MAILERS TECHNICAL ADVISORY COMMITTEE (MTAC)

Workgroup 145

Promote Significant Usage of 24-Digit Tray Labels

Final Recommendations Report

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1 Executive Summary

As the US Postal Service strives to attain World Class Visibility to better meet the needs of the industry as well as improve operational efficiencies, unique identification of handling units is a vital piece of the puzzle. Unfortunately, the Postal Service's legacy 10-digit tray and sack barcode label does not uniquely identify the handling unit, a prerequisite for tracking. The 24-digit IM™ Tray Label (IMtl) provides unique identification of trays and sacks, in addition to identifying the originator of the mail. As such, the US Postal Service would like to increase the use of the IMtl on all commercial mail mailings, not just on mailings that are submitted under the Full-Service option. The MTAC Workgroup (WG) 145 was thus set up to investigate the possible impediments to the adoption of the IMtl and furnish recommendations for promoting its significant usage on all commercial mailings, from all customers.

The workgroup's efforts included bi-weekly conference calls that spanned from August 2, 2011 to November 2011 in addition to two face-to-face meetings. The workgroup comprised 20+ members from the mailing industry and the US Postal Service. The industry was represented by mail owners, mail service providers, publishers, printers, software providers, and consultants. The US Postal Service was represented primarily by the Mailing Information Systems (MIS), Network Visibility Systems, and Mailing Standards groups.

The recommendations developed by WG 145 will be entered into the MTAC Resolution Issue Tracking System (RITS) for follow up by the MTAC Executive Committee and the MTAC Leadership Foursome responsible for this workgroup's efforts.

In addition to the recommendations, the workgroup created and distributed an industry workgroup survey to better understand barriers to the adoption of the 24-Digit IM™ tray label. The IMtl Technical Fact Sheet available on RIBBS was also updated to reinforce the message that the IM™ 24-Digit Tray Label is not limited to Full Service mailings, as well as support the Postal Service's encouragement of the adoption of the 24-Digit IMtl by the industry. These efforts are expanded upon in this report.

2 Issue Statement

The USPS would like to expand the use of IMtl on all commercial mail beyond the mailings that are currently using the Full Service option. The extension of IMtl to all commercial mail mailings - all trays, flat tubs and sacks - will allow for increased visibility in the network. This will:

a. Ensure unique identification of all trays, tubs, and sacks throughout the network
b. Allow for the correlation of all tray, tub, and sack information back to the mailer's Mailer ID
c. Enable commercial mailers visibility into the Postal Service's network
d. Enhance commercial mail measurement
e. Improve forecasting and processing efficiencies
f. Enhance capability to reconcile mailings thereby ensuring revenue protection
g. Support the Postal Services' broader mail processing and transportation networks optimization plans

3 Impact on Other Issues/Procedures

The IMtl provides unique identification of trays and sacks in addition to identifying the originator of the mail by the use of unique Mailer IDs (MIDs) assigned by the Postal Service. This additional functionality not only supports sortation and routing but also allows for in-transit visibility, manifest reconciliation, and automated mail acceptance.

Increasing the usage of the IMtl on all mailings will improve reconciliation of mailings to electronic documentation and enhance service performance measurement. As such, recommendations from this workgroup directly tie in to the efforts currently underway by MTAC WG 146 tasked with "Providing Container, Tray, and Piece Level Detail to Full Service Customers".

4 Desired Results

- Consensus on objective and modifications to mailing standards
- Develop an implementation plan/schedule
- Identify how and what will drive mailers to full adoption
- Identify and document implementation issues

5 Scope of Input

The team began their efforts by discussing possible industry barriers to the adoption of the 24-Digit Tray Labels. This exercise led to the identification of six primary issues.

- Cost to Implement
- Handling of Reprints
- Available Space on the Labels
- Serial Number Management
- Mail Service Providers and owners who do not have "sophisticated" internal data or IT support staff
- Adequate Time for Adoption

These six issues drove the agenda for the following meetings and defined the additional input the workgroup would need to formulate their recommendations.

6 Input Organization

6.1 US Postal Service Tray Label Overview

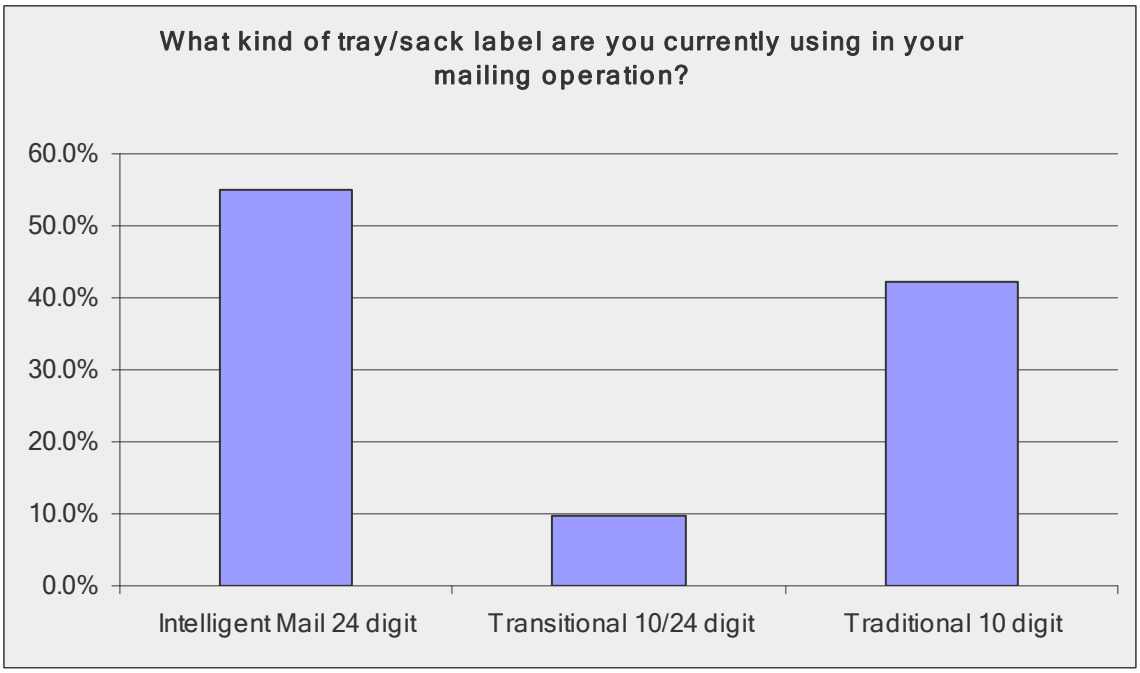
After initial issue identification, it was determined that the Postal Service should provide an overview of the Tray Label as a level setting exercise for the team. The presentation displayed in Appendix 1 provided a historical summary of the evolution of the tray label. The presentation also gave further clarification on the existing tray label requirements and the potential benefits associated with the adoption of the 24-digit IMtl.

6.2 Industry Survey

The workgroup determined that broader input from the industry was needed in order to develop recommendations that truly reflected the various factions of industry and whether or not they were willing to support the change. A subgroup met to create the survey which was circulated through the DMM Advisory, industry associations and MTAC. It consisted of 5 questions. Over 300 responses were gathered. A summary of the survey responses is included below.

Question 1 – What kind of tray/sack label are you currently using in your mailing operation?

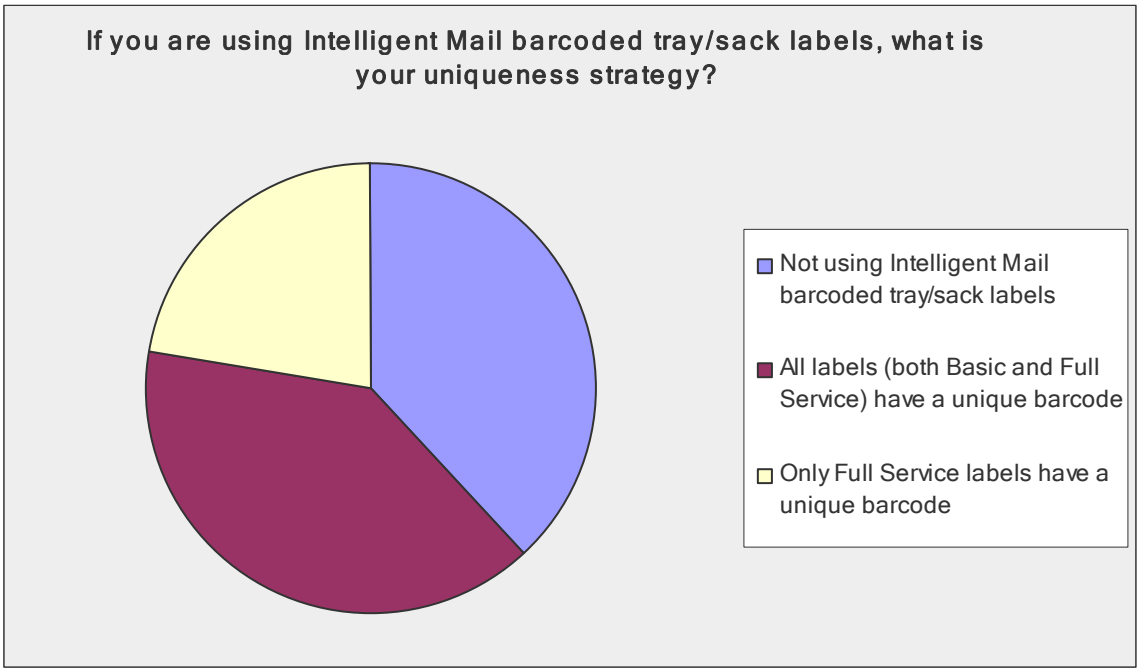
What kind of tray/sack label are you currently using in your mailing operation?		
Answer Options	Response Percent	Response Count
Intelligent Mail 24 digit	55.1%	184
Transitional 10/24 digit	9.6%	32
Traditional 10 digit	42.2%	141
	answered question	334
	skipped question	14



Graphical View of Survey Responses to Q. 1

Question 2 – If you are using Intelligent Mail barcoded tray/sack labels, what is your uniqueness strategy?

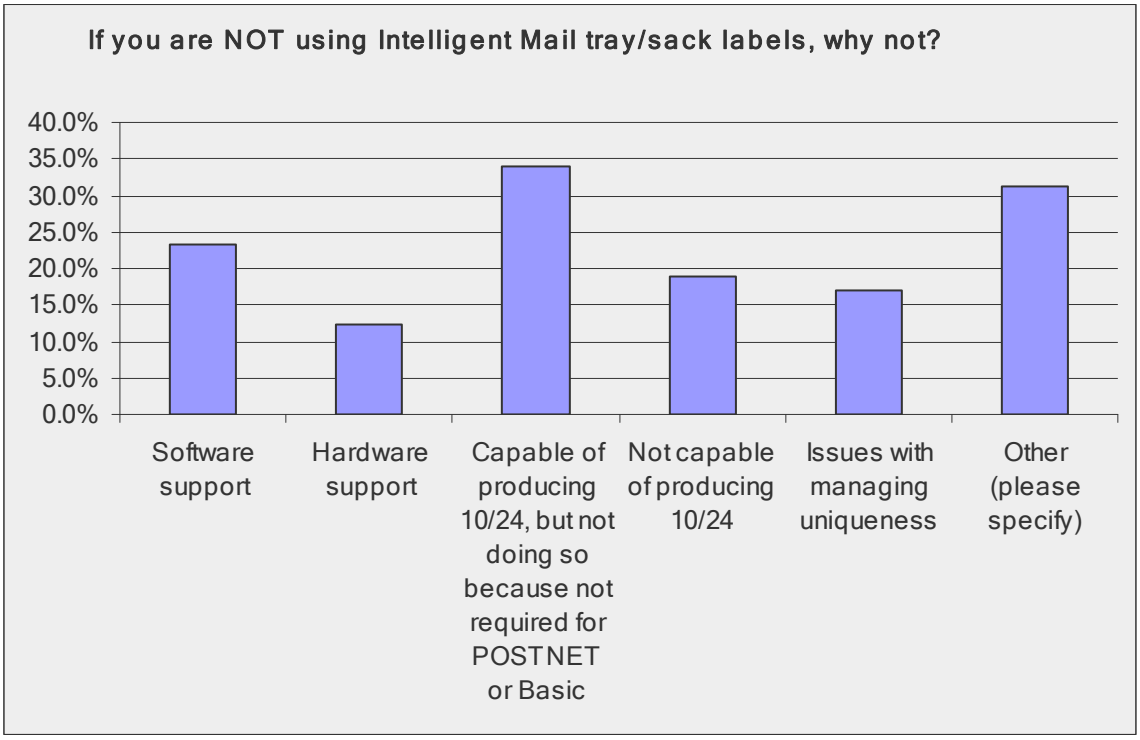
If you are using Intelligent Mail barcoded tray/sack labels, what is your uniqueness strategy?		
Answer Options	Response Percent	Response Count
Not using Intelligent Mail barcoded tray/sack labels	38.0%	123
All labels (both Basic and Full Service) have a unique barcode	39.5%	128
Only Full Service labels have a unique barcode	22.5%	73
	answered question	324
	skipped question	24



Pie-chart View of Survey Responses to Q. 2

Question 3 – If you are NOT using Intelligent Mail tray/sack labels, why not?

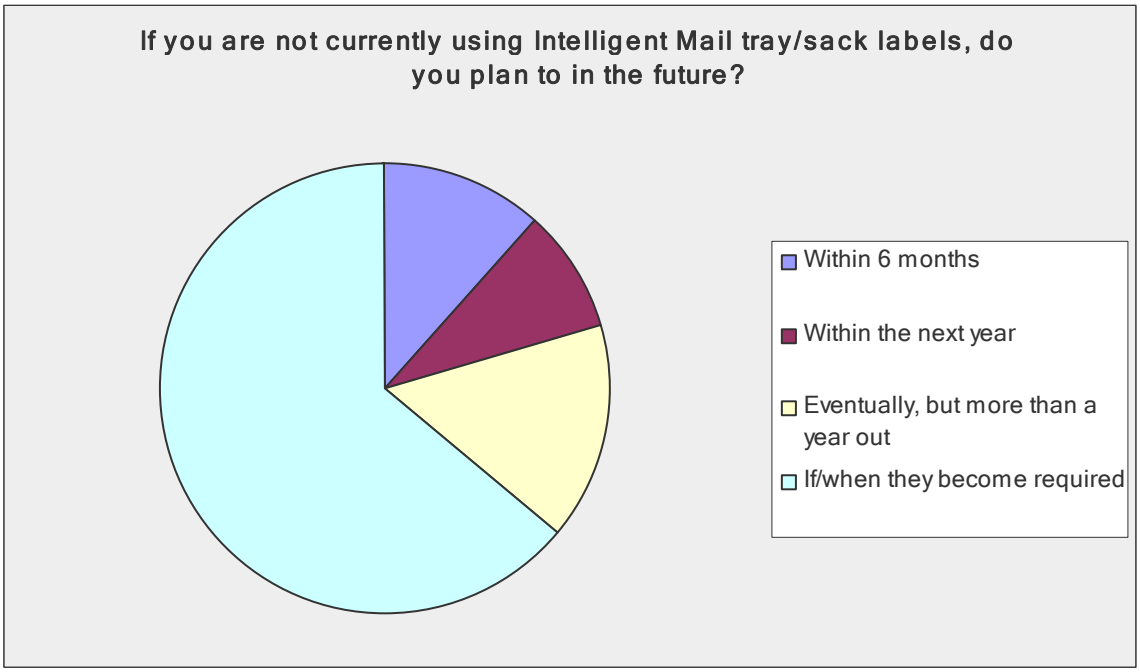
If you are NOT using Intelligent Mail tray/sack labels, why not?		
Answer Options	Response Percent	Response Count
Software support	23.2%	38
Hardware support	12.2%	20
Capable of producing 10/24, but not doing so because not required for POSTNET or Basic	34.1%	56
Not capable of producing 10/24	18.9%	31
Issues with managing uniqueness	17.1%	28
Other (please specify)	31.1%	51
	answered question	164
	skipped question	184



Graphical View of Survey Responses to Q. 3

Question 4 – If you are not currently using Intelligent Mail tray/sack labels, do you plan to in the future?

If you are not currently using Intelligent Mail tray/sack labels, do you plan to in the future?		
Answer Options	Response Percent	Response Count
Within 6 months	11.6%	18
Within the next year	9.0%	14
Eventually, but more than a year out	15.5%	24
If/when they become required	63.9%	99
	answered question	155
	skipped question	193



Pie-chart View of Survey Responses to Q. 4

Question 5 – Questions or comments regarding Intelligent Mail tray/sack label adoption?

Questions or comments regarding Intelligent Mail tray/sack label adoption?	
Answer Options	Response Count
	63
answered question	63
skipped question	285

Question 5 required free form responses which provided valuable insight into general issues and concerns as perceived by the respondents. There were approximately 60 free form comments which could be generally split into four broad categories as listed below:

- Cost versus Value – Approximately 28% noted that the value of Full Service Intelligent Mail Barcode (IMb) did not off-set the cost to their organization. Several in this group noted that Container Visibility or free tracking incentives would increase their interest and likelihood of upgrading to the 24-digit IMtl without it being a regulatory requirement.

- Education –Approximately 11% needed additional education. The respondents stated knowledge ranged from none to little knowledge of Intelligent Mail to needing easier to understand implementation guidance.

- Full Service Adoption – Approximately 21% stated they were either Full Service, partially Full Service or in the process of becoming Full Service. Two of this group did however respond that they were unhappy due to data issues (Full Service ACS) or having had to struggle through the certification process. Others noted that they were pleased that they had made the change and that the certification process has become easier. An additional three respondents stated they would not make changes unless it was a regulatory requirement.

- System Support – Responses were also received from software vendors, those that created home-grown solutions as well as others in the supply chain such as Presort Houses and Consolidators. Results in this category were mixed.

7 Workgroup Output

7.1 Recommendations

7.1.1 Build Value

The Postal Service must develop the value story to justify the cost to the industry through the identification of the value of the 24-Digit over the 10-Digit.

The focus should be on the value to the Postal Service in addition to the industry.

In addition to the value statement, the Postal Service must build value to drive adoption, for example, provide container scan data to non-Full Service mailers when they uniquely identify the containers. The group again acknowledged that this was a definite tie-in to the efforts of MTAC WG 146.

7.1.2 Create Awareness for non-Full Service Mailers

The Postal Service must generate general awareness amongst the commercial mailing community that the use of 24 digit IMtls for non-Full Service mailings is strongly encouraged. It must also be communicated that the use of the 24-digit IMtl does not mean that the mailer is signing up for Full-Service and as such the submittal of associated electronic documentation matching the “nesting” of the tendered mail will not be required. However, all Full-Service requirements will have to be satisfied if a mailer does decide to pursue the Full-Service option. The Postal Service has to:

- Embark on a promotional campaign to encourage migration
    - Campaign messaging will tie all the pieces together
    - Concise, clear messaging encouraging all users, Basic as well as Full-Service, to adopt the 24-digit tray label format
- Tie-in messaging to MTAC WG 145 Survey responses

- Devise a communication plan with MTAC WG 146 as the "driver" of the campaign as MTAC WG 146 is where the value proposition is being developed.

7.1.3 Handling of Reprints

Reprints are a part of the production environment. It is a well-known fact in the industry that tray labels do fall out due to one reason or another. During production, there is always the possibility of something going wrong, and the question has to be answered as to whether a brand new tray tag is needed or the damaged tray tag can simply be reprinted. The Postal Service therefore has to allow for tolerances in mailings to accommodate reprints. These tolerances should be clearly articulated to avoid confusion. If possible, the tolerances associated with Full Service mailings should be maintained to ensure consistency in Postal policies and guidance.

Suggestions for handling reprints include:

- Have labeling printing system available to reprint on production floor/pallet wrap station.
- Have generic labels for Automated Area Distribution Center (AADC) breakouts available.
- Allow for less than 100% IMB tray label (10-digit).
- Allow for Mixed AADC labels to be used on trays that are missing labels (as a last resort). However, a threshold of allowable pieces will have to be established to ensure such a practice is on an exceptional basis.

7.1.4 Serial Number Management

Recommended taking an approach to drive adoption that does not require unique serial numbers or if uniqueness was required it would apply to that job and not for a period of time. However, as the discussion progressed, it was emphasized that the potential benefits associated with in-transit visibility may not be realized if the tray barcode was not sufficiently unique. A unique identifier is needed on all tray labels in order to be able to answer the question as to where a mailing is.

The workgroup recommended providing examples of serialization methodologies so the industry mailers could see that it was their decision as to what they implemented.

Examples include:

- Month/year, MID, serial number. Reset counter each month
- Job Number, MID, serial number. Reset each job.
- Shift (tour) Number, MID, serial number. Reset each Shift (tour).
- Julian Date, MID, serial number
- MID, Serial number, record start and stop number per project. Reset at end of print range availability

7.1.5 Implementation Suggestions

The Postal Service should use a phased approach, if adoption of the 24-digit IMtl becomes a requirement. General guidelines predicated on the workgroup's discussion and findings are listed below:

- Encouragement and awareness, tied in to the recommended promotional campaign
- Retire 10/24 in 12 months
- Retire 10-digit in 18-24 months
- Tie the adoption (requirement) to a Postal Service major or minor release schedule within an 18-24 month period (unless a compelling value add is tied to the requirement, for example, - access to tray scans).

7.2 IMTL Technical Fact Sheet

Through discussions, it was determined that Industry often confuses the phrase "Intelligent Mail" with "Full Service Intelligent Mail". It was also noted that current Postal Service resources do not emphasize the fact that non-Full Service Mailers can also use the IMtl.

The Postal Service therefore updated the Intelligent Mail Tray Label Technical Fact Sheet currently available on RIBBS to clearly state that the use of the IMtl was not restricted to Full Service mailings. The Factsheet also highlighted the fact that given the current state of implementation, the 10/24-digit format is not the recommended format. Mailers are strongly encouraged to adopt the pure 24-digit format. A copy of the updated version which will be uploaded to RIBBS at the conclusion of this workgroup can be found in Appendix 2.

Appendix 1: Presentation: Evolution of the Intelligent Mail Tray Label (IMtl)

UNITED STATES POSTAL SERVICE®

Evolution of the Intelligent Mail™ Tray Label (IMtl)

August 15, 2011

UNITED STATES POSTAL SERVICE

Intelligent Mail Tray Label (IMtl) – Evolution

Topics of Discussion

- Overview of the USPS Tray Labels
- 24-digit Tray Labels & the Unit Load Strategy
- Transition & Implementation
- Readiness
- Questions???

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Intelligent Mail Tray Label (IMtl) – Evolution

Mailer: Legacy vs New

Legacy Label

Final 24-Digit Label

10-digit	24-digit
Provides Routing and Content	Provides Routing and Content
N/A	Identifies Mail Originator
N/A	Unique
N/A	Allows serialization

3

Intelligent Mail Tray Label (IMtl) – Evolution

Benefits

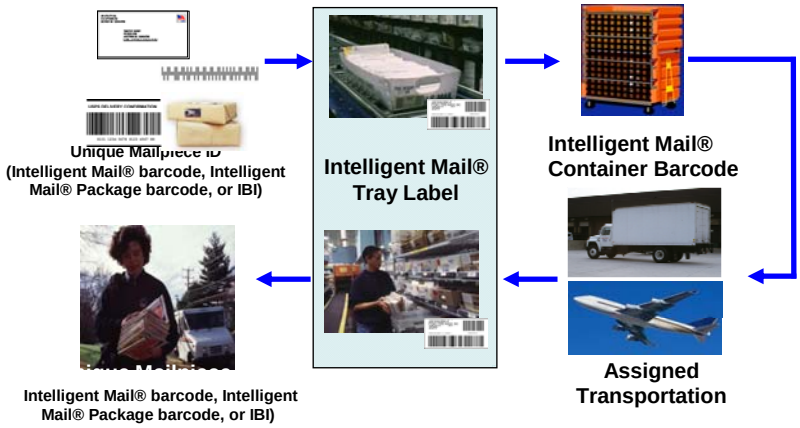
- 24-digit IM label format allows for:
  - Standardization of label production
  - Unique identification
  - Visibility – Tracking within postal network
  - Correlation of tray data back to the MID
  - "Nesting" of trays to containers or pallets
  - Creation of manifests
  - Optimization of mail processing
  - Increased transportation efficiencies
  - Added security

4

Intelligent Mail Tray Label (IMtl) – Evolution

Unit Load Strategy

Unique Identification at All Levels
of Aggregation is the Foundation of Total Mail Visibility



5

Intelligent Mail Tray Label (IMtl) – Evolution

Nesting Strategy

- Mailer preparation
  - » Mail prepared with unique barcodes

6

Intelligent Mail Tray Label (IMtl) – Evolution

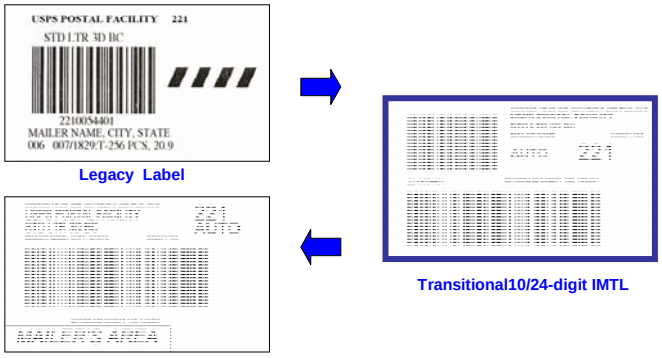
Implementation - Label Transition

- **The Postal Service is transitioning from the legacy, non-unique, 10-digit label to the unique 24-digit label**
- **Three label types to be familiar with:**
  - **Legacy 10-Digit Label**
  - **Transitional 10- and 24-Digit Label**
  - **Final 24-Digit Label**

7

Intelligent Mail Tray Label (IMtl) – Evolution

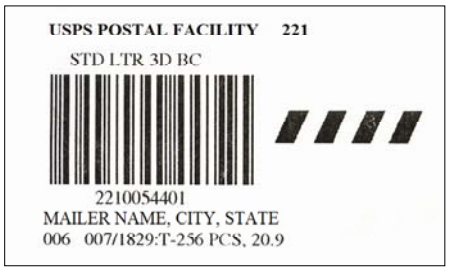
Transitional Strategy



Goal is a 24-digit Label
Implementation is currently underway

Intelligent Mail Tray Label (IMtl) – Evolution

Layout - Legacy 10-digit Tray Label -



Barcode Element	Digits	Definition
ZIP Code	**1–5**	**The ZIP Code identifies the tray or sack's destination.**
CIN	**6–8**	**The 3-Digit CIN describes the contents of the tray or sack.**
Day of Delivery	**9**	**Day of Delivery (Always "0" for mailers).**
Mail Processing Code (MPC)	**10**	**MPC is an indicator of how the mail should be processed**

No Uniqueness = Limited Visibility

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Intelligent Mail Tray Label (IMtl) – Evolution

Layout - 6-digit Mailer ID Format

Barcode Element	Digits	Definition
ZIP Code	**1–5**	**The ZIP Code identifies the tray or sack's destination.**
CIN	**6–8**	**The 3-Digit CIN describes the contents of the tray or sack.**
Processing Code	**9**	**The Processing Code is an indicator of how the mail should be processed**
Mailer ID	**10–15**	**6-digit Mailer ID**
Serial Number	**16–23**	**The Serial Number is a unique 8-digit serial number for each tray or sack.**
Label Type (1)	**24**	**The Label Type is used as a qualifier for systems to recognize and parse the data within this barcode.**

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Intelligent Mail Tray Label (IMtl) – Evolution

Layout - 9-digit Mailer ID Format

Barcode Element	Digits	Definition
ZIP Code	**1–5**	**The ZIP Code identifies the tray or sack's destination.**
CIN	**6–8**	**The 3-Digit CIN describes the contents of the tray or sack.**
Processing Code	**9**	**The Processing Code is an indicator of how the mail should be processed**
Mailer ID	**10–18**	**9-digit Mailer ID**
Serial Number	**19–23**	**The Serial Number is a unique 5-digit serial number for each tray or sack.**
Label Type (8)	**24**	**The Label Type is used as a qualifier for systems to recognize and parse the data within this barcode.**

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Intelligent Mail Tray Label (IMtl) – Evolution

USPS – Scan Status

- **Letter Sorting Equipment enabled for reading Intelligent Mail Barcode and for Producing Intelligent Mail Tray Label**
- **Flat Sorting Equipment enabled for reading Intelligent Mail barcode and for Producing Intelligent Mail Tray Label**
- **Tray Handling System upgrades to read Intelligent Mail Tray label**
- **Surface Visibility for reading Container Barcodes and providing Nesting**

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Intelligent Mail Tray Label (IMtl) – Evolution

Production

- **Mailers can get Intelligent Mail Tray labels by:**
  - **Implementing the specifications available at RIBBS, http://ribbs.usps.gov**
  - **Using the Web-based Intelligent Mail Customer Label Distribution System (CLDS), (replacement for the Passport System) to order labels from the Topeka LPC**

Appendix 2: Updated Intelligent Mail Tray Label Technical Factsheet

Technical Summary for Mailers: Basic, Full-Service, and Beyond

Vision

The Intelligent Mail vision is to provide end-to-end visibility into the mail stream by identifying and tracking letters, flats, packages, unit loads, and containers -- enabling a streamlined approach to mail acceptance. As a first step in tracking unit loads we developed the Intelligent Mail Tray barcode containing 24 digits. This barcode will be used on the IM Tray label to uniquely identify each tray, tub, and sack as well as the mail's originator. This new label is intended to replace the legacy 10-digit tray label currently in use.

Strategy

As the Postal Service continues to automate mail processing, the business need for strict adherence to a standardized tray and sack label has become imperative. Mail processing automation initiatives rely heavily on tray and sack labels to provide necessary mail processing and customer related information. Unfortunately, the Postal Service's legacy 10-digit tray and sack barcode label format does not uniquely identify the handling unit, a prerequisite for tracking. The 24-digit IM tray label is a cross-functional business solution that expands the legacy 10-digit tray and sack label format by adding data elements that will not only continue to support sortation and routing, but also establish a unique identifier on each label. The IM tray label formats provide unique identification of trays and sacks in addition to identifying the originator of the mail by the use of unique Mailer IDs (MIDs) assigned by the Postal Service. The entire barcode string, including the MID and the serial number (determined by the mailer) should uniquely identify the tray, sack, or tub. Without these elements, the potential benefits associated with in-transit visibility, manifest reconciliation, and automated mail acceptance are severely diminished.

Two Intelligent Mail 24-digit tray label barcode formats have been developed for mailers, one that allows for a 6-digit Mailer ID, and another that allows for a 9-digit Mailer ID. Mailer ID's are assigned to mailers by the Postal Service. Mailers requesting additional services are asked to check with their Postal Service Marketing representative to confirm the requirements for a specific program. See the tables on the next page of this document for details on the data contained in the two 24-digit IM tray barcode formats available to mailers.

Note: Please note that the use of the IM tray label will allow mailers, as well as the Postal Service to more effectively and efficiently manage their operations, regardless of whether the associated mailer is signed up for any additional service, be it Basic or Full Service options[1]. Mailers are therefore strongly encouraged to use the

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[1] From May 11 2009, the USPS started offering two options for the use of Intelligent Mail barcodes.

Under the Basic Service option, mailers must use the Intelligent Mail barcode on their letter and flat mailpieces. However, with this option, the Intelligent Mail barcode must contain routing information for the delivery address but does not need to uniquely identify the mailpiece.

Under the Full Service option mailers must:

- Use unique Intelligent Mail barcodes on mailpieces;
- Use unique Intelligent Mail tray labels and unique Intelligent Mail container barcodes, and

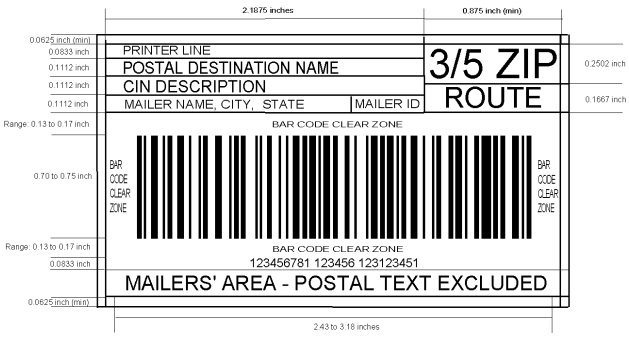
IM tray label on each handling unit when preparing mailings, even on Basic automation mailings. The use of the IM tray label does not require the mailer to satisfy full service requirements and is not an indicator that the mailer qualifies for the full-service option. As such, the use of an approved electronic method to transmit mailing documentation that matches the preparation of the submitted mail (nesting) is not required. Deciding what other service options will better serve the specific business need of the customer is a decision left up to the specific mailer.

Detailed tray label specifications for both the 10/24-digit (SPUSPS - L - 3191) transitional label format (PDF/321K or Word/892KB) and the pure 24-digit (SPUSPS - L – 3216) label format (PDF/194K or Word/633KB) are available on RIBBS.

Note: Mailers are strongly encouraged to adopt the pure 24-digit format. The 10/24-digit format is not the recommended format given the current state of implementation.

Transitional 10/24-Digit Tray Label Format

Figure 1



Pure 24-Digit Tray Label Format (Recommended)

Figure 2

24-Digit Barcode Numeric Line

The 24-Digit Barcode Numeric Line is the numeric representation of the encoded 24-digit barcode data. To enhance readability, mailers should insert spaces in the 24-digit human-readable line as follows:

- For the 6-digit Mailer ID label, a space should be added between digits 9 and 10, and 15 and 16.
- For the 9-digit Mailer ID label, a space should be added between digits 9 and 10, and 18 and 19.

The tables below provide details about the data content of the two 24-digit IM tray barcode formats available to mailers.

Table I. IM Tray Barcode Data with a 6-Digit Mailer ID

Element	Position	Purpose and Details
ZIP Code	1 - 5	Identifies the tray or sack's ZIP Code destination. For 5-digit trays in accordance with the DMM®, the destination ZIP Code is the 5-digit ZIP Code. For 3-digit trays in accordance with the DMM, the destination ZIP Code is the 3-digit ZIP Code followed by two zeros.
CIN	6 - 8	Describes the contents of the tray or sack based on the 3-digit content identifier numbers (CIN) listed in the DMM. If no listing for the tray contents is found, three zeros are used.
Processing Code	9	Use the value 1 for Automation Compatible, Barcoded, and Machinable Mail. Use the value 7 for all other mail.

- Submit statements and mailing documentation electronically. The documentation must also describe how mailpieces are linked to (or nested within) handling units, such as trays and sacks, and how mailpieces and handling units are linked to containers (when containerization is required).

Element	Position	Purpose and Details
		1 and 7 are the only acceptable values.
Mailer ID[2]	10 -15	A unique, six-digit number assigned by the Postal Service to each mailer.
Serial Number	16 - 23	A unique, eight-digit number for each tray or sack.
Label Type	24	The Label Type is used as a qualifier for systems to recognize and parse the data within this barcode. The value is 1 when used with the 6-digit Mailer ID.

Table II. IM Tray Barcode with a 9-Digit Mailer ID

Element	Position	Purpose and Details
ZIP Code	1 - 5	Identifies the tray or sack's destination. For 5-digit trays in accordance with the DMM, the destination ZIP Code is the 5-digit ZIP Code. For 3-digit trays in accordance with the DMM, the destination ZIP Code is the 3-digit ZIP Code followed by two zeros.
CIN	6 - 8	Describes the contents of the tray or sack based on the 3-digit content identifier numbers (CIN) listed in the DMM. If no listing for the tray contents is found, three zeros are used.
Processing Code	9	Use the value 1 for Automation Compatible, Barcoded, and Machinable Mail. Use the value 7 for all other mail. *1 and 7 are the only acceptable values.*
Mailer ID	10 - 18	A unique, nine-digit number assigned by the Postal Service to each mailer.
Serial Number	19 - 23	A unique, five-digit number for each tray or sack.
Label Type	24	The Label Type is used as a qualifier for systems to recognize and parse the data within this barcode. The value is 8 when used with the 9-digit Mailer ID.

Obtaining Intelligent Mail Tray Labels

To obtain Intelligent Mail tray labels, mailers can:

- Produce labels using the specifications available on RIBBS;
- Use the Web-based Intelligent Mail Customer Label Distribution System (CLDS) to submit online label orders to the Label Production Center at Topeka, KS.

Implementation

To ease the transition from the current legacy 10-digit label to the new 24-digit label, the Postal Service developed a transitional label that includes both the legacy 10-digit barcode (I 2 of 5 symbology - ANSI/AIM BC2) and the new 24-digit IM tray barcode (ISS Code 128 symbology, subset C - ANSI/AIM BC4). This transitional strategy provided the creation of a label that could be immediately deployed within the existing Postal Service environment without negatively impacting operational processes. While the size of some human readable text is sacrificed in the 10/24-digit IM tray label format, the two barcodes were necessary to make a smooth transition to the pure 24-digit IM tray label format. This strategy also allowed the Postal Service to incrementally upgrade its infrastructure to recognize and implement the pure 24-digit IM Tray label. The pure 24-digit tray label contains only a single barcode, the 24-digit Intelligent Mail Tray barcode, along with additional human readable information.

The Postal Service has now completed its infrastructure upgrade in support of the pure 24-digit tray label format. At present, all indications are that the mailing industry can successfully now migrate to the pure 24-digit tray label format. However, as there still seems to be a need for some mailers to use the legacy 10-digit as well as the

[2] A Mailer ID is required and should be obtained from the local Business Mail Entry Unit (BMEU) or Mailpiece Design Analyst (MDA), unless you plan to subscribe to OneCode Confirm or OneCode ACS. BMEUs can be located at http://www.usps.com/nationalpremieraccounts/findlocators.htm and MDAs can be contacted via the http://www.usps.com/replymail/mailpiece.htm online tool. Mail owners and mail preparers will be assigned either a 6-digit or a 9-digit Mailer Identifier (Mailer ID) based on criteria established by the Postal Service. All 6-digit Mailer Identifiers will begin with '0' through '8'; all 9-digit Mailer Identifiers will begin with '9'.

10/24-digit tray label formats, it is envisaged that these formats will still be acceptable for now but at some point will be retired.
Note: Mailers are strongly encouraged to adopt the pure 24-digit format.

Policy guidelines on the adoption and usage of the IM tray label formats shall be as stipulated in the *Mailing Standards of the United States Postal service, Domestic Mail Manual - DMM®* (DMM). For more details on the Intelligent Mail implementation, we recommend that you look at the USPS RIBBS website, where you can download presentations and documents covering a wide range of topics:
https://ribbs.usps.gov/index.cfm?page=intelligentmail

Appendix 3: MTAC 145 Workgroup Roster

Name	Organization	Role
Steve Dearing	U S Postal Service	USPS Group Leader
Himesh Patel	U S Postal Service	Alt USPS Group Leader
Paula Stoskopf	GrayHair Software, Inc.	Industry Work Group Leader
Balu Forna	U S Postal Service	USPS
Angelo Anagnostopoulos	GrayHair Software, Inc	Member
Beth Bigelow	Accenture	Member
Christine A. Wacker	Verizon – VSO Print & Mail	Member
Christopher A. Andrews	Verizon – Richmond/Durham BP&D - VSO	Member
J. Meyers	World Marketing®	Member
J. Radgowski	World Marketing®	Member
Lisa Bowes	Intelisent	Member
Michelle Billmann	ALG Worldwide Logistics	Member
Monica Lundquist	Window Book Inc.	Member
Norine Butte	www.nasml.com	Member
Randy Randall	AT&T Mailing Solutions	Member
Richard Casford	Whittier Mailing Service Inc	Member
Robert Dorre	Mailing & Logistics Support for World Marketing	Member
Sharon Harrison	AT&T Mailing Solutions	Member
T. Mayfield	World Marketing®	Member
Ty Inman	MidSouth Technologies, a Division of NPI	Member
Wallace Vingelis	Window Book, Inc.	Member