

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Network Distribution Center (NDC) Mail
Search Guidelines for Sack Shakeout

DATE: August 13, 2012

NO: MMO-079-12

TO: Manager Maintenance, All NDC

FILE CODE: Y

jsta:mm12034ad

This Maintenance Management Order (MMO) provides Network Distribution Center (NDC) Mail Search Guidelines for the Sack Shakeout (SSO). The acronym is SSO. The class code is AA.

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.

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

A handwritten signature in black ink, appearing to read "Robert E. Albert".

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

- Attachments
1. Summary Workload Estimate for SSO
 2. Master Checklist: 24-SSO-AA-001-M

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR SSO SYSTEM

**SUMMARY
WORKLOAD ESTIMATE
FOR SSO**

SSO	Hrs/Yr
5 Day	30.33
6 Day	36.40
7 Day	42.47

ATTACHMENT 2

SSO MASTER CHECKLIST

DAILY MAIL SEARCH

24-SSO-AA-001-M

Time Total: 7 minutes

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		2	4	S	S	O				A	A	0	0	1	M
Equipment Nomenclature		Equipment Model						Bulletin Filename			Occurrence				
Sack Shakeout								MM12034AD			Daily				

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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</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>		All			D
	2.	Mail search. Check sack shakeout platform for loose mail. Check under and around each load station. Return loose mail to locally designated location.	4	07			D
	3.	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