

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Network Distribution Center (NDC)  
Operational Maintenance Guidelines for  
Towveyor

**DATE:** August 17, 2012

**NO:** MMO-078-12

**TO:** Manager Maintenance, All NDCs

**FILE CODE:** Y11

mcol:mm12036ag

This online change replaces the Min Skill Level for Step 3 with a "10".

This Maintenance Management Order (MMO) provides Network Distribution Center (NDC) Operational Maintenance Guidelines for the Towveyor System (TOWVE). The acronym is TOWVE and applies once for any site with an active Towveyor(s) in the eMARS inventory.

Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, operational maintenance 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**

**Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate PPE Requirements.**

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



Robert E. Albert  
Manager  
Maintenance Technical Support Center  
HQ Maintenance Operations

- Attachments
1. Summary Workload Estimate for Towveyor
  2. Master Checklist: 09-TOWVE-\*\*-001-M

**ATTACHMENT 1**

**SUMMARY**

**WORKLOAD ESTIMATE**

**FOR TOWVEYOR**

**SUMMARY  
WORKLOAD ESTIMATE  
FOR TOWVEYOR**

**Operational Maintenance**

<b>Operation</b>	<b>1 Tour Hrs/Yr</b>	<b>2 Tours Hrs/Yr</b>	<b>3 Tours Hrs/Yr</b>
<b>5 Days/Week</b>	121.33	242.67	364.00
<b>6 Days/Week</b>	145.60	291.20	436.80
<b>7 Days/Week</b>	169.87	339.73	509.60

**ATTACHMENT 2**

**TOWVEYOR MASTER CHECKLIST**

09-TOWVE-\*\*-001-M

Time Total: 28 minutes

\*\* Once per site regardless of multiple units or class codes

U.S. Postal Service		IDENTIFICATION										
<b>Maintenance Checklist</b>		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE	NUMBER	TYPE
		0	9	T	O	W	V	E		*	*	0 0 1
Equipment Nomenclature Towveyor		Equipment Model						Bulletin Filename mm12036ag			Occurrence Tourly	

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><b>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.</b></p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></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><b>WARNING: Be cautious when working around or on equipment when power has been applied.</b></p>		All			T
	2.	<p><b>Generate and review reports.</b> Analyze data provided on the following reports to determine if any areas of the machine are degrading or need attention. Reports can be selected through the FMPCS menu system or requested at the command line. Reports are to be generated for current tour.</p> <ol style="list-style-type: none"> <li>Review volume report. Look for high number occurrences of failure or problems.</li> <li>Review condition report. Look for not operational, out of service, and failing or down equipment.</li> <li>Review maintenance report. Look for high number occurrences of problems, faults, or failures.</li> </ol>	25	10			T

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION													
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		0	9	T	O	W	V	E		*	*	0	0	1	M
Equipment Nomenclature Towveyor		Equipment Model						Bulletin Filename mm12036ag				Occurrence Tourly			

\*\* Class codes = BA, LA, SA, ZZ

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.
		4. Enable action 1, view message log for errors and ensure that all tag readers are reporting reads to the message log.  5. Disable action 1.					
REPORT:	3.	<b>Report deficiencies.</b> Report all deficiencies to your supervisor.	3	10			T

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

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