Meeting Notes 24 June 2013

Attendees: Sandy Clapp, Vicky Dansereau, Genieve Dickens, Erv Drewek, Lynn Engle, John Garland, Uni Han-Norton, Steven Jacobs, Kathy Mackay, Lloyd Mills, Suzanne Newman, Steve Smith, John Stark, Kerry Still, Randy Stumbo, Chuck Tricamo, and Jack Widener

Not Attending: Bill Carter, Brad Hill, Garrett Hoyt, Charles Kelly, Peter Moore, Susan Redman, Brian Schmidtt, Christine Simone, and Michelle Zalewski

PS3510 and Business Customer Gateway

Discussion of using the BCG to post the publication number going forward to get mail owners on board. One commercial printer reported steering clients to the BCG as part of the new customer orientation.

Submission of the information after the first stop. On PostalOne! What is the screen completion ability? If so, how?

The secondary users of completed PS3510 information (Library of Congress and the Inspection Service) need to be considered in the process. Suggestion to illustrate the process connection.

Signatures – Electronic validation. (Beck Dobbins) Can we use an electronic signature to submit the form? Is there any need to link to CAPS with confirmation?

Information common to all Periodicals should be presented for confirmation by the mail owner and carried forward in the filing location (electronic venue).

Mail Anywhere/Pay Anywhere – Is there a possible link to application for reentry?

PS3526

Information presented to the USPS a part of required filings, cannot be passed back to the mail owner. This clarification was in response to the query of using PS3541 postage reporting accumulated in filings through the year. Longer discussion about any staging of information by the mail owner must occur outside of the USPS reporting tools.

Can information, NOT data be carried forward on PostalOne! for mail owner use? The consensus is this is a General Counsel question. May be a parallel development outside this Work Group.

Item 15 A: Mail service providers can only provide information in this block. All other items must come from the mail owner.

Suggestion to use a "bridge" to USPS data for reviews, but not direct restatement of the same information. This was in connection with a general discussion of the various circulation audit bureaus used by owners and some mail service providers.

Template – Would the best goal of streamlining the 3526 be to create a simplified form but with the manual additions:

> Filing date may require rework by the publisher/circulation department.
>
> Adjustments between 'expired' numbers allowed by PS3541, but not in the 3526.

Next Conference Call:

Monday, 08 July 1:00 PM Eastern