

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Operational and Preventive Maintenance  
Guidelines for Automated Flat Sorter Machine  
100 Ink Jet Cancellor (IJCAFSM)

**DATE:** October 30, 2012

**NO:** MMO-127-12

**TO:** AFSM 100 Ink Jet Cancellor Enabled Sites

**FILE CODE:** H8F

afre:mm10064ac

Online Change Record		
Change #	Date	Description of Change
4	10/07/2020	In Attachment 2, Task 8, Step 2 changed to "Verify the Rollover time is set to 06:59 ..."
3	08/31/2020	In Attachment 4, after Task 1, added a new Task 2, MIS Mail Report and updated the Workload Estimate table.
2	06/30/2020	In Attachment 2, Item No. 8, Ink Jet Cancellor, inserted a new Step 1 and Step 2 and added 1 minute to the task time.
1	06/07/2018	Updated Attachment 2 item 8. Also updated time roll-up.

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for Automated Flat Sorter Machine 100 Ink Jet Cancellor (IJCAFSM). The acronym is IJCAFSM. The class code is AA.

A number of tasks in this bulletin require power to be removed before they can be performed. It is recommended to complete these tasks in conjunction with the AFSM100 eCBM tasks to take advantage of the machine already being locked out. In the event these tasks can not be coordinated with the AFSM100 daily PM, time is allocated to perform a maintenance procedure that directs power to be removed and a lockout device installed.

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.

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

**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.**

**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.

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.

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 of Workload Estimate for IJCAFSM
2. IJCAFSM Master Checklist: 03-IJCAFSM-AA-001-M: Daily PM
3. IJCAFSM Master Checklist: 03-IJCAFSM-AA-002-M: Weekly PM
4. IJCAFSM Master Checklist: 09-IJCAFSM-AA-001-M: Operational Maintenance

**ATTACHMENT 1**  
**SUMMARY**  
**WORKLOAD ESTIMATE**  
**FOR IJCAFSM**

**SUMMARY**  
**WORKLOAD ESTIMATE**  
**FOR IJCAFSM**

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)	2 Tours (hrs/yr)	3 Tours (hrs/yr)
5	169.00	50.70	219.70	10.99	230.69	347.69		
6	202.80	60.84	263.64	13.18	276.82	417.22		

**NOTES:**

\*Repair estimates based on 30% of servicing.

\*\*Based on 5% of total servicing and repair.

\*\*\*Operational maintenance time is 117 hours for 5 days and 140.4 hours for 6 days.

**ATTACHMENT 2**

**IJCAFSM MASTER CHECKLIST**

03-IJCAFSM-AA-001-M

DAILY

Time Total: 39 Minutes

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
		0	3	I	J	C	A	F	S	M	A	A	0	0	1
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency 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)	Weeks

SAFETY STATEMENT	1.	<p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> 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><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b> 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 FOR EWP/PPE:</b> 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>	5	All			
PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p>					
INFEED STATION	2.	<p><b>Shut off Infeed station and perform the following maintenance procedures:</b></p> <ol style="list-style-type: none"> <li>1. Open infeed front doors.</li> <li>2. Turn circuit breaker Q1 off by rotating handle CCW.</li> <li>3. Install lockout device on Q1.</li> <li>4. Verify load side of Q1 reads 0 VAC using a volt meter.</li> <li>5. Close infeed front doors.</li> </ol>	5	All			

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
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Equipment Nomenclature AFSM100 Ink Jet Cancellor	Equipment Model MARSH ENCORE								Bulletin Filename MM10064AC				Frequency 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)	Weeks

		6. Remove PPE after performing the above steps.					
INK JET CANCELLER	3.	<b>Remove Ink Jet Cancellor (IJC) and place on maintenance cradle.</b>  1. Open the FICS module top cover and rear doors. 2. Extend the 37PC ID Tag printer to the maintenance position. 3. Place the IJC in the standby position. 4. Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module. 5. Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle.  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b>  6. Clean any ink from the IJC base plate. 7. Clean any ink from the IJC window on the lower back plate.	2	9			
MOUNTING PLATE ASSEMBLY	4.	<b>Perform the following on IJC:</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>Chemical proof goggles (with side shields), aprons, and rubber gloves must be worn when handling cancellation ink.</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b>	1	9			

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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency Daily				

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: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div> <p><b>Do not over tighten the ink bottle. Over tightening the ink bottle may cause the bottle cap to break.</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div> <p><b>Do not wipe or blot the print head orifices. Wiping or blotting may clog the orifices.</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div> <p><b>Use manufacturer recommended clean wipes and foam swabs when performing cleaning tasks associated with the IJC.</b></p> <p>Visually check the ink bottle on the ink system of the IJC base plate assembly. If an ink bottle is empty, replace by:</p> <ol style="list-style-type: none"> <li>1. Removing empty ink bottle.</li> <li>2. Removing ink bottle shipping cap from new ink bottle and installing the shipping cap onto empty ink bottle. Properly discarding empty ink bottle.</li> <li>3. Inserting the new ink bottle into the ink bottle port, aligning the arrow with the notch and tighten. Do not over tighten.</li> </ol>					
INK JET CANCELLER	5.	<b>Purge Print Head.</b> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b></p> <ol style="list-style-type: none"> <li>1. Using prescribed Clean Wipes only; NSN 7930-07-000-4113, fold three clean wipes in half and place flat under the front of engine. Do not touch or come in contact with the print engine.</li> <li>2. While holding the Clean Wipes in place, use</li> </ol>	3	9			



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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency 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)	Weeks

		<p>the other hand to lightly press the purge bulb through a full depression on the ink system until ink is expelled from orifice. Continue to hold Clean Wipes under print engine for approximately 15 seconds to soak up the ink.</p> <p>3. Using new Clean Wipes, wipe ink from the print-head rub strip and front of the print engine being careful not to contact the print engine orifices.</p>					
INK JET CANCELLER	6.	<p><b>Return IJC to FICS module.</b></p> <p>1. Gently align the IJC mounting plate assembly onto the IJC base plate assembly.</p> <p>2. Place the IJC in the print position.</p> <p>3. Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module.</p> <p>4. Return the 37PC ID Tag Printer to the operational position.</p> <p>5. Close the FICS module top cover and rear doors.</p>	1	9			
PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</b></p>					
INFEED STATION	7.	<p><b>Remove lockout device and power on.</b></p> <p>1. Open infeed front doors.</p> <p>2. Remove lockout device from circuit breaker Q1.</p> <p>3. Turn Q1 on by rotating CW.</p> <p>4. Close infeed front doors.</p> <p>5. Remove PPE after performing the above steps.</p>	5	9			

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION													
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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency Daily			

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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INK JET CANCELLER	8.	<b>Check for the quality and reporting of the cancellation mark.</b> <ol style="list-style-type: none"> <li>1. Verify the system time and date is correct from the <b>Setup&gt;General&gt;Time and Date</b> menu.</li> <li>2. Verify the Rollover time is set to 06:59 and "Roll to Current Date" is selected from the <b>Setup&gt;General&gt;Rollover Time</b> menu.</li> <li>3. Press Start button on IJC Control panel.</li> <li>4. The green lamp should change from flashing to solid green, indicating that the IJC system is enabled.</li> <li>5. Make the infeed run ready. On the MIS workstation start a new run using the Carbon1 sort program for the respective IJC-modified console.</li> <li>6. Feed a minimum of 20 test cards and analyze for proper cancellation mark.</li> <li>7. Verify the alignment of the cancellation mark by referring to most recent version of MS-178 Supplemental Handbook for the IJC. Adjustment for the placement of the cancellation mark can be made by adjusting the Distance to Head's Photocell parameter.</li> <li>8. End the Carbon1 sort program started in step 3 by clicking the End Run button on the MIS workstation.</li> <li>9. Verify that the IJC counts are reporting to the MIS computer and WebEOR. Refer to MWO-030-16, Section 4, and KB12212 for procedures to verify reports for cancellation numbers.</li> </ol>	11	9			
PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</b></p>					

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		0	3	I	J	C	A	F	S	M		A	A		0	0	1
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE								Bulletin Filename MM10064AC				Frequency 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)	Weeks

INK JET CANCELLER	9.	<b>Place IJC in Stand By.</b>	5	9			
		1. Open the FICS module top cover.					
		2. Place the IJC in the Stand By position.					
		3. Close the FICS module top cover.					
		4. Remove PPE after performing the above steps.					
CLEAN UP	10.	<b>Clean up.</b> Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	9			

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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		
					Run Hours	Pieces Fed (000)	Weeks

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**ATTACHMENT 3**

**IJCAFSM MASTER CHECKLIST**

03-IJCAFSM-AA-002-M

WEEKLY

Time Total: 39 Minutes

**NOTE**

This weekly checklist includes all daily tasks. Therefore it supersedes the daily checklist on the day this checklist is performed.

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
		0	3	I	J	C	A	F	S	M	A	A	0	0	2
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency 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)	Weeks

SAFETY STATEMENT	1.	<p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> 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><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b> 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 FOR EWP/PPE:</b> Steps in this procedure may require you to wear appropriate Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p>	5	All			
		<p style="text-align: center;"><b>WARNING</b></p> <p>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p>					
PERSONAL PROTECTIVE EQUIPMENT							
INFEED STATION	2.	<p><b>Shut off Infeed station and perform the following maintenance procedures.</b></p> <ol style="list-style-type: none"> <li>Open infeed front doors.</li> <li>Turn circuit breaker Q1 off by rotating handle CCW.</li> <li>Install lockout device on Q1.</li> <li>Verify load side of Q1 reads 0 VAC using a volt meter.</li> </ol>	5	All			

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION														
		WORK CODE		EQUIPMENT ACRONYM							CLASS CODE		NUMBER			TYPE
		0	3	I	J	C	A	F	S	M	A	A	0	0	2	M
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE							Bulletin Filename MM10064AC			Frequency 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)	Weeks

		5. Close infeed front doors. 6. Remove PPE after performing the above steps.					
INK JET CANCELLER	3.	<b>Remove Ink Jet Cancellor (IJC) and place on maintenance cradle.</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b>  1. Open the FICS module top cover and rear doors. 2. Extend the 37PC ID Tag printer to the maintenance position. 3. Place the IJC in the standby position. 4. Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module. 5. Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle. 6. Clean any ink from the IJC base plate. 7. Clean any ink from the IJC window on the lower back plate.	2	9			
MOUNTING PLATE ASSEMBLY	4.	<b>Perform following on IJC:</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>Chemical proof goggles (with side shields), aprons, and rubber gloves must be worn when handling cancellation ink.</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div> <b>Do not over tighten the ink bottle. Over tightening the ink bottle may cause the bottle cap to break.</b>	5	9			

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	0	3	I	J	C	A	F	S	M	A	A	0	0	2
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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		
					Run Hours	Pieces Fed (000)	Weeks

		<div>CAUTION</div> <p>Do not wipe or blot the print head orifices. Wiping or blotting may clog the orifices.</p> <div>CAUTION</div> <p>Use manufacturer recommended clean wipes and foam swabs when performing cleaning tasks associated with the IJC.</p> <ol style="list-style-type: none"> <li>1. Remove, vacuum, and reinstall two (2) filters located on the front and right hand side of the controller box. Replace as necessary. Refer to most recent version of MS-178 IJC Supplement for filter location.</li> </ol> <div>CAUTION</div> <p>Do not spray directly into the print orifices. Spray at a 45° degree angle towards the rub bar of the print head.</p> <ol style="list-style-type: none"> <li>2. Use Spray Away, NSN 7930-07-000-4112, to clean print engine orifices.</li> </ol> <div>WARNING</div> <p>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</p> <ol style="list-style-type: none"> <li>3. Wipe excess ink from the exterior of the print engine, ink system, and the mounting plate assembly using approved cleaner and lint free wipes being careful not to contact print engine orifices.</li> </ol>					
FRONT LOWER DECK	5.	<b>Clean trigger photosensor.</b> <ol style="list-style-type: none"> <li>1. Clean the trigger photosensor using a foam swab. Refer to most recent version of MS-178 IJC Supplement for trigger photosensor location.</li> </ol>	2	9			



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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE							Bulletin Filename MM10064AC			Frequency 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)	Weeks

		2. Inspect the IJC encoder wheel for wear and/or damage. Refer to most recent version of MS-178 IJC Supplement for IJC encoder wheel location.					
INK JET CANCELLER	6.	<b>Purge Print Head.</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b>  1. Using prescribed Clean Wipes only; NSN 7930-07-000-4113, fold three clean wipes in half and place flat under the front of engine. Do not touch or come in contact with the print engine.  2. While holding the Clean Wipes in place, use the other hand to lightly press the purge bulb through a full depression on the ink system until ink is expelled from orifice. Continue to hold Clean Wipes under print engine for approximately 15 seconds to soak up the ink.  3. Using new Clean Wipes, wipe ink from the print-head rub strip and front of the print engine being careful not to contact the print engine orifices.	3	9			
INK JET CANCELLER	7.	<b>Return IJC to FICS module.</b>  1. Gently align the IJC mounting plate assembly onto the IJC base plate assembly.  2. Place the IJC in the print position.  3. Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module.  4. Return the 37PC ID Tag Printer to the operational position.  5. Close the FICS module top cover and rear doors.	1	9			

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION														
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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE							Bulletin Filename MM10064AC			Frequency Weekly				

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					Run Hours	Pieces Fed (000)	Weeks

PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p>					
INFEEED STATION	8.	<p><b>Remove lockout device and power on.</b></p> <ol style="list-style-type: none"> <li>1. Open infeed front doors.</li> <li>2. Remove lockout device from circuit breaker Q1</li> <li>3. Turn Q1 on by rotating CW.</li> <li>4. Close infeed front doors.</li> <li>5. Remove PPE after performing the above steps.</li> </ol>	5	9			
INK JET CANCELLER	9.	<p><b>Check for the quality of the cancellation mark.</b></p> <ol style="list-style-type: none"> <li>1. Press Start button on IJC Control panel.</li> <li>2. The green lamp should change from flashing to solid.</li> <li>3. Make the infeed run ready.</li> <li>4. Feed three test cards and analyze for proper cancellation marks.</li> <li>5. Verify alignment of cancellation mark by referring to most recent version of MS-178 Supplemental Handbook for the IJC. Adjustment for the placement of the cancellation mark can be made by adjusting the Distance to Head's Photocell parameter.</li> </ol>	5	9			
PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p>					

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Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE								Bulletin Filename MM10064AC				Frequency 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)	Weeks

INK JET CANCELLER	10.	<b>Place IJC in Stand By</b>	5	9			
		1. Open the FICS module top cover. 2. Place the IJC in the Stand By position. 3. Close the FICS module top cover. 4. Remove PPE after performing the above steps.					
CLEAN UP	11.	<b>Clean up.</b> Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	9			

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION															
		WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
		0	3	I	J	C	A	F	S	M		A	A	0	0	2	M
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE								Bulletin Filename MM10064AC				Frequency 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)	Weeks

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**ATTACHMENT 4**

**IJCAFSM MASTER CHECKLIST**

09-IJCAFSM-AA-001-M

Operational Maintenance

Time Total: 27 Minutes

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION														
		WORK CODE		EQUIPMENT ACRONYM							CLASS CODE		NUMBER			TYPE
		0	9	I	J	C	A	F	S	M	A	A	0	0	1	M
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE							Bulletin Filename MM10064AC			Frequency Tour				

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.	<b>WARNING:</b> Be careful when working around or on equipment when power has been applied. Some of the following tasks require that the machine be running. Take precautions to prevent hair, clothing, tools, and test equipment from being caught in moving parts.  <b>WARNING:</b> When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).  <b>WARNING FOR EWP/PPE:</b> Steps in this procedure may require you to wear appropriate Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.	5	All			
MIS MAIL REPORT	2.	<b>Ensure Cancel Counts Reporting to MIS</b> Check Online Reports during cancellations. 1. Access MIS Online Reports and verify Canceled count is incrementing. 2. Refer to Knowledge Base (KB) <a href="#">KB0013785</a> for steps to access the Online Reports and find the Canceled count. 3. If Canceled counts are not reporting in the Online Reports while actively canceling, immediately notify supervisor and reference <a href="#">KB0012212</a> to troubleshoot the issue.	3	9			
INK JET CANCELLER	3.	<b>Check for the quality of cancellation mark.</b> Inspect sorted mail pieces. 1. Remove and inspect the most recent sorted mail pieces from flat trays. 2. Make sure the cancellation is legible. 3. If the cancellation is not legible, perform a light purge by performing remaining items through item 7. 4. If cancellation is legible, go to item 7.	5	9			

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	I	J	C	A	F	S	M	A	A	0	0	1
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency Tour			

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

PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</b></p>					
INFEED STATION	4.	<p><b>Shut off Infeed station and perform the following maintenance procedures.</b></p> <ol style="list-style-type: none"> <li>Shut down FARC, CoBCR, 37PC, and power off camera.</li> <li>Open infeed front doors.</li> <li>Turn circuit breaker Q1 off by rotating handle CCW.</li> <li>Install lockout device on Q1.</li> <li>Verify load side of Q1 reads 0 VAC using a volt meter.</li> <li>Close infeed front doors.</li> </ol> <p>Remove PPE after performing the above steps.</p>	5	All			

U.S. Postal Service <b>Maintenance Checklist</b>		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
		0	9	I	J	C	A	F	S	M	A	A	0	0	1
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE						Bulletin Filename MM10064AC				Frequency Tour			

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

INK JET CANCELLER	5.	<b>Light Print Head Purge.</b> 1. Open the FICS module top cover and rear doors. 2. Extend the 37PC ID Tag printer to the maintenance position. 3. Place the IJC in the standby position. 4. Unhook the wiring harness from the support hooks located on the underside of the top cover of the FICS module. 5. Lifting with the handle, move the IJC mounting plate assembly to the maintenance cradle. 6. Perform a light purge by pressing the ink system purge bulb partially, until a small amount of ink runs down the orifices. Hold Clean Wipes, NSN 7930-07-000-4113, under the orifices to absorb the ink. <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"><b>WARNING</b></div> <b>When disposing of ink or ink saturated waste, refer to procedures outlined in current Material Safety Data Sheets (MSDS).</b>	2	9			
	6.	<b>Return the IJC to the FICS Module</b> 1. Return the IJC to the FICS Module 2. Gently align the IJC mounting plate assembly onto the IJC base plate assembly. 3. Place the IJC in the print position. 4. Hook the wiring harness over the support hooks located on the underside of the top cover of the FICS module. 5. Return the 37PC ID Tag Printer to the operational position. 6. Close the FICS module top cover and rear doors.	1	9			



U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION														
		WORK CODE		EQUIPMENT ACRONYM							CLASS CODE		NUMBER			TYPE
		0	9	I	J	C	A	F	S	M	A	A	0	0	1	M
Equipment Nomenclature AFSM100 Ink Jet Cancellor		Equipment Model MARSH ENCORE							Bulletin Filename MM10064AC			Frequency Tour				

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

PERSONAL PROTECTIVE EQUIPMENT		<div style="border: 2px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Before performing the following steps you must don the appropriate PPE. Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</b></p>					
INFEED STATION	7.	<b>Remove lockout device and power on.</b> 1. Open infeed front doors. 2. Remove lockout device from Q1 3. Turn circuit breaker Q1 on by rotating CW. 4. Close infeed front doors. 5. Remove PPE after performing the above steps. 6. Restore FARC, CoBCR, 37PC, and camera to operational condition.	5	9			
AFSM100	8.	<b>Return the mail pieces to the flat tray.</b>	1	All			