Special COVID-19 Edition

District and Plant Response Kits

Please share with plant and district leadership, operations, maintenance, and other personnel as needed.

HQ Maintenance Operations in coordination with HQ Asset Management have developed two Response Kits in order to conduct the required cleaning procedures for facilities where a positive case COVID-19 has occurred. One is a PLANT Response Kit and the other is a DISTRICT Response Kit dedicated to support facilities outside the plant (stations/branches, associate offices, Vehicle Maintenance Facilities (VMFs), annexes, etc.).

HQ Asset Management will send one Rubbermaid cart to each plant. The cart must be stocked by the plant with the necessary cleaning materials, stored in a secured location, and used specifically when cleaning up any COVID-19 incidents. Other items needed for the Plant Response Kit such as goggles, disposable coveralls, etc. will be shipped to the plants as well. Plants must follow the instructions on the next page to gain access to the MMSC webpage. These instructions will assist sites to obtain the proper cleaning materials needed to stock the Rubbermaid carts.

NOTE

All Rubbermaid carts will need to be built at the plants and stocked with locally procured CTC cleaning materials according to the directions on the MMSC Webpage.

HQ Asset Management will also be sending five District Response Kits with all supporting supplies to each LEAD PLANT. These Response Kits will be stored in a secured location to be utilized for cleaning up COVID-19 incidents at facilities outside the plants. The Lead Plant will develop a tracking mechanism (eMARS work order) to record the locations of all District Response Kits sent to the field for COVID-19 incidents. Once cleanup is completed at the field site, clean the Response Kit and return it to the originating Plant for cleaning/restocking to be made ready for redeployment. If additional supplies are needed for the District Response Kits, contact National Materials Customer Service at 800-332-0317 for assistance to properly restock the kits. Plants must access the MMSC webpage to obtain the proper cleaning materials needed to restock the District Response Kits before they can be stored or sent to another facility.

NOTE

At NO time will the District Response Kits be utilized at plants. The District Response Kits are ONLY for use at facilities outside of plants. These carts are only to be released to facilities that have a confirmed case of COVID-19.

Continued
District and Plant Response Kits (continued)

Response Kits will be labeled as shown in Figure 1 and Figure 2:

Figure 1. District Response Kit Label (Orange)  
Figure 2. Plant Response Kit Label (Green)

How to Access the MMSC Webpage

NOTE

ONLY Form 50 EAS personnel have access to the MMSC webpage.

1. Use the following instructions to gain access to the MMSC webpage.
   a. Go to the MTSC website to locate the District and Plant Response Kit information and materials (Figure 3).
b. In the right column, select **MMSC** and click **Maintenance Management Support Center** (Figure 4).

![Site Map]

**Figure 4. MMSC Link on MTSC Website**
c. Log into the MMSC site with ACE ID and password (Figure 5).

d. Click on Choose Category and then select Custodial Team Cleaning (Figure 6).
e. In the left column under Custodial Services, open the **District and Plant Response Kit from MMSC** link (Figure 7).

![Figure 7. District and Plant Response Kit from MMSC Link](image)
f. Click on the **District and Plant Response Kit** for the instructions and information from the MMSC webpage. (Figure 8). This will open an Excel spreadsheet with the District and Plant material list for developing the kits.

![CUSTODIAL SERVICES](image)

**Figure 8. District and Plant Response Kit Materials on MMSC Site**
2. Consult the District and Plant Response Kit Process Flow Chart for obtaining and building a Response Kit (Figure 9). The process chart can be viewed in better detail on the MMSC webpage.

**Figure 9. District and Plant Response Kit Process Flow Chart**

*HQ Maintenance Operations*