

BEFORE THE
POSTAL RATE COMMISSION
WASHINGTON, D.C. 20268-0001

REPOSITIONABLE NOTES PROVISIONAL SERVICE

Docket No. MC2004-5

NOTICE OF UNITED STATES POSTAL SERVICE
OF FILING OF LIBRARY REFERENCE USPS-LR-2

The United States Postal Service hereby gives notice that it is filing today the following
Category 4 library reference:

USPS-LR-2 Materials in Response to Interrogatories OCA/USPS-T1-5 and
OCA/USPS-T1-6.

Pursuant to Rule 31(b)(2)(iv), this material is being filed as a library reference in
compliance with discovery requests for production of documents, specifically OCA/USPS-T1-5
and OCA/USPS-T1-6. Rule 31(b)(2)(ii)(D).

The documents to which the library reference relates are witness Holland's and witness
Kaneer's testimonies. The library reference is not an update or a revision of another library
reference. Finally, the entire library reference is expected to become record evidence
sponsored by witness Holland.

A listing containing a description of the materials has been provided at the beginning of
the library reference.

Copies of this library reference are also on file with the Postal Service library.

Respectfully submitted,

UNITED STATES POSTAL SERVICE

By its attorneys:

Daniel J. Foucheaux, Jr.
Chief Counsel, Ratemaking

Scott L. Reiter

CERTIFICATE OF SERVICE

I hereby certify that I have this day served the foregoing document upon all participants of record in this proceeding in accordance with section 12 of the Rules of Practice.

Scott L. Reiter

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Scott.L.Reiter@usps.gov
August 13, 2004

Records and Documentation of Results of the Engineering and Pilot Tests

Pages 1-6 Test Observation Form Mail Toppers Test [Engineering Test]

- “Operation” lists the type of machine used and the number of pieces run through the machines
- “Pass” describes the number of times those pieces were run through the machine
- Rest of chart describes what happened to the Post-it Note.

Page 7-10 3M POSTIT Advertising Mail, Rev. 9/14/00, 4PM

- Describes the results of a test run on 8/29/00 at Merrifield VA P&DC

Page 11 Post-it Direct Response Products (USPS Test Summary)

- Summarizes both engineering and pilot tests in chronological order.

Page 12 Chart

- Along the left-hand side are the names of “seeded” people (people who have been pre-determined to receive RPN mailings as part of a pilot test).
- Chart reports the results received by the seeded people

Pages 13-18 Repositionable Notes on Flats Product Test Results

- Describes the test results of using RPNs on Flats, as determined by a July 1, 2003 test.

Pages 19-20 Photo Documentation of 3M Post-it Note August 29, 2000 Test

Instructions to Field and Operations Personnel

Pages 21-23 March 6, 2002 Letter to USPS Plant Managers

Pages 24-25 Repositionable Notes Pilot Test (Terms and Conditions)

- List of terms and conditions given to customers interested in participating in pilot test.

Pages 26-27 USPS April 30, 2001 Letter

Letter describing guidelines for Testing Re-Adhesive Notes to 6x9 Letter Mail Pieces.

**TEST OBSERVATION FORM
MAIL TOPPERS TEST**

**No. 10 Envelope with Adhesive on Top Edge
White Notes**

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
OCR 3734 (3717)	1st	0	1 See note below	1	1	1 Pos. machine error Note evenly spaced	0
OCR 3713	2nd	0	5 (No missing notes found)	0	1	0	0
OCR 3707	3rd	0	0	0	0	0	0
OCR 3707	4th	0	0	0	0	0	0
DBCS 3707	1st	0	1	1	0	0	0
DBCS 3705	2nd	0	0	1	0	0	0
Total Failed 13		0	7	3	2	1	0

Notes: 1st pass, total 18 envelopes no notes, only one note found, some mail without notes applied. Ran additional 17 mail pieces
 2nd pass, total 5 mail pieces missing mail notes, no notes found in OCR, could be 1st pass inspection did not detect mail missing notes
 2nd pass, 1 mail piece flew out of sort bin, not a reject

**TEST OBSERVATION FORM
MAIL TOPPERS TEST**

**No. 10 Envelope with Adhesive on Right Hand Edge
Yellow Notes**

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
OCR	1st						
3707		0	0	1	0	0	0
OCR	2nd						
3706		0	1	0	0	1	0
OCR	3rd						
3704		0	0	0	0	0	0
OCR	4th						
3704		0	0	3	0	0	0
DBCS	1st						
3701		0	0	47	0	0	0
DBCS	2nd						
3654		0	7	60	0	0	0
Total Failed 120		0	8	111	0	1	0

Notes: Damage to notes start on right leading edge, Initially nicks, later torn back, peeled off

**INFORMATION GATHERING TEST OBSERVATION
MAIL TOPPERS TEST**

No. 10 Envelope with White Post it Note Adhesive Orientation changed to Right Hand Leading Edge

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
DBCS 62	1st	0	0	2	0	0	0
DBCS 60	2nd	0	0	18	0	0	0
DBCS 42	3rd	0	0	2	0	0	0
Total Failed 22		0	0	22	0	0	0

No. 10 Envelope with Yellow Post it Note Adhesive Orientation changed to top Horizontal Edge

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
DBCS 82	1st	0	0	0	0	0	0
DBCS 82	2nd	0	0	0	0	0	0
DBCS 82	3rd	0	0	0	0	0	0
Total Failed 0		0	0	0	0	0	0

**TEST OBSERVATION FORM
MAIL TOPPERS TEST**

**No. 10 Envelope with Adhesive on Top Edge
White Notes**

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
OCR 3734 (3717)	1st	0	1 See note below	1	1	1 Pos. machine error Note evenly spaced	0
OCR 3713	2nd	0	5 (No missing notes found)	0	1	0	0
OCR 3707	3rd	0	0	0	0	0	0
OCR 3707	4th	0	0	0	0	0	0
DACS 3707	1st	0	1	1	0	0	0
DACS 3705	2nd	0	0	1	0	0	0
Total Failed 13		0	7	3	2	1	0

Notes: 1st pass, total 18 envelopes no notes, only one note found, some mail without notes applied. Ran additional 17 mail pieces
 2nd pass, total 5 mail pieces missing mail notes, no notes found in OCR, could be 1st pass inspection did not detect mail missing notes
 2nd pass, 1 mail piece flew out of sort bin, not a reject

**TEST OBSERVATION FORM
MAIL TOPPERS TEST**

**No. 10 Envelope with Adhesive on Right Hand Edge
Yellow Notes**

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
OCR 3707	1st	0	0	1	0	0	0
OCR 3706	2nd	0	1	0	0	1	0
OCR 3704	3rd	0	0	0	0	0	0
OCR 3704	4th	0	0	3	0	0	0
DBCS 3701	1st	0	0	47	0	0	0
DBCS 3654	2nd	0	7	60	0	0	0
Total Failed 120		0	8	111	0	1	0

Notes: Damage to notes start on right leading edge, Initially nicks, later torn back, peeled off

**INFORMATION GATHERING TEST OBSERVATION
MAIL TOPPERS TEST**

No. 10 Envelope with White Post it Note Adhesive Orientation changed to Right Hand Leading Edge

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
DBCS 62	1st	0	0	2	0	0	0
DBCS 60	2nd	0	0	18	0	0	0
DBCS 42	3rd	0	0	2	0	0	0
Total Failed 22		0	0	22	0	0	0

No. 10 Envelope with Yellow Post it Note Adhesive Orientation changed to top Horizontal Edge

Operation	Pass	Machine Jams	Missing Post-it	Significant Damage to Post-it	Post-it Note Moved	Multiple Notes	Post-it Note Blocks Wide Area Reader
DBCS 82	1st	0	0	0	0	0	0
DBCS 82	2nd	0	0	0	0	0	0
DBCS 82	3rd	0	0	0	0	0	0
Total Failed 0		0	0	0	0	0	0

Test Date: 8/29/00 at Merrifield VA P&DC

Attendees: [] 3M
[] 3M
Dean Edmonds, USPS Engr
Bill Lear, USPS Engr
Bill Rucker, USPS Engr
Thomas Potter, USPS Engr
2 USPS machine operators

3M provided samples of #10 envelopes with 3x3 Post-It Notes on the left side, in 2 orientations. The 1st orientation had yellow colored notes with adhesive vertical on the right or leading edge, the 2nd had white notes with adhesive horizontal on the top. Location of Post-It note was ¼-½ ” from the left side and bottom. These non-window envelopes were of .035” uniform thickness (using TAPPI paper micrometer), with 1 folded sheet and two 3.75 x 8.5” single sheets inside. Insert shift was 1” horz, and .38” vertically.

The test consisted of running 3,704 envelopes with the Post-It Notes through an MLOCR four times followed by 2 passes through a DBCS. Test pieces, if rejected as a result of a machine processing, would be removed, not replaced, and therefore not counted in subsequent machine operations. The difference in Test pieces run through the first MLOCR pass and the final DBCS pass would reflect the rejected Test pieces for the first five processing operations. Based on a run through all six machine passes, starting on the first pass operation with 3,704 letters, the test would be a statistical success if no more than 111 failures or rejects were counted after all six machine passes had been completed.

Due to test mail and count discrepancies, a total of 3,734 envelopes with white notes / adhesive on top, and 3,707 envelopes with yellow notes / adhesive on vertical leading edge, were run, instead of the specified 3,704 of each type.

Test 1: Envelopes with white Post-It Notes having adhesive on the top horizontal edge, experienced a total of 13 rejections. Included in these 13 rejects were 5 letters which when checked after the second pass had no note affixed to the letter. The “missing” notes were never found in the machine or on other mail pieces. Given an audit of mail pieces after the first pass revealed mail that originally did not have notes attached an additional 17 pieces were run on the first pass to make sure that 3,704 pieces of mail with notes was run. It is likely that these second pass 5 pieces originally did not have notes attached. In either case, 13 rejections or 8, the number of rejections was below the threshold, therefore the test was a success. (See chart for test results)

Test 2: Envelopes with yellow Post-It Notes having adhesive on the right leading vertical edge, experienced a total of 120 rejects, above the 111 limit, resulting in test failure. Of the 120 rejections 111 were due to damage to the Post-It Note. Typical damage was tearing of portions of the note. Tearing appeared to be done by the stripper used to separate the stream of letters into individual pieces for subsequent sorting. After completing each machine processing run significant Post-It Note paper fiber and scraps were noted in the machine separation and address reading areas. The 8 missing Post-It notes were found in these areas. It is believed that the stripper which damaged the Notes is also the cause resulting in the notes becoming separated from the envelopes. (See chart for results)

The failed outcome of envelopes with Notes having adhesive on the leading vertical edge was unexpected. It was thought this orientation would perform better than the orientation with the adhesive on the top horizontal edge.

Demonstrations: Because of this unexpected test result it was decided to change the orientation of white and yellow notes on remaining sample envelopes that had not been processed to see if orientation was the issue or if it was a Note type specific problem. 3M verified that both Note types were made using the same paper weight and adhesive specification.

Demo #1: 62 envelopes with white Post-It Notes having note adhesive initially on the top horizontal edge were repositioned so that the adhesive edge was on the right vertical leading edge. When run through the DBCS 2 were rejected, torn by the machine stripper. When run a second time an additional 18 were considered rejected. The third pass through the DBCS resulted in 2 more rejections. The result was 22 rejects out of an initial 62 pieces.

Demo #2: 82 envelopes with yellow Post-It Notes having adhesive initially on the right vertical leading edge were repositioned so that the adhesive was on the top horizontal edge. All 82 pieces were run through the DBCS three times with no failures.

Based on test results it appeared that note adhesive orientation was important. The color of the note did not appear to be the issue, the adhesive orientation did. 3M will look into note paper grain orientation as that might explain why one orientation seemed to tear more than the other.

Demo #3: Because of concern that envelopes with Post-It Notes might have the Note damaged by different size and type letter mail when sorted, an Information Gathering Demonstration of approximately 250 Post-It Notes envelopes with top horizontal adhesive orientation was conducted. Envelopes with white Post-It Notes, top horizontal adhesive orientation were randomly placed among different size letters and run through the DBCS 4 times. Each run through the DBCS changed letter orientations. The demonstration resulted in no Post-It Note related failures. Based on this limited

demonstration, notes applied with the adhesive on the top horizontal edge should process fine when processed with other mail types.

Demo #4 : Tom Potter pointed out that at some locations the Postal Service used CSBCS (Carrier Sequence Barcode Sorter) machines to sort mail for carrier delivery. These machines feed the sorted mail into the bins from the front, not the back like the MLOCR and DBCS machines. Concern was expressed that by feeding from the front that as an envelope was sent into the storage bin it would slip under the Post-It Note on the Envelope now just behind the envelope being inserted resulting in the Note being removed from it's host envelope.

This concern was addressed by conducting a second Information gathering test running sample Post-It Note equipped envelopes on an engineering test CSBCS machine. A limited number of Post-It Note, adhesive on top horizontal edge, equipped envelopes, were run on this machine. The non specific limited number was due to the CSBCS not having a functional feeder system therefore the envelopes had to be entered into the induction system manually resulting numerous machine stops due to miss feeds. Miss fed envelopes were removed. For those envelopes processed no problems were noted due to the CSBCS processing operations.

The following action items resulted from the tests:

- | | |
|----------------|--|
| Action Item: 1 | 3M to have Post-It Notes analyzed to determine note paper grain orientation. This will become a specification for future tests/mailings. |
| Action Item: 2 | 3M to provide tolerances for adhesive width and peel adhesive specification. |
| Action Item: 3 | 3M to provide basis weight of envelopes used for this test. |

Recommendation:

Proceed with the next phase of testing using mail pieces with Post-It Notes having the adhesive edge placed on the top horizontal edge. The Postal Service shall determine the required statistical quantity required and acceptance criteria. The test must be properly coordinated so it is representative of a 'real' mailing to multiple customers such as Verizon hopes to do.

Anticipated USPS Specifications (if next phases of test go well):

Envelope: #10 or #9 of (20 or 24??) lb. basis weight. Non-window preferred, closed window acceptable.

Post-It note location/orientation: $\frac{1}{4}$ - $\frac{1}{2}$ " from the left side and bottom edge of front side only. Adhesive orientation to be horizontal, top edge.

Post-It note construction: Paper fiber direction to be??
Adhesive to be .XX" +/- ??

Peel adhesion to be xyz ounce/inch in accordance with ASTM ????

Inserts: 1 tri-folded sheet of xx basis weight and 2 or 3 single sheets of aa-bb basis weight. Alternate, 2 tri-folded sheets of xx basis weight and 1 single sheet of aa-bb basis weight. Final mailpiece is to be of uniform thickness with maximum insert shift of 1" in horz and $\frac{1}{2}$ " vertical.

Thomas Potter
Sr. Mechanical Engineer
USPS Engineering
9/14/00 4PM

Amended by Dean Edmonds
USPS IP
09/12/00

Post-it® Direct Response Products
USPS Test Summary

As Of 10/10/2001

Test	Solicited by:	Qty	Note Format	Product	Size	Stock	Mailed	Affix	Lettershop	Comments*
1st Merrifield Test		5,850	1SN	linerless	various	U	In-plant 7/17/2000	KR	A	Variety of formats tested as a first look at capability test results inconclusive - decided to back up and institute 2nd Merrifield test with #10 only - see attached sheet
2nd Merrifield Test		3,704	1SN top	linerless	#10 (4-1/8 x 9-1/2)	U	In-plant 8/29/2000	KR	A	#10 Envelope with Adhesive top 13 rejections against a threshold of 111 - test passed
2nd Merrifield Test		3,704	1SN right side	linerless	#10 (4-1/8 x 9-1/2)	U	In-plant 8/29/2000	KR	A	#10 Envelope with Adhesive on right leading edge 120 rejections against a threshold of 111 - test passed
Oakland/Orlando Test		10,000	1SN	linerless	#10 (4-1/8 x 9-1/2)	U	final 5/16/2001	KR	A	No problems - 8-10% defect, only 1/4% bad
6 X 9 USPS test		3,704	1SN	linerless	Env 6 x 9	U	6/18/01	KP	A	high humidity conditions - High Failure Rate
6 x 9 USPS test		2,722	1SND	linerless	Env 6 x 9	U	6/18/01	KR	A	high humidity conditions - Low Failure Rate
Customer A		170,000	1SN	lined	#9 (3-7/8 x 6-7/8)	U	6/29/01	L-A	B	3M seeds OK; no client info
Customer B		140,000	1SND	linerless	#10 (4-1/8 x 9-1/2)	U	6/29/01	KR	A	3M seeds OK; no client info
Customer C		90,000	1SND	linerless	Card 6 x11.5	C	7/19/01	KR	A	3M seeds OK; client seeds OK
Customer C		300,000	1SW	linerless	Card 6 x11.5	C	10/1 & continuing	KR	A	3M seeds OK; client seeds OK
Customer D		25,000	1SW	lined	#10 (4-1/8 x 9-1/2)	U	7/31/01	L-A	C	3M seeds OK; client seeds OK except 1 torn note
Customer D		25,000	1SW	lined	4-1/2 x 10-1/2	U	8/24/01	L-A	C	3M seeds OK; client seeds OK
Customer E		50	1SN	linerless	Env 5-1/8 x 8-1/2		8/15/2001 ?		A	3M seeds OK; client seeds OK
Customer E		180,000	1SND	lined	#10 (4-1/8 x 9-1/2)	C	7/30/01	L-A	A	3M seeds OK; client seeds OK
Customer E		200,000	1SW	lined	Env 6 x 9	C	7/30/01	L-A	B	3M seeds OK; client seeds OK
Customer E		11,000	1SW	lined	Self 6 x 9	C	10/10/01		D	No info yet
Customer E		140,000	1SW	lined	Self 6 x 9	C	10/10/01		D	No info yet
Customer F		200,000	1SW	lined	#10 (4-1/8 x 9-1/2)	U	8/22/01	L-A	E	3M seeds OK; client seeds OK
Customer G		15,000	1SW	lined	Env 6 x 9	C	9/21/01	L-A	F	3M seeds OK; client seeds OK
Customer G		17,000	1SW	lined	Env 6 x 11.5	C	9/15/01	L-A	F	3M seeds OK; client seeds OK
Customer G		18,000	1SW	lined	Env 6 x 11.5	C	10/5/01	L-A	F	3M seeds OK; client seeds OK
Customer H		100,000	1SW?	lined	#10 (4-1/8 x 9-1/2)	U?	scheduled 11/1		G	No info yet

Quantity by Type

187,458	1SN
412,722	1SND
951,000	1SW
<u>1,551,180</u>	Total

Legend

KR = Kirk Rudy Note application equipment - direct apply
L-A = Label-Aire brand of blow down labeling equipment
U = Uncoated
C = Coated
1SN = ONE single-STRIPE of adhesive NARROW (normal Post-It® Note 9/16")
1SND = ONE single-STRIPE of adhesive NARROW with a DOT of adhesive in the lower right corner
1SW = ONE single-STRIPE of adhesive WIDE (3/4-Inch adhesive stripe)

*3M seeds per mailing varied in quantity at vendor discretion

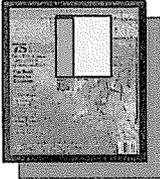
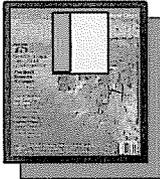
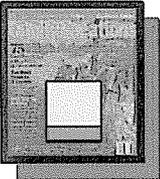
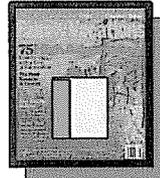
13,258

Name	Zip	Good	< 1/2"	> 1/2"	Torn	Wrinkled	Removed	Total
		91.5%	1.6%	2.9%	0.8%	3.1%	0.2%	100.0%
		91.5%	93.0%	95.9%	96.7%	99.8%	100.0%	0.0%
		87.0%	88.5%	91.2%	92.0%	94.9%	95.1%	95.1%
			Dog-eared	Dog-eared				
		8701	148	273	73	294	23	9512
Seed 1	55432	203	9	8	0	8	1	229
Seed 2	55082	209	8	8	0	6	0	231
Seed 3	55119	192	9	15	0	15	2	233
Seed 4	55432	206	3	7	1	8	2	227
Seed 5	55123	208	3	6	0	11	2	230
Seed 6	55082	224	2	3	0	1	0	230
Seed 7	55117	218	2	3	2	4	0	229
Seed 8	55123	216	4	4	0	4	0	228
Seed 9	55448	200	7	8	3	8	0	226
Seed 10	55331	180	6	15	6	13	2	222
Seed 11	55014	199	2	6	4	7	0	218
Seed 12	55401	209	8	5	1	6	1	230
Seed 13	55419	207	1	6	1	6	0	221
Seed 14	55038	156	0	4	1	5	0	166
Seed 15	55110	215	3	2	0	4	0	224
Seed 16	55127	214	3	3	3	7	0	230
Seed 17	55016	210	3	7	1	7	0	228
Seed 18	55125	206	3	15	1	3	1	229
Seed 19	55055	213	6	3	0	3	1	226
Seed 20	55125	214	5	6	0	4	1	230
Seed 21	55432	203	3	9	2	10	1	228
Seed 22	55127	210	5	3	1	11	0	230
Seed 23	55408	208	2	8	4	5	1	228
Seed 24	55416	214	2	11	1	4	0	232
Seed 25	55102	222	1	2	0	4	0	229
Seed 26	55458	209	7	3	1	9	1	230
Seed 27	55082	218	1	3	2	6	0	230
Seed 28	55337	207	2	16	0	6	0	231
Seed 29	55044	206	3	12	2	6	2	231
Seed 30	55410	214	2	2	1	9	1	229
Seed 31	55117	220	1	6	1	2	0	230
Seed 32	55118	198	4	11	2	18	0	233
Seed 33	55043	208	4	5	2	7	1	227
Seed 34	55125	200	5	8	8	4	3	228
Seed 35	55082	199	6	2	5	10	0	222
Seed 36	55125	212	1	8	2	4	0	227
Seed 37	55434	217	1	4	1	5	0	228
Seed 38	55115	221	1	6	1	1	0	230
Seed 39	55119	211	4	4	6	5	0	230
Seed 40	55433	185	2	10	2	31	0	230
Seed 41	55421	220	3	3	1	3	0	230
Seed 42	55082	200	1	3	4	4	0	212

12

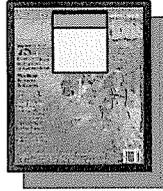
**Repositionable Notes on Flats
Product Test Results**

Test Date: July 1, 2003

Control Deck		RPN's Lost	RPN's Damaged
Unmixed Group 1 Subgroup A - Note Top, Adhesive Left, Note on pickoff belt			
139		0	4
135		0	0
135		0	4
Unmixed Group 1 Subgroup B - Note Top, Adhesive Left, Note opposite pickoff belt			
138		0	0
138		0	4
134		0	20
Unmixed Group 2 Subgroup A - Note Bottom, Adhesive Down, Note on pickoff belt			
134		0	7
127		0	4
123		0	7
Unmixed Group 2 Subgroup B - Note Bottom, Adhesive Down, Note opposite pickoff belt			
133		0	0
133		0	0
133		0	0
Unmixed Group 3 Subgroup A - Note Bottom, Adhesive Left, Note on pickoff belt			
193		0	46
147		0	43
104		0	23

**Unmixed Group 2 Subgroup A - Note Upper Center, Adhesive Up,
Note on pickoff belt**

123
123
121

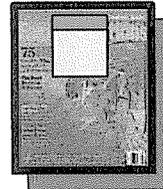


0
0
0

0
2
0

**Unmixed Group 2 Subgroup B - Note Upper Center, Adhesive Up,
Note opposite pickoff belt**

122
122
121



0
0
0

0
1
0

**Unmixed Group 3 Subgroup A - Note Upper Right, Adhesive Up,
Note on pickoff belt**

125
125
125



0
0
0

0
0
2

**Unmixed Group 3 Subgroup B - Note Upper Right, Adhesive Up,
Note opposite pickoff belt**

125
125
125

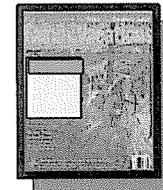


0
0
0

0
0
0

**Unmixed Group 4 Subgroup A - Note Center Left, Adhesive UP,
Note on pickoff belt**

125
124
124

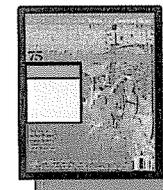


0
0
0

1
0
0

**Unmixed Group 4 Subgroup B - Note Center Left, Adhesive UP,
Note opposite pickoff belt**

125
125
124



0
0
0

0
1
2

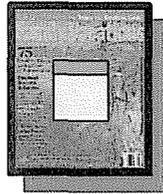
Control Deck

RPN's Lost

RPN's Damaged

**Unmixed Group 5 Subgroup A - Note Center Center, Adhesive UP,
Note on pickoff belt**

125
125
125

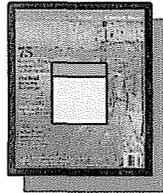


0
0
0

0
0
1

**Unmixed Group 5 Subgroup B - Note Center Center, Adhesive UP,
Note opposite pickoff belt**

125
125
125

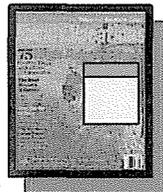


0
0
0

0
0
0

**Unmixed Group 6 Subgroup A - Note Center Right, Adhesive UP,
Note on pickoff belt**

125
124
122

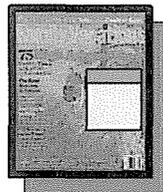


0
0
0

1
2
0

**Unmixed Group 6 Subgroup B - Note Center Right, Adhesive UP,
Note opposite pickoff belt**

125
125
125



0
0
0

0
0
0

**Unmixed Group 7 Subgroup A - Note Upper Left, Adhesive Left,
Note on pickoff belt**

112
112
111

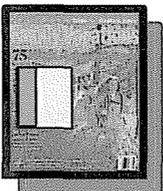


0
0
0

0
1
0

**Unmixed Group 7 Subgroup B - Note Upper Left, Adhesive Left,
Note opposite pickoff belt**

113
109
103



0
0
0

4
6
12

**Unmixed Group 3 Subgroup B - Note Bottom, Adhesive Left,
Note opposite pickoff belt**

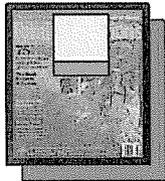
193
192
191



0 1
0 1
0 1

**Unmixed Group 4 Subgroup A - Note Top, Adhesive Down,
Note on pickoff belt**

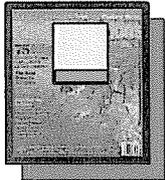
228
227
227



0 1
0 0
0 0

**Unmixed Group 4 Subgroup B - Note Top, Adhesive Down,
Note opposite pickoff belt**

229



0 12

Test Date: August 20, 2003

Control Deck

RPN's Lost

RPN's Damaged

**Unmixed Group 1 Subgroup A - Note Upper Left, Adhesive UP,
Note on pickoff belt**

123
121
121



0 2
0 0
0 0

**Unmixed Group 1 Subgroup B - Note Upper Left, Adhesive UP,
Note opposite pickoff belt**

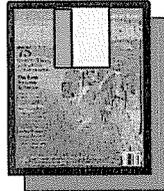
125
123
121



0 2
0 2
0 4

**Unmixed Group 8 Subgroup A - Note Upper Center, Adhesive Left,
Note on pickoff belt**

125
125
125

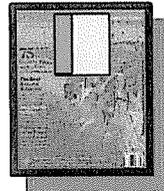


0
0
0

0
0
0

**Unmixed Group 8 Subgroup A - Note Upper Center, Adhesive Left,
Note opposite pickoff belt**

125
125
125



0
0
0

0
0
0

Test Date: October 7, 2003

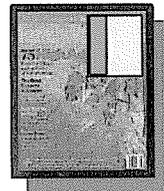
Control Deck

RPN's Lost

RPN's Damaged

**Unmixed Group 9 Subgroup A - Note Upper Right, Adhesive Left,
Note on pickoff belt**

119
117
117



2
0
0

2
0
0

**Unmixed Group 9 Subgroup B - Note Upper Right, Adhesive Left,
Note opposite pickoff belt**

120
120
120

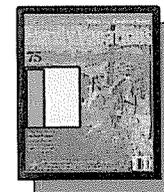


0
0
0

0
1
0

**Unmixed Group 10 Subgroup A - Note Center Left, Adhesive Left,
Note on pickoff belt**

249
248
247



0
0
0

1
1
0

**Unmixed Group 10 Subgroup B - Note Upper Right, Adhesive Left,
Note opposite pickoff belt**

74
66
56

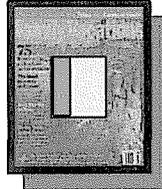


0
0
0

8
10
8

**Unmixed Group 11 Subgroup A - Note Center Center, Adhesive Left,
Note on pickoff belt**

125
125
125

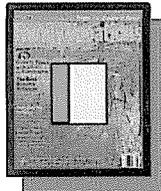


0
0
0

0
0
0

**Unmixed Group 11 Subgroup B - Note Center Center, Adhesive Left,
Note opposite pickoff belt**

121
120
115

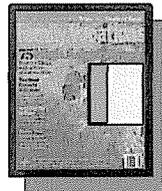


0
0
0

1
5
4

**Unmixed Group 12 Subgroup A - Note Center Right, Adhesive Left,
Note on pickoff belt**

125
125
125

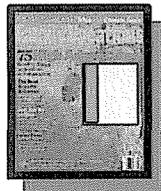


0
0
0

0
0
0

**Unmixed Group 12 Subgroup B - Note Center Right, Adhesive Left,
Note opposite pickoff belt**

121
121
121

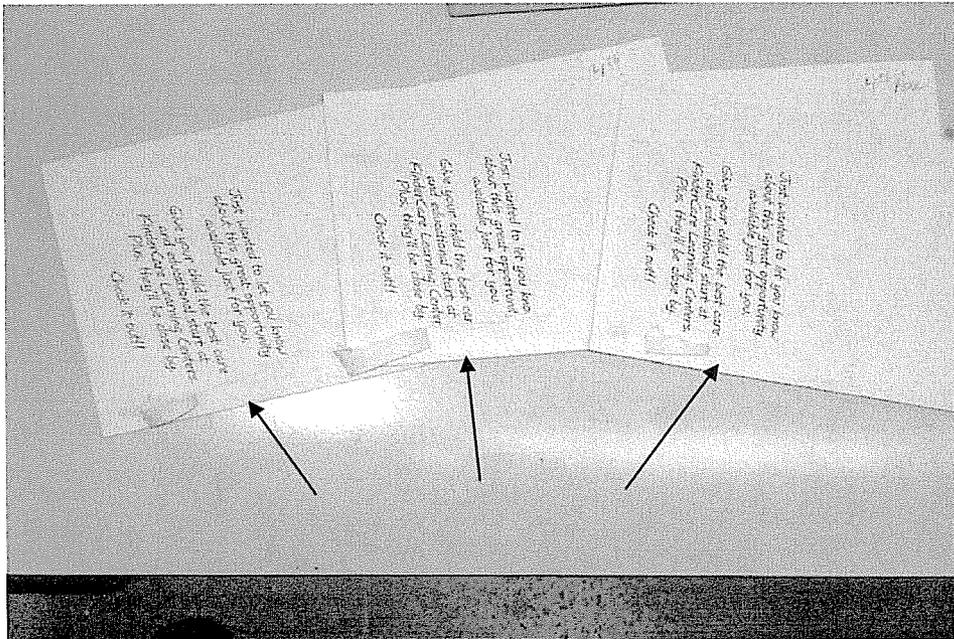


0
0
0

0
0
0

* Damage to notes was primarily dog earring of the corners which could have occurred when the samples were falling into the containers. Other damage occurred and those positions were identified.

**3M Post it Note, Aug. 29, 2000 Test
Photo Documentation**

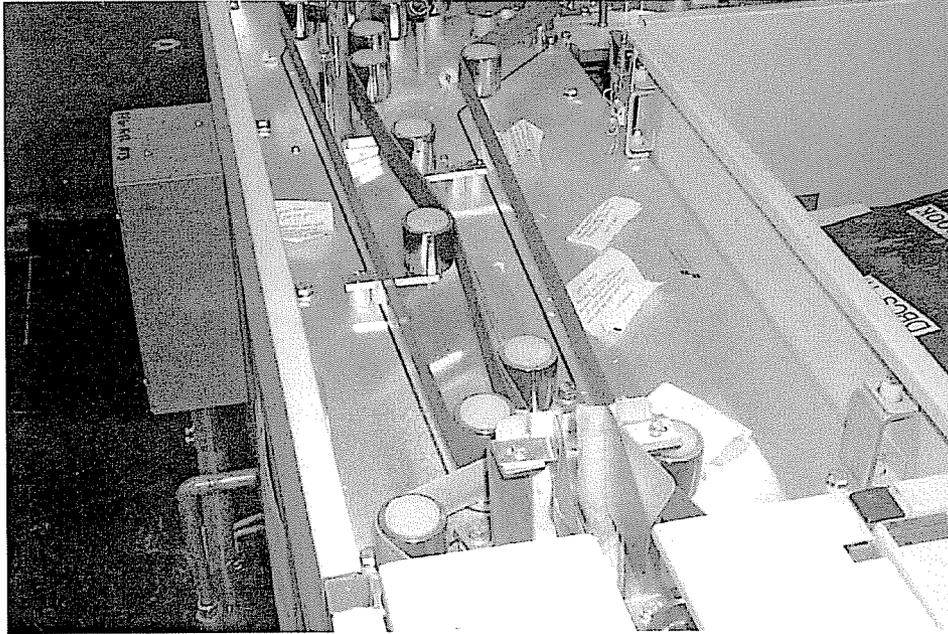


Yellow Post It Note, Adhesive on leading right vertical edge.
Tears result of machine stripper

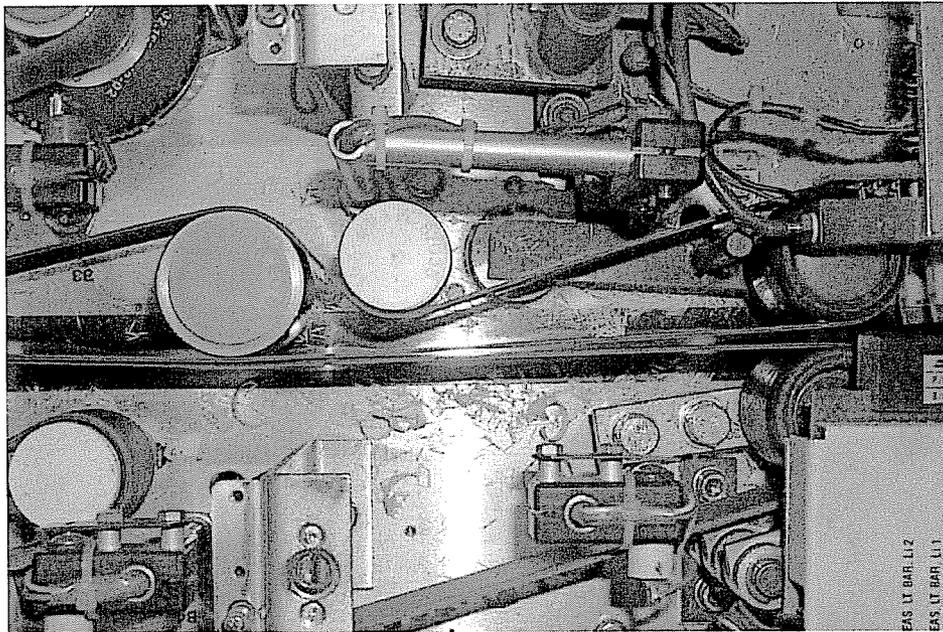


Yellow Post it Note Pieces in Machine Induction Area

**3M Post it Note, Aug. 29, 2000 Test
Photo Documentation**



Yellow Post it Notes in the machine induction Area



Yellow Post it Note pieces / fibers in the machine reader area



March 6, 2002

Plant Managers
District Managers, Business Mail Entry

Subject: Repositionable Notes Pilot Test

Repositionable Notes (RPN) is the new revenue generating initiative that would allow advertisers to place Post-It® type notes on automation-compatible, ZIP+4, pre-barcoded mail. To ensure the viability of the RPN product, further field testing in a live mailstream environment is required. We will be launching a one-year pilot test that will allow customers to affix RPNs to the outside of pre-barcoded, ZIP+4, automation-compatible letter and postcard size First-Class and Standard Mail that meet certain size criteria. This pilot test will begin in March 2002 and end in February 2003.

Research and live-mail testing have shown that through the use of RPNs, advertisers have significantly increased their response rates making advertising mail a more valuable medium, which will provide the Postal Service with additional volume and revenue. One of the key features of RPNs is that the note is "repositionable." The RPNs contain an actionable message such as a telephone number or Internet address and allow recipients to remove the note and *reposition* it to their computer, refrigerator, etc., for use at a later time.

The Postal Service has conducted RPN testing through engineering and in a limited way, through field tests of live-mail to determine the program's feasibility and impact on automated processing and delivery. Adjustments to the adhesive strip and the requirements for the note position and placement have been made to address product design deficiencies identified early in the testing. Over 1.5 million pieces of RPN mail were entered into the mail processing stream during the summer of 2001 without any feedback identifying problems.

The results of this one-year pilot test will further determine the impact RPNs have on our automated processing and delivery operations. We believe it is necessary for the pilot test to have a formal monitoring and feedback process in order to make a final determination of the program's feasibility in the long term. We are asking for you to provide the following information on the attached feedback form, if you experience a problem with RPNs in your processing or delivery operations:

- Authorization code (printed on the backside of the note)
- Problem experienced
- Type of machine(s) that the mail pieces were processed on, where problem occurred
- How many mail pieces were affected
- Suggestions/comments on the processing of this new product

Attached is a feedback form that can be used to report any problem with RPNs and the customer "Terms and Conditions" document that shows an RPN sample letter. Please email your feedback form to reppnotes@email.usps.gov, mail to Susan Campbell, Manager, Product Management-Letters, 1735 N Lynn Street, Arlington, VA 22209-6331, or fax to (703) 292-4054.

We will keep you apprised of our progress during the pilot test.

Thank you in advance for your support of the RPN growth initiative.


Susan Campbell

Attachments

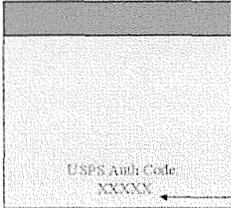
cc: Area Manager, Marketing
District Managers
District Manager, Marketing
Rates and Classification Service Centers

Repositionable Notes Feedback Form

Email completed form to: renotes@email.usps.gov or fax to (703) 292-4054

1. AUTHORIZATION CODE: _____

Where to locate the Authorization Code:



Back of Post-It® Note

2. NAME OF MAILER/COMPANY NAME ON MAILPIECE:

3. STATE THE PROBLEM:

4. TYPE OF MACHINE THAT MAILPIECE WAS PROCESSED ON WHERE PROBLEM OCCURRED:

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> MLOCR/ISS | <input type="checkbox"/> DBCS |
| <input type="checkbox"/> LOWCOST OCR | <input type="checkbox"/> CSBCS |
| <input type="checkbox"/> DIOSS | <input type="checkbox"/> AFSM 100 |
| <input type="checkbox"/> MPBCS/OSS | <input type="checkbox"/> FMOCR |

5. HOW MANY MAILPIECES WERE AFFECTED?

6. SUGGESTIONS/COMMENTS ON THE PROCESSING OF THIS NEW PRODUCT:

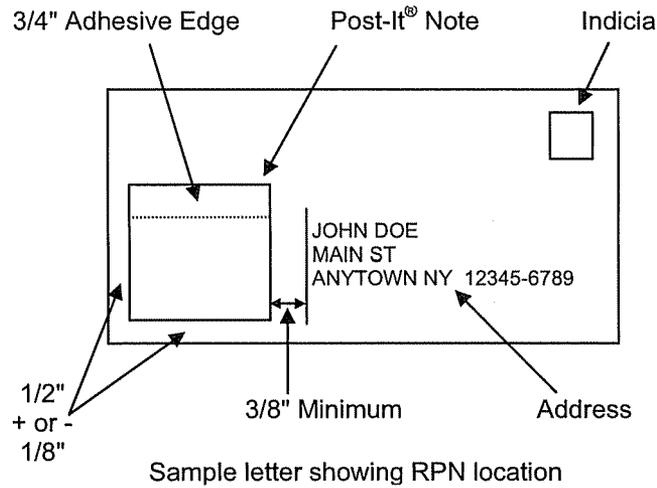
Contact Name: _____ Phone Number _____ District: _____

Any questions, please email: renotes@email.usps.gov or fax (703) 292-4054

Repositionable Notes Pilot Test Terms and Conditions

1. **Information:** Customers may obtain information and request an application with regard to the Repositionable Notes (RPN) pilot test by contacting Manager, Product Management – Letters, in writing (1735 N. Lynn Street, Arlington, VA 22209-6043) or by email (reppnotes@email.usps.gov).
2. **Application Process:** Customers will be provided information regarding the program criteria for participation, the application, approval process, and an application form. Customers must submit their request and application with all requested information, in writing to the Manager, Product Management – Letters, at a minimum of 30 days prior to the mailing. All mailings that are scheduled to be part of the pilot test may not be entered into the mail before March 2002 but no later than February 28, 2003.
3. **Review Process:** Upon receipt of a request and application, the manager, Product Management – Letters will review the request and application and determine if it meets the criteria for the pilot test.
4. **Exception Letter:** Once it is determined that the application and proposed mailings meet the established pilot test criteria, an exception letter will be sent by the Manager, Product Management – Letters, to the customer. Copies of the exception letter will be sent to all District Managers, Rates and Classification Service Centers (RCSC) and District Business Mail Entry Managers alerting them of the authorized mailings and pertinent information about the mailings.
5. **Authorization Code:** The exception letter will contain a unique authorization code that identifies the authorized mailer and mailing. That code must be preprinted by 3M (or other vendor approved by the Postal Service) on the lower center reverse side of the repositionable notes and will help identify customer and mailing information should the Postal Service encounter any processing problems on automated equipment.
6. **Mailpiece Criteria:** To participate in the Repositionable Notes pilot test, the mailpieces submitted with the test mailings must meet the following criteria:
 - The mailpieces must be limited to letter-size (#10 paper envelopes and 6"x9" paper envelopes) and cards that are 5-1/8" x 8-1/2" in size.
 - The mailpieces must be bar-coded automation compatible claimed at the automation compatible rate.
 - The mailpieces must be of uniform thickness.
 - 3M (or vendor approved by the Postal Service) will provide the repositionable notes.
 - The notes must be square in shape and measure 3" x 3".
 - The color of the notes must be Post-it® Notes Canary Yellow or L,a,b scale yellow with L value greater than or equal to 80 measured with TAPPI T 524 with no phosphorescent or fluorescent agents.
 - The notes must be affixed by standard labeling equipment and placed no closer than 3/8 inch from the left of the delivery address parallel with the length of the piece. (See diagram below)
 - The notes must be 1/2 inch + or - 1/8 inch from the bottom and left edge of the envelope/card. (See diagram below)
 - The notes must not interfere with the delivery address.
 - The notes must be adhered with 3/4 inch adhesive strip across the top portion on the reverse side of the note.
 - The notes must not be affixed to pieces mailed at card rates.
 - The authorization code font must be Helvetica, 12 point bold
 - The authorization code must be located on the reverse side of the note, lower center and a minimum of 3/16" from the bottom.

Repositionable Notes Pilot Test Terms and Conditions



7. **Cancellation of Mailer Authorization:** Authorization to participate in the RPN pilot test program is contingent upon meeting all criteria, requirements and acceptance of all terms and conditions stated herein. It is understood and agreed that the Postal Service may cancel the authorization for a specific mailing if it is determined that the mailing does not meet the pilot test requirements at the time of deposit at a post office. It is also understood and agreed that the Postal Service may cancel a mailer's participation if an authorized mailing has created an adverse impact on Postal Service operations. In no event shall the Postal Service be liable to a participant for any loss, damage or claim arising from a termination of an authorization regarding the RPN test.
8. **Refund Policy:** The Postal Service does not warrant or make any representations regarding the effectiveness of the RPN and no refunds will be issued and the Postal Service shall not be liable should the RPN become separated from the mail piece.
9. **Limitation of Liability:** Under no circumstances, including but not limited to negligence, will the Postal Service be liable for special or consequential damages that result from a mailer's participation in the RPN pilot test. In no event shall the Postal Service be liable to a participant in the RPN pilot test for any loss, damage or claim.
10. **Termination of Pilot Test:** The Postal Service may terminate the RPN pilot test at any time during the one-year pilot test period. In no event shall the Postal Service be liable to a participant in the RPN pilot test for any loss, damage or claim resulting from early termination of the RPN pilot test.
11. **Indemnification:** Participants in the RPN pilot test will indemnify and hold the Postal Service harmless from any third party claims, damages, costs and expenses related to the RPN pilot test.
12. **Regulations:** Assuming positive results of the one-year pilot test, the Postal Service will prepare final regulations regarding the use of this product for publication in the Domestic Mail Manual.

Read this carefully prior to signing this document to participate in the RPN pilot test. By signing this document to participate in the RPN pilot test you hereby accept all of the terms and conditions as set forth in the RPN Terms and Conditions.

Signature of Permit Holder _____ Date _____
 Company Name _____



April 30, 2001

[Addressed to 3M]

Dear [],

The following are the guidelines for the testing of 6X9 letter mail in support of the re-adhesive note test for this summer. I have also determined that there will be no impact to engineering if the testing is conducted in []. Please let me know the approximate date that you will be ready to test. As I am organizing an official USPS team to work on this project, I would also like to take advantage of this time in [] for our first meeting. I would expect a short 2-3 hour meeting will suffice to kick this off. We should plan to cover the history of the project as well as the status of the upcoming test. Please let me know if you have any additional agenda items and after review of the guidelines, if you have any questions.

Guidelines for Testing Re-Adhesive Notes to 6X9 Letter Mail Pieces

The following guidelines are provided for preparing for the next test of 6 x 9.5 inch letter mail with attached re-adhesive notes:

1. 3 x 3 inch re-adhesive note size. If notes are much longer or higher they may block the address, return address, or endorsement areas.
2. The re-adhesive note must be located with the adhesive backing run along the top edge, parallel to the top edge of the envelope.
3. The re-adhesive note must be located 1/4 to 1/2 inch from the left hand side of the letter (return address side) and 1/4 to 1/2 inch above the bottom edge of the letter.
4. The re-adhesive note shall be located no closer than 1/4 inch from the address or related barcode.
5. Only one re-adhesive note shall be attached to a letter.
6. The quantity of letters with re-adhesive notes required for testing shall equal 3,704 pieces.
7. All letters with re-adhesive notes shall be the same type, size, and thickness. (Prior test used envelopes of .035" uniform thickness (using TAPPI paper micrometer) with 1 folded sheet and two single sheets.)

8. To minimize reject rate it is suggested that non-window envelopes be used.
9. If 111 or fewer letters with re-adhesive notes are rejected the test can be considered a success. (If there are 112 or more rejects the test result is failure.)
10. The letters shall be run through four (4) Multi line Optical Character Reader (MLOCR) operations followed by two (2) Delivery Barcode Sorter (DBCS) operations.
11. All letters with re-adhesive notes shall be run in a batch through a machine operation and put in mail trays simulating mail processing operations. After the batch of letters have been run through an operation and trayed then the following pass or run shall be made. This process shall be repeated 4 times for the MLOCR and then twice for the DBCS.
12. Any letter with a re-adhesive note that is rejected shall be pulled from the group of letters and set aside. Rejected letters shall not be "repaired" or re-entered into the test mail stream. (The test quantity was based on the six machine processes with any failed piece being removed from mail being subsequently processed. Consequently, if the 111 reject limit is reached before all machine passes have been initiated there is no reason to continue testing as the test result is failure.)
13. The following are considered cause for rejection:
 - Note missing from letter.
 - Note torn or ripped.
 - Note with a wrinkle greater than 1/8 inch in length.
 - Note with a wrinkle greater than 1/32 inch in height.
 - Note moved out of location position, in particular note blocking address, endorsement, return address and postage areas.
 - Machine jam due to re-adhesive note.
 - Re-adhesive note blocks Wide Area Barcode Reader (WABCR).
 - Multiple re-adhesive notes found on letter. (Note, if multiple self-adhesive notes are found on a single mail piece this shall count as 2 failures, one because the note came off another letter and two because the letter has two notes and should only have one.)
14. MLOCR and DBC operations should be set up to sort mail to different bins assuring that a particular mail routing does not adversely impact test results. For example, on the DBCS mail should be sorted to each of the different tier level bins.
15. Test mail shall be set up so the sorting equipment reads and sorts by the address. The intent is to verify that the re-adhesive label does not prevent address reading equipment from doing its job. (In a previous test the sorting equipment was programmed to sort on a fan sequence. The sorting equipment continued sorting mail based on the fan scheme for a period of time after a self-adhesive note blocked WABCR view of the mail.)

Gary M. Infante
United States Postal Service
Marketing Specialist, Core Product Development