Certification

Full Service Mailer certification is a temporary process to resolve start-the-clock issues that impact accurate service measurement. It is expected that certification will not be necessary once the revised simplified start-the-clock process is implemented. The certification process involves two components.

The first requires the acceptance clerk to physically sample the contents of mail to ensure mail is prepared per the requirements of Full Service. The clerk inspects mail pieces, handling units, and containers to ensure they have been prepared using Intelligent barcodes, and ensures that the mailer has submitted electronic documentation with Full Service mailings. Barcodes are confirmed by handheld device sampling and associated to the electronic Postage Statement.

The second component involves a comprehensive review of the electronic documentation to ensure accuracy of start-the-clock elements. The Postal Service verifies eDoc information for Full Service compliance and compares it to CSA information where applicable to verify accuracy. Five Full Service jobs with a minimum of three containers (from each Job) are selected by the Postal Service to be evaluated for certification. The Certification Checklist consists of ten verification sections as listed below.

1. Select five recent Full Service jobs to certify and confirm Postage Statements
2. Validate container, handling unit, and piece sampling scans in eDoc
3. Confirm mailer is scheduling valid FAST origin entry appointments where applicable
4. Confirm containers are arriving on the same day and at the same facility as the associated FAST appointment where applicable
5. Confirm mailer transporting mail to non-USPS facilities is scheduling appointments per standard operating procedure where applicable
6. Confirm proper use of CSA ID in eDoc where applicable
7. Confirm CSA verification errors are not being generated where applicable
8. Confirm logical container records associate to the last trip or shipment of the day for each separation where applicable
9. Confirm mailer is setting the Scheduled Ship Date/Time accurately in the eDoc where applicable
10. Confirm Start-the-Clock is being generated