

United States Postal Service®

INDUSTRYALERT

August 10, 2016

Mail Spoken Here

An electronic newsletter summarizing recent USPS news and development

Business Customer Gateway and *PostalOne!* Release News

PostalOne! Release 44.0.0.0 will deploy on Sunday, August 14, 2016 from 12:00 AM to 10:00 AM CT. The *PostalOne!* system will not be available during this time. New Mail.dat Client Required – Mail.dat Client 44.0.0.0_PROD will be required with this release. **All older Mail.dat Client versions will expire.**

Mailers can download the new client from the [Business Customer Gateway \(BCG\)](#) using the following path: Mailing Services; Electronic Data Exchange [Go to Service]; Mail.dat download (Windows 32-bit, Windows 64-bit or Solaris)

PostalOne! Release 44.0.0.0 TEM deployment will occur on Monday, August 15, 2016 from 6:00 AM to 3:00 PM CT. The TEM environment will not be available during this time.

Release notes are posted on RIBBS at

https://ribbs.usps.gov/intelligentmail_schedule2016/releases/aug2016/releasenotes.cfm.

Mailer Scorecard Available for Review

The ***eInduction Quality Metrics*** within the Mailer Scorecard have been tested and validated and are ready for use. We encourage all mailers participating in the eInduction program to begin reviewing their July Metrics which can be found within the eInduction Tab of the Mailer Scorecard. Reference section 4.3 eInduction Tab via the following link to access information on the metrics: [Guide to Streamlined Mail Acceptance For Letters and Flats Reporting](#)

If you notice any irregularities or have any questions with the Mailer Scorecard the USPS will host hotline calls scheduled for every Wednesday and Friday until October 2016. You can also contact the *PostalOne!* Helpdesk at 800-522-9085 or via email at postalone@usps.gov to report irregularities or ask questions. Please include the phrase "Mailer Scorecard" in the subject line of the email.

Dial in information for the Mailer Open Line calls: **Wednesdays and Fridays (2:00pm EDT)**

US/Canada Attendee Dial-in: **1-855-860-7461** (US)

Attendee URL: <https://uspsmeetings.webex.com/uspsmeetings/j.php?MTID=mef6ed0d2d8023631b8a1f19aba177b27>

Conference Code: **867 702 1992**

Note: One item that impacts a small number of eInduction mailers remains open. Today the eInduction system identifies a Mis-shipped error for containers containing sacks of Periodicals, Standard Mail and Bound Printed Matter when the pallet placard in the eDoc does not coincide with the destination facility. The eInduction system will be enhanced to use sack-level data and the eDoc entry location of the container to evaluate mis-shipped errors for sacks on pallets. This enhancement is scheduled to be implemented in November 2016.

The Mailer Scorecard Open Line call is for both Full Service and eInduction mailers!

Right around the Corner!



Dates: Monday – Friday, Sept. 19 – 23, 2016

Location: Contact your local PCC for more information

MTAC at WORK for You!

Recently Mailer's Technical Advisory Council (MTAC) Workgroup #169, Refining Package Machinability Standards, completed a 15-month review to evaluate parcel machinability standards. The goal of the workgroup was to refine parcel machinability standards. Opportunities for improvement that the group uncovered involved issues with polybagged mailpieces.

It was discovered that preparation issues were not limited to exposed adhesives and unreadable barcodes. The workgroup also noted that specific packaging issues were excess selvage, lightweight materials and tackiness of poly. Each identified issue can lead to extra handling, additional cost, and damage to mailpieces, missent mail and service delays.

To help alleviate any negative impacts that a mailer may experience the Workgroup #169 presented a list of "Polybag Best Practices."



Polybag Best Practices

Align contents with bag size to minimize selvage. A properly sized bag reduces the amount of loose poly which can fold-over (causing poor readability) and is susceptible to getting caught in machinery (causing damage to the package). This can be accomplished by utilizing multiple bag sizes and/or by adjusting the amount of fold-over. Excess space can also be filled with items such as air pillows, bubbles, etc.

Note: With the January 2016 price change, Parcel Select Lightweight (PSLW) has the same price for a range of weights, so it's possible to add additional materials without increasing postage costs.

Avoid overfilling the bag. When the bag is overfilled, excess pressure is put on the adhesive and causes integrity issues, but it can also create a "barrel-shape" which is incompatible with automation processing due to the tendency to roll.

Ensure a smooth, flat surface is available for the barcode and address. A flat surface is needed when printing the barcode to ensure good print quality, but also needs to be maintained throughout processing to ensure the barcode can be read and properly sorted through automation. This can be accomplished by inserting items such as invoices or card stock sheets.

Maintain acceptable print quality for barcodes. A quality barcode is needed to ensure packages can be sorted accurately and efficiently. A way this can be accomplished is by cleaning/maintaining print heads, performing routine audits to verify barcode quality (per DMM 708.5.1.6), and utilizing a barcode verifier during the printing process to decode, measure, and check formatting to identify deficiencies. Detailed specifications for printing parcel barcodes are found on the [Intelligent Mail Package Barcode Specification](#) page on RIBBS. Publication 199, which includes requirements for reflectance, symbol contrast, and barcode quality can be found on the same page.

Eliminate exposed adhesive. Exposed adhesive will cause packages to stick to one another, which may lead to service delays as pieces are missent and can also lead to damage when employees attempt to separate the packages.

Ensure adhesive is sufficient for mail processing. Inadequate adhesive, in relation to quality or amount applied, may cause packages to become open during processing and could result in loss of contents and/or service delays.

Utilize adequate packaging materials. DMM 601.4.5 and 601.4.6 provides minimum specifications for plastic bags and plastic film. Failure to meet minimum guidelines could result in service delays, damaged packages, and/or loss of contents.

Ensure proper coefficient of friction. Machineable packages must have a coefficient of friction or the ability to slide on a smooth, hard surface "similar to that of a domestic-class fiberboard box of the same approximate size and weight" (DMM 201.7.7), which allows packages to process on automated equipment and move along sorting chutes as needed.

PostalPro – PCC Workshop-in-a-Box

The PCC workshop-in-a-box program gives PCCs the ability to provide educational information and material to their members. This presentation will cover how and why we've begun the redesign of the Rapid Information Bulletin Board (known as RIBBS) website and what to expect over the next few months as PostalPro transitions from its beta state. You will be given the opportunity to participate in the PostalPro beta site and provide valuable feedback.

A PDF copy of the presentation with note pages is posted on RIBBS: [CLICK HERE](#)

OFFERED FOR THE FIRST TIME... **Certified Direct Mail Professional Certification**

The Certified Direct Mail Professional (CDMP) is designed for the mailing industry professional to develop and strengthen core skills that build and maintain successful Direct Mail business within this highly competitive environment. This course is sponsored by the Postal Service and was developed by a committee of USPS and mailing industry experts. Topics include omni-channel marketing, response rates, mailing lists, technology and the environment. This course debuted at the 2016 National Postal Forum (NPF) in Nashville to over 40 students with a high level of success.

The USPS National Center for Employee Development (NCED) will be offering a CDMP training event on August 24-25, 2016 in Norman, OK. This is the first time this course has been offered outside of the NPF. The course fee is set at \$385; this fee includes all training material and the end-of-the-course exam. Be sure to enroll and reserve a seat now as space is limited. Enrollment is made through the NCED website at: <http://www.nced.com/bma/>.

The NCED has a housing facility available on a 72-acre campus where most participants choose to stay during the training. The housing facility is serviced by Marriott International and they are offering discounted room rates to our students, price includes three (3) meals per day from the large, onsite cafeteria. They can be contacted at cc.nced.com or 405-447-9000. Be sure to use the promotional code: **EXTR** for the best prices.

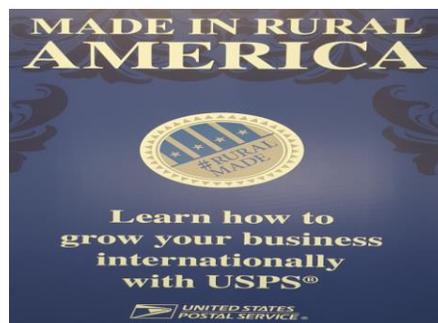
In addition to the offering of CDMP in Norman, OK, the PCC Advisory Committee Education Subcommittee in collaboration with the NCED Team is offering the CDMP Program to PCCs. This is a great opportunity to offer the CDMP Program to your PCC. Please contact Lisa Roth at lisa.a.roth@usps.gov for information regarding scheduling the program including availability of dates.

Made In Rural America “MIRA” Initiative

On July 14, 2016, the President's White House Rural Council (WHRC) announced a workshop series called “Made in Rural America” (MIRA) which provides targeted assistance for rural small businesses working to grow demand through international sales. Through these efforts, the President's Administration in coordination with the U.S. Department of Agriculture, the U.S. Department of Commerce, the Small Business Administration, the Export-Import Bank and the Office of the Representative, has brought rural businesses and communities opportunities and access additional

In this new partnership with the United States Postal Service will Day workshops at 60 U.S. Postal America. These workshops will opportunity to learn about exporting for export shipping costs, while

In an effort to ensure the success of United States Postal Service (PCC) has collaborated with the Small Business team to provide onsite involvement at each of these rural event locations. PCCs across the country have committed to sharing valuable information within these rural communities in an effort to educate the participants on the benefits of joining the PCC.



United States Trade together federal resources to help take advantage of new investment markets at home and abroad.

White House Rural Council, the host MIRA “Grow Your Business” Service locations throughout rural provide small businesses with an e-commerce and calculating plans growing their businesses.

these MIRA events, the Postal

For more information on scheduled MIRA events in your state, please visit: usps.com/events

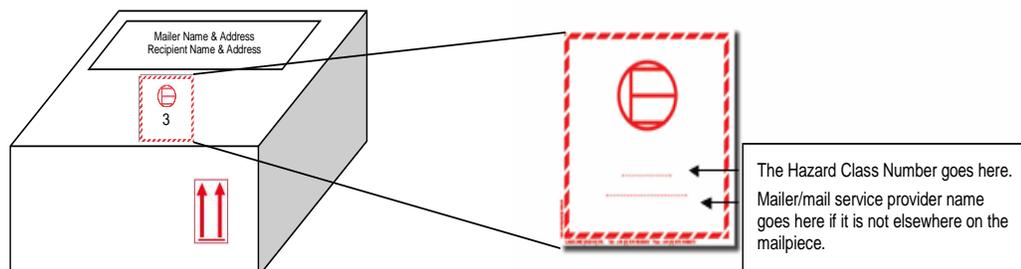
Special Provisions for the Mailing of Hazardous Materials

For many years, the Department of Transportation (DOT) has provided special allowances for shippers of hazardous materials who are able to meet specific quantity and materials restrictions, along with rigorous containerization, packaging and marking requirements. Two such allowances are the **small quantity** and the **excepted quantity** provisions. Like the DOT, in the past the Postal Service has allowed customers to mail some hazardous materials under a modified version of the DOT's small quantity provision. Over time, the DOT has changed a number of conditions for compliance with their allowances, and now the Postal Service will revise its mailing standards to align with the DOT with regard to these two provisions. Effective August 4, 2016, the Postal Service will be making the following changes to Publication 52, *Hazardous, Restricted and Perishable Mail*:

Small Quantity Provision - In 2009, the DOT changed its small quantity provision, making it applicable to surface transportation only. On August 4, 2016, the Postal Service revises its Small Quantity Provision as follows:

- Restricts its use to domestic USPS ground products only (USPS Retail Ground, Parcel Select, Parcel Select Lightweight), and only when transported by highway or rail
- Restricts primary container size to 1 ounce (or 30 milliliters) for liquids, or 1 ounce (or 30 grams) for solids
- Limits eligibility to certain hazard classes. Class 1 (explosives), Class 2 (compressed gasses – including aerosols), and Class 7 (radioactive materials) are **not** eligible
- Clarifies that materials identified in Publication 52 as “prohibited” are **not** eligible to be mailed under this provision
- All mailpieces using this provision must bear the new text **“This package conforms to 49 CFR 173.4 for domestic highway or rail transport only”**
- Details are provided in Publication 52, 336 and Packaging Instruction 10A

Excepted Quantity Provision - In 2009, concurrent with its changes to the small quantity provision, the DOT introduced a new excepted quantity provision, intended for materials eligible for air transportation. Effective August 4, 2016, the Postal Service adopts its version of an excepted quantity provision. One of the provision's most significant impacts to Postal Operations is the use of a new marking, which is applicable only to this provision. Mailpieces entered under the excepted quantity provision will be required to bear a unique **“E” label**, surrounded by red or black hatch marks (see image below). Mailers must provide an indication of the hazard class of the material mailed and the mailer/mail service provider name on the label, directly under the “E” imprint. Note that the name of the mailer/mail service provider can be omitted from the label if it is included elsewhere on the outside of the mailpiece.



Other conditions for use of the provision include:

- Although this marking can be used internationally by commercial carriers (e.g. UPS, FedEx), when in Postal networks, its use is only for domestic transportation only – and is **prohibited in international and APO/FPO/DPO mail**
- The provision can be used with either USPS domestic air or ground products, including surface transportation by vessel (boat)
- Eligibility is limited to certain hazard classes. Class 1 (explosives), Class 2 (compressed gasses – including aerosols), Class 4 (flammable solids), and Class 7 (radioactive materials) are **not** eligible
- Primary container size is limited to 1 ounce (or 30 milliliters) for liquids, or 1 ounce (or 30 grams) for solids
- **No** materials identified in Publication 52 as “prohibited” are eligible to be mailed under this provision
- Details are provided in Publication 52, 337 and Packaging Instruction 10B

What Should Mailers Do? Mailers should review the details of the new mailing standards for the revised small quantity and new excepted quantity provisions in the August 4, 2016 Postal Bulletin (22447)

Important Information

Updates to Mailing Standards for Hazardous, Restricted, and Perishable Materials :

Need guidance on mailing Hazardous, Restricted, and Perishable Materials? On June 23, 2016, the Postal Service revised Publication 52, Hazardous, Restricted, and Perishable Mail, in various sections to provide greater clarity, correct erroneous references, and add minor changes to mailing standards. Postal Bulletin (22444)

Priority Mail Express International Service Established with Cuba

Cuba already receives First-Class Mail International items, First-Class Package International Service items, and Priority Mail International items from the Postal Service. We are adding Cuba following its recent establishment of an Express Mail Service (EMS) operational exchange agreement with the Postal Service. As a result, Priority Mail Express International service for Flat Rate Envelopes up to 4 pounds and parcels up to 22 pounds will become available to this destination on August 28, 2016.

USPS Customs Declaration and Dispatch Note

Effective July 15, 2016, the Postal Service made available the new PS Form 2976-R, USPS Customs Declaration and Dispatch Note, that replaces the hard copy versions of the following customs declaration forms for international mail transactions:

PS Form 2976, Customs Declaration CN 22 — Sender's Declaration,
PS Form 2976-A, Customs Declaration and Dispatch Note CP 72, and
PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form.

However, shipments to Army Post Offices, Fleet Post Offices, Diplomatic Post Offices, and U.S. Possessions, Territories, and Freely Associated States will continue to use PS Forms 2976, 2976-A, and 2976-B, as appropriate, when a customs declaration form is required. Postal Bulletin (22446)

Additional Resources:

FRN: [Federal Register Notice](#)

PB: [Postal Bulletin](#)

PE: [Postal Explorer](#) is a mailer's resource for all information contained in the [Domestic Mail Manual](#) (DMM), [International Mail Manual](#) (IMM), [Publication 52](#), *Hazardous, Restricted, and Perishable Mail*.

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