

April 13, 2020, Volume 22, No. 32

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:

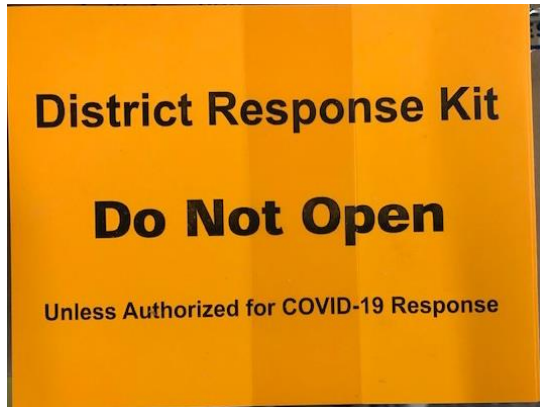


Figure 1. District Response Kit Label (Orange)



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).



Figure 3. MTSC Website

- b. In the right column, select **MMSC** and click **Maintenance Management Support Center** (Figure 4).

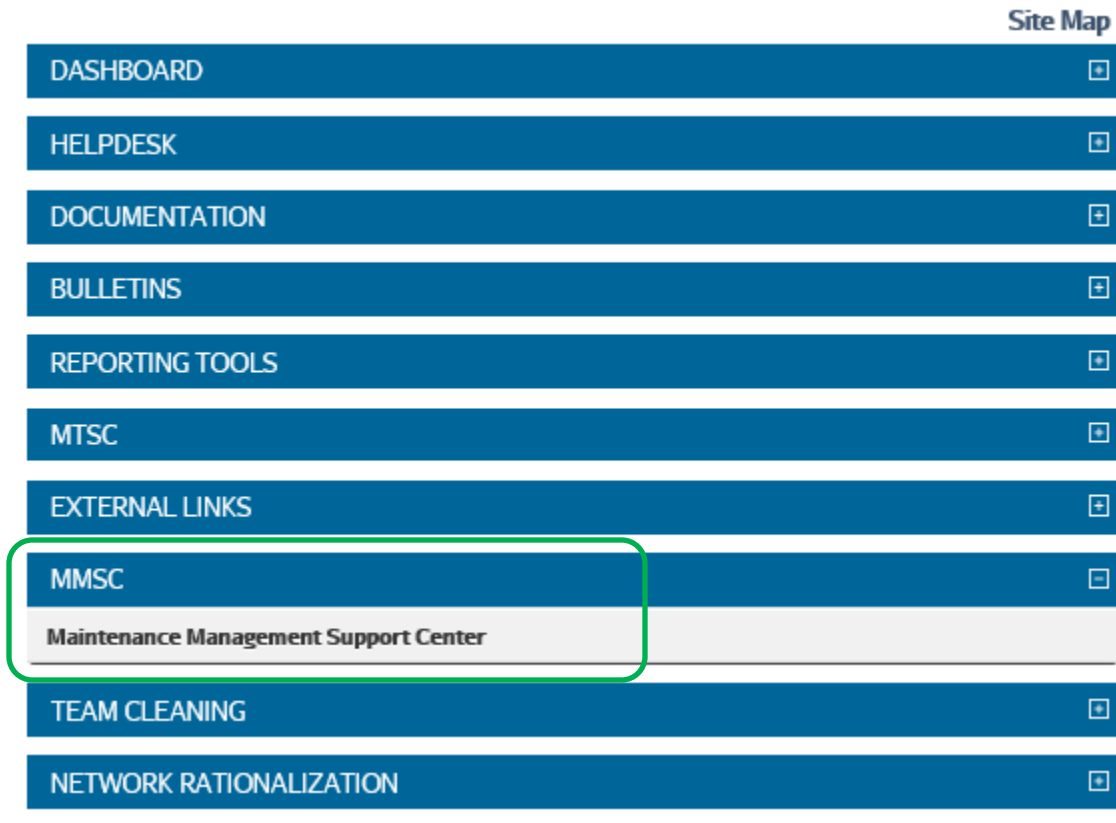


Figure 4. MMSC Link on MTSC Website

c. Log into the MMSC site with ACE ID and password (Figure 5).

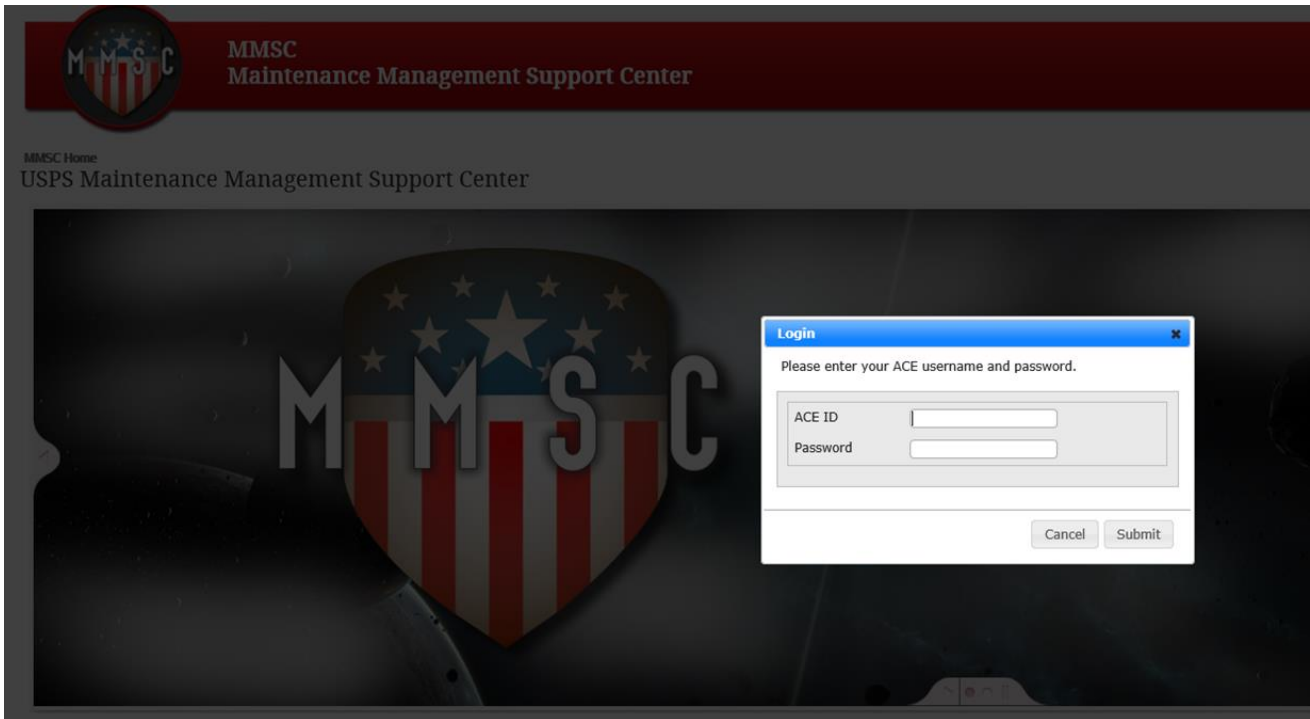


Figure 5. MMSC Site Login

d. Click on **Choose Category** and then select **Custodial Team Cleaning** (Figure 6).

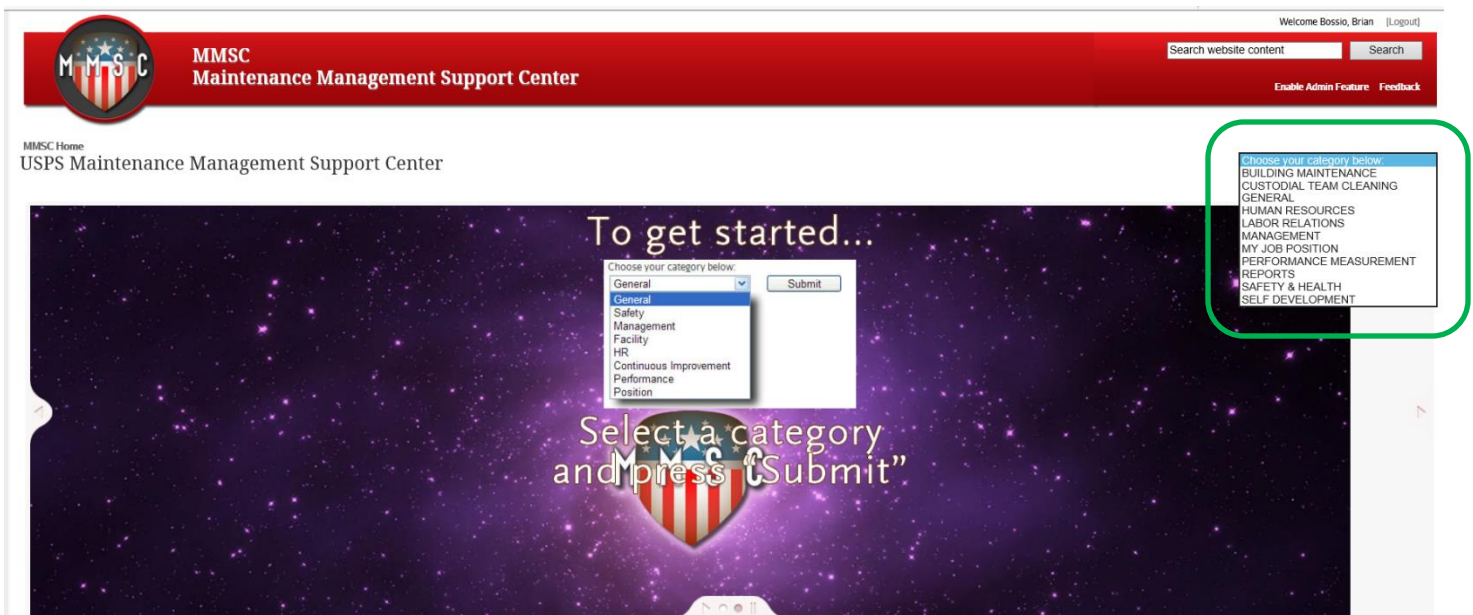


Figure 6. Choose Category

- e. In the left column under Custodial Services, open the **District and Plant Response Kit from MMSC** link (Figure 7).

CUSTODIAL SERVICES	CTC 2 DAY CUSTODIAL TRAINING	CTC 1 DAY POSTMASTER TRAINING
MS-10 Floors, Cars and Maintenance TL-1, 1088 MHO 074-06 Policy on Cleaning with HEPA Vacuum (MHO 047-03 Supplement) - Vacuum cleaners regularly used in cleaning mail processing equipment (RPS), building equipment, or custodial cleaning must not be used to pick up hazardous materials, including asbestos	CTC 2 Day Custodial Training using Periton Pac Supplies PowerPoint CTC Light Duty Specialist Video CTC Vacuum Specialist Video	CTC 1 Day Postmaster Training using Periton Pac Supplies PowerPoint CTC Light Duty Specialist Video CTC Vacuum Specialist Video
MS-47 Facility Cleaning TL-5 2014 and MOU	CTC Best Room Specialist Video	CTC Best Room Specialist Video
MOM MS-47 TL-5 Implementation and Maintenance Craft PSE Conversations	CTC Utility Specialist Video	CTC Utility Specialist Video
MS-47 Facility Cleaning TL-3 & TL-5	MH 2013 Team Cleaning Overview Video	MH 2013 Team Cleaning Overview Video
Facilitator Certifications	MM 2013 USPS Cleaning Before and After Video	MM 2013 USPS Cleaning Before and After Video
Jeopardy Answers	Youth Center Triggery Paul Lozano Update Video	Youth Center Triggery Paul Lozano Update Video
Laundry Inventory Tracking Forms	Backpack Vacuum Harness Fitment Instructional Video	Backpack Vacuum Harness Fitment Instructional Video
Letter to APWD for Workloading	Empty the Back Pack Vacuum Cleaner Video	Empty the Back Pack Vacuum Cleaner Video
Site Cleanup Responsibilities	Using the Unger-Eccella Disposable Map	Using the Unger-Eccella Disposable Map
Custodial Change Board (CSCCB)	Jeopardy CTC Game Rev7	Jeopardy CTC Game Rev7
Laundry Best Practices		
Disposable Autoclave slides		
1000-4055 CTC sign in sheet		
Building Space Worksheets for CW		
CTC Diploma's		
CTC observation tracking form		
Pro7 Team website		
Periton Pac chemicals website		
Unger cleaning tools website		
CTC Laundry Service Issues reporting log		
Procedure for decontaminating CTC training materials from MMSC		
10021973 CTC sign in sheet		
Authorized Paper Towel Products		
CTC Service talk		
CTC Site Coordinator Checklist		
CTC timelapses		
CTC Versions		
Custodial CTC service talk		
District & Plant Response Kit Process Flow Chart 20200410		
District & Plant Response Kit 20200410		
Agencies (from Shirley) Website		
	SITE PREP GUIDES	
	Site Prep Guide for 30K or less liters	
	Site Prep Guide for Large Plants	
	Site Prep Guide for Retail Units	

Figure 7. District and Plant Response Kit from MMSC Link

- 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	
MS-10 Floors, Care and Maintenance TL-1 1988	
MMO-074-06-Policy on Cleaning with HEPA Vacuums (MMO-047-03 Supplement) - Vacuum cleaners regularly used in cleaning mail processing equipment (MPE), building equipment, or custodial cleaning must not be used to pick up hazardous materials, including asbestos	
MS 47 Facility Cleaning TL-5 2014 and MOU	
MOU MS-47 TL-5 Implementation and Maintenance Craft PSE Conversions	
MS-47 Facility Cleaning TL-3 & TL-5	
Facilitator Certification	
Jeopardy Answers	
Laundry Inventory Tracking Forms	
Letter to APWU for Workloading	
Site Champion Responsibilities	
Custodial change board (CSCCB)	
Laundry Best Practices	
Disposable Addendum slides	
10024455 CTC sign in sheet	
Building Space Worksheets for CW	
CTC Diploma's	
CTC observation tracking form	
Pro Team website	
Portion Pac chemicals website	
Unger cleaning tools website	
CTC Laundry Service Issues reporting log	
Procedure for downloading CTC training materials from MMSC	
10021973 CTC sign in sheet	
Authorized Paper towel Products	
CTC Service talk	
CTC Site Coordinator Checklist	
CTC timelines	
CTC Verisons	
Custodial CTC service talk	
Furniture purchase	
District & Plant Response Kit Process Flow Chart 20200410	
District & Plant Response Kit 20200410	
Aquachem (Tom Shirley) Website	

Figure 8. District and Plant Response Kit Materials on MMSC Site

- 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.

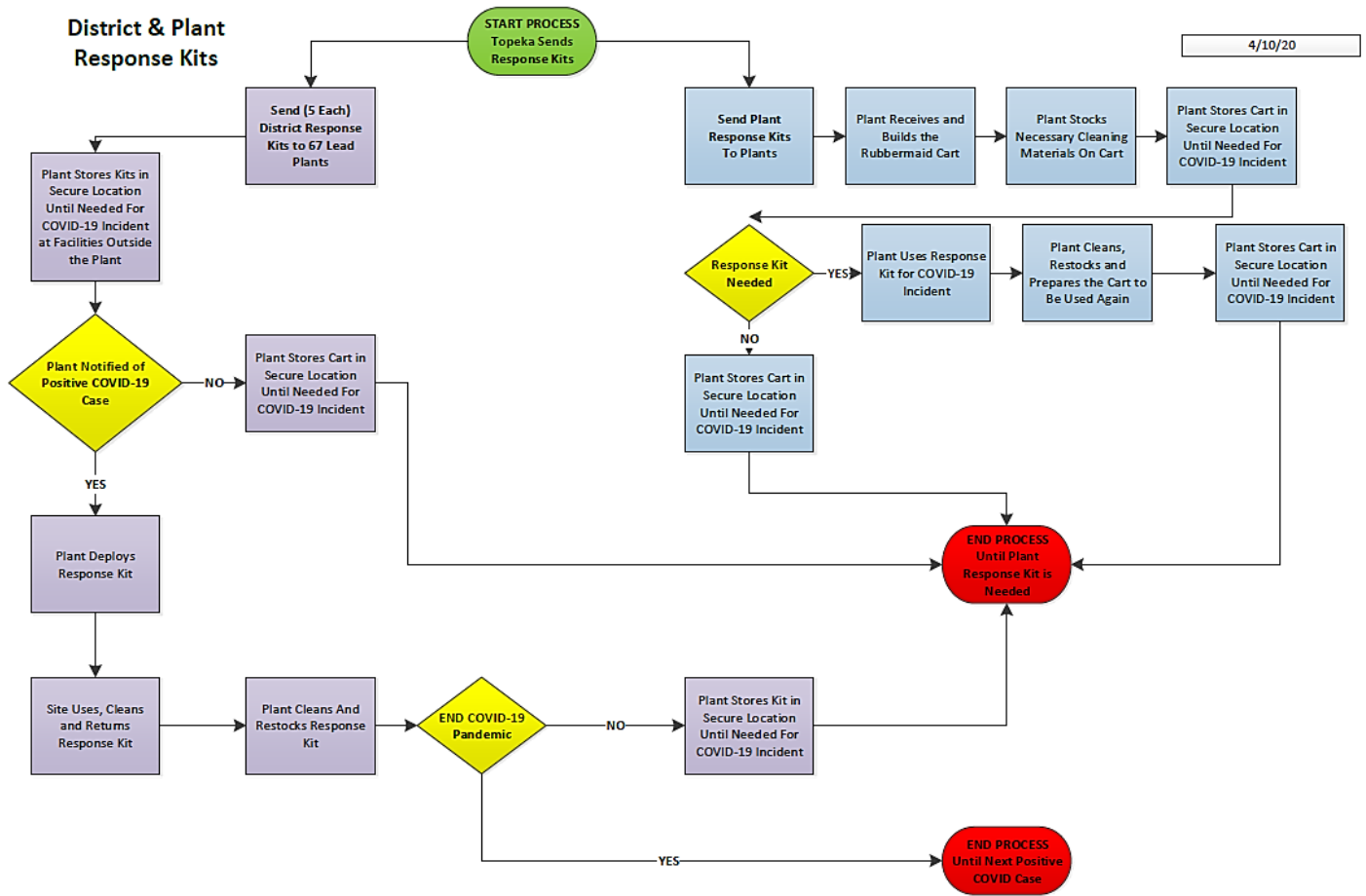


Figure 9. District and Plant Response Kit Process Flow Chart

HQ Maintenance Operations

Maintenance Update is a weekly publication provided by the Maintenance Technical Support Center. The information herein does not take precedence over official Postal Service documentation.

© 2020, United States Postal Service
Maintenance Technical Support Center

USPS/MTSC
600 W. Rock Creek Rd.
Norman, OK 73069
(405) 573-2123
(800) 366-4123
Maintenance.line@usps.gov

