



January 29, 2013

Locally Acquired Equipment

The Office of Safety and Health would like to stress the Postal Service commitment to the safety and health of all employees. While each facility has the authority to locally acquire postal equipment, whether by purchase (eBuy2, credit card or Purchase Order) or redistribution from another location to support the facilities day-to-day operational needs; there is a need to stress the importance of maintaining this locally acquired postal equipment to provide optimum performance, minimal down-time, and appropriate asset life, as this assists the USPS in providing a safe, environmentally compliant, and energy efficient working environment.

At a minimum, local authority approving a postal equipment acquisition is responsible for the following:

- Planning
- Installation
- Obtaining technical information on the equipment from the manufacturer / supplier
- Obtaining use instructions for the equipment from the manufacturer / supplier
- Obtaining maintenance instructions from the equipment manufacture /supplier
- Developing maintenance strategies (preventative, predictive, operational, corrective, and reactive)
- Developing Hazardous Energy Control Procedures (LOTO) for the equipment
- Providing operator training
- Providing maintenance training
- Appropriate staffing
- Compliance with all applicable local, state and federal requirements (for example but not limited to OSHA, EPA, FDA).
- Spare parts availability
- Availability of appropriate tools
- Maintain the manufacturer / supplier provided equipment documentation
- Compliance with the provisions of Handbook EL-800, Managing Contract Safety and Health Compliance, if contractors are involved with the installation.
- Develop applicable Job Safety Analysis (JSA)

Additional information that may assist in integrating acquired postal equipment into a facility includes but is not be limited to the following:

- MS-63 Maintenance Operations
- EL-800, Managing Contract Safety and Health Compliance
- AS-520-2004-10 Integrated Logistics Support for Capital Equipment
- EL-801 (chapter 8) Supervisor's Safety Handbook

Sincerely,

A handwritten signature in dark ink, appearing to read "R. Brant".

Robert J. Brant
Manager of Safety & OSHA Compliance Programs