



Maintenance Management Order

SUBJECT: Preventive Maintenance (PM) Guidelines for the Dedicated Tag Blaster System and the Universal Tag Blaster System (TAGBLSTR)

DATE: November 28, 2011

NO: MMO-146-11

FILE CODE: F18

TO: All Tag Blaster Offices

same:mm10069af

Bulletin has been updated to reflect removal of paragraph associated with eCBM based PMs, since this is a calendar based PM.

This Maintenance Management Order (MMO) supersedes MMO-118-06. This MMO provides updated Preventive Maintenance Guidelines for newly modified Dedicated Tag Blaster (TAGBLSTR), class code AA, and the Universal Tag Blaster Systems (TAGBLSTR), class code AB. The Universal Tag Blaster, class code AB, includes some modified Dedicated Tag Blasters in which the head operates vertically as the Universal Tag Blaster does.

The Tag Blaster Training DVD contains the audio visual instructions for performing preventive maintenance Tasks. This DVD was sent out with the modification kit but can also be obtained from Topeka Material Distribution Center. The national stock number is 6910-13-000-2890 and part number is TGBM194K3.24REVA. The USPS Course Number is 55603-10.

The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

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.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS and Notes are included with each applicable task as part of the preparation of any local route sheets.

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

Steps in this procedure may require you to wear Personal Protective Equipment (PPE). Level 2 PPE must be worn when a step requires PPE. This includes appropriate gloves, safety glasses, and an 8 cal/cm² lab coat or smock.

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.

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



Robert E. Albert
Manager
Maintenance Technical Support Center
Maintenance Operations

Attachments:

1. Summary of Workload Estimate for Dedicated and Universal Tag Blasters
2. TAGBLSTR Master Checklist: 03-TAGBLSTR-**-001: Daily
3. TAGBLSTR Master Checklist: 03-TAGBLSTR-**-002: Weekly
4. TAGBLSTR Master Checklist: 03-TAGBLSTR-**-003: Quarterly

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

DEDICATED AND UNIVERSAL TAG BLASTERS

** Class Codes: AA, AB

**SUMMARY
WORKLOAD ESTIMATE
FOR
DEDICATED AND UNIVERSAL TAG BLASTERS**

Dedicated Tag Blaster

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) 00	2 Tours (hrs/yr) 00	3 Tours (hrs/yr) 00
5	75.467	15.093	90.560	9.056	99.616			
6	88.467	17.693	101.160	10.616	116.776			
7	101.467	20.293	121.760	12.176	133.936			

Universal Tag Blaster

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) 00	2 Tours (hrs/yr) 00	3 Tours (hrs/yr) 00
5	87.600	17.520	105.120	10.512	115.632			
6	102.333	20.467	122.800	12.280	135.080			
7	117.067	23.413	140.480	14.048	154.528			

NOTES:

*Repair estimates based on 20% of servicing.

**Based on 10% of total servicing and repair.

ATTACHMENT 2

TAGBLSTR MASTER CHECKLIST

03-TAGBLSTR-**-001

DAILY

TAGBLSTR-AA: 15 Minutes

TAGBLSTR-AB: 17 Minutes

Refer to MS-244 if additional maintenance information is required.

** Class Codes: AA, AB

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	T	A	G	B	L	S	T	R	*	*	0	0	1
Equipment Nomenclature Tag Blaster System		Equipment Model					Bulletin Filename MM10069AF			Frequency Daily					

** Class Codes: AA, AB

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)	Weeks

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 shutdown and lockout 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>	2	All			
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <p>Steps in this procedure may require you to wear Personal Protective Equipment (PPE). Level 2 PPE must be worn when a step requires PPE. This includes appropriate gloves, safety glasses, and an 8 cal/cm² lab coat or smock.</p>					
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <p>Be cautious when working around or on equipment with power applied.</p>					
SYSTEM	2.	<p>Ensure Tag Blaster is on.</p> <ol style="list-style-type: none"> 1. Ensure Tag Blaster is on and air pressure is applied. The green Start light is illuminated. 2. Lock out the conveyor under the Tag Blaster using the current local lockout procedure. 	1	7			

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	0	3	T	A	G	B	L	S	T	R	*	*	0	0	1
Equipment Nomenclature Tag Blaster System		Equipment Model					Bulletin Filename MM10069AF			Frequency Daily					

** Class Codes: AA, AB

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ENCLOSURE ASSEMBLY	3.	<p>Verify air pressure.</p> <ol style="list-style-type: none"> 1. Verify air pressure is between 80 and 85 PSI on PG1 on the side of the enclosure assembly. Notify supervisor if air pressure is not correct. 2. Verify that there is no fluid in the inspection glass. 3. If fluid is present: <ol style="list-style-type: none"> a. Turn off facility air to the Tag Blaster. b. Hold a cup under the drain valve and drain the fluid from the inspection glass by pressing and holding drain release valve until all the fluid is drained. c. Turn on facility air. 	2	7			
HEAD ASSEMBLY	4.	<p>Verify air pressure.</p> <ol style="list-style-type: none"> 1. Unlatch and open clear, rear plastic cover. 2. Verify air pressure is 25 PSI on PG2 (top air pressure gauge). Notify supervisor if air pressure is not correct. 3. Verify air pressure is 8 PSI on PG3 (bottom air pressure gauge). Notify supervisor if air pressure is not correct. 4. Close and latch clear, rear plastic cover. 	2	7			
HEAD ASSEMBLY	5.	<p>Universal model only.</p> <p>Verify smooth head movement up and down by blocking and unblocking both flats tray sensors one at a time. Notify a supervisor if there is a problem with having a smooth head movement.</p>	2	7			
MACHINE	6.	<p>Power down and lockout power.</p> <p>Power down the Tag Blaster. Unplug the Tag Blaster and install the plug in a plug caddy. Lockout pneumatic air pressure as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	1	All			
MACHINE BACKPLANE ASSEMBLY	7.	<p>Check ink cartridge.</p> <ol style="list-style-type: none"> 1. Check ink cartridge ink levels. Replace ink cartridge if ink levels are too low. 	3	7			

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Equipment Nomenclature Tag Blaster System		Equipment Model						Bulletin Filename MM10069AF			Frequency Daily				

** Class Codes: AA, AB

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		<ol style="list-style-type: none"> 2. Prime ink cartridges. Use a folded paper towel and press firmly on the cartridge tips. Gently squeeze the cartridge. 3. For ink cartridges that have been in use and still have a sufficient level of ink that are not able to be primed, replace the ink cartridge applicator tip. Remove the ink cartridge from the tag blaster. Use the ink removal applicator tip tool to remove it by prying it off the ink cartridge. Press a new ink cartridge applicator tip into place. Shake the ink cartridge vigorously and prime the ink cartridge as in step 2 above. Reinstall ink cartridge back in tag blaster. 					
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p>					
TAG BLASTER	8.	<p>Restore power.</p> <p>Restore power and pneumatic air to the Tag Blaster and the conveyor as prescribed by the local lockout instructions providing lockout/restore procedures. Verify green Start light is illuminated after powering up the Tag Blaster.</p>	1	All			
MACHINE	9.	<p>Test.</p> <ol style="list-style-type: none"> 1. Run mail and flats trays with the D&R labels to test Tag Blaster operation to verify proper cancellations taking place. Proper cancellation is a wide, dark line completely through each barcode. Notify the supervisor if there is a problem with the cancellation. 2. Return Tag Blaster to service. 	2	7			
	10.	<p>Clean up.</p> <p>Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.</p>	1	All			

ATTACHMENT 3

TAGBLSTR MASTER CHECKLIST

03-TAGBLSTR-**-002

WEEKLY

TAGBLSTR-AA: 11 Minutes

TAGBLSTR-AB: 15 Minutes

Refer to MS-244 if additional maintenance information is required.

** Class Codes: AA, AB

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
		0	3	T	A	G	B	L	S	T	R	*	*	0	0
Equipment Nomenclature Tag Blaster System		Equipment Model						Bulletin Filename MM10069AF			Frequency Weekly				

** Class Codes: AA, AB

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)	Weeks

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>	2	All			
		<p style="text-align: center;">WARNING</p> <p>Steps in this procedure may require you to wear Personal Protective Equipment (PPE). Level 2 PPE must be worn when a step requires PPE. This includes appropriate gloves, safety glasses, and an 8 cal/cm² lab coat or smock.</p>					
MACHINE	2.	<p>Power down and lock out power.</p> <p>Power down the Tag Blaster and conveyor that is underneath the Tag Blaster. Unplug the Tag Blaster and install the plug in a plug caddy. Lock out facility air and the conveyor that is underneath the Tag Blaster as prescribed by the current local lockout/restore procedures.</p>	2	All			
SYSTEM	3.	<p>Clean scanner lens and tray present sensor.</p> <ol style="list-style-type: none"> Unlatch and open the black, front cover of the head assembly. Use a slightly dampened lint-free cloth with a solution of mild detergent and water to clean the scanner lens and tray present sensor. 	2	7			

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		0	3	T	A	G	B	L	S	T	R	*	*	0	0
Equipment Nomenclature Tag Blaster System		Equipment Model						Bulletin Filename MM10069AF				Frequency Weekly			

** Class Codes: AA, AB

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)	Weeks

		3. Close and latch the black, front plastic cover.					
CONVEYOR	4.	Clean both tray height sensors and reflectors (Universal Tag Blaster only): Use a slightly dampened lint-free cloth with a solution of mild detergent and water to clean both tray height sensors and both reflectors (Universal Tag Blasters only).	2	7			
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">WARNING</div> Be cautious when working around or on equipment when power has been applied.					
SYSTEM	5.	Restore power. Restore power and pneumatic air to the Tag Blaster and the conveyor beneath it as prescribed by the current local lockout instructions providing lockout/restore procedures. Verify the green Start lamp is illuminated.	2	All			
SYSTEM	6.	Check alignment of tray height sensors and reflectors (Universal Tag Blaster only): Block and unblock both tray height sensors and reflectors with a flats mail tray to check their alignment. Head assembly should move smoothly up and down. Notify supervisor if there is a problem with the smooth movement of head assembly.	2	7			
MACHINE	7.	Test. 1. Run both mail trays and flats trays with good D&R labels to test Tag Blaster operation to verify proper cancellation. Proper cancellation is a wide, dark line through each barcode. Notify the supervisor if there is a problem with the cancellation. 2. Return Tag Blaster to service.	2	7			

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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	8.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	All			
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ATTACHMENT 4

TAGBLSTR MASTER CHECKLIST

03-TAGBLSTR-**-003

QUARTERLY

TAGBLSTR-AA: 14 Minutes

TAGBLSTR-AB: 14 Minutes

Refer to MS-244 if additional maintenance information is required.

** Class Codes: AA, AB

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Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	T	A	G	B	L	S	T	R	*	*	0	0
Equipment Nomenclature Tag Blaster System		Equipment Model						Bulletin Filename MM10069AF			Frequency Quarterly				

** Class Codes: AA, AB

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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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 shutdown and lockout 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>	2	All			
		<p style="text-align: center;">WARNING</p> <p>Steps in this procedure may require you to wear Personal Protective Equipment (PPE). Level 2 PPE must be worn when a step requires PPE. This includes appropriate gloves, safety glasses, and an 8 cal/cm² lab coat or smock.</p>					
MACHINE	2.	<p>Power down and lockout power.</p> <p>Power down the Tag Blaster and the conveyor that is beneath the Tag Blaster. Unplug the Tag Blaster and install the plug in a plug caddy. Lock out the facility air and the conveyor that is underneath the Tag Blaster as prescribed by the current local lockout/restore procedures.</p>	2	All			
MACHINE	3.	<p>Clean.</p> <p>1. Unlatch and remove the black, front plastic cover and the clear, rear plastic cover and set aside for later reinstallation. Also open door of the enclosure assembly.</p>	5	7			

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	0	3	T	A	G	B	L	S	T	R	*	*	0	0	3
Equipment Nomenclature Tag Blaster System		Equipment Model						Bulletin Filename MM10069AF			Frequency Quarterly				

** Class Codes: AA, AB

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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		2. Vacuum the front and rear side of the head assembly and inside the enclosure assembly. Take care when vacuuming to not dislodge wiring or air hoses. 3. Using a slightly dampened lint-free cloth with a solution of mild detergent and water, wipe down the interior of the enclosure assembly and the front and back sides of the head assembly. 4. Lastly, wipe down the front and back covers (inside and outside) and the ink cartridge holders with the damp, lint free cloth. 5. Reinstall and latch the black, front plastic cover and the clear, rear plastic cover. Close door of the enclosure assembly.					
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">WARNING</div> Be cautious when working around or on equipment when power has been applied.					
SYSTEM	4.	Restore power. Restore power and pneumatic air to the Tag Blaster and the conveyor beneath it as prescribed by the current local lockout instructions providing lockout/restore procedures. Verify the green Start lamp is illuminated.	2	All			
MACHINE	5.	Test. 1. Run mail and flats trays with the D&R labels to test Tag Blaster operation to verify proper cancellation. Proper cancellation is a wide, dark line completely through each barcode. 2. Notify the supervisor if there is a problem with the cancellation. 3. Return Tag Blaster to service.	2	7			
	6.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	All			