

Technical Specification: OMR Reference – As Needed Stuffer Marks Configuration

1. Purpose

This document provides detailed configuration specifications for Optical Mark Recognition (OMR) marks used in the Customer Information System (CIS) “As Needed Stuffer Marks” process. The information supports vendor understanding of how OMR mark positions map to inserter pockets and functional logic used during bill production and mailing.

2. Scope

This specification applies to all printed customer billing statements produced under the District’s CIS bill generation and print/mail workflow.

The OMR marks control insert selection, envelope assembly, and ZIP grouping functions on the DS 1200 inserter.

3. OMR Mark Physical Specifications

Parameter	Specification
Starting Position (Vertical)	1 8/16 inches (1.5 inches) from top of page
Starting Position (Horizontal)	1.5 inches from right edge of the bill form
Mark Length	Approximately 9/16 inch
Vertical Spacing	3/16 inch between marks
Mark Appearance	Black horizontal bars aligned vertically near the upper-right margin of each statement

4. OMR Mark Functions and Display Logic

OMR marks are read from top to bottom by the DS 1200 inserter. Each mark corresponds to a specific feeder or operational function.

Mark Position	Function / Description	Display Logic
[01]	Gate / Read Verify	Always displayed on all statements

Mark Position	Function / Description	Display Logic
[02]	Demand Feed	Displayed as needed when an insert or additional page is required
[03]	Select Pocket #1 – Insert Feeder	Displayed as needed for inserts (e.g., City of Emeryville rate increase)
[04]	Select Pocket #2 – Return Envelope	Displayed on all bills not enrolled in eBill (EBPP) or AutoPay and with a balance due
[05]	Select Pocket #3 – Insert Feeder	Displayed as needed for optional inserts (e.g., testing or agency inserts)
[06]	Select Pocket #4 – Insert Pipeline	Default continuous pull; not typically displayed on statements
[07]	Select Pocket #5 – Insert Feeder	Displayed as needed for additional inserts (e.g., City of Oakland rate increase)
[08]	ZIP Function Mark	Appears on the last statement of each ZIP grouping to trigger jog-out for postal sequencing
Note: Postage metering operates in continuous mode.		

5. Operational Notes

- The fourth mark [04] activates return envelope logic for mailed statements with outstanding balances.
- Two-page statements include the eighth mark [08] on the second page.
- The eighth mark [08] also signals the end of a ZIP code sequence for mail grouping.
- OMR logic is consistent across all statement formats unless otherwise defined by the District.

6. System Configuration and Management

The CIS “As Needed Stuffer Marks” configuration defines insert inclusion based on account characteristics and billing criteria.

Each insert corresponds to a unique OMR mark position, which activates the associated inserter pocket.

6.1 Change Management

The District maintains a Change Management Calendar to coordinate all insert additions, modifications, and removals.

Updates are coordinated through Customer Service Support, Information Technology (IT), and the print/mail vendor to ensure alignment between CIS configuration and physical inserter operation.

6.2 Testing and Validation

All insert changes undergo:

- Verification of OMR mark positioning,
- Test statement production and review, and
- Confirmation of production readiness before live deployment.

7. Synchronization Assurance

The District shall maintain a controlled process to ensure continuous synchronization between the Customer Information System (CIS) configuration and the Inserter OMR setup. This process shall ensure that:

1. Configuration Alignment: CIS insert logic and corresponding OMR mark definitions remain fully aligned with the operational configuration of the Inserter at all times.
2. Change Validation: All new or modified inserts shall undergo formal validation and testing prior to implementation in a production environment.
3. Process Integrity: The overall accuracy, reliability, and integrity of the bill assembly and mailing workflow shall be preserved through documented change management and verification procedures.