Maintenance Management Order

SUBJECT: Changes to Cleaning Procedures for DBCS/DIOSS/CIOSS Platforms

DATE: November 01, 2013

NO: MMO-091-13

TO: DBCS Offices
DBCS/OSS Offices
DIOSS Offices
CIOSS Offices

FILE CODE: 2CA, D15, D17, 2DA, 2D, D8D, D8E, D8F
jliv:mm13094aa

This Maintenance Management Order (MMO) provides cleaning procedure changes, and supplements the checklists for the following MMOs:

- MMO-004-08 DBCS Model 990

- MMO-125-12 DBCS 2-5

- MMO-016-13 DBCS 6

- MMO-017-13 DBCS/OSS

- MMO-015-13 CIOSS

- MMO-019-13 DIOSS AD and AE

- MMO-140-12 DIOSS AF

See following table for affected acronyms and class codes:

ACRONYM	CLASS CODE
CIOSS	AB
DBCS	AC
DBCS	BA
DBCS	CI
DBCS	CJ
DIOSS	AD
DIOSS	AE
DIOSS	AF

This bulletin DOES NOT apply to Acronym DIOSS Class Code AC.

Changes have been made to all the above listed MMOs to accommodate a requested change to checklists to allow the top of both Reader and Stacker modules to be done

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"Monthly", rather than to be done on a piece count. This does not change the time required to complete the routes, but gives more flexibility to the maintenance facility to meet time and maintenance demands as needed.

See Attachments 1 thru 7 for the changes. The on-line bulletins have been updated. Print the on-line bulletins for maintenance use.

| 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.

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.   MMO-004-08 DBCS 990
2.   MMO-125-12 DBCS 2-5
3.   MMO-016-13 DBCS 6
4.   MMO-017-13 DBCS/OSS
5.   MMO-015-13 CIOSS
6.   MMO-019-13 DIOSS AD and AE
7.   MMO-140-12 DIOSS AF

ATTACHMENT 1

MMO-004-08 DBCS 990

Changes have been made to Attachment 7 Item 7 and Item 9. A new Item 10 has been added.

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.
READER MODULE	7.	**Vacuum/clean Reader Module.** Clean all plates, covers, doors, framework, etc.	7 MIN	7			
SYSTEM COMPUTER & WFOV	8.	**Vacuum/clean system computer and WFOV.** Remove covers from system computer and WFOV Processor and clean. Re-install covers.	15 MIN	9			
STACKER MODULE 1 - 7	9.	**Vacuum/clean stacker module.** Clean all plates, covers, doors, framework, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling and connectors for wear, loose connections, etc., while cleaning.	75 MIN	7			
	10.	**Vacuum/clean top of Reader and Stacker Modules.**	23 MIN	7			4

> **WARNING**
>
> **Be cautious when working around or on equipment when power has been applied.**

| | 11. | **Restore power to equipment.** Restore power to equipment as prescribed by the current local procedures providing lockout/restore procedures. To restore power move the main disconnect switch to the ON position. Once system power is restored, the system computer automatically powers up to the logon screen. | 3 MIN | ALL | | | |

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ATTACHMENT 2

MMO-125-12 DBCS 2-5

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.
DBCS SYSTEM: VACUUM/CLEAN 4	10.	**Perform the following steps to ensure all areas of the machine not covered in previous tasks are properly vacuumed and cleaned.** **WARNING** **Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral stacking auger.** **WARNING** **Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.** **WARNING** **Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous combustion.** NOTE While performing following tasks, do a visual check of wiring harnesses, cabling, and connectors for wear, loose connections, etc., and if any problems are found, write a work order to do corrective maintenance. Open any additional doors including the plate cover assemblies (Wimpy panels) in order to perform the following cleaning steps: 1. Clean Feeder Module. Clean/vacuum all plates, covers, doors, framework, etc., including the vibrator assembly. Verify vibrator motor power cord is not rubbing against frame. 2. Clean Transport Module. a. Clean all plates, covers, doors, and	116	7		4400	

		framework.					
		b. Remove and clean the two filters located in the knob of the air compressor, after cleaning reinstall.					
		3. Reader Module - Clean/vacuum all plates, covers, doors, and framework.					
		CAUTION **Extreme care should be taken that rules regarding electro-static-discharge (ESD) are strictly followed when handling all printed circuit boards, including those in logic racks, system computers, etc. This includes the use of wrist straps and ESD pads.**					
		4. Using the Dust Containment Unit (NSN 4460-06-000-8366) or an ESD compatible vacuum (eBuy #58656), clean/vacuum System Computer and WFOV Computer. Remove covers from System Computer and WFOV Processor and clean. Re-install covers.					
		5. Clean stacker modules. Clean/vacuum all plates, covers, doors, framework, diverter plate cover assemblies (Wimpy panels), stacker display panels back and front side.					
DBCS SYSTEM: VACUUM/CLEAN	10A.	**Vacuum/clean top of Reader and Stacker Modules.**	23	7			Month

ATTACHMENT 3

MMO-016-13 DBCS 6

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.
DBCS SYSTEM: VACUUM/CLEAN 4	10.	**Perform the following steps to ensure all areas of the machine not covered in previous tasks are properly vacuumed and cleaned.** **WARNING** **Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral stacking auger.** **WARNING** **Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.** **WARNING** **Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous combustion.** While performing following tasks, do a visual check of wiring harnesses, cabling, and connectors for wear, loose connections, etc., and if any problems are found, write a work order to do corrective maintenance. Open any additional doors including the plate cover assemblies (Wimpy Panels) in order to perform the following cleaning steps. 1. Clean Feeder Module. Clean/vacuum all plates, covers, doors, framework, etc., including the vibrator assembly. Verify vibrator motor power cord is not rubbing against frame. 2. Clean Transport Module. Clean all plates, covers, doors, and framework. 3. RET - Clean/vacuum all plates, covers, doors, and framework.	113	7		4400	

		CAUTION **Extreme care should be taken that rules regarding electro-static-discharge (ESD) are strictly followed when handling all printed circuit boards, including those in logic racks, system computers, etc. This includes the use of wrist straps and ESD pads.** 4. Using the Dust Containment Unit (NSN 4460-06-000-8366) or an ESD compatible vacuum (eBuy #58656), clean/vacuum system computer and WFOV. Remove covers from system computer and WFOV processor and clean. Re-install covers. 5. Clean stacker modules. Clean/vacuum all plates, covers, doors, framework, diverter plate cover assemblies (Wimpy Panels), stacker display panels back and front side.					
DBCS SYSTEM: VACUUM/CLEAN 4	10A.	**Vacuum/clean top of RET and Stacker Modules.**	23	7			Month

ATTACHMENT 4

MMO-017-13 DBCS/OSS

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.
DBCS/OSS SYSTEM: VACUUM/CLEAN 4	10.	**Perform the following steps to ensure all areas of the machine not covered in previous tasks are properly vacuumed and cleaned.** **WARNING** **Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral stacking auger.** **WARNING** **Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.** **WARNING** **Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous combustion.** **NOTE** While performing following tasks, do a visual check of wiring harnesses, cabling, and connectors for wear, loose connections, etc., and if any problems are found, write a work order to do corrective maintenance. Open any additional doors including the plate cover assemblies (Wimpy Panels) in order to perform the following cleaning steps. 1. Clean Feeder Module. Clean/vacuum all plates, covers, doors, framework, etc., including the vibrator assembly. Verify vibrator motor power cord is not rubbing against frame. 2. Clean Transport Module. a. Clean all plates, covers, doors, and framework.	116	7		4400	

		b. Remove and clean the two filters located in the knob of the air compressor, after cleaning reinstall.				
		3. Tag Scanner Module - Clean/vacuum all plates, covers, doors, framework, and top of module.				
		4. IJP Module - Clean/vacuum all plates, covers, doors, framework, and top of module.				
		5. Clean the light barriers adjacent to the barcode printer print head by wiping away ink buildup from the light barrier lens using a cotton swab and Videojet makeup or cleaning solution.				
		6. Drying Line Module - Clean/vacuum all plates, covers, doors, framework, and top of module.				
		7. Reader Module - Clean/vacuum all plates, covers, doors, and framework.				
		CAUTION				
		Extreme care should be taken that rules regarding electro-static-discharge (ESD) are strictly followed when handling all printed circuit boards, including those in logic racks, system computers, etc. This includes the use of wrist straps and ESD pads.				
		8. Using the Dust Containment Unit (NSN 4460-06-000-8366) or an ESD compatible vacuum (eBuy #58656), clean/vacuum System Computer and WFOV Computer. Remove covers from system computer and WFOV processor and clean. Re-install covers.				
		9. Clean stacker modules. Clean/vacuum all plates, covers, doors, framework, diverter plate cover assemblies (Wimpy Panels), stacker display panels back and front side.				
DBCS/OSS SYSTEM: VACUUM/CLEAN 4	10A.	**Vacuum/clean top of Reader and Stacker Module.**	23	7		Month

ATTACHMENT 5

MMO-015-13 CIOSS

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.

READER MODULE ICS AND WFOV	15.	**Reader Module cleaning.**
		
		1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, NSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA.
		
		2. Clean WFOV camera lens and lamp assemblies as follows:
		
		WARNING
		
		Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.
		
		CAUTION
		
		Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after immediate area is clear of mail dust.
		
		  a. Remove WFOV LED Aperture/ Illumination assembly by loosening thumbscrew and pulling unit up.
		
		  b. Visually check the aperture plates and sapphire glass for foreign objects.
		
		  c. Remove dust on the exterior of camera sapphire glass using dry cotton swabs. If adhesive build-up is on the sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner.
		
		CAUTION
		
		Do not contact camera LED arrays or diffuser when cleaning inside of sapphire glass.
		
		  d. Clean dust from inside WFOV camera LED assembly with lens brush or air syringe.
			10	7		180	

		e. Clean dirt or streaks from LED assembly, using lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down the slot in the Aperture/Illumination assembly while keeping brush or cleaning media pressed to sapphire glass to remove any dust. f. Replace LED assembly and tighten thumbscrew. 3. Vacuum/clean dust and debris from Reader Module.					
READER MODULE ICS AND WFOV	15A.	**Vacuum/clean top of Reader Module.**	5	7			Month

STACKER MODULE GENERAL HARDWARE	30.	**Stacker module cleaning.** 1. **Open covers and remove panels.** In the Stacker section, open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. **Clean stacker module.** Clean all plates, covers, doors, framework, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling, and connector for wear, loose connections, etc., while cleaning.	71	7		4800	
STACKER MODULE GENERAL HARDWARE	30A.	**Vacuum/clean top of stacker modules.**	20	7			Month

ATTACHMENT 6

MMO-019-13 DIOSS AD AND AE

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.
READER MODULE: ICS AND WFOV	15.	**Reader Module ICS and WFOV cleaning.** 1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, NSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 2. Clean WFOV camera lens and lamp assemblies as follows: **WARNING** **Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.** **CAUTION** **Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after immediate area is clear of mail dust.** a. Remove WFOV LED Aperture/ Illumination assembly by loosening thumbscrew and pulling unit up. b. Visually check the aperture plates and sapphire glass for foreign objects. c. Remove dust on the exterior of camera sapphire glass using dry cotton swabs. If adhesive build-up is on the sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner. **CAUTION** **Do not contact camera LED arrays or diffuser when cleaning inside of sapphire glass.** d. Clean dust from inside WFOV camera LED assembly with lens brush or air	10	7		170	

		syringe.					
		e. Clean dirt or streaks from LED assembly, using lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down the slot in the Aperture/Illumination assembly while keeping brush or cleaning media pressed to sapphire glass to remove any dust.					
		f. Replace LED assembly and tighten thumbscrew.					
		3. Vacuum/clean dust and debris from Reader Module.					
READER MODULE: ICS AND WFOV	15A.	**Vacuum/clean top of Reader Module.**	5	7			Month

STACKER MODULES: HARDWARE CLEANING	29.	**Stacker modules cleaning including Wimpy panels.** 1. Open covers and remove panels. In the Stacker section, open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. Clean stacker module. Clean all plates, covers, doors, framework, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling, and connector for wear, loose connections, etc., while cleaning.	71	7		4400	
STACKER MODULES: HARDWARE CLEANING	29A.	**Vacuum/clean top of stacker modules.**	20	7			Month

ATTACHMENT 7

MMO-140-12 DIOSS AF

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.
READER MODULE: ICS AND WFOV	15.	**Reader Module ICS and WFOV cleaning.** 1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, NSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 2. Clean WFOV camera lens and lamp assemblies as follows: **WARNING** **Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.** **CAUTION** **Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after immediate area is clear of mail dust.** a. Remove WFOV LED Aperture/ Illumination assembly by loosening thumbscrew and pulling unit up. b. Visually check the aperture plates and sapphire glass for foreign objects. c. Remove dust on the exterior of camera sapphire glass using dry cotton swabs. If adhesive build-up is on the sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner. **CAUTION** **Do not contact camera LED arrays or diffuser when cleaning inside of sapphire glass.** d. Clean dust from inside WFOV camera LED assembly with lens brush or air	10	7		170	

		syringe.				
		e. Clean dirt or streaks from LED assembly, using lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down the slot in the Aperture/Illumination assembly, while keeping brush or cleaning media pressed to sapphire glass, to remove any dust.				
		f. Replace LED assembly and tighten thumbscrew.				
		3. Vacuum/clean dust and debris from Reader Module.				
READER MODULE: ICS AND WFOV	15A.	**Vacuum/clean top of Reader Module.**	5	7		Month

STACKER MODULES: HARDWARE CLEANING	29.	**Stacker modules cleaning including Wimpy panels.** 1. Open covers and remove panels. In the stacker section, open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. Clean stacker module. Clean all plates, covers, doors, framework, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling, and connector for wear, loose connections, etc., while cleaning.	71	7	4400	
STACKER MODULES: HARDWARE CLEANING	29A.	**Vacuum/clean top of stacker modules.**	20	7		Month