

## **Workgroup Summary**

**Workgroup announcement** October 12, 2010

**Bi-weekly calls/meetings:** October 19<sup>th</sup>, November 2<sup>nd</sup>, and November 16<sup>th</sup>

Reviewing current practices for overall workgroup understanding and identifying business needs.

**Next Call** November 30, 2010

**Expected Date of Completion** May 31, 2011

## **Issue Statement**

The workgroup will identify the business needs for reporting piece spoilages or shortages occurring within business mailings using either hard copy or electronic postage payment processes. The work group will develop consistent standard operating procedures for the handling of spoilage and shortages during the verification and acceptance, postage payment and mail induction processes. The workgroup will identify the business processes for reporting and reconciling spoilage/shortages using hard copy procedures. The workgroup will identify the business processes, at a level sufficient to develop information system requirements, for reporting and reconciling spoilage/shortages using electronic mailing information supported by the USPS.

## **Desired Results**

Develop standard operating procedures for handling spoilage and shortages

- Recommend verification and acceptance procedures and policies including hard-copy and electronic documentation required
- Recommend postage payment and postage adjustment policies and procedures including proper postage statement reporting in both hard-copy and electronic form
- Recommend postal induction policies and procedures including proper 8125 completion and review

**Workgroup Members:** 58 members

## **Work Group Leaders:**

### ***Industry***

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