

MTEOR BSA Agreement

This Agreement entered into between the United States Postal Service®, and its agents, including the Postal Service Office of Inspector General and the United States Postal Service Inspection Service ("Postal Service" or "USPS") and each company desiring participation in and use of the Postal Service MTEOR system to request the loan of Mail Transport Equipment (MTE), hereinafter "Company". BSAs assert that they have the authority to act as a representative for their Company for purposes of this Agreement and are subjecting their Companies to responsibility for all requirements outlined in this MTEOR Agreement.

Loan of Mail Transport Equipment – Borrowers' Responsibilities

The use of MTE is a courtesy extended by the Postal Service only to convey mail to and from postal installations and for transfer of finished goods between Company locations and mail service providers for purposes of finalizing and tendering mail to the Postal Service. Any other use of MTE (e.g., storing or transporting records, equipment, waste, unprinted paper, printed inserts, or printed materials to be delivered through any means other than mail, etc.) is specifically prohibited. Mail transport equipment (MTE) owned by the Postal Service may not be furnished to, or retained by, any business for their internal operating use or personal convenience.

The Postal Service will attempt to supply the equipment needed based on mail volume. It may be necessary for the Postal Service to substitute another equipment type to satisfy the requirement.

All companies borrowing USPS MTE are responsible for:

- a. Proper use, care, and timely return of MTE.
- b. Inventory all MTE on-hand on September 25, 2012 by MTE type, utilizing a template to be provided by the USPS and submit via email to HQMTE@usps.gov. Companies registering for MTEOR after September 25, 2012 should conduct an inventory no later the last Tuesday of the month of registration. Additional inventory reporting will be part of MTEOR in Phase 2 and all BSAs will be provided a new MTEOR Agreement to accept at that time.
- c. Hold no more on-hand inventory of empty MTE than what is required for two weeks of mail production at the facility where the MTE is held.
- d. Companies and individuals are not authorized to sell, recycle or destroy any MTE. Damaged MTE must be returned to the Postal Service. Use of equipment for any purpose other than the transport of U.S. Mail is strictly prohibited by Federal law. The Postal Service uses electronic tracking technology to monitor the location of this equipment.

Electronic Tracking of MTE

The USPS may electronically monitor the use of its mail transporting equipment and the Company gives authorization to the USPS to electronically intercept, monitor, record and/or track the location of mail transporting equipment while it is on the Company property.

By clicking Accept, the BSA confirms the terms of this agreement on behalf of the Company that appointed such BSA.