

**Gary Kloepper**

**From:** Scott, Ronald J - Washington, DC [ronald.j.scott@usps.gov]  
**Sent:** Monday, March 30, 2009 11:28 AM  
**To:** Gary Kloepper  
**Cc:** Mitchell, Nikkita D - Washington, DC  
**Subject:** RE: Subcontracting the Movement of BDS Equipment  
**Attachments:** mmo03409.pdf

Gary

I have attached the MMO associated with the disposal/movement of BDS equipment. Due to Homeland Security requirements, this equipment can only be moved by the vendor. It is an Area decision to move equipment, therefore the Article 32 should be performed at the local level.

I will send hard copy as an Information Request.

Nikki

Please provide an IR log number. Thanks

Ron Scott  
Labor Relations Specialist  
Headquarters Labor Relations  
475 L'Enfant Plaza SW  
Washington, DC 20260-4100  
202-268-7512 Fax: 202-268-6946

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**From:** Gary Kloepper [mailto:gkloepper@apwu.org]  
**Sent:** Monday, March 16, 2009 6:56 AM  
**To:** Scott, Ronald J - Washington, DC  
**Subject:** Subcontracting the Movement of BDS Equipment  
**Importance:** High

Ron,

Recently the APWU received notification from the field that the Postal Service has made a decision to subcontract the relocation of BDS equipment. I have reviewed the APWU's records and have been unable to locate a notice from the Postal Service that the movement of BDS equipment would be performed by bargaining unit employees. As such the APWU is request a copy of the letter containing notice to the APWU regarding the subcontracting of the movement of this equipment. Thanks.

Gary Kloepper  
Assistant Director  
Maintenance Division

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4/7/2009

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4/7/2009

## Gary Kloefer

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Gary Kloefer  
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# Maintenance Management Order

**SUBJECT:** BDS Process/Procedures when Advanced  
Facer Canceler System (AFCS) is Removed

**DATE:** March 11, 2009

**NO:** MMO-034-09

**TO:** 1. All AFCS Sites  
2. All BDS Sites  
3. Area Offices  
4. ES CMC

**FILE CODE:** 2AB, 2AC, 3B

fta: mm09043ab

This MMO provides guidance for removing Biohazard Detection System (BDS) equipment and components when one or more AFCS systems are removed for disposal/excessing.

Any site losing one or more AFCS should not break AFCS pairs that are feeding a single BDS cabinet (dual collection), unless all AFCS are in a dual collection mode and only one is being removed. If AFCSs are relocated, sites should try to maximize the number that will be in a dual collection configuration. In all cases, sites should strive to maximize the dual collection configuration of AFCS to BDS.

It is important that sites also assign a primary and alternative Point-of-Contact (POC) for communications with Northrop Grumman Security Systems (NGSS), the Field Services Representative (NGSS FSR), and the Eastern Services Category Management Center (ES CMC). Additionally, the POC will be responsible for secure storage of BDS items removed by USPS personnel, and supplying the FSR with the items for shipment and storage.

Regardless of what change is being made to a BDS system, the site is required to notify NGSS and the ES CMC in Windsor, Connecticut. In most cases, a contract will be required through the ES CMC, but the CMC must always be contacted prior to proceeding. If a contract is needed, the CMC will provide an estimated cost for funding purposes. Both NGSS and the CMC must be contacted at least two weeks prior to any scheduled activities.

The two attachments clarify the process, points of contact, timelines, specific items to be removed from AFCS, and instructions for items removed by USPS personnel.

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Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.



Robert E. Albert  
Manager  
Maintenance Technical Support Center  
Maintenance Policies and Programs

- Attachments: 1. BDS Contacts and Procedures when Disposing of AFCS  
2. Instructions for Removal of BDS Components on AFCS

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**ATTACHMENT 1****BDS CONTACTS AND PROCEDURES WHEN DISPOSING OF AFCS**

Sites removing AFCS equipment must notify Domenic Battista at the Eastern Services Category Management Center. Contact information is:

Domenic Battista  
Contracting Officer  
8 Griffith Road North  
Windsor, CT 06095-1572  
Phone: 860-285-7249  
Fax: 860-285-1637  
[Domenic.V.Battista@usps.gov](mailto:Domenic.V.Battista@usps.gov)

This procedure provides guidance to the initiator, the Relocation Lead, on the contracting requirements for BDS Relocation Services. It applies to all U. S. Postal Service contracts for routine and emergency BDS moves. In contracting for BDS Relocation Services, a comprehensive listing of equipment that will be subject to these services is needed. All BDS equipment to be relocated will require a statement of work (SOW) specifically identifying the equipment and the service to be performed. The SOW planning guide provides a listing of items that need to be considered in preparation of the relocation requirements.

The Relocation Lead is responsible for developing the requirements package. The Statement of Work **must** be complete and accurate and fully state the relocation requirements to be used in awarding the Postal contract. The Planning Guide - Statement of Work (SOW) – (Machine Moves, Attachment 1) is the basis for the proposed BDS Relocation Service. If multiple BDS moves are required to multiple locations, complete a separate SOW for each move.

**1. Approval and Forwarding of the Completed Requirement's Package to the Eastern Services CMC – Windsor.**

When the requirements package is complete and accurate, transmit the package to the Eastern Services CMC - Windsor. This is accomplished by submitting an eBuy requisition, selecting 'Route Requisition to Supply Management' as the purchasing method, and selecting 'Eastern Services CMC – Windsor' from the drop down menu. Attach this Requirements Package to the request.

The time required to solicit and implement a BDS Relocation contract can take at least two weeks after receipt by the Eastern Services CMC – Windsor. Consider this lead time in planning your requirement.

Sites must also notify Northrop Grumman two weeks prior to dismantling and removing an AFCS. The notification may be performed by calling the BDS Hotline 1-888-301-8777 (this number is located on every BDS Cabinet). This information will be used to manage BDS equipment that is removed from the AFCS and shipped to a government storage depot. The facility should designate a securely locked location for all removed BDS equipment and parts, which should remain in this location until the items are provided to the NGSS FSR.

The caller needs to provide this information:

1. USPS distribution center's name.

2. AFCS number.
3. BDS cabinet serial number.
4. Date the site will begin removal of the equipment.
5. Primary and alternate point of contacts with phone numbers.
6. Identify removal plan (see below).
7. Identify the secure location for all removed BDS equipment and parts.

## 2. Removal Plan 1

For elimination of an AFCS in a single BDS configuration, the following parts are to be removed:

- Legacy cyclonic filter and bracket
- BDS cabinet
- Hood

## 3. Removal Plan 2

For elimination of one far side AFCS in a dual BDS configuration and conversion of the second AFCS into a single BDS configuration, the following parts are to be removed:

- Legacy cyclonic filter and bracket from eliminated AFCS, far side
- Dual collection cyclonic filters, both near and far side
- Flow reducer
- Flow combiner mounting tray
- Hood

## 4. Removal Plan 3

For elimination of one near side AFCS in a dual BDS configuration and conversion of the second AFCS into a single BDS configuration, the following parts are to be removed:

- Legacy cyclonic filter and bracket from eliminated AFCS, near side
- Dual collection cyclonic filters, near and far side
- Flow reducer
- Flow combiner mounting tray
- Hood

## 5. Removal Plan 4

For elimination of two AFCS in dual configuration or single configuration, the following parts are to be removed:

- Legacy cyclonic filters and brackets
- Dual collection cyclonic filters, dual configuration only
- Flow reducer
- Flow combiner mounting tray, dual configuration only
- Hoods

Instructions for the removal process by USPS personnel are provided in Attachment 2.

The items in the four plans above will be removed by USPS personnel and stored in a secure location on site until they are provide to FSR for shipment. In addition, the FSR will remove the following items as appropriate:

- Pressure switches
- Stack light (far side)
- J1 and J2 cabling

Ensure the FSR has adequate time to remove these items before the AFCS is removed.

BDS cabinets that will no longer be utilized must be returned to Northrop Grumman for storage as government property. Contact the Contracting Officer, Domenic Battista C.P.M., to initiate this process. See contact information at beginning of this attachment.

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**ATTACHMENT 2**

**INSTRUCTIONS FOR REMOVAL OF BDS COMPONENTS ON AFCS**

All items removed will be stored in a secure on-site location until supplied to FSR.

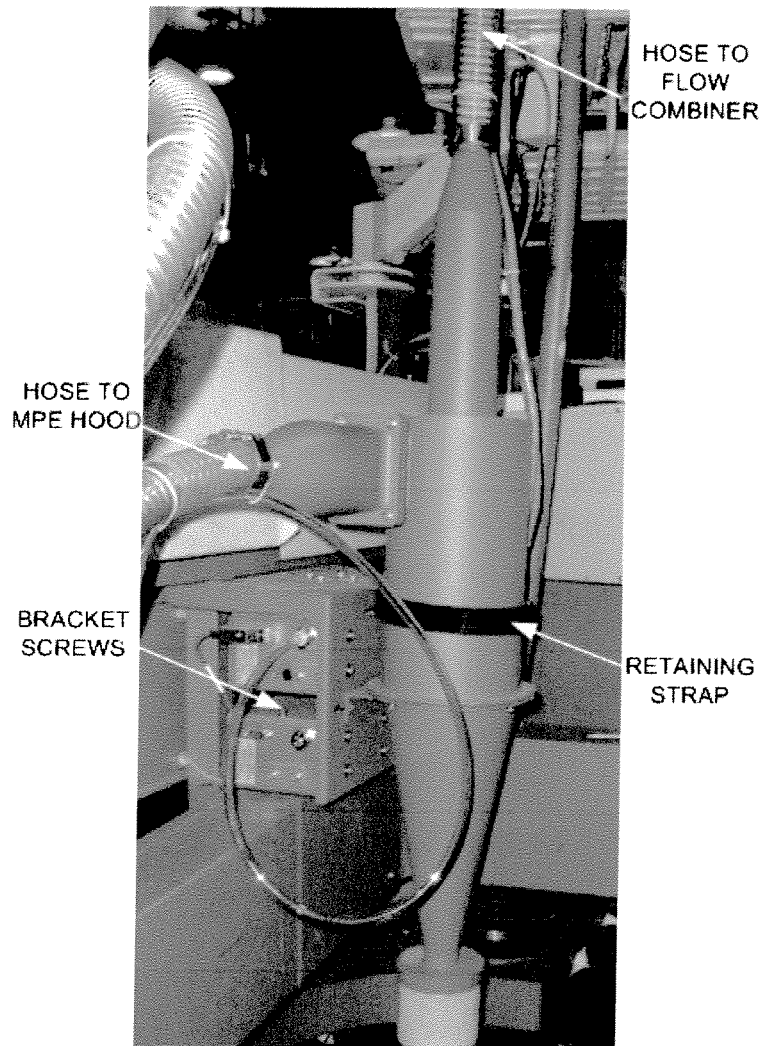
Items to be removed by USPS personnel are dependent on the plan as shown in Attachment 1. The following are specific instructions for removal of items that have been identified in the plan in Attachment 1. Remove only the items identified for the specific plan at your site.

**WARNING**

Before performing the following task, power down and lock out the equipment as prescribed by the current local lockout/restore procedures.

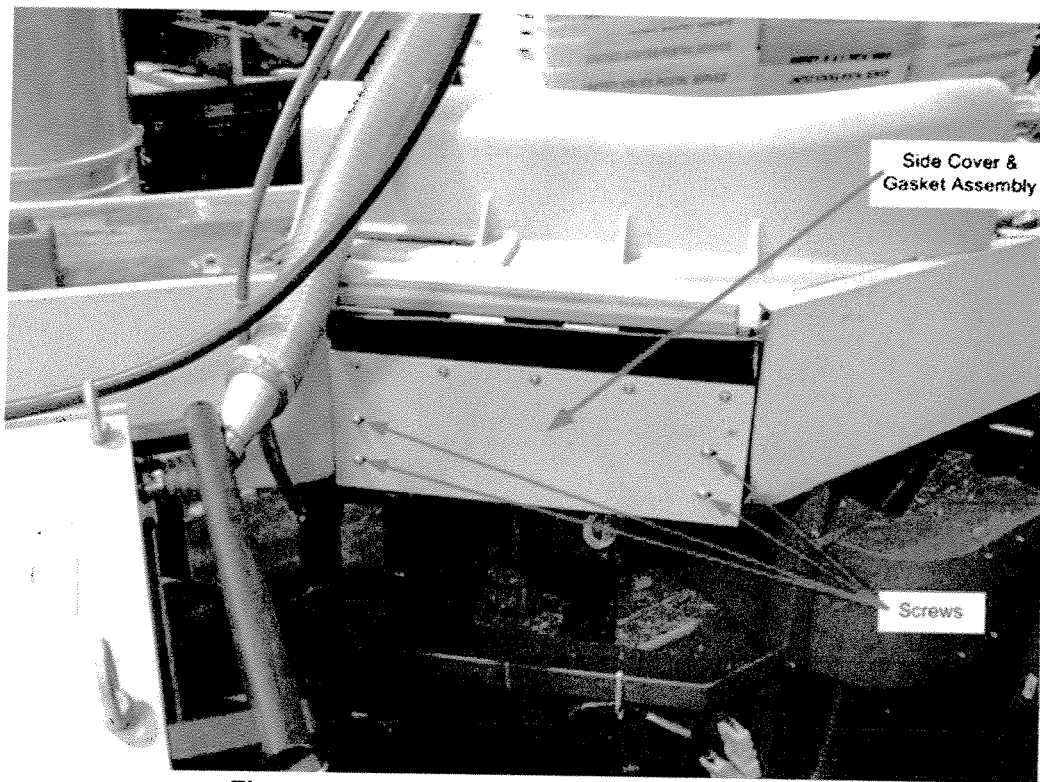
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**1. Dual Collection Cyclonic Filter Removal (see Figure 1-1)****Figure 1-1. Dual Collection Cyclonic Filter**

Using a 7/16" socket wrench, loosen hose clamps on both the flow combiner hose and MPE hood hose connections. Using a twisting motion, remove both hoses from cyclonic filters ports. Loosen retaining strap. Loosen and remove 5/32" hex bracket screws. Retain hex screws for later use.

## 2. Hood Removal (see Figure 1-2 & Figure 1-3)

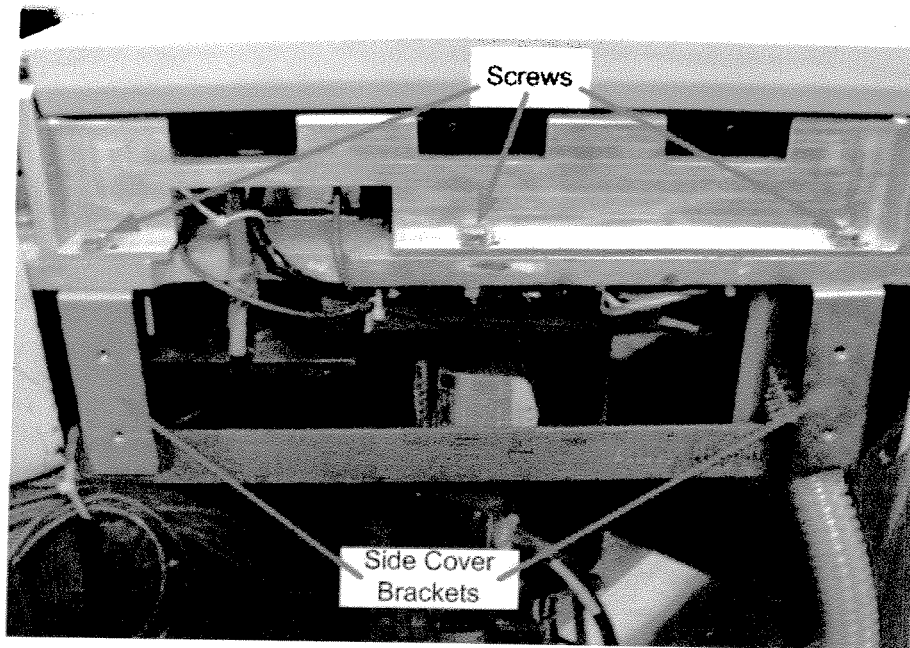


**Figure 1-2. Collection Hood and Side Cover**

Disconnect air hose and tube from hood. While supporting the side cover & gasket assembly, remove four (4) M6x16mm socket button head screws and washers from side cover. Retain screws and washers for reuse.

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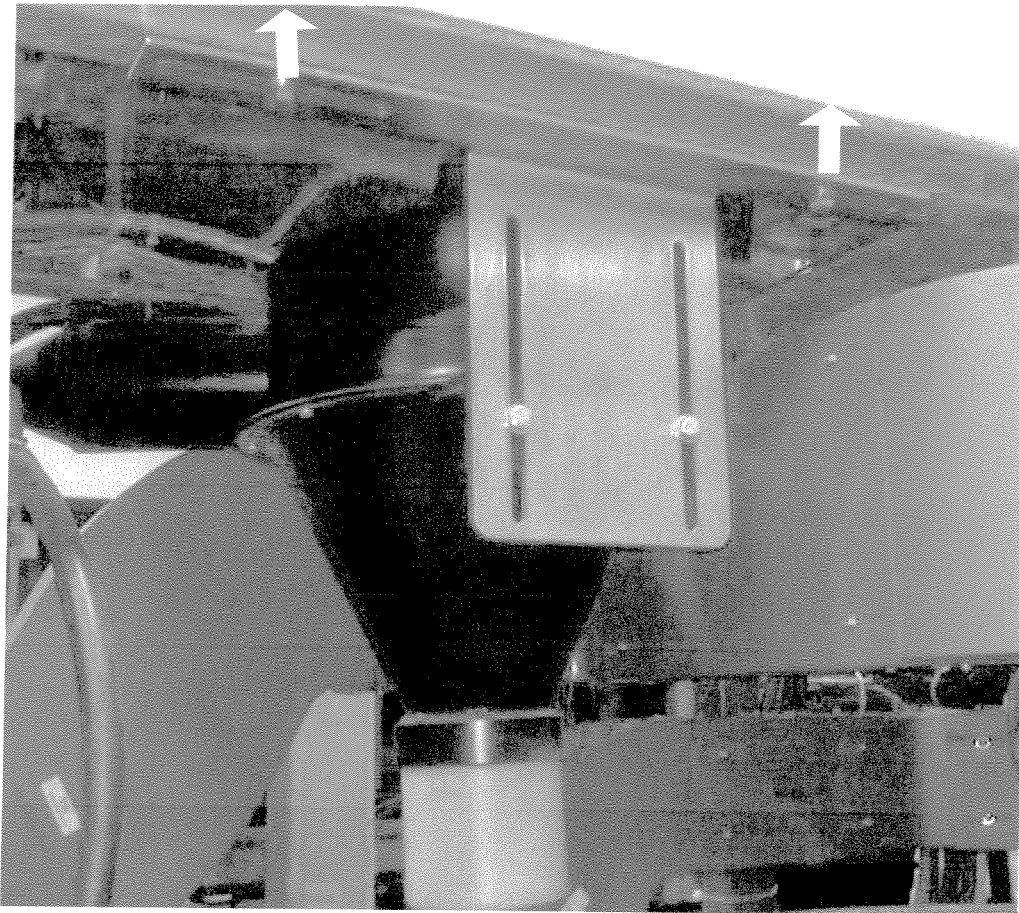
**Figure 1-3. Collection Hood Mounting**

Remove three (3) hex head cap screws, M6x40mm bolts from hinge assembly. Retain screws, flat washers, lock washers, nut, and side cover brackets for reinstallation. Each side cover bracket has its own nut welded in place.

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### 3. Legacy Cyclonic Filter Removal (see Figure 1-4)



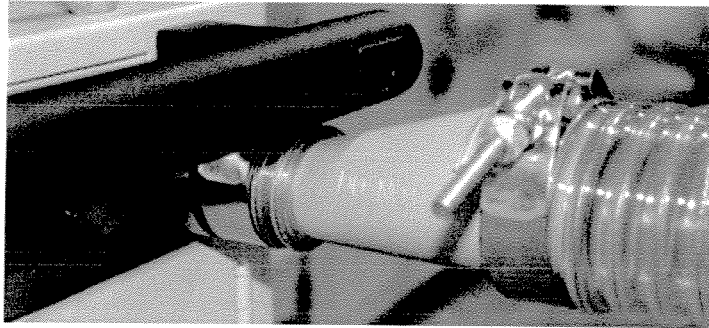
**Figure 1-4. Legacy Cyclonic Filter and Bracket**

Using a 7/16-inch socket wrench, loosen hose clamps. Remove both hoses connected to the intake and exhaust. Remove the Cyclonic Filter from the AFCS by removing the two bolts that attach the gold anodized mounting bracket to the AFCS. The bolts are indicated with vertical arrows. Use a 1/2 inch wrench for this step. Do not remove cyclonic filter from mounting bracket.

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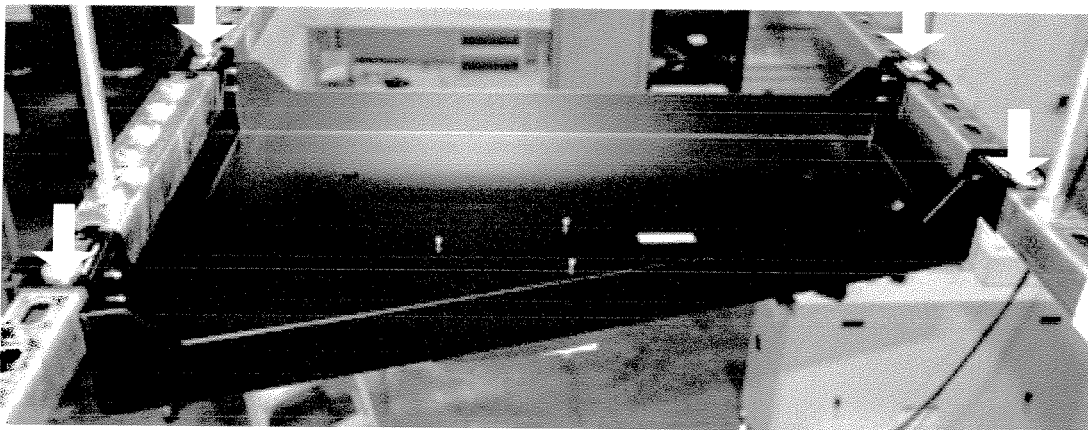
#### 4. Flow Reducer Removal (see Figure 1-5)



**Figure 1-5. Flow Reducer (At Input of BDS)**

At the BDS cabinet, loosen 2.0" hose clamp (using 7/16" open end or box wrench) on the flow reducer and remove the end of the hose from the flow reducer. Loosen the 1.25" hose clamp on the opposite end of the reducer. Disconnect the reducer from the 1.25" hose.

#### 5. Mounting Tray Removal (see Figure 1-6)



**Figure 1-6. Mounting Tray for Flow Combiner**

Disconnect the three (3) hose clamps (using 7/16" open end or box wrench) from the flow combiner on the bottom side of the mounting tray. Remove the four mounting bolts shown below and lift the tray out of the scaffolding. Do not remove flow combiner from mounting tray.

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