

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

Date (s):	03/13/2013	Time:	4:00-5:00PM	Project:	MTAC 151-Weight and Ad Percentage Capture Process
Location:	MeetingPlace ID: 9429241				
Meeting Session:	Standard Mail				

No.	Meeting Invitees	No.	Meeting Invitees
1	Jennifer Howard	20	Kathy Clark
2	Randy Stumbo	21	Steve Colella
3	<i>Erv Drewek</i>	22	<i>Allan Kramer</i>
4	Joyce McGarvy	23	<i>Kevin Yost</i>
5	<i>Todd Black</i>	24	<i>Paula Stoskopf</i>
6	<i>Howard Schwartz</i>	25	<i>Michelle Zalewski</i>
7	<i>Jack Widener</i>	26	<i>Bob Sanford</i>
8	<i>Omar Nadeem</i>	27	<i>Chuck (Charles) Tricamo</i>
9	<i>Dennis Farley</i>	28	<i>Ernest Harris</i>
10	<i>Max Heath</i>	29	<i>Mike Lee</i>
11	<i>Brad Hill</i>	30	Melissa Scheidler
12	<i>Brian Schmitt</i>	31	Verdonna Hudson
13	<i>Steve Schiavone</i>	32	<i>Mike O'Hora</i>
14	<i>John Stark</i>	33	<i>Ted Freedman</i>
15	Phil Thompson	34	Garrett Hoyt
16	<i>Jim Morton</i>	35	<i>Beth Bigalow</i>
17	Linda Gustason	36	Carl Nelson
18	Dale Miller	37	<i>Rita Wu</i>
19	Mike Swarr		

***Signifies Invitee Attended the Meeting**

Meeting Minutes:

Call recorded

- Next week's MTAC151 meeting is cancelled due to NPF. After this meeting, the Periodicals and Standard Mail groups will be combined and meeting each Wednesday at 4PM.
- Future Framework
 - Mailers establish an internal QA process for initial capture/verification of piece weight
 - USPS Verification
 - When electronic files are submitted to PostalOne!, a predetermined process/algorithm calculates the number of containers to be sampled for each CRID (randomly generated)
 - At a high level, the algorithm is driven by the generation of the edoc and appointments. It accounts for the mail owner, CRID, facility, and volume
 - Will this evaluate MSPs or mail owners?
 - When does the algorithm kick into the process?
 - Is there a possibility for the MSP to find out which mailings will be validated in advance?
 - USPS will take multiple samples from a single mailing (container/handling unit/mailpiece)
 - If a mismatch exists, the mailing will not be stopped, but will trigger:
 - First, mail owner/MSP a flag to monitor the trend

- Second, if it continues to trend negatively, USPS/mailler joint review to discuss identified issues and corrective actions
 - Reporting and Reconciliation: a single data point won't raise a red flag, but a trend of issues
 - Documentation will need to be provided to justify mailers flagged who claim to be operating within tolerance
 - Reporting will look at an aggregate number on the backend and look at a granular level at the entry points
 - USPS will have the trend data and ability to monitor
 - Mailers will have access to the same reports
 - Information will be readily available (versus 3 months later) for USPS, MSPs, and the mailer
 - Consider enforcing a postage tolerance rather than a piece weight tolerance
- Level of documentation that the MSP should have to be adequate proof during reconciliation
 - Does USPS want mailers to keep 10 copies of each version mailed out? There needs to be something more realistic.
 - Documentation will be based upon what is provided to the MSPs/mail owners in the verification reports
- Working on establishing tolerance
 - Most mailers stay within a 2% variation – the worst case scenario has been 97.9% from data already collected
 - Another example, 1.25% tolerance was a calculated weight taken in the summer time
- Develop scenarios specific to capture weight at production and at another location - start out controlled and then go into complexities
 - Most mailers want to see the effects of humidity
 - Capture weight at production with starting points geographically spread out (i.e. Wisconsin, Seattle, Phoenix, Miami – weather spots that are vastly different)
 - Contact Jennifer if you would like to volunteer your facility for testing.

******Next meeting will be March 27th, 2013 at 4PM EST for ALL MTAC151 participants**