

Mailpiece Evaluations and PCSC Approvals Knowledge Base

The Postal Service has launched a Mailpiece Design Approval Knowledge Base, to provide consistent and universal evaluations of mailpieces entered through Business Mail Entry Units (BMEUs).

Upon completion of a mailpiece evaluation, customers are provided a ticket number. This ticket number along with an image of the mailpiece will be stored in a Knowledge Base that is accessible by Acceptance Employees. When a customer enters mail at the BMEU they can provide the ticket number for the acceptance employee to validate.

Mailpieces under the New Initiatives and Products that have been evaluated and assigned a case number by the Pricing and Classification Service Center (PCSC) can also be reviewed by acceptance employees.

Requests for mailpiece design evaluations should be requested through the MDA Customer Service Help Desk Support Center. The MDA Support Center hours of operation are Monday through Friday, between 7:00 AM and 7:00 PM CST.

- Phone: 855-593-6093
- Email: MDA@USPS.GOV

Evaluations and documented approvals for acceptance of mailpieces at BMEUs include:

Evaluations:

- Cards - Automation/Machinable Cards
- Letters - Automation/Machinable/Nonmachineable
 - Intelligent Mail barcode (IMb)
 - Folded Self-Mailers - Automation/Machinable/Nonmachineable
 - Booklets - Automation/Machinable/Nonmachineable
- Flat Size Mailpieces – Automation/Machinable
 - Intelligent Mail barcodes (IMb)
 - Address Placement, Deflection and Flexibility

Reply Mail Evaluations:

- Cards, Letters and Flat Size Mailpieces:
 - Qualified Business Reply Mail™ (QBRM)
 - Business Reply Mail® (BRM)
 - Courtesy Reply Mail™ (CRM)
 - Permit Reply Mail™ (PRM)
 - Meter Reply Mail (MRM)

Additional Evaluations and Tests Available:

- MERLIN Evaluations
- Tap Tests
- Thickness of Mailpiece - Standards for Cards, Letters and Flats
- Paper Stock Standards
- Reflectance Standards for Cards, Letters and Flat Size Mailpieces:
 - Background Reflectance, Print Reflectance Difference, Opacity, Dark Fibers and Background Patterns
- Mailability
 - Mailpiece Evaluations and PCSC Approvals Knowledge Base
- Repositionable Notes – Standards and Placement