

**ENVIRONMENTAL IMPACT ON PIECE-WEIGHT VERIFICATION
STANDARD OPERATING PROCEDURES
EFFECTIVE DATE: 01/03/2014**

PURPOSE/BACKGROUND

MTAC Task Team 151 was formed to develop an approach to simplify the capture and reporting of weight for all mail classes and ad percentages for Periodicals. Goals for this joint venture between mailers and USPS personnel included:

- Recommending a simplified approach to capture weight
- Reducing reliance on BME clerks to capture and validate weight
- Developing processes/approaches that are aligned with the Full-Service and Seamless Acceptance vision

Discussions within the Task Team identified a significant mailer concern about the potential impact of postage assessments based on “downstream” piece-weight verification. In order to alleviate these concerns, the group recommended a study of the environmental impact on piece weight variations between the point of mail preparation (Plant/Origin) and mail verification (BMEU/Destination).

The planned study will use the 1-3-30 FS-IMD sampling process introduced with the Seamless Acceptance pilot to mimic the future state and provide mailers with live data based on a variety of mailpieces. The Periodicals titles selected for this study represent a range of paper weight, inserts, versions, and polywrap mailpieces. BME personnel will be asked to sample from one of two groups in live mailings at the Destination facility: Group A will provide a single title from a selected mailing; Group B will allow the sampler to select random titles from a selected co-mailing.

A secondary study (Group C) will ship unaddressed titles directly from the Plant/Origin facility to the BMEU to weigh 10 pieces of the selected title(s) as a control group.

Based on the findings of this study, the Task Team is prepared to recommend a tolerance for assessment of weight verification within Seamless Acceptance.

Environmental Impact

The Task Team identified humidity as the most significant factor triggering a piece weight variance. The MTAC membership had previously identified six environmental zones within the US. These zones will be used as the basis for data collection. The identified zones are classified as: West, West Central, East Central, South Central, Northeast, and Southeast for the purposes of this study. A listing of the states assigned to these zones is included in Appendix A.

BMEU Weight Verification

Working with participating mail owners for the study to ensure a variety of titles, Mail Entry will request assistance from a minimum of 2 BMEUs located within each environmental zone. The optimal facility meets the following criteria:

- BMEU is co-located with a mail processing facility.
- BMEU has a functional FS-IMD and scale for weight capture.
- BMEU personnel have approved access to sample with the FS-IMD.
- BMEU personnel use the 1-3-30 process implemented with the Seamless Acceptance pilot.
- FS-IMD will be used to capture verification results (Group A and Group B).

SAMPLE SELECTION – Group A/B

Mail Entry will provide BMEU personnel with FAST Appointment and/or Job ID information to identify an incoming mailing that includes designated titles. Samples of the pallet placards for selected mailings will be provided to show the location of the Job ID.

The notification email will include the following information, at a minimum:

- FAST Appointment Number and/or Job ID.
- Expected arrival date at facility.
- Title(s) designated for sampling

VERIFICATIONS – Group A/B

BMEU personnel will select one container from each selected mailing at their facility.

NOTE: All remaining containers from the selected mailing should be released for processing.

In preparation for the sampling verification, the assigned BME personnel should:

- Log into the Full Service application on the IMD to verify they have the correct access.
- If access is not currently approved, request it through eAccess.
Application: Full Service IMD (FS IMD) **Role:** FS IMD Mobile
- Validate the connectivity between the Bluetooth-enabled scale and the FS-IMD.

NOTE: If no Bluetooth-enabled scale is available, please complete the Weight Verification Study Log (Appendix B) to provide the weight for pieces sampled with the FS-IMD.

FS-IMD 1-3-30 Verification (with Bluetooth-enabled scale)

1. Select a Container (1) for sampling.
2. Log into the Full Service application on the IMD and navigate to the Main Menu screen.
3. Click the Acceptance button to begin the required sampling.
4. Click on the New Sampling button.
5. Click on the Pallet/Container button.
6. Scan the Intelligent Mail Container Barcode (IMCb) affixed to Container (1).
7. Complete all fields on the Pallet/Container screen
8. Click the Handling Unit (HU) button.
9. Select a HU (1-1) from Container (1) scanned in step 6.
10. Scan the Intelligent Mail Tray Barcode (IMtb) affixed to HU (1-1).
11. Ensure the HU Type radio button for Tray is selected.
12. Select the Tray Type from the drop-down list.
13. Click the Bundle/Piece button to save all entered data
14. Select 10 pieces from the tray (HU 1-1) being sampled.
15. Scan the Intelligent Mail Barcode (IMb) from the selected piece (1-1-1).
16. Ensure Processing Category field represents physical characteristics of mailpiece.
17. Ensure Presort Level field represents the 2nd line of tray label.
18. Select Permit Type field to indicate postage payment method on the mailpiece.
19. If Meter is selected, enter \$ amount from postage affixed to the mailpiece.
20. Place the mailpiece on the scale connected to the FS-IMD.
21. Click the Capture button to populate the Total Weight field with the weight of the piece displayed on the connected scale.
22. Click the Bundle/Piece button to save all entered data.
23. Repeat Steps 15-22 for remaining mailpieces (1-1-2 through 1-1-10).
24. After the information for the last piece (1-1-10) is captured, click the Handling Unit button to save entered data and display a new Handling Unit Information screen to sample the next HU (1-2).
25. Repeat steps 9-23 for the second Handling Unit (1-2) and associated Bundles/Pieces (1-2-1 through 1-2-10).

26. After the information for the last piece (1-2-10) is captured, click the Handling Unit button to save entered data and display a new Handling Unit Information screen to sample the next HU (1-3).
27. Repeat steps 9-23 for the last Handling Unit (1-3) and associated Bundles/Pieces (1-3-1 through 1-3-10).
28. After the information for the last piece (1-3-10) is captured, click Done.
29. Click the Main Menu button to log out.
30. Click the Exit button to log out of the Full Service Application.
31. After logging out, place the IMD in the cradle. The device will reboot and the data upload/download will begin.

FS-IMD 1-3-30 Verification (without Bluetooth-enabled scale)

1. Select a Container (1) for sampling.
2. Log into the Full Service application on the IMD and navigate to the Main Menu screen.
3. Click the Acceptance button to begin the required sampling.
4. Click on the New Sampling button.
5. Click on the Pallet/Container button.
6. Scan the Intelligent Mail Container Barcode (IMCb) affixed to Container (1).
7. Complete all fields on the Pallet/Container screen
8. Click the Handling Unit (HU) button.
9. Select a HU (1-1) from Container (1) scanned in step 6.
10. Scan the Intelligent Mail Tray Barcode (IMTb) affixed to HU (1-1).
11. Ensure the HU Type radio button for Tray is selected.
12. Select the Tray Type from the drop-down list.
13. Click the Bundle/Piece button to save all entered data
14. Select 10 pieces from the tray (HU 1-1) being sampled.
15. Scan the Intelligent Mail Barcode (IMb) from the selected piece (1-1-1).
16. Ensure Processing Category field represents physical characteristics of mailpiece.
17. Ensure Presort Level field represents the 2nd line of tray label.
18. Select Permit Type field to indicate postage payment method on the mailpiece.
19. If Meter is selected, enter \$ amount from postage affixed to the mailpiece.
20. Record the IMb from the selected piece (1-1-1) on the Weight Verification Study log.
21. Place the mailpiece on the scale.
22. Record the Total Weight from the weight of the piece displayed on the Weight Verification Study log.
23. Click the Bundle/Piece button to save all entered data.
24. Repeat Steps 15-23 for remaining mailpieces (1-1-2 through 1-1-10).
25. After the information for the last piece (1-1-10) is captured, click the Handling Unit button to save entered data and display a new Handling Unit Information screen to sample the next HU (1-2).
26. Repeat steps 9-24 for the second Handling Unit (1-2) and associated Bundles/Pieces (1-2-1 through 1-2-10).
27. After the information for the last piece (1-2-10) is captured, click the Handling Unit button to save entered data and display a new Handling Unit Information screen to sample the next HU (1-3).
28. Repeat steps 9-24 for the last Handling Unit (1-3) and associated Bundles/Pieces (1-3-1 through 1-3-10).
29. After the information for the last piece (1-3-10) is captured, click Done.
30. Click the Main Menu button to log out.
31. Click the Exit button to log out of the Full Service Application.
32. After logging out, place the IMD in the cradle. The device will reboot and the data upload/download will begin.
33. Submit the completed Weight Verification Study Log to Mail Entry via email to jennifer.l.howard@usps.gov or via fax to 202.268.8271.

RECONCILIATION – Group A/B **Comparison of Samples to eDoc**

Mail Entry will aggregate sampling data as received from the FS-IMD and Weight Verification Study Log. The sampling data will be compiled with the electronic mailing data submitted for the mailing for analysis.

The compilation data for individual mailpieces will include the following information, at a minimum:

- Date of mailing
- Title
- Version
- FAST Appointment Number and/or Job ID
- Date of sampling at BME/destination facility
- IMcb
- IMtb
- IMb
- Mail Class
- Processing Category
- Piece weight (eDoc)
- Piece weight (sample)

SAMPLE SELECTION – Group C

The mail preparation facility will direct ship 10 unaddressed mailpieces from the plant/origin to the BMEU/destination facility in order for BME personnel to weigh using traditional piece weight verification methods.

Mail Entry will provide the plant/origin BMEU/DMU personnel with the BMEU/destination facility address and contact information for the shipment.

The plant/origin BMEU/DMU personnel will send email notification to Mail Entry and the BMEU/destination contact when the shipment is sent from the plant/origin facility.

The notification email will include the following information, at a minimum:

- Tracking number
- Expected arrival date at facility.

Plant/Origin Verification – Group C

BMEU/DMU personnel will weigh the bundle to obtain the combined weight for calculation of the average piece weight. Each individual piece will then be weighed separately to capture actual weights for each mailpiece. The actual combined weight and actual individual piece weights will be recorded on the Weight Verification Control Log (Appendix C).

Plant/Origin Verification

1. Select 10 bundled pieces for sampling.
2. Weigh the bundle.
3. Record the combined bundle weight on the Weight Verification Control Log.
4. Separate the bundle.
5. Number each mail piece in the unused address block using the numbers 1 through 10.
6. Weigh each mail piece individually.
7. Record the individual weights on the Weight Verification Control Log.
8. Submit the completed Weight Verification Control Log to Mail Entry via email to jennifer.l.howard@usps.gov or via fax to 202.268.8271.
9. Ship the sampled bundle to the designated BMEU/destination facility.

BME/Destination Verification – Group C

BMEU personnel will weigh the bundle to obtain the combined weight for calculation of the average piece weight. Each individual piece will then be weighed separately to capture actual weights for each mailpiece. The actual combined weight and actual individual piece weights will be recorded on the Weight Verification Control Log (Appendix C).

The BMEU personnel will send email notification to Mail Entry and the plant/origin contact when the shipment is sent back from the BMEU/destination facility.

The notification email will include the following information, at a minimum:

- Tracking number
- Expected arrival date at facility.

BMEU/Destination Verification

1. Select 10 bundled pieces for sampling.
2. Weigh the bundle.
3. Record the combined bundle weight on the Weight Verification Control Log.
4. Separate the bundle.
5. Weigh each mail piece individually.
6. Record the individual weights on the Weight Verification Control Log next to the corresponding number.
7. Submit the completed Weight Verification Control Log to Mail Entry via email to jennifer.l.howard@usps.gov or via fax to 202.268.8271.
8. Ship the sampled bundle back to the plant/origin facility.

RECONCILIATION – Group C

Comparison of Samples Weighed in Bundles vs. Individual Weights

Mail Entry will aggregate sampling data as received from the Weight Verification Control Log.

The compilation data for individual mailpieces will include the following information, at a minimum:

- Date of sampling for plant/origin facility
- Title
- Version
- Date of sampling at BME/destination facility
- Mail Class
- Average piece weight (bundle)
- Actual piece weight (origin)
- Actual piece weight (destination)

APPENDIX A – ENVIRONMENTAL ZONES BY STATE

STATE	ZONE		STATE	ZONE
ALABAMA	SOUTHEAST		MONTANA	WEST CENTRAL
ALASKA	WEST		NEBRASKA	WEST CENTRAL
ARIZONA	WEST		NEVADA	WEST
ARKANSAS	SOUTH CENTRAL		NEW HAMPSHIRE	NORTHEAST
CALIFORNIA	WEST		NEW JERSEY	NORTHEAST
COLORADO	WEST CENTRAL		NEW MEXICO	WEST
CONNECTICUT	NORTHEAST		NEW YORK	NORTHEAST
DELAWARE	NORTHEAST		NORTH CAROLINA	SOUTHEAST
FLORIDA	SOUTHEAST		NORTH DAKOTA	WEST CENTRAL
GEORGIA	SOUTHEAST		OHIO	EAST CENTRAL
HAWAII	WEST		OKLAHOMA	SOUTH CENTRAL
IDAHO	WEST		OREGON	WEST
ILLINOIS	EAST CENTRAL		PENNSYLVANIA	NORTHEAST
INDIANA	EAST CENTRAL		RHODE ISLAND	NORTHEAST
IOWA	WEST CENTRAL		SOUTH CAROLINA	SOUTHEAST
KANSAS	WEST CENTRAL		SOUTH DAKOTA	WEST CENTRAL
KENTUCKY	EAST CENTRAL		TENNESSEE	SOUTHEAST
LOUISIANA	SOUTH CENTRAL		TEXAS	SOUTH CENTRAL
MAINE	NORTHEAST		UTAH	WEST
MARYLAND	NORTHEAST		VERMONT	NORTHEAST
MASSACHUSETTS	NORTHEAST		VIRGINIA	NORTHEAST
MICHIGAN	EAST CENTRAL		WASHINGTON STATE	WEST
MINNESOTA	WEST CENTRAL		WEST VIRGINIA	NORTHEAST
MISSISSIPPI	SOUTHEAST		WISCONSIN	EAST CENTRAL
MISSOURI	WEST CENTRAL		WYOMING	WEST CENTRAL

APPENDIX B – WEIGHT VERIFICATION STUDY LOG (GROUP A/B)

SAMPLING VERIFICATION PERFORMED BY: _____

USPS ENTRY FACILITY ZIP (WHERE SAMPLES WERE TAKEN): _____

DATE OF SAMPLING _____

JOB ID (FROM PLACARD): _____

	IMB	PIECE WEIGHT	TITLE
1-1-1			
1-1-2			
1-1-3			
1-1-4			
1-1-5			
1-1-6			
1-1-7			
1-1-8			
1-1-9			
1-1-10			
1-2-1			
1-2-2			
1-2-3			
1-2-4			
1-2-5			
1-2-6			
1-2-7			
1-2-8			
1-2-9			
1-2-10			
1-3-1			
1-3-2			
1-3-3			
1-3-4			
1-3-5			
1-3-6			
1-3-7			
1-3-8			
1-3-9			
1-3-10			

APPENDIX C – WEIGHT VERIFICATION CONTROL LOG (GROUP C)

SAMPLING VERIFICATION PERFORMED BY: _____

FACILITY ZIP (WHERE SAMPLES WERE TAKEN): _____

DATE OF SAMPLING _____

COMBINED BUNDLE WEIGHT: _____

	INDIVIDUAL PIECE WEIGHT	TITLE	VERSION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			