

## MASS

### Terms and Conditions for MASS™ Certification for Manufacturers

1. A MASS manufacturer is the original manufacturer of MASS certified equipment, and/or a company that acquires a product or component and reuses or incorporates it into a new MASS certified product with its own brand name. Hardware manufacturers applying for MASS certification must comply with all Postal Service regulations regarding MASS certification. This document contains important terms and conditions which must be followed for MASS certification, but does not supersede or modify existing postal regulations. A description of the MASS program, certification, and regulations can be found at <http://ribbs.usps.gov/cassmass/documents/tech%5Fguides/> in the Technical Guides folder.
2. The responses provided on the MASS™ certification test deck used for certification must be created using the same configuration as used in the processing of customer/client address files. Any modifications to the following components of the MLOCR, RVE or LVE system will require recertification of the equipment prior to use or release:
  - address matching software utilized by the MLOCR:
  - operating system (e.g. migrating from DOS to Windows NT) associated with the Address Recognition System and the Directory Retrieval System.
  - camera configuration (e.g. from SBR to RAF), including switching from a single to a dual camera configuration
  - speed and model of the equipment being deployed.
3. Manufacturers must notify the United States Postal Service National Customer Support Center (NCSC) Certification Department in Memphis, Tennessee, of the manufacturer's interest to become MASS certified. The manufacturer must provide a list or matrix of machines they will test for certification and all model names, configurations, software names and version numbers that can be certified by a customer. This list or matrix must also include the manufacturer codes that will be sprayed as part of the machine identifier.

The MASS manufacturer must certify the specified machines provided on their list or matrix with current CASS Certified™ software. The USPS will not issue MASS manufacturer test decks until the CASS Certified™ software that will be used by the manufacturer has been certified by a certified CASS software provider.

The manufacturer's hardware must be tested to determine if it can 1) correctly read the address block on a test mailpiece, 2) process the address information through address-matching software, 3) spray a machine-readable, accurate DPBC on the test mailpiece, 4) spray the seven character MASS Identifier on the mailpiece and, 5) create a computer-generated facsimile of the PS Form 3553.

The hardware/software used to process the MASS test deck must contain technology that disables access to outdated USPS data in accordance with the Domestic Mail Manual (DMM) 708 Section 3.0.

4. The applicant is advised that any demonstration, newly installed, moved, relocated, upgraded or reassembled hardware/software modifications to MLOCRs, RVEs, LVEs, or encoding stations requires MASS certification. The USPS NCSC Certification Department must be notified within **seven days** of the installation date by submitting MASS order form that includes the installation date to be granted a 45 day courtesy period. Hardware must be (re)certified within the forty-five (45) day courtesy period. If (re)certification is not achieved within the 45 day courtesy period mail processed by the new or changed hardware will no longer be eligible for automation postage discounts.

5. Machines used for demonstration purposes will be eligible for a 30-day courtesy when notification via the MASS order process is received within **seven days** of the installation date.

The Certification Department must be notified by the customer and manufacturer in writing 10 days prior to the end of the 30-day courtesy period of the final disposition of the machine.

If the customer is going to keep the machine, fifteen (15) calendar days will be added to the 30-day courtesy period. This will allow the customer the standard 45-day courtesy for the new installations.

Failure to notify the Certification Department will result in notification to the BME that the machine is an uncertified machine.

6. **Any modifications to the MASS certified MLOCR void the MASS certification.** The NCSC must be notified in advance of any changes to hardware prior to implementation. The Certification Department will review the proposed change and notify the developer as to whether the hardware must be submitted for recertification. (For example, hardware modifications may not involve change to core functionality of the address-matching logic or other features necessary for recertification.) The hardware must be (re)certified within forty-five (45) days of the change. If (re)certification is not achieved within the 45 day courtesy period mail processed by the changed hardware will no longer be eligible for automation discounts.
7. Change of ownership - if an MLOCR or an encoding station is no longer active, sold, or ownership is transferred, the original owner or the new owner must notify the USPS NCSC Certification Department in writing via fax (901) 681-4440 or email @ [cassman.ncsc@usps.gov](mailto:cassman.ncsc@usps.gov) so that the customer master files can be maintained by the USPS. The notification must contain the equipment model number, serial number, MASS ID, previous owner's name and address, new owner's name, address, phone number, and fax number.
8. Machines taken out of service - The USPS NCSC Certification Department must be notified in writing by the owner via fax (901) 681-4440 or email @ [cassman.ncsc@usps.gov](mailto:cassman.ncsc@usps.gov) when MASS certified equipment is taken out of service.
9. CASS/MASS certification scores are confidential information and the applicant agrees not to disclose scores achieved on their passing test for the purpose of marketing their hardware or software product, or for any other purpose other than for internal use, or for supplying the USPS with the information
10. MASS certified manufacturers must develop and install adequate safeguards sufficient to prevent unauthorized access to change, edit, or manipulate the ID code assigned by the USPS NCSC Certification Department to each piece of equipment. All source code that contains the ID must be encrypted. Manufacturers must develop measures to impede the unauthorized transfer of ID codes from certified to non-certified equipment.
11. MLOCR, RVE, LVE manufacturers are responsible for the accurate performance of each MASS certified machine, which must be identified by the identification number applied on the mailpiece.
12. All manufacturers who enter into a purchase agreement with a customer (End-User) to enhance/upgrade/convert an MLOCR machine, currently being supported by another manufacturer, must provide a letter of agreement to the upgrade signed by the MASS certified manufacturer making the changes, and the End User, to the USPS NCSC Certification Department.

13. **All certification fees are payable within 30 days of receipt of invoice.** Failure to remit payment within 30 days could result in the suspension of MASS certification on the specified machine(s). If suspended, the machine(s) must be recertified when the payment is received by the USPS.
14. USPS Trademarks: Use and Quality Control -- Customer agrees and acknowledges that MASS is a trademark of the United States Postal Service and that any and all use of it (if any at all) shall inure to the benefit of the USPS. Customer further agrees that it will use MASS (if at all) only in reference to USPS and its products and services, as appropriate, in accordance with the conditions set forth herein and such guidelines as provided by USPS.

USPS hereby grants to Customer a non-exclusive, non-transferable, royalty-free license for the Term (but subject to termination at will) to display the CASS and MASS marks and the USPS corporate name on Customer's promotional and advertising materials for CASS and MASS certified services (and products), but only to identify USPS and its goods or services. Customer may use the USPS corporate name only as a corporate name in a factual reference to USPS and not as a trademark nor in any other commercial or promotional sense. Customer may not display the USPS corporate name in its logo format. The size and positioning of the USPS corporate name and of the CASS and MASS marks must be proportional to the standard script displayed on Customer's promotional and advertising materials. Customer may not use the MASS mark (or any other USPS mark) as part of or in conjunction with Customer's trade names, trademarks (including service marks, slogans, trade dress, or other types of marks), or in any other way without express written permission from USPS.

Customer hereby acknowledges and agrees that USPS has the right to review and approve (and at its sole discretion shall review and approve, subject to the CASS/MASS Regulations) Customer's use of the mark(s). Through such reviews, USPS shall exercise quality control over services and products offered in connection with its mark(s) and monitor use of the mark(s).

15. Advertisement – To ensure that prospective purchasers are not misled by any aspect of the advertising and method of sale used by MASS manufacturers to sell certified products and services, to ensure that the relationship between the MASS manufacturer and USPS is correctly represented, to ensure that the USPS Trademarks are displayed correctly, and for other similar purposes, the MASS manufacturer shall submit to USPS, prior to use, samples of proposed advertising, promotional material, product literature, packaging, and any other proposed use of any USPS Trademarks.

Manufacturer shall not publish or distribute any advertising, promotional materials, product literature, packaging for or concerning MASS Certification until after it has received approval from USPS. USPS shall grant or withhold approval solely at its discretion.

16. Once certified, the applicant will be subject to random tests by the USPS, without prior notification. This allows the USPS to randomly test the performance of the certified system to ensure continued compliance with all MASS rules and regulations. In the event the certified system no longer meets MASS requirements, the vendor/customer will have forty-five (45) days to take corrective actions and re-certify to retain product certification. If the corrections are not made within the stated timeframe, the certification will be revoked and mail processed by the changed hardware will no longer be eligible for postage discounts.

-----  
**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a MASS Certification. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any MASS Certification and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).**

Applicant Name:	
-----------------	--

By: \_\_\_\_\_(Signature)

Name (please print):	
Title:	
Date:	