

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Network Distribution Center (NDC) Mail
Search Guidelines for Singulate Scan
Induction Unit

DATE: August 13, 2012

NO: MMO-077-12

TO: Manager Maintenance, All NDCs

FILE CODE: Y9

jsta:mm12035af

Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Network Distribution Center (NDC) Mail Search Guidelines for Singulate Scan Induction Unit (SSIU). The acronym is SSIU. The class codes are AA, BA, CA, DA, EA, FA, GA, and HA.

Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, mail search workhour requirements will vary day-to-day based on site specific machine utilization. Management may modify task frequencies to address local conditions.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

WARNING

Various products requiring Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

WARNING

Moving conveyors may expose employees to personal safety hazards. Do not climb, sit or walk on conveyors without first performing local Energy Control Procedure (ECP).

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, (800) 366-4123 or (405) 573-2123.



Robert E. Albert
Manager
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HQ Maintenance Operations

- Attachments
1. Summary Workload Estimate for SSIU
 2. Master Checklist: 24-SSIU-**-001-M

ATTACHMENT 1
SUMMARY
WORKLOAD ESTIMATE
FOR SSIU

**SUMMARY
WORKLOAD ESTIMATE
FOR SSIU**

| MAIL SEARCH TOTAL | | |
|--------------------------|-------------------------------|-------------------------------|
| Days/Week | 2 HSIUS Hrs/Yr | 3 HSIUS Hrs/Yr |
| 5 Days | 132.17 | 140.83 |
| 6 Days | 158.60 | 169.00 |
| 7 Days | 185.03 | 197.17 |

ATTACHMENT 2

SSIU MASTER CHECKLIST

DAILY MAIL SEARCH

24-SSIU-**-001-M

Time Total: 28.5 minutes

** Class codes = AA, BA, CA, DA, EA,
FA, GA, and HA

| | | | | | | | | | | | | | | | |
|---|--|-----------------|---|-------------------|---|---|---|--------------------------------|--|------------|---------------------|--------|---|---|------|
| U.S. Postal Service | | IDENTIFICATION | | | | | | | | | | | | | |
| Maintenance Checklist | | WORK CODE | | EQUIPMENT ACRONYM | | | | | | CLASS CODE | | NUMBER | | | TYPE |
| | | 2 | 4 | S | S | I | U | | | * | * | 0 | 0 | 1 | M |
| Equipment Nomenclature Singulate Scan Induction Unit | | Equipment Model | | | | | | Bulletin Filename mm12035af | | | Occurrence Daily | | | | |

** Class codes = AA, BA, CA, DA, EA, FA, GA, and HA

| Part or Component | Item No | Task Statement and Instruction (Comply with all current safety precautions) | Est. Time Req (min) | Min. Skill Lev | Thresholds | | |
|-------------------|---------|--|---------------------|----------------|------------|------------------|-------|
| | | | | | Run Hours | Pieces Fed (000) | Freq. |

| | | | | | | | |
|---|----|--|---|-----|--|--|---|
| SAFETY STATEMENT: | 1. | <p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</p> <p>When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p> <p>WARNING: Be cautious when working around or on equipment when power has been applied. Do not attempt to retrieve loose mail from guarded locations without locking out equipment.</p> <p>NOTE: Return loose mail found while performing this checklist to locally designated locations. Do not induct or otherwise place loose mail on sorter.</p> | | All | | | D |
| SYSTEM: | 2. | <p>POWER DOWN AND LOCK OUT POWER. Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p> | 3 | All | | | D |
| RECIRCULATE TRANSPORT FEED SYSTEM (RTFS): | 3. | <p>MAIL SEARCH. Traverse accessible portions of RTFS checking for loose mail. Check all horizontal surfaces, catwalks, crossovers, screens, and surrounding platforms.</p> | 8 | 07 | | | D |

| | | | | | | | | | | | | | | |
|---|----------------|-----------------|-------------------|---|---|---|--|--------------------------------|------------|---|---------------------|---|---|------|
| U.S. Postal Service Maintenance Checklist | IDENTIFICATION | | | | | | | | | | | | | |
| | WORK CODE | | EQUIPMENT ACRONYM | | | | | | CLASS CODE | | NUMBER | | | TYPE |
| | 2 | 4 | S | S | I | U | | | * | * | 0 | 0 | 1 | M |
| Equipment Nomenclature Singulate Scan Induction Unit | | Equipment Model | | | | | | Bulletin Filename mm12035af | | | Occurrence Daily | | | |

** Class codes = AA, BA, CA, DA, EA, FA, GA, and HA

| Part or Component | Item No | Task Statement and Instruction (Comply with all current safety precautions) | Est. Time Req (min) | Min. Skill Lev | Thresholds | | |
|----------------------------------|---------|---|---------------------|----------------|------------|------------------|-------|
| | | | | | Run Hours | Pieces Fed (000) | Freq. |
| SINGULATOR: | 4. | MAIL SEARCH. Check under and around each singulator conveyor and waterfall chute for loose mail. | 3 | 07 | | | D |
| DEBRIS REMOVAL SYSTEM: | 5. | MAIL SEARCH. Check under and around debris removal system for loose mail. | 1 | 07 | | | D |
| BARCODE SCAN TUNNEL: | 6. | WARNING: Illumination assemblies may be HOT. Avoid contact with illumination assemblies while performing next step to avoid burns or other personal injury. MAIL SEARCH. Check under and around barcode scan tunnel for loose mail. | 1 | 07 | | | D |
| DIMENSIONING SYSTEM: | 7. | MAIL SEARCH. Check under and around dimensioning system for loose mail. | 0.5 | 07 | | | D |
| WEIGH SYSTEM: | 8. | MAIL SEARCH. Check under and around weigh system for loose mail. | 0.5 | 07 | | | D |
| SINGULATION VERIFICATION SYSTEM: | 9. | MAIL SEARCH. Check under and around singulation verification system for loose mail. | 0.5 | 07 | | | D |
| SHOE SORTER: | 10. | MAIL SEARCH. Check under and around shoe sorter for loose mail. Check transition points at 180 degree belt and recirculation takeaway / diverter. | 3 | 07 | | | D |
| HIGH SPEED INDUCTION UNIT: | 11. | WARNING: Be cautious when working near the parcel sorter when power has been applied. Do not attempt to retrieve loose mail in the path of the moving sorter. MAIL SEARCH. Check under and around each high speed induction unit for loose mail. Check transition points at shoe sorter and parcel sorter. | 2* | 07 | | | D |
| SYSTEM: | 12. | RESTORE EQUIPMENT TO SERVICE. Restore equipment to service as prescribed by the current local procedure providing lockout/restore procedures. | 3 | All | | | D |
| REPORT: | 13. | REPORT. Report all deficiencies to your supervisor including any unusual amounts of loose mail found or any unretrievable mail requiring equipment lockout. | 3 | All | | | D |

* --- the tasks marked with an asterisk are per unit tasks.

** --- the tasks marked with two asterisks are critical tasks.