

**MAIL PREP & ENTRY STEERING COMMITTEE**  
AUGUST 27, 2013 MEETING NOTES

WELCOME

Reviewed current status of MPE Ideas Log:

- 116 ideas to date
  - 35 ideas closed
  - 11 ideas completed
  - 29 ideas included in benefit/effort matrix
  - 41 ideas need change/improvement analysis template submitted
- Need help in completing templates, as some ideas were generated from the Mail Optimization (MOP) workgroups and do not have an owner

OLD BUSINESS

Updates/deliverables since last meeting:

- Evaluate max PER weight to 24 oz
  - Desire to increase max weight for comail pools
  - Requires testing - samples supplied by two mailers for piece testing on FSS and AFSSM in October at Linthicum and Engineering; bundle testing scheduled for September at Washington NDC
- FSS Prep requirement subgroup
  - Subgroup was reopened due to FSS prep planned for January 2014
    - Two attendees at first meeting
    - Invitation for others to join (Thursday at 1400 EST)
  - Discussed if MPE should have subgroups
    - Industry suggested establishing MTAC workgroups to prevent stretching MPE too thin and to ensure appropriate representation; also would require formal signoff
    - USPS stated the MPE structure was designed for small subgroups to discuss and report back to full committee; although intended for brief discussions and not long term, the initial topics have been very involved and therefore a longer duration
    - Action Item: USPS will discuss to determine whether to continue with subgroups or establish MTAC workgroups
- BPM
  - Desire to commingle BPM auto flats with STD mail flats
  - USPS stated that this will not happen for January 2014 due to the extensive coding that's required, but possible for July 2014
- Flats Strategy updates
  - Formal process with timeline and task list; large cross functional group internally working with industry partners/associations for all types of flat mail through webinars and face-to-face meetings held weekly
  - Action Item: USPS (Dale Kennedy) will follow-up as to if/why FCM is not represented
  - USPS target of October to share strategy document with industry; portions of draft document has already been shared beyond associations for review and comment
- Pallet stack limit
  - Concern from industry on limit of stacking pallets to only four tiers

- USPS resolution to allow up to six tiers (if no issues from USPS labor and safety), but weight of 2200 pounds and max height of 84 inches stacked or 77 inches for a single pallet remain unchanged; covers all shapes, types, and classes
- During USPS review, observed multiple pallets shrink wrapped together, but DMM states NO wrapping together. The stack of pallets must be secured with at least two straps or bands.
- USPS will begin internal clearance review process and look to distribute Postal Bulletin article two weeks later announcing upcoming DMM changes
- Action Item: USPS will share the field notification documents with the industry so they have in case there are issues with acceptance
- Engineering technology update
  - Lots of improvement in FSS, specifically feeder improvements
    - Scheduled tour at Dulles from 6:30-9:30 PM tomorrow for industry
  - Four major areas of focus for reducing/improving FSS efficiency and damage: feeder, injector, RCT, ITC
    - Feeder:
      - Trying to reduce damage; improvements include no constant vacuum and stack management/quality introduced
      - High Speed Flats Feeder (HSFF): two feeders at speed of 6 pcs per second will replace four feeder system; allows site to run machine in two partitions called two virtual machines which allows to run more zones with more delivery points processed – doesn't double delivery points, but processes faster and allows more zones
  - Flats bundle preparation – use technology to unbundle and cut straps; current simulation to vet technology; next step to prototype
  - APPS singulation enhancement – mockup, fabrication, and testing completed in June; current testing at Washington NDC; ordering parts and starting fabrication of pre-production unit; testing planned for September
- Load leveling (MTAC WG 157)
  - USPS desire to equalize mail volume across days of week to achieve efficiencies from workhour and overtime reduction
    - Mail from 1600 Wednesday to 1600 Friday must currently be delivered by Monday; with highest drops at the end of week, most mail is color coded for Monday delivery
  - Industry benefits for presentation of mail on varying days rather than high volume day in mailbox
  - Testing in South Jersey for two weekends in September; working with local mailers to ensure everyone's aware of test and can adjust drop date as needed

### NEW BUSINESS

- Reviewed benefit/effort matrix
- Reviewed 9 open items on MPE ideas log
  - Item 3, drop shipments at cross dock hubs, was moved to WG159
  - Item 4, DDU entry for non-FSS flats, is similar to item 80 – decision to divide item 80 into DDU vs SCF to cover both items
  - Item 32, pallet minimums for drop shipments, is similar to item 76 on low volume pallet entry (courtesy pallets) – decision to close item 32
    - Item 74 also addresses courtesy pallets, primarily origin

- Items 38-41 from June 2012 – suggested to move to “parking lot” so discussion is not needed every session, but the items aren’t forgotten
  - Item 71 doesn’t have template, but simple DMM conflict can easily be corrected
- Next steps and wrap-up
  - Insufficient time to discuss new ideas, therefore next meeting on September 26 will be scheduled for 1.5 hours
  - Industry and USPS agreed that more focus is needed on ideas log and moving ideas forward