

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for
Overhead Scanning Solution Tracking
System (OSSTS) Workstation

DATE: June 8, 2012

NO: MMO-067-12

FILE CODE: R6

dtod:mm10038ac

TO: All Overhead Scanning Solution Tracking
System Workstation Sites

This MMO provides Preventive Maintenance (PM) guidelines for the Overhead Scanning Solution Tracking System Workstation (OSSTS). The eMARS acronym is OSSTS. Class Code is AA.

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

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

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.

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
HQ Maintenance Operations

- Attachments:
1. Summary Workload Estimate for OSSTS
 2. OSSTS Master Checklist: 03-OSSTS-AA-001-M: Weekly
 3. OSSTS Master Checklist: 03-OSSTS-AA-002-M: Monthly

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

OSSTS

SUMMARY WORKLOAD ESTIMATE FOR OSSTS

Days	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
5 Day	19.07	5.72	24.79	2.48	27.27
6 Day	19.07	5.72	24.79	2.48	27.27
7 Day	19.07	5.72	24.79	2.48	27.27

* Repair estimates based on 30%.

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

ATTACHMENT 2

OSSTS MASTER CHECKLIST

03-OSSTS-AA-001-M

WEEKLY

Time Total: 19 Minutes

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	3	O	S	S	T	S		A	A	0	0	1	M
Equipment Nomenclature Overhead Scanning Solution Tracking System Workstation		Equipment Model						Bulletin Filename MM10038AC			Occurrence Weekly				

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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	5	All			
		<div style="border: 1px solid black; padding: 5px; text-align: center;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p>					
POWER ON	2.	<p>Power on.</p> <p>1. Power on OSSTS Workstation at power lockout box by rotating the disconnect switch clockwise to the ON position.</p> <p>If power lockout box does not supply system power, ensure power cable connector is plugged into the facility supplied power drop.</p> <p>2. Power on E-Box using power switch located on left side of E-Box. Listen for audible beep indicating power has been applied.</p> <p>If E-Box does not power on, check power cable connections and fuse.</p>	1	All			

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
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Equipment Nomenclature Overhead Scanning Solution Tracking System Workstation		Equipment Model						Bulletin Filename MM10038AC				Occurrence Weekly			

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		<div style="border: 1px solid black; padding: 5px; text-align: center;">CAUTION</div> <p>Do not stare into laser beam. This refers to attempts to intentionally look into the light on its long axis, overriding the natural blinking and aversion (looking away) reflex when encountering a bright light source. Used properly, Class II laser products are not considered to be a radiation hazard that would cause eye injuries.</p> <p>3. Ensure each scanner's Visible Laser Diode (VLD) scan pattern is illuminated on workstation surface.</p> <p>If a scanners scan pattern is not visible, check power cable to the scanner.</p> <p>4. Verify LDC monitor is powered on and displaying the Operational Mode* screen.</p> <p>If the LCD is not powered on check power switch, power and data cable connections.</p> <p>* Operational Mode is the main screen present upon boot up. In this mode, the screen will display the MPE ID, RUN, SCANNER# and COUNTS.</p>					
E-BOX	3.	E-Box visual check. Visually check E-Box display for the following indications: 1. EESS-00x (<i>x = channel range: 001 to 008</i>) If the EESS channel range is incorrect, select the correct channel using the rotary switch on left side of E-box behind small access panel. 2. Current date and time If either the date or time is incorrect, recycle power to the E-box, if this does not correct the date or time, contact MTSC for assistance.	0.5	7			

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		3. DCS: CONNECTED. If DCS shows disconnected, inspect the connections for the network cable drop, the network cabling between the power lockout box and Ebox port J2 WAN.					
E-SWITCH	4.	Start run. 1. Press START/STOP button on E-Switch to begin a run. If START/STOP button on E-Switch does not begin and / or end a run, check the connections for the network cable between the E-switch and the network router and power cycle the E-switch by disconnecting and reconnecting the power supply connector on top-side of E-switch. 2. Check overhead LCD monitor for current date and time.	0.5	7			
OVERHEAD SCANNERS	5.	Overhead Scanner scan test. Use the Barcode Test Mailpiece* to perform scan test on <i>each</i> overhead scanner while in Operational Mode. * Refer to MMO-070-12 for Barcode Test Sheet Preparation. 1. Scan Barcode Test Sheet 1 for Scanner 1. a. Ensure scanner responds with an audible tone and green LED flash. b. Check the LCD monitor for COUNTS increment at P1. 2. Scan Barcode Test Sheet 2 for Scanner 2. a. Ensure scanner responds with an audible tone and green LED flash. b. Check the LCD monitor for COUNTS increment at P1.	5	7			

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		3. Scan Barcode Test Sheet 3 for Scanner 3. a. Ensure scanner responds with an audible tone and green LED flash. b. Check the LCD monitor for COUNTS increment at P1. 4. If the Overhead Scanner scan test fails, visually inspect the following system components for power by checking LED indicators for illumination: a. 8-Port Multiplexor MI8008 b. Ethernet Router c. Multipoint Access Hub MSP1000 If one or more of the components are not powered on, check the power cable connection between power source and component and power switch where applicable. If problem persists, contact MTSC for assistance.					
HANDHELD SCANNERS	6.	FocusBT handheld power on and scan test. Perform this procedure with each Focus BT handheld scanner using Barcode Test Sheet 6*. * Refer to MMO-070-12 for Barcode Test Sheet Preparation. 1. Install charged battery, as necessary, into FocusBT handheld scanner and power on scanner using power button located at base of handle. 2. Scan FocusBT Scanner Barcode #1 with handheld scanner #1. a. Verify scanner responds to scan with an audible tone and white LED flash. b. Check system LCD monitor for scan count increment at J1. 3. Scan FocusBT Scanner Barcode #2 with handheld scanner #2.	5	7			

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		a. Verify scanner responds to scan with an audible tone and white LED flash. b. Check system LCD monitor for scan count increment at J1. 4. Scan FocusBT Scanner Barcode #3 with handheld scanner #3. a. Verify scanner responds to scan with an audible tone and white LED flash. b. Check system LCD monitor for scan count increment at J1. 5. Scan FocusBT Scanner barcode #4 with handheld scanner #4. a. Verify scanner responds to scan with an audible tone and white LED flash. b. Check system LCD monitor for scan count increment at J1. 6. Power off each Focus BT handheld scanner at base of handle, remove and charge battery as necessary.					
CLEAN UP	7.	Clean up. Ensure all tools and test pieces are removed from the work area and stored in a safe area for future use. Report all deficiencies to your supervisor.	2	All			

ATTACHMENT 3

OSSTS MASTER CHECKLIST

03-OSSTS-AA-002-M

MONTHLY

Time Total: 13 Minutes

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0	3	O	S	S	T	S		A	A	002M
Equipment Nomenclature		Equipment Model				Bulletin Filename MM10038AC				Occurrence		

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. 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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	5	All			
OSSTS	2.	<p>Power down and lock out power.</p> <p>Power down and lock out the equipment as prescribed by local lockout/restore procedures.</p>	1	All			
	3.	<p>Overhead Scanner lens cleaning.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">CAUTION</div> <p>Do not clean scanning lenses with solvents such as alcohol or acetone. These materials can damage the camera scanning lens.</p> <p>Use a lint-free non-abrasive cleaning cloth to gently clean each Overhead Scanner lens and each Bluetooth Handheld Scanner lens.</p>	5	7			
CLEAN UP	4.	<p>Clean up.</p> <p>Ensure all tools and cleaning materials are removed from the machine and work area.</p>	1	All			

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Equipment Nomenclature		Equipment Model						Bulletin Filename MM10038AC			Occurrence			

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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		<div style="border: 2px solid black; padding: 5px; text-align: center;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p>					
OSSTS	5.	Restore equipment to service. Restore equipment to service as prescribed by local lockout/restore procedures.	1	All			