

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Remote Image Processing System
(RIPS_AA) Preventive Maintenance

DATE: May 6, 2021

TO: All Maintenance Capable Sites

PUB NO: MMO-090-20
FILE CODE: K6
FILE ID: mm20089
REV LEVEL: af

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Remote Image Processing System (RIPS) (plant, hardware). This bulletin applies to Acronym RIPS and Class Code AA.

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 Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS 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 EWP PPE and barricade requirements.

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



Frederick L. Jackson III
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments
1. Summary of Workload Estimate For RIPS System
 2. RIPS Master Checklist 03-RIPS-AA-001-M Preventive Maintenance (PM)
 3. RIPS Master Checklist 09-RIPS-AA-001-M Operational Maintenance (OM)

ATTACHMENT 1

SUMMARY WORKLOAD ESTIMATE FOR RIPS

<u>SUMMARY WORK LOAD ESTIMATES FOR RIPS</u>								
Number of mailpieces Processed for 1 Year > High end estimate						Operational Maintenance + Total Servicing		
Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr)*	Routine Servicing + Repair Time (Hrs/Yr)	Non- Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)	1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
5 Days	2.20	0.66	2.86	0.29	3.15	72.48	72.48	72.48
6 Days	2.20	0.66	2.86	0.29	3.15	86.35	86.35	86.35
7 Days	2.20	0.66	2.86	0.29	3.15	100.21	100.21	100.21
* Repair maintenance estimates based on 30% of preventive maintenance.								
** Based on 10% of total PM and repair.								
			THRESHOLDS and PM TIME SUMMARY Hrs PER Year			OPERATIONAL MAINTENANCE		
			Daily (7 Day)	0.00		16 MIN. PER DAY PER MACHINE		
			Weekly	0.00		One Tour	Two Tours	Three Tours
			Monthly	2.20	5 Day	69.33	69.33	69.33
			Quarterly	0.00	6 Day	83.20	83.20	83.20
			Semi-Annual	0.00	7 Day	97.07	97.07	97.07

NOTES:

*Repair estimates based on 30% of servicing.

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

THIS PAGE BLANK

ATTACHMENT 2**RIPS MASTER CHECKLIST****03-RIPS-AA-001-M****PREVENTIVE MAINTENANCE (PM)****Time Total: (11) minutes**

U.S. Postal Service Maintenance Checklist		IDENTIFICATION												
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
		0	3	R	I	P	S			A	A	0	0	1
Equipment Nomenclature Remote Image Processing System		Equipment Model						Bulletin Filename mm20089				Occurrence Monthly		

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. 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 FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO or appropriate EWP PPE and barricade requirements.</p> <p>WARNING: Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			

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.
RIPS SYSTEM: RIPS CABINET	2.	Cleaning Front of RIPS <div style="border: 1px solid black; padding: 2px; text-align: center;">CAUTION</div> <p>To avoid damaging internal cabling, this task excludes opening the back of the RIPS cabinet and vacuuming interior.</p> <ol style="list-style-type: none"> 1. Vacuum front of RIPS cabinet and fan port openings. 2. Clean keyboard and monitor using soft cloth. 3. Return cleaning tools to designated area. 4. Dispose of cleaning cloth appropriately. 	10	09			M

ATTACHMENT 3**RIPS MASTER CHECKLIST****09-RIPS-AA-001-M****OPERATIONAL MAINTENANCE (OM)****Time Total: (16) minutes**

U.S. Postal Service		IDENTIFICATION									
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE	
		0	9	R	I	P	S			A	A
Equipment Nomenclature Remote Image Processing System		Equipment Model						Bulletin Filename mm20089			Occurrence 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. 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 FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO or appropriate EWP PPE and barricade requirements.</p> <p>WARNING: Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			

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.
RIPS SYSTEM: RIPS CABINET	2.	<p>Front/Back Indicator Functionality Inspection</p> <p>If deficiencies are identified in any step below, contact the MTSC HelpDesk and open a ticket including all details.</p> <p>Visual inspection of front indicator lights</p> <ol style="list-style-type: none"> 1. Ensure the server hard drive activity lights green or is flashing green. Reference MS-296 Figure 2-32 and table 2-14. 2. Ensure NIC status LED is flashing. . Reference MS-296 Figure 2-42 and table 2-17. 3. Ensure 3PAR hard drive LEDs are green (16 on each 3PAR). Reference MS-296 Figure 2-136 and table 2-23. 4. Ensure Uninterruptible Power Supply (UPS) is powered on. Reference MS-296 Figure 2-147 and table 2-26. <p>Visual inspection of back indicator lights</p> <ol style="list-style-type: none"> 1. Verify all NIC ports with cables show flashing green on switches and servers. . Reference MS-296 Figures 2-13 and 2-73 and tables 2-8 and 2-19. 2. Verify all fiber ports with cables show flashing green on switches and servers. Reference MS-296 Figures 2-13 and 2-73 and tables 2-8 and 2-19. 3. Verify both fiber ports on each 3PAR are flashing green for the link connection and flashing amber for the speed. Reference MS-296 Figure 2-145 and table 2-25. 	15	10			D