



# Maintenance Management Order

**SUBJECT:** Policy on Cleaning with HEPA Vacuums

**DATE:** June 30, 2006

**NO:** MMO-074-06

**TO:** All Maintenance Capable Offices

**FILE CODE:** 3C

mrio:mm06094ab

Vacuum cleaners regularly used in cleaning mail processing equipment (MPE), building equipment, or custodial cleaning must not be used to pick up hazardous materials, including asbestos. Once a vacuum cleaner has been used to clean up hazardous materials, it must not be used for any other purpose. Only specially trained and authorized personnel are allowed to clean up hazardous materials. HEPA vacuums used in cleaning hazardous materials may only be opened and emptied by qualified contractors. Vacuums used in cleaning MPE, building equipment, or custodial cleaning (i.e., containing non-hazardous materials) should be emptied by postal employees.

To prevent cross-contamination of hazardous waste, sites are instructed to mark vacuums regularly used in cleaning MPE, building equipment, or custodial cleaning as follows:

**CAUTION  
DO NOT USE FOR HAZARDOUS WASTE**

Use a standard caution label with lettering no less than 3/4 inches high, with black text on a yellow background. This label can be produced locally, or a generic or custom printed label may be ordered from Grainger through eBuy.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.

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