LACS<sup>Link</sup>® System

Entries in this box show the number of addresses which have been converted through the LACS<sup>Link</sup> process. LACS<sup>Link</sup> is a data product provided by the Postal Service to allow addresses that have been converted due to USPS changes or for 911 emergency systems to be linked with their new address.

### Early Warning System (EWS)

Entries in this box show the number of addresses on the processed address list that are new addresses not in the current U.S. Postal Service® ZIP + 4 File. These addresses are, however, valid addresses as formatted and should not be changed in any way since the U.S. Postal Service will assign ZIP + 4's to these addresses on the next monthly ZIP + 4 File.

### Suite<sup>Link</sup>® System

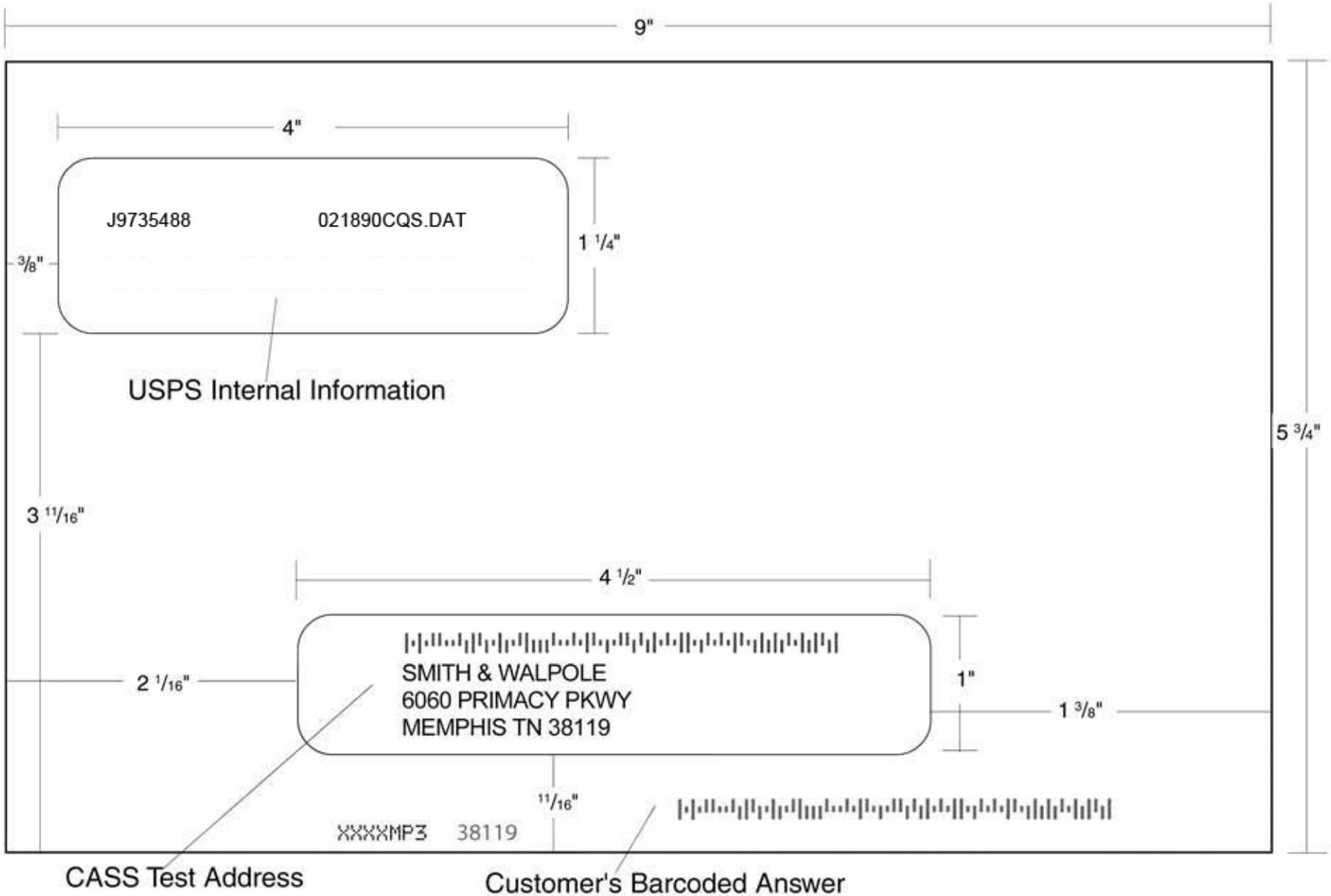
Entries in this box show the number of ZIP+4/DPV confirmed addresses that matched to a highrise default, and the Suite<sup>Link</sup> process returned the appropriate suite number. Only Suite<sup>Link</sup> enabled software will return a value in this box (*Check with your software vendor for obtaining this option*). These address records are valid delivery points by the U.S. Postal Service. Addresses that are not confirmed by DPV are either new addresses not available on the current Delivery Sequence File, or are not valid and the list holder should further investigate to determine the accuracy of these addresses. Mailers should make every effort to ensure the quality of their address list(s).

# Appendix 2:

## Test Mailpiece Examples

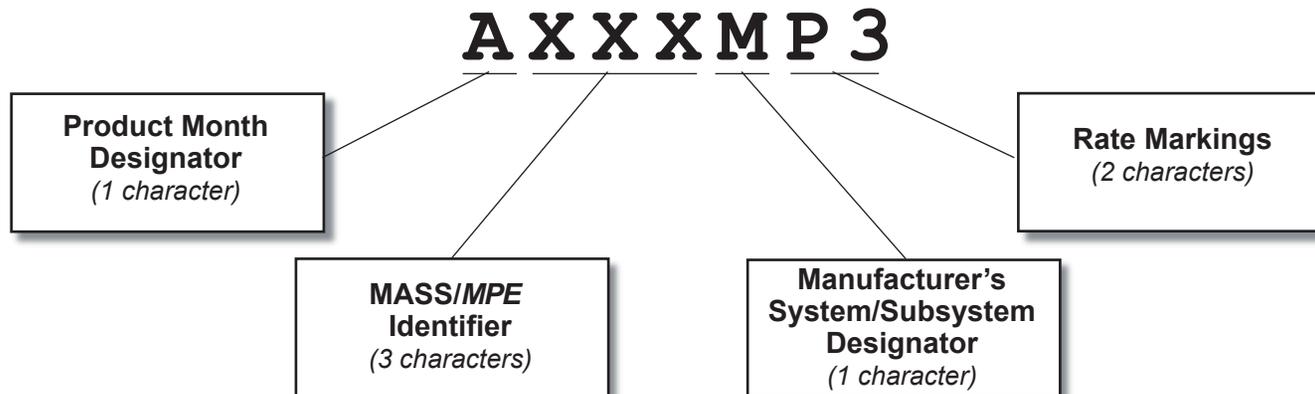
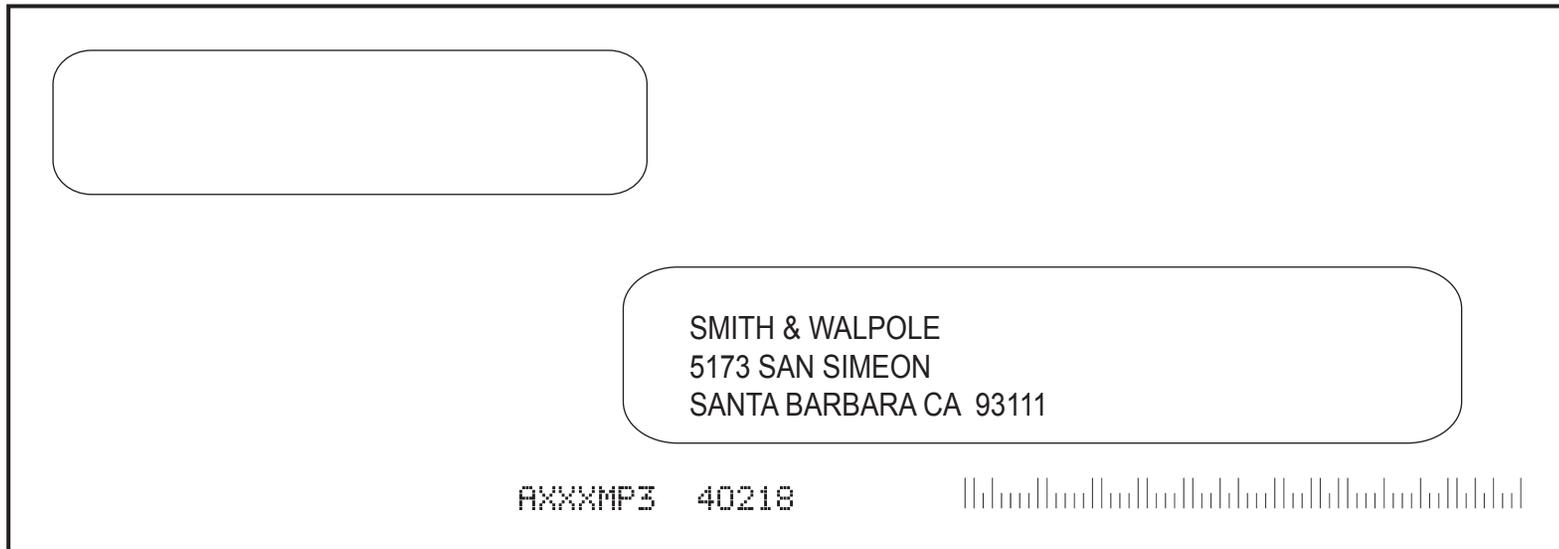
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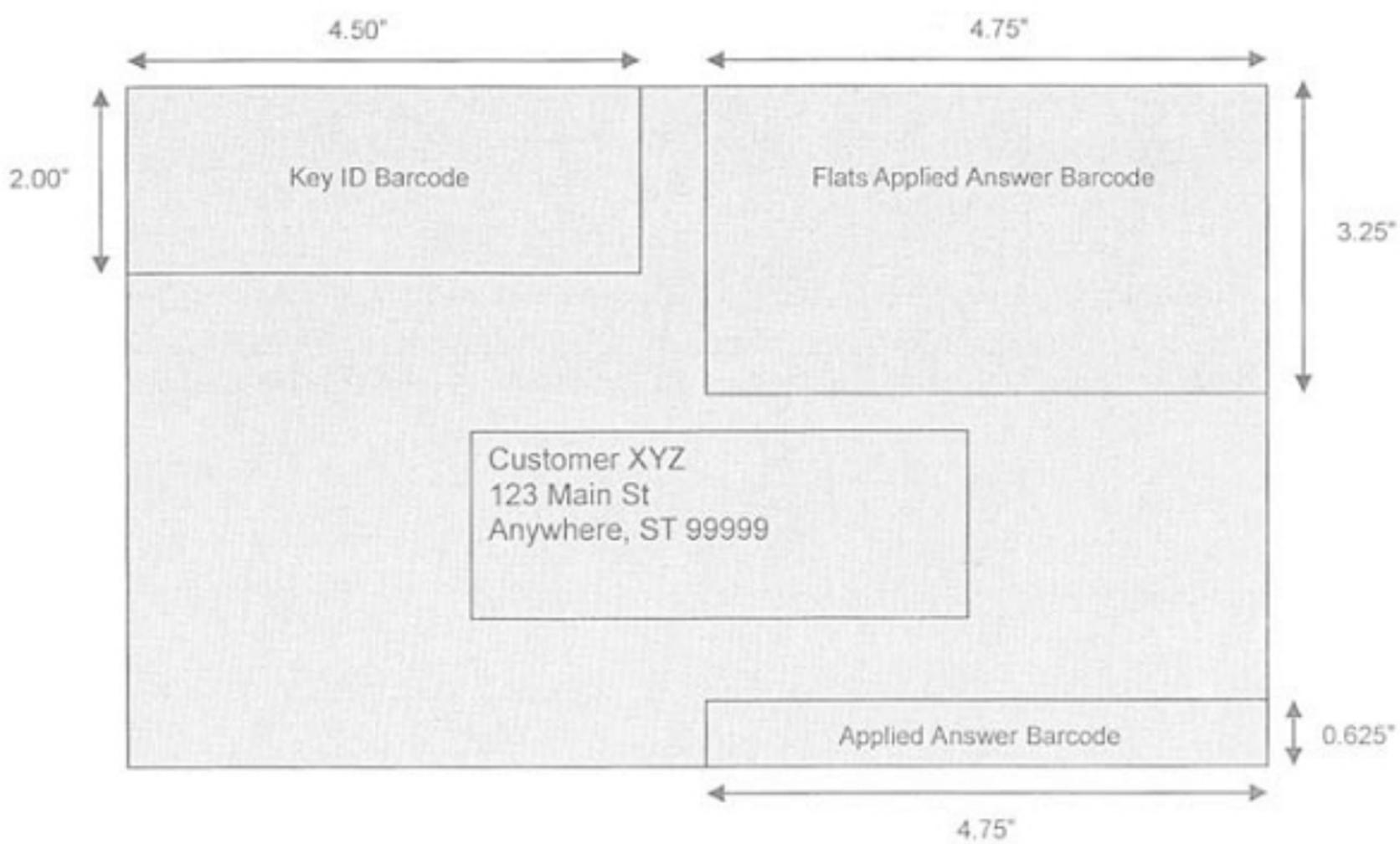
# Test Mailpiece Example



# Identifier/Rate Code

The Identifier/Rate code consist of seven characters representing the product month, system identifier, manufacturer code and rate markings. All MASS™ certified equipment and systems must print the identifier together with the appropriate rate marking on each processed mailpiece bearing a ZIP + 4 Delivery Point Barcode. The NCOA<sup>Link</sup>® MPE platform Identifier is printed in place of the MASS Identifier for MASS certified systems NCOA<sup>Link</sup> MPE equipped and licensed. The MASS Identifier provides for an audit trail and combined with the NCOA<sup>Link</sup> MPE platform, the Identifier signifies whether the mailpiece has met Move Update requirements.





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# Appendix 3:

## Translation of Error Codes and Special Flags

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**Customer No Match Record Translation of Error Codes & Special Flags**

All categories except those with asterisks (\*) are required. Address matching software must obtain a minimum accuracy rate of 98.5% in each required category to obtain CASS Certification.

<p align="center"><b>Error Codes</b></p> <p>01 5-digit ZIP not match                  02 ZIP+4 not match                  03 Carrier ID not match                  04 City name not match                  05 State abbreviation not match                  06 Out of range                  07 Address is non –deliverable                  08 Unique ZIP Code not finest level of code                  09 LACS Indicator                  10 Perfect Address                  11 General standardization error                  12 eLOT sequence                  13 eLOT A/D code                  14 RDI                  15 Fatal Error                  16 LACSLink Indicator                  17 LACSLink Return Code                  18 SuiteLink Return Code                  19 Incorrect delivery point barcode (Non-Fatal)                  20 Incorrect delivery point barcode                  21 PMB                  22 Default flag error/Record type error                  30 History                  DB Business                  DC CMRA                  DD Drop                  DE Educational                  DF False-positive                  DK Drop count                  DL LACS                  DN No Stats                  DO Confirmation                  DP PBSA                  DR R777                  DS Seasonal                  DT Delivery Type                  DV Vacant                  DW Throwback                  FT Footnote Code Error</p>	<p>AD Firm Name – Swap firm name and Address field                  AE Normalized street name                  AF Street Name – Spelling variation                  AG Firm Name not present – Valid Z4 on input match to firm                  A0 5-digit                  A1 Dropped 5-digit                  A4 5-digit with non-mailing name                  A5 Dropped 5-digit with non-mailing name                  A8 5-digit misspelled city                  * A9 Dropped 5-digit with misspelled city</p>	<p align="center"><b>Standard Address with Suffix Dropped</b></p> <p>E0 5-digit                  E1 Dropped 5-digit                  * E2 5-digit with misspelled street                  * E3 Dropped 5-digit with misspelled street                  E4 5-digit with non-mailing name                  E5 Dropped 5-digit with non-mailing name                  * E6 5-digit with misspelled street and non-mailing name                  * E7 Dropped 5-digit with misspelled street &amp; non-mailing name                  E8 5-digit with misspelled city                  * E9 Dropped 5-digit with misspelled city</p>
<p align="center"><b>Record Type</b></p> <p>F Firm                  G General Delivery                  H Highrise                  P PO Box                  R Rural Route                  S Street</p>	<p align="center"><b>Standard Address</b>                  (Includes reversed alphanumeric primary/secondary number, reversed pre/post directionals, and secondary number combined with primary number)</p> <p>B0 5-Digit                  B1 Dropped 5-digit                  * B2 5-digit with misspelled street                  * B3 Dropped 5-digit with misspelled street                  B4 5-digit with non-mailing name                  B5 Dropped 5-digit with non-mailing name                  * B6 5-digit with misspelled street and non-mailing name                  * B7 Dropped 5-digit with misspelled street and non-mailing name                  B8 5-digit with misspelled city                  * B9 Dropped 5-digit with misspelled city                  BE Normalized street names</p>	<p align="center"><b>Dual Address</b></p> <p>F0 Street address                  F1 Box record                  F2 Dual Address on separate line                  F4 Street address with non-mailing name                  F8 Street address with misspelled city                  F9 Box record with misspelled city</p>
<p align="center"><b>Standard Address with Elements</b>                  (Spelled out or Abbreviated)</p> <p>AA Firm Name – Abbreviation                  AB Firm Name – Noise words                  AC Firm Name – Address similar to firm name</p>	<p align="center"><b>Standard Address with Post-Directional Dropped or Incorrect</b></p> <p>CC Post-directional changed to a non-cardinal directional – no match                  C0 5-digit                  C1 Dropped 5-digit                  * C2 5-digit with misspelled street                  * C3 Dropped 5-digit with misspelled street                  C4 5-digit with non-mailing name                  C5 Dropped 5-digit with non-mailing name                  * C6 5-digit with misspelled street and non-mailing name                  * C7 Dropped 5-digit with misspelled street and non-mailing name                  C8 5-digit with misspelled city                  * C9 Dropped 5-digit with misspelled city</p>	<p align="center"><b>Aliases</b></p> <p>G0 5-digit – Base                  G1 5-digit – Alias                  G2 Dropped 5-digit – Base                  G3 Dropped 5-digit – Alias                  * G4 5-digit – Out of range                  G5 30 character abbreviation alias</p>
		<p align="center"><b>Alias/Multiple Response</b></p> <p>**H0 5-digit - Base                  **H1 5-digit - Alias</p>
		<p align="center"><b>Small Town Default</b></p> <p>I0 Exist in ZIP+4                  **I1 No match in ZIP +4 P&amp;G records exist                  **I2 General delivery match in ZIP+4/G rec only – no match                  **I3 No match in ZIP +4/City State</p>
		<p align="center"><b>Last Line</b></p> <p>JA Input city/ZIP Code correspond; exact match in ZIP Code                  JB Input city/ZIP Code correspond; input city is non-mailing name, exact match in ZIP Code                  JC Input city/ZIP Code correspond; inexact match in ZIP Code                  JD Input city/ZIP Code don't correspond; inexact match in city                  JE Input city equals 5-digit PLL, ZIP+4 PLL is different                  JI Input city/ZIP Code don't correspond; best candidate is inexact match in finance number, but not in either city or ZIP Code. No Match.                  J0 5-digit                  J1 Dropped 5-digit                  *J2 5-digit with misspelled street                  *J3 Dropped 5-digit with misspelled street                  J8 5-digit with misspelled city                  *J9 Dropped 5-digit with misspelled city</p>

<p style="text-align: center;"><b>Multiple Response</b></p> <p>** K0 5-digit  ** K1 Dropped 5-digit  ** K2 5-digit with misspelled street  ** K3 Dropped 5-digit with misspelled street  ** K4 5-digit with dropped or incorrect component  ** K5 Dropped 5-digit and/or incorrect component  ** K6 5-digit with dropped/incorrect component &amp; misspelled street  ** K7 Dropped 5-digit and/or incorrect component &amp; misspelled street  ** K8 5-digit with misspelled city  ** K9 Dropped 5-digit with misspelled city</p>	<p style="text-align: center;"><b>ZIP Correction</b></p> <p>R0 Incorrect 5-digit within finance number  R1 Invalid 5-digit  R2 Incorrect 5-digit within finance number and incorrect +4  R4 Incorrect 5-digit within finance number and blank city/state  R5 Incorrect 5-digit not within finance number</p>	<p style="text-align: center;"><b>Multiple Finance Number Matching</b></p> <p>**W0 Multiple response within finance no. – dropped 5-digit  W1 Single response within finance no – dropped 5-digit  W2 Altered street name  W3 No correlation between city and ZIP – Match in ZIP  **W4 City and ZIP Code from different finance numbers  W5 City and state does not agree with ZIP Code – match to ZIP Code  W6 City and ZIP Code agree, state from different finance number</p>
<p style="text-align: center;"><b>Inexact/Questionable Matching Logic</b></p> <p>* L0 5-digit  * L1 Dropped 5-digit</p>	<p style="text-align: center;"><b>Highrise Default or Delivery Point Alternate</b></p> <p>S0 With 5-digit  S4 With 5-digit highrise  S5 “Chase the Base” – Delivery point alternate on input, return highrise exact  ** S6 With 5-digit highrise multiple</p>	<p style="text-align: center;"><b>Highrise</b></p> <p>X0 With a firm suite number  *X2 With misspelled street  X8 With a firm suite number and misspelled city</p>
<p style="text-align: center;"><b>Key Elements Also Known As</b></p> <p>****MA Out of range – no match  M0 With 5-digit  M1 Dropped 5-digit  M8 5-digit with misspelled city  M9 Dropped 5-digit with misspelled city</p>	<p style="text-align: center;"><b>Hyphenated Ranges</b></p> <p>T1 Numeric alpha no match to numeric/numeric alpha exists  T2 Alphanumeric/numeric alpha-transpose to make match  T3 Delete hyphen  T4 Add hyphen  T5 Sec alphanumeric insert hyphen and transpose – default  T6 Add alpha to match to numeric range only  ** T7 Add double alphas and validate no match to numeric  ** T8 Transpose alpha to beginning/no match to numeric range  TA Recombine hyphenated trailing primary alpha with secondary number  TB Recombine non-hyphenated trailing primary alpha with secondary number  TC Recombine hyphenated trailing primary numeric with secondary number  TD Recombine hyphenated trailing alphanumeric/numeric alpha with secondary number  TE Recombine sec values into one – exact match only</p>	<p style="text-align: center;"><b>Split/Combined Elements</b></p> <p>Y0 Combine pre-directional with street name  Y1 Split pre-directional works off street name  Y2 Drop suffix words off street name  Y3 Drop suffix words off multi-word street name  Y4 Combine suffix with street name  Y5 Combine suffix with street name  **Y6 Invalid street name  *Y7 Street name spelling variations</p>
<p style="text-align: center;"><b>***NDF Position Error</b></p> <p>N0 5-digit  N1 Dropped 5-digit</p>	<p style="text-align: center;"><b>APO/DPO/FPO</b></p> <p>UA Bad org info in address line without ZIP Code  UB Out of range records for PSC box numbers  U0 Clean military addresses with 5-digit  U1 Reversed box/PSC number with ZIP Code  U2 Reversed box/PSC number without ZIP Code  U3 Good address/ZIP Code with invalid city name  *** U4 PSC box turned into PO Box with ZIP Code  ** U5 Missing PSC, CMR, unit number with good box number  U6 Good military address with invalid ZIP Code  U7 Bad org info in Firm Name field with good ZIP Code  U8 Bad org info in Firm Name field without ZIP Code  U9 Bad org info in address line with ZIP Code</p>	<p style="text-align: center;"><b>ZIPMove</b></p> <p>Z0 Valid match in new finance number – match  Z1 Invalid match in ZIPMove – match  Z2 Valid ZIPMove match; invalid in new finance number no match</p>
<p style="text-align: center;"><b>Extra Information</b></p> <p>OA Input contains double secondary. One is valid and the other is a PMB  OB Input contains double “#”. One is valid sec the other is PMB  OC Input contains a sec and“#”. One is valid sec the other is PMB  OD “#” or valid or invalid sec designator for PBSA  O0 5-digit  O1 Dropped 5-digit  O2 PMB on address line  O3 PMB on secondary address line  O4 Valid Secondary with  O5 PMB number is valid PO Box number – no match  O6 Invalid sec with “#” sign – default match  O7 Double “#” signs at the end of address line – invalid  O8 Double “#” signs at the end of address line, one valid value the other is invalid</p>	<p style="text-align: center;"><b>Delivery Address Line</b></p> <p>**V0 Contains firm name  **V1 Contains highrise name</p>	<p style="text-align: center;"><b>Out of Range/Overlapping</b></p> <p>**10 Bad PO Box for finance no/ZIP  11 Overlapping PO Box ranges/return lowest ZIP+4  **15 Bad rural route for finance no/ZIP  **20 Invalid primary number  21 Invalid secondary number  22 “EWS” no match; input is exact match to EWS record  23 LACSLink  **24 LACSLink no match  25 SuiteLink  26 SuiteLink no match  27 Match to R777 – do not count as valid ZIP+4 on 3553  28 Single Trailing Alpha – DPV w/o trailing alpha  29 Single Trailing Alpha –not allowed to drop trailing alpha because of address pattern</p>
<p style="text-align: center;"><b>Syndrome</b></p> <p>P0 Seattle Syndrome with 5-digit on input  P1 Seattle Syndrome dropped 5-digit on input  *** P2 Salt Lake Syndrome with 5-digit on input  *** P3 Salt Lake Syndrome dropped 5-digit on input  P4 Flushing NY Syndrome with 5-digit on input  P5 Flushing NY Syndrome dropped 5-digit on input</p>		

**Unique ZIP Codes**

- 4A Valid city and ZIP Code
- 4B Valid city and ZIP Code with valid add-on - match
- 4C Valid city and ZIP Code – default match
- 4D Input Unique ZIP Code – can make an exact match in non-unique if no match found in Unique – match
- 4E No correlation between city and ZIP Code – match to city
- \*\*4F No correlation between city and ZIP Code – no match and delete ZIP Code
- 4G Input address line taken from unique ZIP+4 record, match into non-unique unless there is an exact match in a unique
- 4H No input ZIP can make exact match to unique – firm name only
- 4I Valid city and ZIP Code with invalid add-on – retain ZIP+4
- 4J Input ZIP+4 with add-on “0000” or invalid “9999” do return the input + 4. If no match is found, delete the input +4.

**Magnet Streets with Multiple Parse Variations**

- \*\*6E Parsed street name or ZIP+4 street name contains directional or suffix
- 6F Variation in directional or suffix presentation
- 6G Suffix or directional dropped
- 6H Street name incorrectly split into multiple words
- 6K Trailing numeric/alpha value following a valid suffix

**Multiple Address Lines and Perfect Addresses**

- 7A Address line split between two lines
- 7B Multiple field addresses with split indicia
- 70 Perfect Address

- \* No answer will be bypassed
- \*\* Return input record unless using DPV to break a tie
- \*\*\* No grading for standardization
- \*\*\*\* Normalization required

**Puerto Rico**

- \*\*5A Missing noise URB – end address/multiple with valid or invalid URB
- 5B Drop or abbreviate leading suffix
- 5C Alpha or numeric – end address
- 5D Numeric house number – end address preceded by “#”, “No”, or “Num”
- 5E Alphanumeric house number – end address preceded by “Blq”
- 5F Alphanumeric house number – begin/end address space alphanumeric
- 5G Alphanumeric house number – begin/end address hyphen alphanumeric
- 5H Hyphen house number “Blq”, “Casa” and “#”
- \*\*5J Address contains standalone word “Buzon” – no normalization
- 5K No URB input – Match to address with blank URB
- 51 No URB input – single response
- \*\*52 No URB input – multiple response
- 53 Valid URB on input – single response with valid/invalid URB
- \*\*54 Valid URB on input – multiple response with valid/invalid URB
- 55 Missing noise URB – single response with valid/invalid URB
- \*\*56 Missing noise URB – multiple response with valid/invalid URB
- 57 Valid URB end address-single response with valid or invalid URB
- \*\*58 Valid URB end address – multiple response with valid or invalid URB
- 59 Missing URB noise end address – single valid/invalid URB

# **Appendix 4:**

## **Customer Statistics Report**

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This sample is for MASS only testing.

SPS 47-2467

U.S. POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM  
NATIONAL CUSTOMER SUPPORT CENTER  
CUSTOMER STATISTICS

DATE: 11/05/2008  
TIME: 20:24:27  
PAGE: 1

EPORT CI1030P1

CUSTOMER NAME: USPS  
FASTFORW CUST:

CUSTOMER ID: 004210HAY  
SERIAL: 1234567  
ID ASSIGNED: XXX  
ID RETURNED: XXX  
IM BARCODE: YES

GRADING STATISTICS

COUNT

INITIAL TOTAL CASS RECORDS	2,000	
AVAILABLE FOR GRADING	1,992 (FF= 0)	
RECS BYPASSED	78 (FF= 0 / OLD= 0)	
Z4CHANGE/NON-DELIVERABLE	71	
MANUAL OVERRIDES	0	
REJECT < 7.5 %	6	
NO BARCODE SPRAYED	6	
ONLY CORRECT 5DIGIT SPRAYED	0	
BARCODE UNREADABLE (UNRD) < 2.5 %	1	
NO PLUS4 ON MAIL PIECE	0	
TOTAL RECORDS AVAILABLE FOR GRADING	1,914	100.00%
CORRECTLY CODED RECORDS	1,908 (FF= 0)	99.69%
PENALTY FOR MISREAD/MISCODE ERRORS	0 X .5 000000	
PENALTY DEFAULT (KEYING) DEPTH/CODE ERR	0 0	
CORRECTLY CODED ADJUSTED FOR PENALTIES	0000000000	000000%
BONUS POINTS AWARDED (NOT ENOUGH BONUS QUESTIONS CORRECT)		0.00%
TOTAL RECORDS COUNTED INCORRECT	6.00	0.31%
INCORRECTLY CODED RECORDS	6	
BARCODE UNREADABLE (UNRD) > 2.5 %	0	
REJECTS > 7.5% COUNTED INCORRECT	0	
PENALTY FOR MISREAD/MISCODE ERRORS	000000	
PENALTY DEFAULT (KEYING) DEPTH/CODE ERR	0	

\*\*\*\*\*

INCORRECTLY CODED PERFECT ADDRESSES	0 (MAX= 3) - CAN NOT EXCEED MAX
INCORRECTLY CODED FATAL ADDON	0 - NO FATAL ADDON
INCORRECTLY CODED DPBC	0 (MAX= 9) - CAN NOT EXCEED MAX

\*\*\*\*\*

FINAL SCORE (MINIMUM 98.5%): 99.69%

\*\*\*\*\*



# This sample is the Intelligent Mail® Barcode result.

USPS 47-2467

U. S. POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM

DATE: 04/01/2008

NATIONAL CUSTOMER SUPPORT CENTER

TIME: 20:40 14

REPORT C11033P1

CUSTOMER STATISTICS

PAGE: 1

CUSTOMER NAME USPS  
FASTFORM CUST.

CUSTOMER ID: 004210HAY  
SERIAL: 12345678  
ID ASSIGNED: XXX  
ID RETURNED: XXX  
IM BARCODE: YES

STATISTICAL OVERVIEW	COUNT
INITIAL TOTAL CASS RECORDS	350
RECORDS AVAILABLE FOR GRADING	348
RECORDS CODED CORRECTLY	348
TOTAL RECORDS COUNTED INCORRECT	0

.....  
TRACKING BARCODE FINAL SCORE (MINIMUM 100%) 100%  
.....

- \*\* BARCODE ID MUST EQUAL 00
- \*\* SERVICE CODE MUST EQUAL 700
- \*\* MAILER ID/SERIAL NUMBER OPTIONS
  - OPTION 1: MAILER ID MUST BE 666666  
SERIAL NUMBER MUST BE 9 DIGITS THAT ARE THE SAME OR UNIQUE, BUT NOT ALL ZEROS
  - OPTION 2: MAILER ID MUST BE 999999999  
SERIAL NUMBER MUST BE 6 DIGITS THAT ARE THE SAME OR UNIQUE, BUT NOT ALL ZEROS
  - OPTION 3: USE ASSIGNED MAILER ID. IF MAILER ID IS 6 DIGITS, SERIAL NUMBER MUST BE 9 DIGITS AND VICE VERSA

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# Appendix 5:

## No Match Report

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## Customer No Match Report Reference Numbers

The reference numbers below provide a brief description of fields on the CASS Customer No Match Report located on the next page.

1. CASS Record Given is the address as it appeared on the mailpiece.
2. CASS Key uniquely identifies each test record on the mailpiece.
3. Pre-Barcode indicates if address is prebarcoded in the address block of the mailpiece.

Y = Yes

N = No

\* = Customer sprayed pre-barcode as the customer answer

4. Z9 indicates the presence of an invalid ZIP+4 Code on the mailpiece.

Y = Yes

N = No

5. CASS Standardization Answer is the expected return answer on the mailpiece.
6. Special Flag identifies the type of test address given.
7. Customer Record Return is the customer's answer with ZIP+4 and barcode. IMb tracking information: Barcode ID, Service Type Identifier (STID), Mailer ID, Serial Number.
8. # indicates fatal ZIP+4 add-on error (i.e. 0000 or 9999).
9. "Y" indicates misread/miscoded error for character recognition in street address information.
10. ZIP+4 Odd/Even/Both indicate the ZIP+4 range. "Y" in this field indicates that the ZIP+4 codes had a transaction in the past 12 months in the past 12 months as identified by Z4Change.

O = Odd

E = Even

B = Both

Y = Z4Change

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USPS 47-2467  
REPORT CI1030P2

US POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM  
NATIONAL CUSTOMER SUPPORT CENTER  
CUSTOMER NO MATCH REPORT  
ADDRESSES WHICH ARE GRADED AND SCORED

DATE: 11/07/2005  
TIME: 20525146  
PAGE: 15

CUSTOMER NAME: USPS  
CUSTOMER ID: 000040DCF

CASS RECORD GIVEN				CASS STANDARDIZATION ANSWER				CUSTOMER RECORD RETURNED			
JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105 (1)				JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105-1363 99 (5)				UNREA - DABL E RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105 (2)				JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105-1363 99 (10)				UNREA - DABL E RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105 (3)				JAMES B RYAN INC 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105-1363 99 (10)				UNREA - DABL E RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
INDIA GARMENTS 404 HACKENSACK ST # 2F # 3643 CARLSTADT NJ 07072 (3)				INDIA GARMENTS 404 HACKENSACK ST APT 2F # 3643 CARLSTADT NJ 07072-1313 26				REJ RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
INDIA GARMENTS 404 HACKENSACK ST # 2F # 3643 CARLSTADT NJ 07072 (4)				INDIA GARMENTS 404 HACKENSACK ST APT 2F # 3643 CARLSTADT NJ 07072-1313 26				REJ RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
RADEY AND FULLER ASSOC 905 KINGS HWY N # 9788 # 1 CHERRY HILL NJ 08034 (4)				RADEY AND FULLER ASSOC 905 KINGS HWY N STE 1 # 9788 CHERRY HILL NJ 08034-1536 03				08034 - 1536 99# RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
RADEY AND FULLER ASSOC 905 KINGS HWY N # 9788 # 1 CHERRY HILL NJ 08034 (5)				RADEY AND FULLER ASSOC 905 KINGS HWY N STE 1 # 9788 CHERRY HILL NJ 08034-1536 03				08034 - 1536 99# RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75032				DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75087-9999 99				GENERAL DELIVERY RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75032				DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75087-9999 99				GENERAL DELIVERY RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73561-4598				JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73569-9601 06				HC 69 RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73561-4598				JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73569-9601 06				HC 69 RECORD TYPE ZIP+4 ODD/EVEN/BOTH			
JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73561-4598				JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73569-9601 06				HC 69 RECORD TYPE ZIP+4 ODD/EVEN/BOTH			

TABLE PAR 2000

FONT A SIZE A: ABCDE    FONT B SIZE A: ABCDE    FONT C SIZE A: ABCDE    FONT D SIZE A: ABCDE  
 FONT B SIZE C: ABCDE    FONT C SIZE C: ABCDE    FONT D SIZE C: ABCDE

USPS 47-2467  
 REPORT CI1030P2

US POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM  
 NATIONAL CUSTOMER SUPPORT CENTER  
 CUSTOMER NO MATCH REPORT  
 ADDRESSES WHICH ARE GRADED AND SCORED

CUSTOMER NAME: USPS  
 CUSTOMER ID: 004210TAA

DATE: 07/16/2008  
 TIME: 20142477  
 PAGE: 1

CASS RECORD - EVEN				CASS STANDARDIZATION ANSWER				CUSTOMER RECORD - RETURNED			
MARSH & MCLENNDEN 356 FIRST STREET APARTMENT 3 HOBOKEN NJ 07030 (2)				BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED (5)				BARCODE ID : 00 SERVICE CODE: 000 MAILER ID: 000000000 SERIAL NUMBER: 000000000 ** NOT ALLOWED ** NOT ALLOWED (7)			
CASS KEY 00077	SIZE	BARCODE	CASE	FONT	SPECIAL FLAG AD	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN
MARSH & MCLENNDEN 839 WILLOW AVENUE APARTMENT 2 HOBOKEN NJ 07030				BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED (6)				BARCODE ID : 00 SERVICE CODE: 000 MAILER ID: 000000000 SERIAL NUMBER: 000000000 ** NOT ALLOWED ** NOT ALLOWED			
CASS KEY 00104	SIZE	BARCODE	CASE	FONT	SPECIAL FLAG AD	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN
THOMAS WILSON 901 NE MESA ST GLATHE KS 66061				BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED				BARCODE ID : 00 SERVICE CODE: 000 MAILER ID: 000000000 SERIAL NUMBER: 000000000 ** NOT ALLOWED ** NOT ALLOWED			
CASS KEY 03342	SIZE	BARCODE	CASE	FONT	SPECIAL FLAG D0	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN
WOODCREEK CONDOS 29652 MIDDLEBELT RD UNIT 1401F FARMINGTON HILLS MI 48334				BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED				BARCODE ID : 00 SERVICE CODE: 900 MAILER ID: 000000000 SERIAL NUMBER: 000000000 ** NOT ALLOWED ** NOT ALLOWED			
CASS KEY 07793	SIZE	BARCODE	CASE	FONT	SPECIAL FLAG T6	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN
CASS KEY	SIZE	BARCODE	CASE	FONT	SPECIAL FLAG	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN	RECORD TYPE	ZIP+4 ODD/EVEN

# **Appendix 6:**

## **Electronic Data File Description**

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## Electronic Data File Description

The electronic error report for MASS is shown below in COBOL copybook format. The first seven lines are HEADER information.

Header Information:

```
*****
USPS 47-2467

REPORT CII030P2
CUSTOMER NAME: ABC COMPANY
CUSTOMER ID:    051230AAG
*****
```

Header Record:

```
01      CII030P2-REPORT-HEADER.
05      P2-LINE 1.
         10 FILLER                PIC X(300)    VALUE ALL “*”.
05      P2-LINE2.
         10 FILLER                PIC X(05)     VALUE SPACES.
         10 FILLER                PIC X(12)     VALUE ‘USPS 47-2467’.
         10 FILLER                PIC X(73)
         10 FILLER                PIC X(50)     VALUE
         ‘US POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM’
         10 FILLER                PIC X(71)     VALUE SPACES.
         10 FILLER                PIC X(06)     VALUE ‘DATE’.
         10 CII030P2-MM           PIC X(02).
         10 FILLER                PIC X(01)     VALUE ‘/’.
         10 CII030P2-DD           PIC X(02).
         10 FILLER                PIC X(01)     VALUE ‘/’.
         10 CII030P2-CC           PIC X(02).
         10 CII030P2-YY           PIC X(02).
         10 FILLER                PIC X(08)     VALUE SPACES.
05      PS-LINE-3.
         10 FILLER                PIC X(75)     VALUE SPACES.
         10 FILLER                PIC X(50)     VALUE
         ‘ NATIONAL CUSTOMER SUPPORT CENTER ‘.
         10 FILLER                PIC X(71)     VALUE SPACES.
         10 FILLER                PIC X(06)     VALUE ‘TIME’.
         10 CII030P2-HH           PIC X(02).
         10 FILLER                PIC X(01)     VALUE ‘:’.
         10 CII030P2-MN           PIX X(02).
         10 FILLER                PIC X(01)     VALUE ‘:’.
         10 CII0D0P2-SS           PIC X(02).
         10 FILLER                PIC X(01)     VALUE SPACES.
05      P2-LINE-4.
         10 FILLER                PIC X(05)     VALUE SPACES.
```

	10 FILLER	PIC X(15)	VALUE
	'REPORT CII030P2'		
	10 FILLER	PIC X(70)	VALUE SPACES.
	10 FILLER	PIC X(50)	VALUE
	' ADDRESSES WHICH ARE GRADED AND SCORED '		
05	P2-LINE-5.	PIC X(95)	VALUE SPACES.
	10 FILLER	PIC X(05)	VALUE SPACES.
	10 FILLER	PIC X(16)	VALUE
	'CUSTOMER NAME: '		
	10 CII030P2-NAME	PIC X(40).	
05	P2-LINE-6.	PIX X(374)	VALUE SPACES.
	10 FILLER	PICX(05)	VALUE SPACES.
	10 FILLER	PIC X(16)	VALUE
	'CUSTOMER ID: '		
	10 CII030P2-NUM	PIC X (09).	

Data Record:

Data records will start in record 8 and follow this format:

01	ERRORPT2-WORK-RECD.	
05	ERR-RPT2-CARR-CNTL	PIC X(01).
05	ERR-RPT2-CASS-KEY	PIC X(08).

\*----- ORIGINAL INPUT FIELDS -----

05	ERR-RPT2-IFIRST-FIRM	PIC X(40).
05	ERR-RPT2-IZIP	PIC X(10).
05	ERR-RPT2-ICITY	PIC X(28).
05	ERR-RPT2-ISTATE	PIC X(02).
05	ERR-RPT2-ISEC-URB-FIRM	PIC X(30).
05	ERR-RPT2-1DELADDR	PIC X(64).

\*----- STANDARD POSTAL ANSWER FIELDS -----

05	ERR-RPT2-SFIRST-FIRM	PIC X(40).
05	ERR-RPT2-SSEC-URB-FIRM	PIC X(40).
05	ERR-RPT2-SADDRESS	PIC X(64).
05	ERR-RPT2-SCITY	PIC X(28).
05	ERR-RPT2-SSTATE	PIC X(02).
05	ERR-RPT2-SZIP	PIC X(05).
05	ERR-RPT2-SHYPHEN	PIC X(01).
05	ERR-RPT2-SADDON	PIC X(04).
05	ERR-RPT2-SDELPT	PIC X(02).
05	FILLER	PIC X(01).

```

*----- MISCELLANEOUS REPORT FIELDS -----
      05  ERR-RPT2-MCONTROL.
          10 ERR-RPT2-MCNTL-SIZE                PIC X(02).
*   Size values:      A      C
          10 ERR-RPT2-MCNTL-BARCODE            PIC X(01).
*   Invalid BARCODE Present on mailpiece in WIDEAREA
*   Values:          Y      N
          10 ERR-RPT2-MCNTL-ZIP9              PIC X(01).
*   Invalid ZIP+4 Present on mailpieces:
*   Values:          Y      N
          10 ERR-RPT2-MCNTL-CASE              PIC X(05).
*   Case values:    Upper Mixed
          10 ERR-RPT2-MCNTL-FONT              PIC X(01).
*   Font values:   A B C D
      05  ERR-RPT2-MRECTYPE                    PIC X(01).
      05  ERR-RPT2-FILLER1                    PIC X(01).
      05  ERR-RPT2-MSPECIAL                   PIC X(02).
      05  ERR-RPT2-MODDEVEN                   PIC X(01).

*----- CUSTOMER RETURNED ANSWER -----
      05  ERR-RPT2-CZIP                        PIC X(05).
      05  ERR-RPT2-CHYPHEN                    PIC X(01).
      05  ERR-RPT2-CADDON                     PIC X(04).
      05  ERR-RPT2-CDPBC.
          10 ERR-RPT2-CDPBC-ANS                PIC X(02).
          10 ERR-RPT2-CDPBC-
            CHKDGT                             PIC X(02).
      05  ERR-RPT2-FILLER2

*----- DATA RELATING TO CUST RETURNED ZIP+4 ANSWER -----
*   This is the parsed information associated with the returned ZIP+4 from
*   the customer. It is taken from ZIP+4 information that may be different
*   from the customer's due to timing of the ZIP+4 data.
      05  ERR-RPT2-LINE1.
          10 ERR-RPT2-FRIM                      PIC X(50).
      05  ERR-RPT2-LINE2.
          10 ERR-RPT2-PRIMLO                    PIC X(10).
          10 FILLER                             PIC X(03)  VALUE '-'.
          10 ERR-RPT2-PRIMHI                    PIC X(10).
          10 FILLER                             PIC X(27).
      05  ERR-RPT2-LINE3.
          10 ERR-RPT2-PREDIR                    PIC X(02).
          10 FILLER                             PIC X(01)  VALUE SPACE.
          10 ERR-RPT2-STRNAME                   PIC X(28).
          10 FILLER                             PIC X(01)  VALUE SPACE.
          10 ERR-RPT2-SUFFIX                    PIC X(04).
          10 FILLER                             PIC X(01)  VALUE SPACE.
          10 ERR-RPT2-POSTDIR                   PIC X(02).
          10 FILLER                             PIC X(11)  VALUE SPACE.
      05  ERR-RPT2-LINE4.
          10 ERR-RPT2-SECUNIT                   PIC X(04).

```

	10 FILLER	PIC X(01).	
	10 ERR-RPT2-SECLO	PIC X(08).	
	10 FILLER	PIC X (03)	VALUE '-'
	10 ERR-RPT2-SECHI	PIC X(08).	
	10 FILLER	PIC X(26).	
05	ERR-RPT2-CRECTYPE	PIC X(01).	
05	ERR-RPT2-CODDEVEN	PIC X(01).	

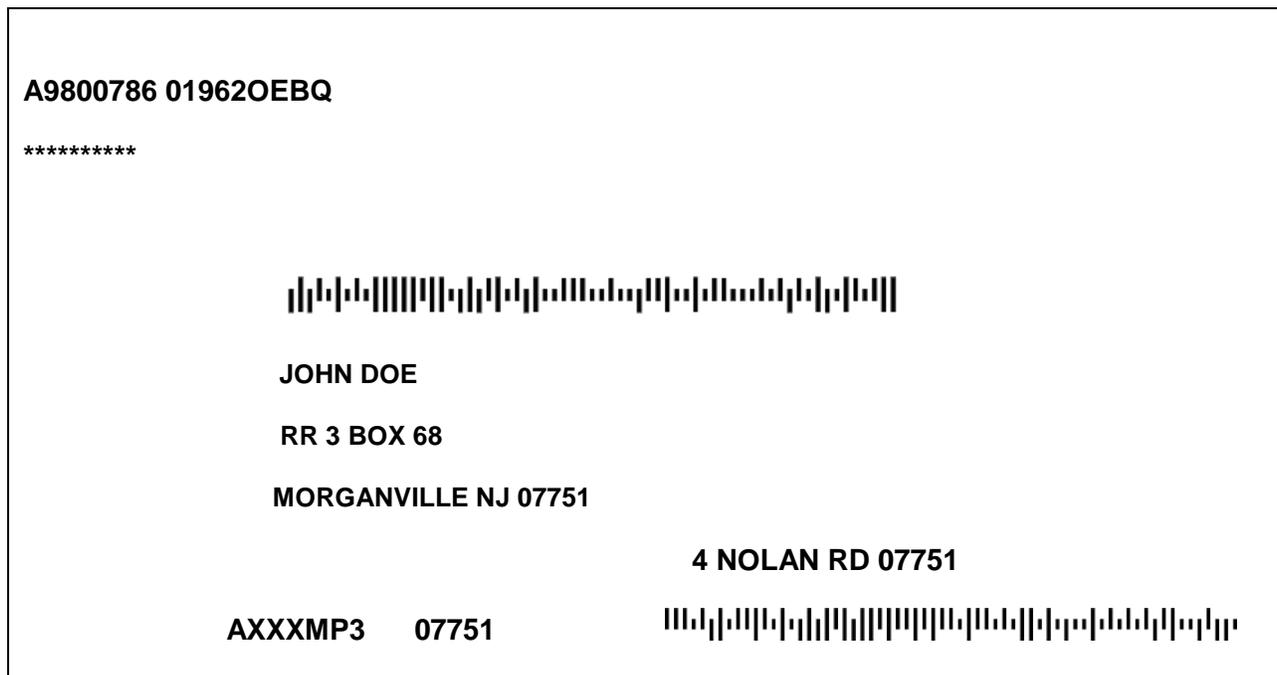
## **Appendix 7: Guidelines for Printing LACSLink® Information**

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**LACSLink®**

LACSLink is mandatory for CASS™ and MASS™ certification and must be used in the production environment. When a new LACS converted address is found, the new address must be shown. If the new address is not returned only the 5-digit ZIP Code associated with the original input address can be returned. A mailpiece that uses only the 5-digit will not qualify for automation discounts.

Below is an example of a mailpiece with text information placement for MASS machines printing LACSLink information.



Note: Example is not to scale.

Flats must comply with current DMM® Barcode Placement standards.

Refer to the LACSLink Printing Guidelines posted on RIBBS at [https://ribbs.usps.gov/cassmass/documents/tech\\_guides/ARCHIVES/CASS\\_CYCLE\\_M\\_2009\\_2011/PRINTING\\_GUIDELINES\\_LACSLINK.pdf](https://ribbs.usps.gov/cassmass/documents/tech_guides/ARCHIVES/CASS_CYCLE_M_2009_2011/PRINTING_GUIDELINES_LACSLINK.pdf) .

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# Appendix 8:

SuiteLink® Product

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## SuiteLink® Product

SuiteLink improves business addresses by adding secondary suite numbers to candidate records where there is a known secondary deficiency. Given a business name and an associated ZIP + 4 coded address that matches to a highrise or street default, the SuiteLink process returns the appropriate suite number when available.

The SuiteLink product should be queried when an address matches to a street or highrise default record. If a business name match is found and a secondary number is returned, the new suite information **must be appended to the original address for CASS testing**.

### Example:

#### Input:

ARMY CAREER CENTER  
 217 AVE UNIV INTER STE 100  
 SAN GERMAN PR 00683-3988

### Correct Match: Must be returned for CASS testing

#### Output:

ARMY CAREER CENTER  
 217 AVE UNIV INTER STE 105  
 SAN GERMAN PR 00683-3988

For live production mail, the suite number does not have to be appended to the address but must be included in the barcode that is sprayed on the mailpiece to qualify for automation rates.

The USPS will allow developers to return SuiteLink address in different manners for production software. However, for CASS testing the new address must be returned in the Stage II file.

## Production Options:

### Example:

Input: ARMY CAREER CENTER  
 217 AVE UNIV INTER STE 100 (invalid secondary)  
 SAN GERMAN PR 00683

Output: ARMY CAREER CENTER  
 217 AVE UNIV INTER STE 105 Dropped invalid input secondary  
 SAN GERMAN PR 00683-3988

**SuiteLink Return Code: A**

## Optional Formats in Production Product

Based on the input address, CASS software can return invalid extraneous information in several optional formats.

We encourage mailers to append the secondary Suite<sup>Link</sup> matched information to the mailpiece to help ensure the mail reaches the intended recipient. However, this is optional. The mailer can choose not to append the valid secondary information to the mailpiece. However, the 11-digit barcode must match the appended Suite<sup>Link</sup> address.

### Example:

Input:	UT Animal Research 910 Madison Ave Ste 9 (invalid secondary) Memphis TN 38103	
Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 MEMPHIS TN 38103-3435	Dropped invalid input secondary

Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 STE 9 MEMPHIS TN 38103-3435	Appended invalid input secondary to the end of the address
---------	--	--

Output:	UT ANIMAL RESEARCH STE 9 910 MADISON AVE STE 823 MEMPHIS TN 38103-3435	Moved invalid input secondary To second address line
---------	---	--

The extraneous info can also be changed to a pound sign.

Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 # 9 MEMPHIS TN 38103-3435	Invalid input secondary changed to a pound sign (#)
---------	--	---

Output:	UT ANIMAL RESEARCH # 9 910 MADISON AVE STE 823 MEMPHIS TN 38103-3435	Moved invalid input secondary to Second address line and changed To a pound sign (#)
---------	---	--

We encourage mailers to append the secondary Suite<sup>Link</sup> matched information to the mailpiece to help ensure the mail reaches the intended recipient. This is optional. The mailer can choose

not to append the valid secondary information to the mailpiece. However, the 11-digit barcode must match the appended Suite<sup>Link</sup> address.

See the following mailpiece examples.

**A9800786 01962OEBQ**  
\*\*\*\*\*



**ARMY CAREER CENTER**  
**217 AVE UNIV INTER STE 100**  
**SAN GERMAN PR 00683**

**217 AVE UNIV INTER STE 105 00683**

**AXXXMP3 00683** 

A9800786 01962OEBQ

\*\*\*\*\*



ARMY CAREER CENTER

217 AVE UNIV INTER STE 100

SAN GERMAN PR 00683

# 105

AXXXMP3 00683

