

**MTAC Work Group (WG) #151  
Streamlined Weight and Ad Percentage Capture Process  
Meeting Minutes**

<b>Date (s):</b>	02/06/2013	<b>Time:</b>	4:00-5:00PM	<b>Project:</b>	MTAC 151-Weight and Ad Percentage Capture Process
<b>Location:</b>	MeetingPlace ID: 4364654				
<b>Meeting Session:</b>	Periodicals				

No.	Meeting Invitees	No.	Meeting Invitees
1	<b>Jennifer Howard</b>	19	<i>Kathy Clark</i>
2	<b>Randy Stumbo</b>	20	<i>Steve Colella</i>
3	<i>Erv Drewek</i>	21	<i>Allan Kramer</i>
4	<b>Joyce McGarvy</b>	22	<i>Kevin Yost</i>
5	<i>Todd Black</i>	23	<i>Paula Stoskopf</i>
6	<i>Howard Schwartz</i>	24	<i>Michelle Zalewski</i>
7	<i>Jack Widener</i>	25	<i>Bob Sanford</i>
8	<i>Omar Nadeem</i>	26	<i>Chuck (Charles) Tricamo</i>
9	<i>Dennis Farley</i>	27	<i>Ernest Harris</i>
10	<i>Max Heath</i>	28	<i>Mike Lee</i>
11	<i>Brad Hill</i>	29	<i>Melissa Scheidler</i>
12	<i>Brian Schmitt</i>	30	<i>Verdonna Hudson</i>
13	<i>Steve Schiavone</i>	31	<i>Mike O'Hora</i>
14	<b>John Stark</b>	32	<i>Ted Freedman</i>
15	<b>Phil Thompson</b>	33	<i>Garrett Hoyt</i>
16	<b>Jim Morton</b>	34	<i>Carl Nelson</i>
17	<b>Linda Gustason</b>	35	<b>Rita Wu</b>
18	<i>Dale Miller</i>	36	

**\*Signifies Invitee Attended the Meeting**

**Meeting Minutes:**

*Call recorded*

- General Framework for MTAC Group: Identify the best options/best practices, recommend a way forward, and discuss tolerance that will ensure mail quality
  - Certification or audit verification
  - Corrective actions for mailers that fall outside established tolerance level (i.e. assessment)
  - Baseline
    - Physically weigh and report into PostalOne
    - Scales used will need to be certified
    - Calculation tool could fall on the responsibility of the MSP or mailer
      - Could be an Excel tool or software (i.e. Page)
  - Reviewed options previously discussed
- Corrective Action
  - More than one threshold, depending on the route
  - Two thresholds
    - Upstream in the mailing facility

- Trigger revenue deficiency – more lenient
  - A threshold early in the process to correct potential issues as early as possible
  - Establish a threshold and tolerance levels – For every percentage above/below the tolerance level, charge a fee or limit access to services in the future
  - Should establish empirical data and USPS should determine the tolerance it wants to set
- MSPs would like to see a certification that:
  - Allows them to submit in the same way they do today
  - Has the functionality of replacing a clerk
  - Uses the tool as monitoring tool to ensure quality control rather than used as an assessment tool on the backend
  - Verifies mail upstream that reduces risk and work for mailers/MSPs
- Currently
  - There is no published process for if you are outside of compliance
  - With an assessment, there will always be a reconciliation process
  - MSPs/mailers have quality control points that rely on the physical piece to get the weight
- MSPs/mailers would like to know what are USPS's current processes for:
  - Verifying the weight
  - Assigning responsibility when the physical weight and recorded weight are not matching
  - Current DMU clerks
- IMB will help tie items together and will speed up downstream verification

Action Items:

- Jennifer will follow up with Garrett to see about request for weight capture at a facility for Phil
- What are the current processes and expectations of DMU personnel?
- Receive input from Garrett to align with the group about what direction to take
- Mailers would like to know what the processes for USPS auditing are and how can mailers catch any issues as early as possible
- John Stark will try to find the spreadsheet with a piece weight calculation and send it out
- Randy Stumbo will send out a tool he has been using

**\*\*\*\*Next meeting will be February 13<sup>th</sup>, 2013 at 4PM EST for Standard Mail**

**\*\*\*\*Meeting at MTAC will be February 21<sup>st</sup>, 2013 at 9AM EST**