

# Mail Prep and Entry Steering Committee

## February 19, 2013 Meeting Notes

### UPDATE ON COMMUNICATIONS

- RIBBS landing page for MP/E Steering Committee officially launched on 12/20/12
- All presentations, meeting notes, roster and ideas log updated through 1/31/13

### DELIVERABLES/UPDATES

Reviewed current status of MP/E Ideas Log:

- 75 ideas submitted to date
  - 16 ideas closed
  - 11 ideas completed
  - 29 ideas included in Benefit/Effort matrix
  - 19 ideas need Change/Improvement Analysis template submitted

Reviewed DMM revisions from completed ideas to date and implementation timelines:

	Federal Register Proposed Rule	Federal Register Final Rule	Postal Bulletin article	DMM revision effective
OMX/Mixed ADC Require separation / containerization of OMX (L201) and MADC (L009); required at 100 lbs if palletizing	6/29/12	9/24/12	10/18/12 Optional	<b>1/27/13</b> Required
Single Piece Unit Handling & Containerization FCM and STD single piece price trays may be placed on existing pallet level; Origin Entry (FCM) or MXD NDC (STD)	10/23/12	12/20/12	8/23/12 Optional	9/4/12 Optional  <b>1/27/13</b> Required
Change 24 Piece Sack Rule for Periodicals Increase minimum requirement to 72 pieces; optional at 24	NA	NA	11/1/12	<b>1/27/13</b>

OMX/Mixed ADC

- Can industry dropship OMX /MxADC sacks/pallet when zone skipping?
- **Action item:** USPS to determine if there really is a service benefit of zone skipping and how the process is currently handled.

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	Federal Register Proposed Rule	Federal Register Final Rule	Postal Bulletin article	DMM revision effective
Eliminate QSGs 201b, 703, 705a-f, 707a Removal of advanced mail prep and brief DMM section guides	NA	NA	10/18/12 Comments closed  <b>12/31/12</b>	3/4/13
DSCF Eligibility Enable DSCF price for 5D (FSS zone) pallet entry at FSS sites	NA	NA	3/7/13	4/1/13
3D/5D SCH vs. 3D/5D trays/handling units Scheme trays must be made before making any 5-digit or 3-digit trays	NA	NA	3/7/13	4/1/13

### Eliminate Quick Service Guides 201b, 703, 705a-f, 707a

- It is anticipated that QSGs 703, 705a, 705c, 705e, 705f and 707a will be eliminated
- It is expected that QSG's 201b, 705b and 705d will be retained

### DSCF price for 5D pallet entry at FSS site

- **Action Item:** USPS will clarify when change to allow 5 Digit pallet entry will take effect in redirection files

### 3D/5D SCH vs. 3D/5D

- Is USPS doing more schemes as a result of consolidation? Yes.

## OTHER PENDING ITEMS

### FCM palletization label requirements (BC/NBC)

- Industry stated that this would not be beneficial to them – perhaps useful to smaller mailers.
- No final decision by USPS to move forward at this time
- If revision moves forward, it will be timed to align with other software releases

### Allow commingle/comail of BPM and Standard Flats

- Internal USPS discussion with stakeholders still ongoing
- **Action item:** Mixed class co-palletization – add to discussion

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## DISCUSS STATUS OF CURRENT SUBGROUPS

Evaluate max PER weight to 24 oz for co-mail pools

- Need to continue bigger discussion on improving cost coverage
- Engineering group will provide additional info on operational impacts on FSS, AFSM 100 and bundle sorting equipment
- **Action item:** USPS to clarify source of data being used

FSS Bundle Prep Subgroup

- Will FCM be pushed into FSS environment?
- **Action Item:** USPS will notify Industry of any plans for FCM in FSS environment
- Any effort to move from tubs to anything else for FCM – ensure USPS communicates this very early to provide enough time for sufficient industry feedback.
- **Action item:** USPS will seek data to show % of FSS mail that is in 3D bundles and share with industry.

## DISCUSSION ITEMS

Item #31 – Containerization requirements for Full Service

- A lot of conflicting language on this and variation between guides - needs to be clarified.
- Approved full service mailers are being told they do not have to containerize / palletize or put on container placards, especially smaller mailers
- Recommended by Industry that Acceptance Personnel need to be trained and DMM needs to be made clear.
- Questions around when required to palletize and if required to, then need appropriate labeling.
- If eInduction comes on board in July, this may become a real problem for USPS.
- **Action item:** Request Mail Entry and Payment Technology group to address standardize processes.

Item #64/65 – 6 and 10 piece minimums; bundle thickness

- Industry does not want increased rates.
- If packages are 6 pieces, does USPS lose money?
- Some mailers in favor of leaving minimums at current levels
- Recommended by some to take off discussion list

Item #72 – Mixed origin tray ride-along

- MTE issue
- Cost of separate preparation
- **Action item:** Rose / Wanda to provide information / specifics of this issue

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## REMAINING IDEAS IN BENEFIT/EFFORT MATRIX AND IDEAS LOG

The Committee reviewed the following items that remain of the Benefit/Effort Matrix and the Ideas Log with the following recommendations:

- Item #6 – Reduce time spent moving mail between multiple facilities for bundle, AFSM, and FSS processing
  - Continue to discuss as appropriate
- Item #10/12/52 – FCM palletization requirements via labeling lists are not clear / Clear authority and responsibility of management of CSA's are not clearly defined / Labeling list validations
  - These items should be combined. DMM language vs. CSAs are different; many mailers are having issues
- Item #35 – USPS does not actively recognize that FCM has Single Piece Mail
  - Remain on list for further discussion
- Item #9 – What is the purpose to separate out non-automated mail and or single piece mail to a separate tray? Is this still needed?
  - Handling unit issue has been addressed but individual piece requirements are still an issue
- Item #24 – Reduce / eliminate sacks
  - Recommended to remove as this item is too generic and USPS continues to address this overall issue as it relates to other items
- Item #31 – Decide whether or not palletization is required for full-service
  - Needs to remain open as item is not fully resolved
- Item #49 – Physically applying a new date to metered mail where the mail date is different than the date in the meter indicia is no longer necessary for full service mailings
  - Request for group to consider reopening; template will be submitted
- Item #50 – Spraying the option 4 Dropship “mailed from” endorsement for FCM is no longer necessary for full service mailings
  - Request for group to consider reopening; template will be submitted
- Item #32 – Decide what the minimum is for drop shipment mail – need to eliminate pallets with 1 or 2 trays
  - Rose Flannagan will review entry with Lisa Wurman and determine whether to keep open for review

### **Other Deliverables**

- Webinar invite will be sent for monthly meetings on March 14, 2013 and April 11, 2013
- Committee members will assess remaining ideas on Log assigned to them to determine which items should continue to move forward and remain under consideration
- Schedule followup subgroup meetings
- Post updated Steering Committee collateral on RIBBS site

# Mail Prep and Entry Steering Committee

## Next Meeting

- Webinars
  - Thursday, March 14, 2013 at 2 pm EST
  - Thursday, April 11, 2013 at 2 pm EST
- Onsite Meeting
  - When: MTAC week, Tuesday, May 14, 2013, 9:00 a.m. - 12:00 p.m. EST
  - Where: USPS 475 L'Enfant Plaza Washington DC 20260
  - Room location provided in advance of meeting

## Agenda March 14, 2013 webinar

- Discuss any actions taken since 02/19/13 meeting
- Review/discuss topics from prioritized ideas on B/E matrix
- Review items from Idea Log for updates
- Assess any new ideas submitted
- Identify topics to review during April 11, 2013 webinar

## Attachments to notes:

- February 19<sup>th</sup> meeting presentation