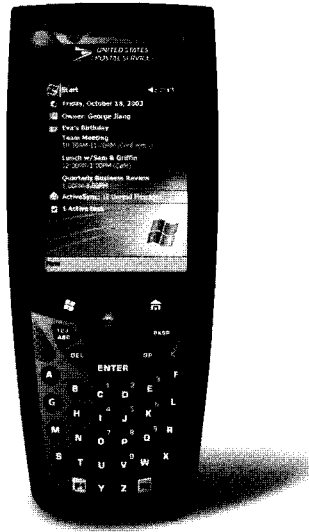




Large Site Preparation Handbook



For the
Intelligent Mail[®] Devices
(IMDs)

Document Control No: PMO-DH- 9-13-V22-80806

Revision: 23


Dated: 02/19/07

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

DOCUMENT APPROVALS

This document has been approved for internal release and distribution by the following:

_____/_____
Approved By:
Wes Jones
[IMDAS PMO Lead]

_____/_____
Written By:
Lynn Deegan
[IMDAS Program Manager, JLL

_____/_____
Reviewed/Approved By:
Joe Ditoro
[IMDAS Program Manager, Deployment

_____/_____
Reviewed/Approved By:
Tim Treat
[IMDAS Program Manager, Installation]

This document has been approved by USPS:


_____/_____
Approved By: Glenn Gordon
[USPS, PMO]

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Revision History


Rev.	Date	Author	Change Description
20	24-Jan-06	L. Deegan	Incorporated changes regarding power and acceptable configurations
21	14-Mar-06	L. Deegan	Incorporated additional USPS comments into Appendix F – Asset Recovery
22	30-Oct-06	L. Deegan	Incorporated USPS comments regarding Asset Recovery
23	19-Feb-07	J. Ditoro	Incorporated Final USPS comments regarding Asset Recovery and final formatting

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

TABLE OF CONTENTS


Section 1 – Handbook Overview	11
1.1 Description and Purpose	11
1.2 Audience	11
Section 2 – IMD Program Overview.....	13
2.1 Executive Summary.....	13
2.2 Program Objectives	13
2.3 Types of Deployment	13
2.4 Deployment Overview for Large Configurations	14
2.5 Schedule.....	17
Section 3 – Large Configuration Installation.....	19
3.1 Overview.....	19
3.2 Equipment.....	20
3.3 Site Requirements	22
3.4 Accounting/Finance Instructions	26
3.5 Key Milestones	27
Section 4 – Safety and Health Requirements	29
4.1 Safety and Health Information	29
4.2 Safety Precautions	29
4.3 Earthquake Hazard	30
4.4 Hazardous Components	30
Section 5 – USPS SITE RESPONSIBILITIES / ACTIVITIES.....	33
5.1 IMD Site Coordinator Responsibilities	33
5.2 Site Readiness Checklist.....	34
5.3 Security/Access/Escort Requirements.....	34
5.4 Shipment of Old Equipment.....	35
Section 6 – Contractor Responsibilities / Activities	37
6.1 Contractor Responsibilities	37

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23


6.2	<i>Contractor Activities To Be Scheduled</i>	38
6.3	<i>Survey</i>	38
6.4	<i>Site Readiness Verification</i>	39
6.5	<i>Equipment Delivery</i>	39
6.6	<i>Installation</i>	39
6.7	<i>Acceptance Testing</i>	40
6.8	<i>Return of Old Equipment</i>	40
6.9	<i>Site Preparation Issues</i>	40
Section 7 – Escalation and Problem Resolution.....		41
7.1	<i>Overview.....</i>	41
7.2	<i>Communication Tree.....</i>	42
Section 8 – Contingency Planning.....		43
8.1	<i>Overview.....</i>	43
8.2	<i>Issues, Actions and Program Impact</i>	43
Section 9 – Training		45
9.1	<i>Overview.....</i>	45
9.2	<i>Training Schedule</i>	46
Section 10 – Frequently Asked Questions		47
Appendix A – Abbreviations and Acronyms		50
Appendix B – IMDAS Large Site Survey Form		51
Appendix C – Surveyor Drawing.....		57
Appendix D – Site Readiness Checklist		59
Appendix E – 7342 FORM (Equipment).....		61
Appendix F – Form 7342 (Services).....		63
Appendix G – IMDAS Deployment Macro Schedule.....		65

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23


Appendix H – Recommended/Acceptable Rack Configurations.....	67
Appendix I – Large Dial-Up Sites (Deleted).....	75
Appendix J – Asset Recovery	77
Appendix K – Safety Notice.....	87
Appendix L – Roles and Responsibilities	89
Appendix M – Contingency Planning.....	90
Appendix N – Frequently Asked Questions	98
Appendix O - Uninterruptible Power Supply Battery Management and Disposal Instruction	100

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 1 – Handbook Overview

1.1 Description and Purpose

This Site Preparation Handbook is a guide to assist USPS personnel in ensuring that each large site configuration is prepared to receive a new Intelligent Mail Device (IMD) system. A large site is defined as an individual configuration having a Local Intelligent Mail Computer (LIM Computer).

This handbook outlines Contractor and USPS responsibilities necessary to support the delivery, installation and acceptance of new scanning devices and peripheral equipment, as well as the return of old equipment.

Separate publications or communications will address IMD system training and post installation use of the IMD system.

Please see *Appendix A – Abbreviations and Acronyms* for a listing of abbreviations and acronyms used throughout this manual and/or in the IMD program.

1.2 Audience

This document is provided to the following personnel involved in the IMD program:


- IMD Site Coordinators
- USPS Area and District IMD Coordinators
- Other USPS personnel having IMD program responsibilities

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 2 – IMD Program Overview

2.1 Executive Summary

In 1997, the USPS initiated the installation of a Mobile Data Collection Device (MDCD) delivery confirmation system for Express Mail, Priority Mail, and other accountable articles.

Incorporating lessons learned from the installation and use of the MDCD system, the USPS has undertaken implementation of a new Intelligent Mail Device (IMD) system. All facilities currently using the MDCD system will be upgraded to the next generation IMD system.

2.2 Program Objectives

The goal of the IMD program is to replace the MDCD system with the next generation IMD system in a cost effective and efficient manner.

Every reasonable effort will be made by the Contractor and USPS Headquarters to minimize the operational impact upon local USPS operations.

2.3 Types of Deployment

<u>Type</u>	<u>IMD System Criteria</u>	<u>Locations</u>	<u>Performed by</u>
Large	LIM Computer	Approx. 9,100	Contractor Team
Small	Non-LIM Computer	Approx. 27,000	USPS Personnel

2.3.1 Large Configurations

The Contractor's implementation team will install approximately 9,100 large IMD system configurations.


A large site is defined as a configuration having a Local Intelligent Mail Computer (LIM Computer). The large configuration installations will be performed by the Contractor on site at each individual USPS facility.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

2.3.2 Small Configurations

In addition to the large site configuration installation process, the USPS will self-install approximately 27,000 small site IMD system configurations.

A small site is defined as an individual configuration that has no LIM Computer. The small configuration installations will be performed by USPS personnel following a separate installation manual provided by the Contractor.

2.4 Deployment Overview for Large Configurations

<u>Action</u>	<u>Timeframe</u>	<u>Responsibility</u>
Survey	2-6 months prior to install	Contractor
Site Readiness Verification	2 weeks prior to installation	Contractor & IMD Site Coordinator
Installation	According to District Deployment Schedule	Contractor
Conditional Acceptance	Upon completion of individual installation	Contractor & IMD Site Coordinator
Final Acceptance	14 calendar days after Conditional Acceptance	IMD Site Coordinator

2.4.1 Surveys

The Contractor will survey approximately 36,100 USPS configurations:


- Phone or On-Site – Surveys of approximately 9,100 large site configurations will be conducted on site; surveys of approximately 27,000 small site configurations will be conducted via telephone
- Timing of Survey – The survey of each large site configuration will be conducted approximately 2-6 months prior to installation; the survey of each small site configuration will be conducted approximately 30 days prior to installation
- Expected Equipment – The types and quantities of equipment to be installed are to be determined by the District IMD Coordinator

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

The survey will include:

- General Information – Physical and ship-to addresses will be confirmed/obtained
- Existing MDCD Scanner/Peripheral Equipment Information – The current number of MDCD scanners and peripheral equipment will be validated
- Power and Communication Requirements – The surveyor will verify that power and communication requirements are consistent with the program requirements

Please see *Appendix B – Large Site Survey* for additional information.

As part of the Large Site Survey, the surveyor will prepare a drawing showing the location of existing equipment and other pertinent information.

Please see *Appendix C – Surveyor Drawing*

2.4.2 Site Readiness Verification

After completion of the survey and approximately 2 weeks prior to the scheduled installation, the Contractor will contact the IMD Site Coordinator by telephone to verify site readiness. The Contractor will inquire about a number of subjects, including, but not limited to:


- Survey Issues – that issues raised during the survey that could negatively impact the installation have been resolved
- No Significant Changes – that there have been no significant changes made on site since the survey was conducted that would impact the timing or success of the impending installation. Examples of significant changes include construction activities and removal or relocation of existing scanners and peripheral equipment
- Installation Time/Date – that the scheduled date/time for the installation is still acceptable
- Site Escorts – that the IMD Site Coordinator or designated representative will remain on site during all Contractor activities, including those performed outside of normal USPS operating hours
- Bolted racks – that the IMD Site Coordinator will make arrangements for any existing base rack that is bolted to building infrastructure to be unbolted before installation begins

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Please see *Appendix D – Site Readiness Checklist* for a guide to assist the IMD Site Coordinator in ensuring that the site is ready. Sites that are not ready for scheduled installation will be charged a re-scheduling fee.

2.4.3 Installation of Large Configurations

The Contractor will coordinate with the USPS District IMD Coordinator and USPS Headquarters personnel to establish an install schedule for each large site configuration. This schedule will include a specific date for the installation at each site. Note that equipment is expected to be delivered approximately 3 days prior to the scheduled installation.

The actual installation of the new system is expected to be completed during one site visit. The Contractor will install the following:

- IMDs and cradle(s)
- Linksys Ethernet switch(es)
- Local Intelligent Mail Computer (LIM Computer), incl. CPU, monitor, mouse, & keyboard
- Uninterruptible Power Source (UPS) device
- Power strip(s)
- Printer
- New Base Rack

See *Section 3 – Large Configuration Installation* below for an overview.

The IMD Site Coordinator will be asked by the Contractor to sign two forms indicating that the equipment has been delivered and installed. Please see *Appendix E – Form 7342 – Equipment* and *Appendix F – Form 7342 – Services*, respectively.

2.4.4 Conditional Acceptance

Upon completion of the installation of the new equipment, the Contractor will perform a series of tests to ensure that the new equipment is operating properly. The new scanning devices will have been tested prior to leaving the manufacturer's facility, so the on-site tests will only address the connectivity of the new system. The script(s) for on-site testing, entitled *Production Field Installation Acceptance Plan*, will be provided to the installer.


The IMD Site Coordinator will be asked by the Contractor to sign the acceptance plan, indicating that the various testing steps have been

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

completed and that the equipment appears to be operating properly. This will constitute Conditional Acceptance.

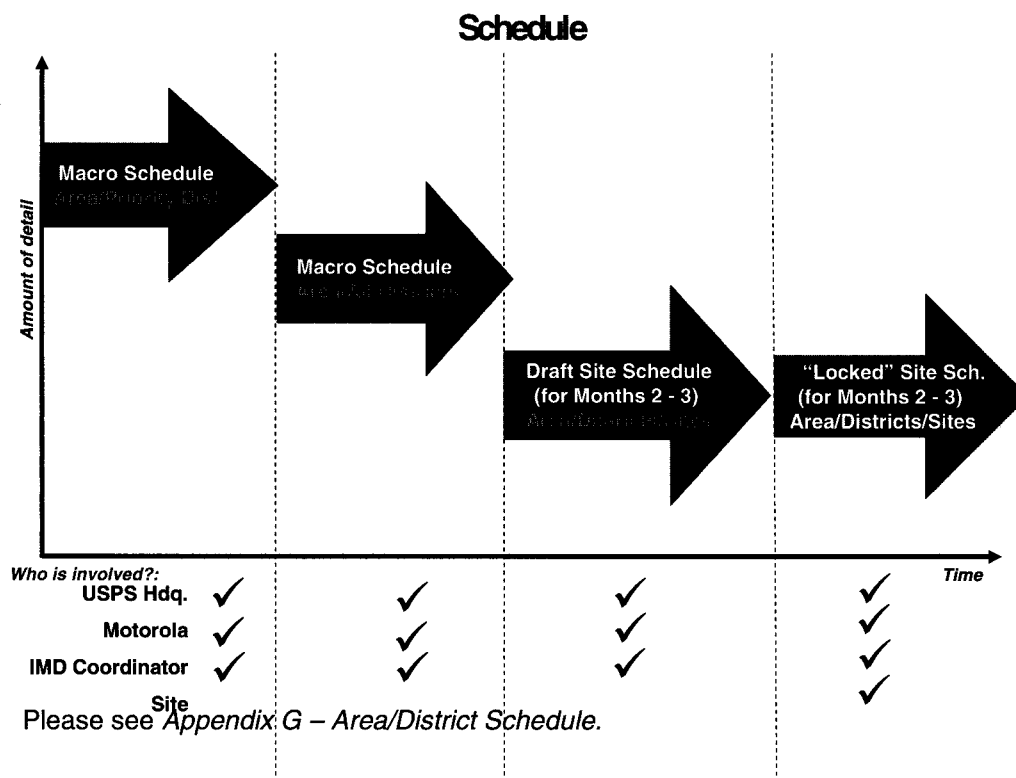
2.4.5 Final Acceptance

Final Acceptance will occur automatically 14 calendar days after Conditional Acceptance, unless operational issues have been raised by the IMD Site Coordinator to the USPS District IMD Coordinator and/or Helpdesk.

2.5 Schedule

The Contractor will first develop a high-level (“macro”) schedule, working with USPS headquarter personnel and District IMD Coordinators. This high-level schedule will address timing of deployment for Areas and Districts.

Once the macro schedule is finalized, the Contractor will develop a site specific (micro) schedule that details sites to be installed within the deployment window outlined in the macro schedule. The micro schedule will be defined 2-3 months prior to the beginning of the Area deployment.




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 3 – Large Configuration Installation

3.1 Overview

A large site is defined as an individual configuration having a Local Intelligent Mail Computer (LIM Computer).

For a large site configuration, the Contractor will be installing the following:

- IMDs and cradle(s)
- Linksys Ethernet switch(es)
- Local Intelligent Mail Computer (LIM Computer), incl. CPU, monitor, mouse, & keyboard
- Uninterruptible Power Source (UPS) device
- Power strip(s)
- Printer
- New Base Rack(s) (sites with 6 or more IMDs)

If a new base rack is installed by the Contractor, the old MDCD base rack will be left on site. Local USPS personnel are responsible for relocation/disposition of the MDCD base rack. For those sites with an MDCD expansion rack, this expansion rack will continue to be used for the IMD system.

A base rack will house the following:

- 1 LIM computer CPU with mouse & keyboard
- 1 LIM monitor
- 1 Printer
- Up to 2 Linksys/Cisco Ethernet Switches
- Up to (4) eight-slot cradles and 32 corresponding IMD scanners
- 1 UPS

Sites requiring more than 32 IMD scanners will require an expansion rack. Each expansion rack will house up to (8) eight-slot cradles.


Rack configurations will vary depending on the number of IMD scanners the site receives. See *Appendix H – Recommended/Acceptable Rack Configurations* for information about recommended and acceptable rack layouts, as well as instructions about the deviation process.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

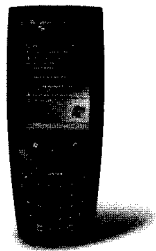
: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

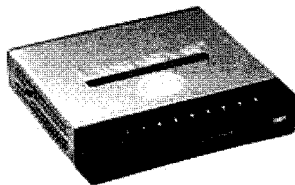
3.2 Equipment

3.2.1 Intelligent Mail Device (IMD)



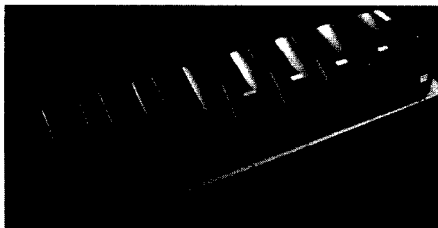
A rugged handheld computer designed for field applications where fast mail data acquisition and exchange is required

3.2.2 Linksys Ethernet Switch



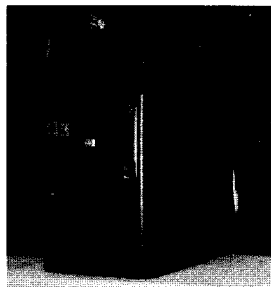
A networking device that connects IMD Cradle(s) to the LIM computer

3.2.3 IMD Cradle



A device used to interface between and transfer data among an IMD and the LIM computer. Additionally, the IMD Cradle charges the IMD battery

3.2.4 Local Intelligent Mail (LIM) Computer




Provides temporary storage and processing of data that is transferred from the IMD(s); includes monitor, CPU, keyboard and mouse

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

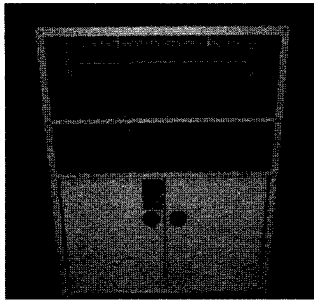
 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

3.2.5 Uninterruptible Power Supply (UPS)



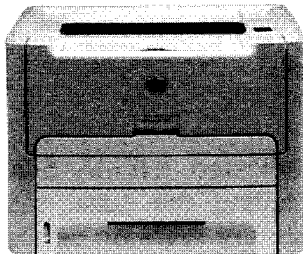
Provides battery back-up power to the LIM computer in the event of a power failure

3.2.6 Base Rack



Houses the LIM Computer (including CPU, monitor, mouse, and keyboard), Printer, Linksys Ethernet Switches, IMD Cradles, and UPS

3.2.7 Printer




Provides capability of viewing data from the LIM Computer in hard copy

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

3.3 Site Requirements

It is very important that the IMD Site Coordinator ensure that the site conforms to the power and communication requirements specified below. Non-conformance at the time of installation will require a rescheduled installation and will result in a charge to the facility from USPS Headquarters.

3.3.1 Power Specifications

The IMDAS system has many configurations and therefore, power specifications can vary from site to site. However, most sites may be broken into two major configurations.

Configuration A

LARGE IMDAS System (Base Rack Only)

- 1 Base Rack only
- 1 LIM Computer
- 1 Laser Printer
- 1 or more IMD Cradles
- 1 Linksys/Cisco Ethernet switch
- 1 UPS

System Configuration A, containing only one rack, requires a common duplex power receptacle located within 54 inches from the bottom center of the base rack.

Configuration B

LARGE IMDAS System (Base and Expansion Racks)

- 1 Base Rack and one or more Expansion Racks
- 1 LIM Computer
- 1 Laser Printer
- 5 or more IMD Cradles
- 1 or 2 Linksys/Cisco Ethernet switches
- 1 UPS


System Configuration B requires a dedicated (NEMA 5-20R) 20 Amp duplex receptacle for each rack, including the base rack and each expansion rack; regardless of the number of IMDs on an expansion rack. No devices, other than IMD system devices, should be plugged into the dedicated wall receptacle(s), each on a dedicated duplex circuit. The 20 Amp duplex receptacle(s) must be located within 54 inches from the respective rack (base or expansion).

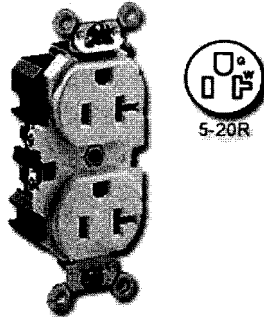
MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

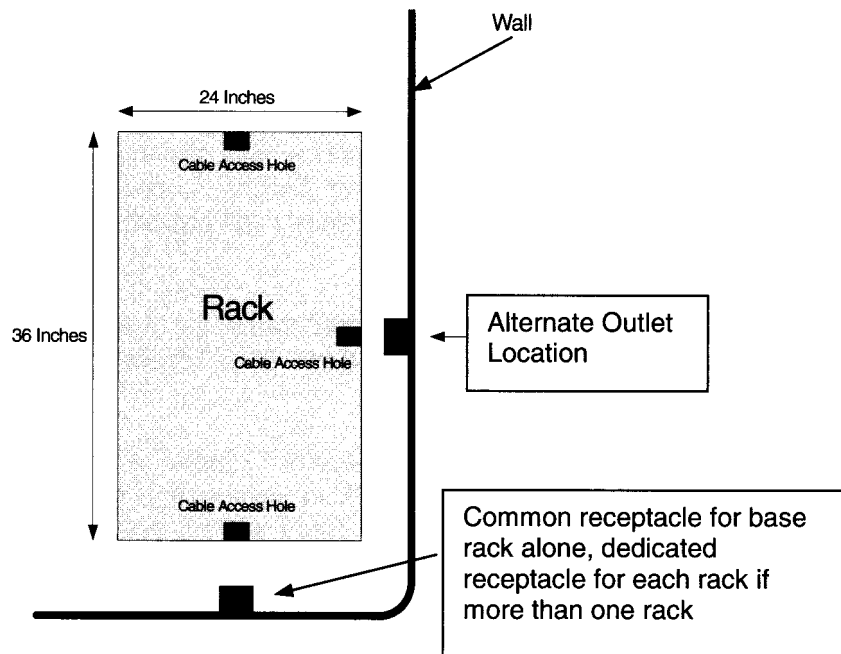
 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23



NEMA Configuration 5-20R Outlet

It is important to keep the IMDAS system on a stable power circuit. If a circuit becomes overloaded due to use by non-IMD system equipment, the power may be lost from the IMDAS equipment. In this case, the IMD devices will not transmit data to the national server until power is restored.

NOTE: The duplex (or quad) power wall outlet designated to serve a rack must be installed within 54 inches (4.5 feet) of the bottom center of that rack.




Only the LIM Computer CPU and monitor will plug into the UPS. The IMD cradles will plug into power strips with surge protectors. Then, the UPS and power strip(s) will plug into the wall outlet(s).

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

For sites that have been identified through the site survey process as requiring additional power outlets, a technical representative, contracted by Headquarters Facilities, will be visiting your site to install such outlets. This is a separate initiative being managed by the Headquarters Facilities Organization.

The Program Office will provide USPS Headquarters Facilities Office with a list of the sites that will require electrical retrofit in order to accommodate the IMDAS equipment. Information being provided to Headquarters FSO is based on the power/electrical needs captured during the on-site survey and any changes identified by the District Coordinator during their site readiness review process. Once this information is received the appropriate FSO (Facilities Service Office) will contract for electrical work through FKC (Facilities Knowledge Center). FKC will contact the Local Site Coordinator to schedule the work. Once the work is completed, FKC and the District Coordinator will inform the Headquarters FSO that the electrical portion of the site prep is complete. This information will also be conveyed to the Headquarters Program Office.

When the technical representative does visit your site, it is important to indicate with certainty where your LIM(s) computers will be located; this should be the same location that was identified during your Large Site Survey. If the location is different from that shown on the Large Site Survey drawing, the contractor will not continue with the power installation unless they receive authorization from the District Coordinator. If the District Coordinator is not available, the contractor will not proceed with the work and the site will be charged accordingly.

Before the contracted technical representative can begin to complete his/her task, you will need to present to them your facilities Lead and Asbestos surveys.

Headquarters Technology Acquisition Management and Facilities organizations will prioritize this work in conjunction with the IMDAS macro and micro deployment schedules. Sites will be upgraded in line with the IMDAS power requirements prior to the 2-week site readiness follow-up from the IMDAS survey teams.

3.3.2 Phone/Data Connection


The preferred method of data transmission is via a LAN (Local Area Network) connection, although dial up connectivity is an acceptable alternative. An approved LAN connection is one attributed to the Area Office Infrastructure (AOI) program. AOI is the only approved LAN infrastructure for the IMD

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

system program. Very Small Aperture Terminal (VSAT) is not considered LAN-capable.

The LAN drop connection should be terminated within 20 feet of the bottom center of the LIM computer rack. If an analog phone connection is desired, it should be terminated within 11 feet of the center of the LIM computer rack. The analog phone connection is for backup purposes, and as such, Large Sites are not required to install a new phone connection. However, if you currently have an analog phone connection, please do not remove it. For new sites, it may be necessary to install a network connection for the IMDAS system equipment.

If your large site local computer is currently configured to utilize a "dial up" connection, a technical representative may be visiting your site to determine what the network connection needs are. This is not part of your IMDAS Large Site Survey, nor will it be your local District IS organization. This is a separate initiative being managed by the Headquarters IT organization. If the technical representative does visit your site to assess the network connections needs, it is important to direct the representative to the surveyed location of the IMDAS equipment. Headquarters IT will prioritize the WAN migration work in conjunction with the IMDAS macro deployment schedule. Sites are scheduled to be migrated to LAN connectivity two weeks prior to installation of the IMDAS components and ideally will be migrated prior to the site readiness call from the IMDAS survey team.

Not all large configurations currently utilizing dial up connectivity will be converted to LAN. *Appendix I – Large Dial Up Sites* lists which large sites are currently scheduled for the migration. If your large site is not currently LAN enabled and it is not listed on *Appendix I*, please contact your District IMD Coordinator for further information.

Existing MDCD sites should verify the presence of LAN or dial-up capability. Please follow the instructions below or contact your IT department to make this determination. Follow the procedure below to determine whether your facility has LAN or dial-up capability:

Step 1: If necessary, login to the IIMS using your user ID & Password. (If unknown, contact your District Delivery Confirmation Coordinator for this information).


Step 2: Click on the "Start" button in the bottom left corner of the monitor display. Select the "IIMS" icon. (If the IIMS User Interface screen is already open, you may skip this step).

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

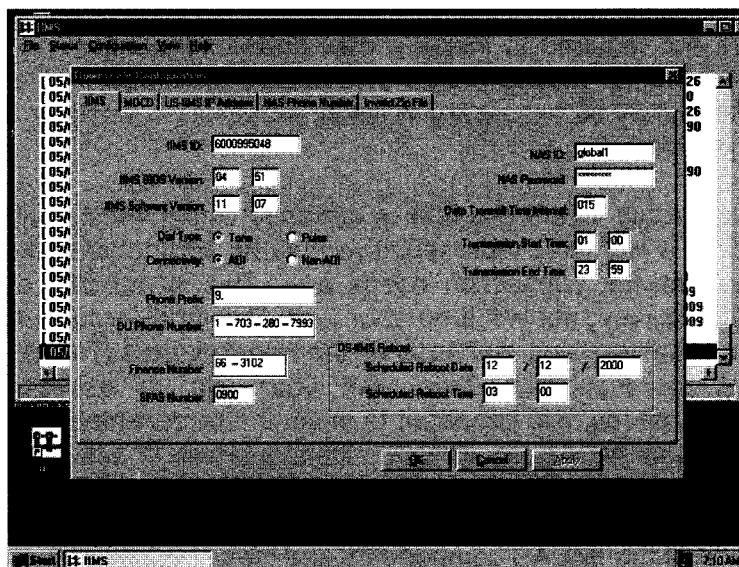
: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Step 3: On the menu bar at the top of the monitor display, select **“Configuration”**, and then select the **“IIMS”** tab.

Step 4: View the “Connectivity” information on the **“IIMS”** tab. If the “AOI” option is selected, your facility has LAN capability. If the “Non-AOI” option is selected, your facility has dial-up capability. See screen shot below.



3.4 Accounting/Finance Instructions

3.4.1 General Information

IMDAS site preparation funding is capital money that is allocated from Technology Acquisition Management (TAM) to the Headquarters Facilities Organization. Site preparation costs attributed to the IMDAS program are considered capital property (not real property) and are charged back as program impacts (for capitalization purposes) to the IMDAS program.

3.4.2 Procedure for Requesting Funding


As mentioned above, TAM will fund site preparation activities to accommodate the installation of IMDAS systems. Since this is a multi-year deployment project, TAM will transfer funds, for a given fiscal year, to the Headquarters Facilities Organization. Headquarters Facilities Organization is responsible for completing the site-prep activities, related to electrical work only, for sites that will receive equipment within that fiscal year.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

During your Large Site Survey, the surveyor should identify and document all necessary site preparation needs for the site. Headquarters Facilities organization is required to keep detailed records of authorized and actual usage of capital funds in an Excel spreadsheet and submit the spreadsheet to the Technology Acquisition Management on a monthly basis.

In essence, TAM will do the following:

- Provide Funding Headquarters Facilities Organization indicating the amount of funding authorized to perform the site preparation activities and
- Review Site Surveys and Survey Drawings and oversee the expense allocation.

Before the deployment begins, TAM will provide funding to Headquarters Facilities Organization for necessary Electrical work needed to prepare the site for the IMDAS equipment.

3.5 Key Milestones

From a project management perspective, the Contractor will track and monitor progress against the following program milestones for each USPS large configuration. Area and District IMD Coordinators may view tracking of progress via access to the Contractor's extranet site:


- Survey Scheduled – The Contractor will coordinate with the USPS District IMD Coordinator and USPS Headquarters personnel to schedule the survey of the USPS facility/configuration
- Survey Completion – The survey will be conducted on-site by the Contractor. The Contractor will upload the completed survey into its extranet site
- Site Drawing Posted – The Contractor will create a drawing detailing the equipment layout and other pertinent information. The Contractor will post the drawing to its extranet site
- Site Readiness Confirmation – Approximately 2 weeks prior to installation, the Contractor will speak with the IMD Site Coordinator to verify that the site is ready for the impending installation
- Equipment Delivery – The Contractor will ship the equipment to the site approximately 3 days prior to installation. The IMD Site Coordinator is

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

responsible for receiving the receipt of the new equipment and for ensuring that it is segregated for quick pickup by installer at time of installation


- Installation Complete, including Conditional Acceptance – Upon successful installation of the IMDAS equipment, the Contractor will ask the IMD Site Coordinator to sign forms indicating that the equipment has been installed and that acceptance testing was completed
- Asset Recovery – For sites designated as IMDAS “Spares Recovery” sites, the Contractor will be responsible for boxing and labeling all components returned in accordance with Sections 5.4 and 6.8. To do so, the Contractor will bring the appropriate packing materials on the day of installation. Local USPS representatives will be responsible for shipping out returned items at the next available dispatch. Please see *Appendix J – Spares Recovery and Asset Recovery of MDCD Equipment* for more information about “Spares Recovery” sites.
- Final Acceptance Confirmation – Final Acceptance will occur automatically 14 calendar days after the Conditional Acceptance, unless operational issues have been raised by the IMD Site Coordinator to the USPS District IMD Coordinator or Helpdesk.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 4 – Safety and Health Requirements

4.1 Safety and Health Information

Personnel working with the IMD system must understand and conform to the following safety precautions in all phases of installation, operation and maintenance. Safety is the responsibility of every individual.

The IMD Site Coordinator will be responsible for posting a safety notice 72 hours before the Contractor is on the premises, and for transmitting the safety notice to the appropriate USPS personnel. See *Appendix K – Notice* for safety notice format.

4.2 Safety Precautions

All work must be performed in accordance with applicable federal, state and local laws and regulations. In addition, the following safety precautions must be adhered to at all times. Above all, protection of the individual has priority over equipment at all times. The installation, operation, and maintenance of electronic equipment have several elements of danger. Carelessness can result in injury from electrical shock. Observe these safety practices:


- ☐ Do not operate equipment without proper training
- ☐ Do not operate unsafe or defective equipment
- ☐ Do not engage in horseplay
- ☐ Avoid unsafe acts and conditions
- ☐ Follow all safety precautions
- ☐ Keep mentally and physically alert
- ☐ Practice good housekeeping
- ☐ Report all hazardous conditions and operations to your immediate supervisor using Form PS-1627
- ☐ Know how to summon medical aid
- ☐ Keep food and drink away from all electrical and electronic equipment (e.g., computers, keyboard, accessory power supplies, etc.)
- ☐ Do not wear metal identification bracelets, wristwatches, or rings while working on electrical equipment
- ☐ Keep clothing, hands, and feet dry when operating the computer system
- ☐ Do not perform work on equipment that is plugged in to an electrical power source
- ☐ Always use the correct tool for the job
- ☐ Use cleaners specifically designed for the equipment
- ☐ Do not destroy any batteries or electrical components. These components must be disposed of according to local, state and federal laws and ordinances. Contact your District or Area Office Environmental Coordinator

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

(Operations Support) with any questions with regard to electrical component handling information and/or disposal.

4.3 Earthquake Hazard

All components must be secured in accordance with applicable federal, state and local laws and regulations. This is a good time to look at your racks and cabinets, which carry this equipment, and your general work area. This comprehensive list of items can help you secure your work environment and reduce potentially devastating effects of earthquakes by taking the following steps to prepare:

- Identify top-heavy, freestanding furniture that could topple in an earthquake, such as bookcases and computer racks, and fasten with straps specially designed to anchor furniture to wall studs
- Identify heavy or breakable objects on high shelves or in cabinets. Securely fasten or move those items. For bookshelves, consider installing a wooden, elastic or metal bar (called guardrail) on open shelves to keep items from sliding or falling off
- Identify appliances and electronic equipment that might slide off shelves. Secure equipment as necessary
- Remove or fasten anything that could potentially rupture gas or electrical connections
- Be sure the batteries in the smoke and carbon monoxide detectors are fresh
- Secure the cabinet doors with latches or hooks so that they remain closed during heavy shaking
- Move poisons, toxins, and other dangerous chemicals into lower cabinet space and place in plastic bins or containers. Latch cabinet doors
- Know how to turn off gas and electricity

Anchoring and bracing supplies can be found at your local hardware, home building, or earthquake specialty store.

4.4 Hazardous Components

To avoid injury, certain pieces of the equipment require special attention, as follows:

Warning

Defective IMDAS Scanner Batteries must be disposed of following local, state, and federal ordinances. Contact your District or Area Office Environmental Coordinator (Operations Support) with any questions with regards to battery disposal.


Warning

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

The Uninterruptible Power Supply will continue to supply high voltage when unplugged. At a minimum, turn the Uninterruptible Power Supply off before undertaking any work on the system, as well as remove all power cords from and attached to the Uninterruptible Power Supply before beginning work.

Caution

Various components of the system contain printed circuit boards that are very sensitive to damage by Electrostatic Discharge (ESD). Take special care to avoid touching the metal parts of cables and cable receptacles/connectors to avoid any possible ESD. This could cause damage to components, but it poses very little risk to the user.

Caution


Each component of the system is replaced as a whole; also known as FRU (Field Replaceable Unit). Maintenance should not be performed on the inside or outside of any component. Taking apart any component, even for inspection, will void any applicable warranty. Consult the USPS Help Desk at 1-800-877-7435 for assistance.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 5 – USPS SITE RESPONSIBILITIES / ACTIVITIES

5.1 IMD Site Coordinator Responsibilities

The IMD Site Coordinator is responsible for the following activities:


- Survey – Meeting with the Contractor to survey the site
- Survey Recommendations – Addressing survey recommendations, and identifying issues preventing the scheduled installation. Note that the IMD Site Coordinator should communicate these issues to the District IMD Coordinator
- Issue Resolution – Resolving issues with the District IMD Coordinator
- Site Readiness Checklist – Completing the Site Readiness Checklist (please see *Appendix D – Site Readiness Checklist*)
- Site Readiness Verification – Participating in the site readiness verification by the Contractor
- Safeguarding New Equipment – Receiving new IMD equipment and ensuring that it is segregated for easy/quick pickup by installer at time of installation. In the event that equipment is not delivered prior to the scheduled installation, the IMD Site Coordinator must promptly contact the District IMD Coordinator. NOTE: The IMD Site Coordinator is NOT responsible for unpacking the pallets and taking inventory of the equipment. The pallets are to remain wrapped until the Contractor arrives on site
- Site Access – Providing local access for and escorting Contractors when they arrive on site (IMD Site Coordinator or designated representative)
- Certificate of Conformance – Signing two forms indicating that the equipment was delivered and installed. Please see *Appendix E – Form 7342 – Equipment* and *Appendix F – Form 7342 – Services*, respectively. Additionally, the IMD Site Coordinator shall forward copies of the signed forms to the District IMD Coordinator
- Conditional Acceptance – Confirming in writing that acceptance testing has been performed by the Contractor in accordance with the *Acceptance Testing Protocol* and that the new system appears to be operating properly.
- Shipping Old Equipment – For sites designated as IMDAS “Spares Recovery” sites, the Contractor will be responsible for boxing and labeling all returned components in accordance with Sections 5.4 and 6.8. To do so, the Contractor will bring appropriate packing materials on the day of installation. Local USPS representatives will be responsible for shipping returned items at the next available dispatch. Please see *Appendix J – Spares Recovery and Asset Recovery of MDCD Equipment* for more information about “Spares Recovery” sites

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

- Operational Issues – Raising post Conditional Acceptance issues to the District IMD Coordinator or Helpdesk

Also see *Appendix L – Roles and Responsibilities Matrix*.

5.2 Site Readiness Checklist

After completion of the survey and approximately 2 weeks prior to the scheduled installation, the Contractor will contact the IMD Site Coordinator to verify site readiness. The Contractor will confirm/verify the following:

- Survey Issues – that issues raised during the survey that could negatively impact the installation have been resolved
- No Significant Changes – that there have been no significant changes made on site since the survey was conducted that would impact the timing or success of the impending installation. Examples of significant changes include construction activities and removal or relocation of existing scanners and peripheral equipment
- Installation Time/Date – that the scheduled date/time for the installation is still acceptable
- Site Escort – that the IMD Site Coordinator or designated representative will remain on site during all Contractor activities, including those performed outside of normal USPS operating hours
- Bolted racks – that the IMD Site Coordinator will make arrangements for any existing base rack that is bolted to building infrastructure to be unbolted before installation begins

Please see *Appendix D – Site Readiness Checklist* for a guide to assist the IMD Site Coordinator in ensuring that the site is ready. Sites that are not ready for scheduled installation will be charged a re-scheduling fee.

5.3 Security/Access/Escort Requirements

5.3.1 Security Requirements

IMD Site Coordinators or designated representative will accompany the Contractor conducting a survey and installing equipment. If needed, the Contractors will receive a temporary ID badge while on-site.


5.3.2 Access Requirements

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

The IMD Site Coordinator or designated representative should help ensure that the Contractor is provided prompt access to the site, to equipment being replaced and to the new equipment.

5.3.3 Escort

Many of the Contractor's responsibilities may be performed outside normal hours of operations of the USPS facility. The IMD Site Coordinator or designated representative is expected to remain on-site during the completion of all Contractor activities. IMD Site Coordinators and/or designated representatives must have logon capability to USPS computer systems.

5.4 Shipment of Old Equipment

Sites designated for IMDAS "Spares Recovery" will be required to return existing MDCD equipment to the site designated in *Appendix J*. For these sites, the Contractor will be responsible for boxing and labeling all returned components. The Contractor will bring appropriate packing materials on the day of installation. Once the Contractor has packed up the equipment, the site will receive a call from Pilot to confirm a MDCD equipment pickup date. The pickup date should be within 48 hours after the IMDAS equipment has been successfully installed. Please see *Appendix J – Spares Recovery and Asset Recovery of MDCD Equipment* for details about equipment to be returned to the Materials Distribution Center (MDC) in Topeka, KS.


MDCD Uninterruptible Power Supply controllers and external batteries will no longer be in service at large configurations sites after the new Intelligent Mail Data Acquisition System (IIMDAS) is deployed. The first 2,675 units will be recovered and reused for spares to support the remaining MDCD equipment until IMDAS deployment is complete. After the 2,675 have been recovered, management at local sites will be responsible for proper recycling of the MDCD UPS components - which contain sealed, gel cell lead acid batteries – in accordance with local, state, and federal laws. The local sites will also be responsible for any costs associated with proper recycling of the MDCD UPS components. Although the local sites will be responsible for securing and paying for the recycling of the MDCD UPS batteries, a national contract vehicle and process has been established to allow sites to purchase batter recycling service from a USPS approved vendor. Facilities can procure battery recycling services from Safety Kleen using eBay. Please refer to the "Hazardous and Regulated Waste Management" catalog and item numbers 1124201 through 1124206. The cost for this service, which includes the cost of the 15 gallon drum used to transport the controller and external battery unit, is \$117.00 per set. Please see *Appendix O – Uninterruptible Power Supply Battery Management and Disposal Instructions* for details.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23


Important! It is imperative that sites are conscientious in handling and recycling MDCD UPS controllers and external battery packs. It is critical that each site properly recycle the MDCD UPS components – in accordance with all laws – after the new IMDAS system is installed to protect the Postal Service from fines, penalties, and negative publicity. In addition, the MDCD UPS components are heavy. When required, please get help to lift and move the units and use safe lifting techniques. Contact your Area or District Office Environmental Coordinator (Operations Support) with any additional questions about recycling MDCD UPS components.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 6 – Contractor Responsibilities / Activities

6.1 Contractor Responsibilities

The Contractor is responsible for the following activities for large configurations:

- Schedule – Scheduling the site survey and installation activities
- Preparation Handbook – Shipping the site preparation handbook to the USPS facility
- Survey – Conducting on-site surveys
- Survey Copy – Providing a copy of the completed survey to the IMD Site Coordinator
- Survey Database – Posting the survey data onto the Contractor's extranet
- Drawing – Completing a drawing detailing the equipment layout and posting the drawing onto the Contractor's extranet. Please see *Appendix C – Surveyor Drawing*
- Site Readiness – Verifying site readiness
- New Equipment – Shipping the new equipment to the USPS facility, marked to the attention of the IMD Site Coordinator
- Installation – Installing the new IMD scanning devices and all other equipment being replaced
- Certificate of Conformance – Obtaining signatures on two forms indicating the equipment has been delivered and installed. Please see *Appendix E – Form 7342 – Equipment* and *Appendix F – Form 7342 – Services*, respectively. The Contractor must promptly forward the signed forms to the IMD Site Coordinator.
- Conditional Acceptance – Obtaining a signature on a form indicating that acceptance testing has been performed in accordance with the *Acceptance Testing Protocol* and that the new system appears to be operating properly.
- Shipping Old Equipment – For sites designated as IMDAS "Spares Recovery" sites, the Contractor will be responsible for boxing and labeling all returned components in accordance with Sections 5.4 and 6.8. To do so, the Contractor will bring appropriate packing materials on the day of installation. Local USPS representatives will be responsible for shipping returned items at the next available dispatch. Please see *Appendix J – Spares Recovery and Asset Recovery of MDCD Equipment* for further information about sites designated as IMDAS "Spares Recovery" sites.


Also see *Appendix L – Roles and Responsibilities Matrix*

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

6.2 Contractor Activities To Be Scheduled

The Contractor will coordinate with the USPS District IMD Coordinator and USPS Headquarters personnel to establish dates for all key Contractor activities to be performed at or with a local USPS facility. The key activities to be scheduled include the following:

- Survey
- Equipment delivery
- Equipment installation

The actual installation of the new system is expected to be completed during one site visit.

6.3 Survey

The Contractor will survey approximately 36,100 USPS configurations:

- Phone or On-Site – Surveys of the approximate 9,100 large site configurations will be conducted on site; surveys of the approximate 27,000 small site configurations will be conducted via telephone
- Timing of Survey – The survey for each large site configuration will be conducted approximately 2-6 months prior to the installation; the survey of each small site configuration will be conducted approximately 30 days prior to installation

The survey will address several items, including:

- General Information – Physical and ship-to addresses will be confirmed/obtained
- Existing MDCC Scanner/Peripheral Equipment Information – The current number of MDCC scanners and peripheral equipment will be validated
- Space, Power and Communication Requirements – The surveyor will verify that space, power and communication requirements are consistent with the program requirements

Please see *Appendix B – Large Site Survey* for additional information.


Note that the surveyor will also complete a drawing, showing the location of the equipment and other pertinent information.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

6.4 Site Readiness Verification

After completion of the survey and approximately 2 weeks prior to the scheduled installation, the Contractor will contact the IMD Site Coordinator by telephone to verify site readiness. The Contractor will confirm/verify the following:

- Survey Issues – that issues raised during the survey that could negatively impact the installation have been resolved
- No Significant Changes – that there have been no significant changes made on site since the survey was conducted that would impact the timing or success of the impending installation. Examples of significant changes include construction activities and removal or relocation of existing scanners and peripheral equipment
- Installation Time/Date – that the scheduled date/time for the installation is still acceptable
- Site Escorts – that the IMD Site Coordinator or designated representative will remain on site during all Contractor activities, including those performed outside of normal USPS operating hours
- Bolted racks – that the IMD Site Coordinator will make arrangements for any existing base rack that is bolted to building infrastructure to be unbolted before installation begins

Please see *Appendix D – Site Readiness Checklist* for a guide to assist the IMD Site Coordinator in ensuring that the site is ready. Sites that are not ready for scheduled installation will be charged a re-scheduling fee.

6.5 Equipment Delivery

The Contractor will deliver the equipment approximately 3 days prior to the scheduled installation. The IMD Site Coordinator is responsible for ensuring that the installer has easy access to the equipment at time of installation. In the event that equipment is not delivered prior to the scheduled installation, the IMD Site Coordinator must promptly contact the District IMD Coordinator.

6.6 Installation

The types and quantities of equipment to be installed shall be determined by the District IMD Coordinator. The actual installation of the new system is expected to be completed during one site visit. The Contractor will be installing the following:


- IMDs and cradle(s)
- Linksys Ethernet switch(es)

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

- Local Intelligent Mail Computer (LIM Computer), incl. CPU, monitor, mouse, & keyboard
- Uninterruptible Power Source (UPS) device
- Power strip(s)
- Printer
- New Base Rack

The IMD Site Coordinator will be asked by the Contractor to sign two forms indicating that the equipment has been delivered and installed. Please see *Appendix E – Form 7342 – Equipment* and *Appendix F – Form 7342 – Services*, respectively.

6.7 Acceptance Testing

Upon completion of the installation of the new equipment, the Contractor will perform a series of tests to ensure that the new equipment is operating properly. The new scanning devices will have been tested prior to leaving the manufacturer's facility, so the on-site tests will only address the connectivity of the new system. The script(s) for on-site testing, entitled *Production Field Installation Acceptance Plan*, will be provided to the installer.

The IMD Site Coordinator will be asked by the Contractor to sign a form indicating that the various testing steps have been completed and that the equipment appears to be operating properly. This will constitute Conditional Acceptance.

Final Acceptance will occur automatically 14 calendar days after Conditional Acceptance, unless operational issues have been raised by the IMD Site Coordinator to the USPS District IMD Coordinator and/or Helpdesk.

6.8 Return of Old Equipment

Sites designated for IMDAS "Spares Recovery" will be required to return existing MDCD equipment to the site designated in *Appendix J*. For these sites, the Contractor will be responsible for boxing and labeling all returned components. The Contractor will bring appropriate packing materials on the day of installation. Local USPS representatives will be responsible for shipping returned items at the next available dispatch.

Please see *Appendix J – Spares Recovery and Asset Recovery of MDCD Equipment* for details about equipment to be returned to USPS Headquarters.

6.9 Site Preparation Issues


For issues that arise during site preparation that are not addressed by this handbook, please promptly contact your District IMD Coordinator.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 7 – Escalation and Problem Resolution

7.1 Overview

The goal of the IMD program is to resolve deployment issues as they develop, as quickly as possible. The escalation and problem resolution process outlined below in *Section 7.2 – Communication Tree* combines people and issue tracking/reporting.

Key highlights of the recommended escalation procedures follow:


- Four Levels – Responsible USPS and Contractor individuals have been identified to resolve issues raised at each of four levels (individual site, Area/District, program, contract)
- Project Managers – The Contractor has a team of Project Managers who have responsibility for specific districts. The Project Managers are empowered to resolve most field issues, working closely with the site and District IMD Coordinators (if required)
- Site Level – To the extent possible, the majority of the deployment issues should be resolved at the Site Level, with the IMD Site Coordinator working closely with either the Contractor's Installer and/or Project Manager to resolve
- Area/District Level – Issues that cannot be resolved at the Site Level are elevated to the USPS District IMD Coordinator and the Contractor Installation/Project Managers. Examples of issues that would need to be raised to this level include schedule or other deployment issues that impact the entire district or area
- Program Level – Issues that cannot be resolved at the Area/District Level are elevated to the USPS Deployment Manager and the Contractor Program Manager/Deployment Program Director team. Examples of issues that would need to be raised to this level include schedule or other deployment issues that impact the entire program
- Contract Level – Issues that cannot be resolved at the Program Level are elevated to the USPS Contractor Officer Rep. and the Contractor Certified Project Owner. Examples of issues that would need to be raised to this level include issues having a contractual or Scope of Work (SOW) impact
- Issue Tracking – All material deployment issues that are identified will be tracked by the Contractor

MOTOROLA GENERAL BUSINESS INFORMATION

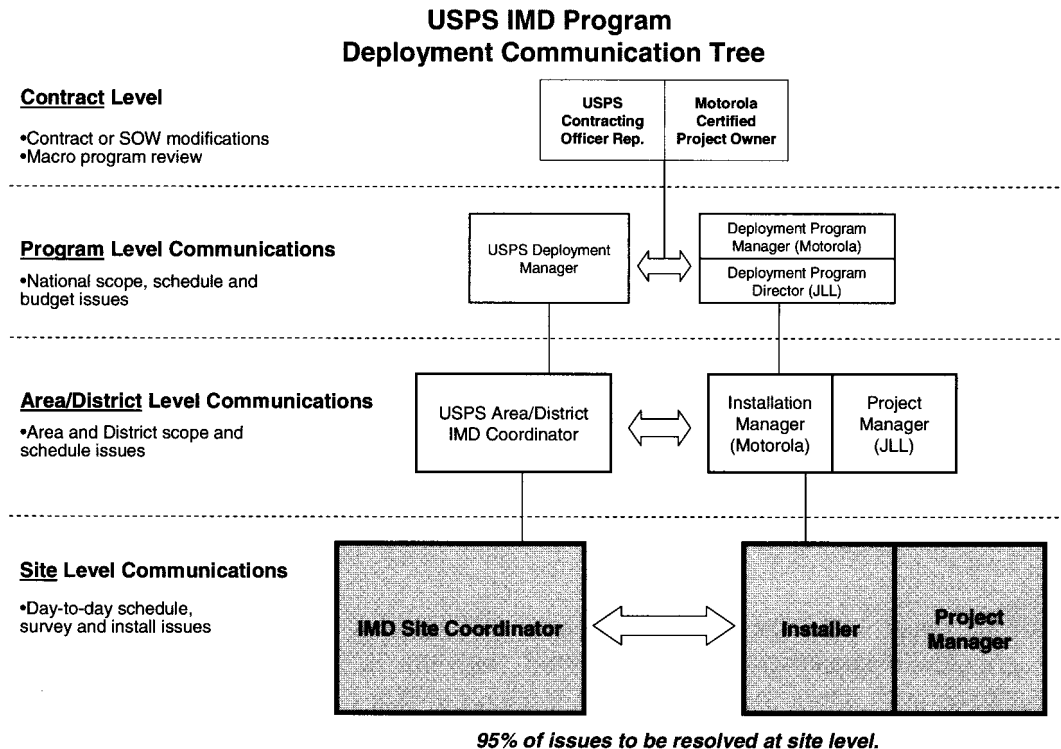
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

7.2 Communication Tree




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 8 – Contingency Planning

8.1 Overview

As indicated in Section 7 above, the goal of the IMDAS program is to resolve deployment issues as they develop, as quickly as possible. In some situations, however, the actual installation or other Contractor activities may need to be rescheduled or otherwise postponed until further notice. This will only occur as an action of last resort and only after it is agreed that a workaround solution does not exist.

8.2 Issues, Actions and Program Impact


Please see *Appendix M – Contingency Planning* for details.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 9 – Training

9.1 Overview

There are 4 tiers of training during the deployment of the Intelligent Mail Device (IMD). This program allows for Headquarters provided training on the hardware, application, and functionality to District trainers who in turn train other trainers and end-users on the device locally. The following descriptions of each tier are provided to understand the roles and responsibilities of each training tier:

Tier 1

This is the initial level training for Area and District level master trainers. Master trainers are individuals identified who possess the knowledge, skills, and experience necessary to perform IMD training to other dedicated trainers within the respective District. Each Area will be provided 2 training slots each, while each District will have 6, for a total number of 498 master trainers trained at the national level.

All master trainers will receive 8 hours of training at one of the two National Training Centers. All master trainers who are Area or District Coordinators will receive an additional 8 hours of training for Intelligent Mail Assets, the replacement of Delivery Confirmation Asset Management System.

The District Master Trainers (Tier 1) will then train the next level of IMD trainers.

Tier 2

As part of the Train-the-Trainer (TTT) procedure, each district should identify a core group of Tier 2 individuals to assist in training individuals who will be responsible for training end-users at large and small configuration sites. The number of identified Tier 2 trainers will vary by District. Variables for determining the number of identified Tier 2 trainers could include but are not limited to:

- Number of large configuration sites
- Geographic size of District
- Number of MPOO/POOM Areas
- Number of metro cities


Tier 2 trainers will receive 6 hours of training at the centralized District Training location. All Tier 2 trainers will be expected to train Tier 3 trainees.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Tier 3

In most cases, the Tier 3 trainers will provide end-user training on site the morning after IMD installation. In most cases, Tier 3 trainers are either Postmaster, OIC, Station/Branch Managers, or Supervisors of the units receiving large configurations.

These Tier 3 trainers will receive 6 hours of training at the centralized District Training location. All Tier 3 trainers will be relied on to train end-users (Tier 4).

Tier 4

All training for end-users will occur the morning after the equipment is installed by the Contractor. This training may be provided by any qualified Tier 1, Tier 2, or Tier 3 IMD trainer.

9.2 Training Schedule


Please contact your District IMD coordinator for schedule details.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Section 10 – Frequently Asked Questions


Please see Appendix N – Frequently Asked Questions.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23


APPENDICES (A – O)

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix A – Abbreviations and Acronyms


AOI	Area Office Infrastructure
Contractor	Motorola
CPU	Central Processing Unit
ESD	Electrostatic Discharge
FMSWIN	Facilities Management System Windows
FRU	Field Replaceable Unit
IMA	Intelligent Mail Asset
IMD	Intelligent Mail Device
IMDAS	Intelligent Mail Data Acquisition System
JLL	Jones Lang LaSalle
LAN	Local Area Network
LIM Computer	Local Intelligent Mail Computer
MPOO	Manager, Post Office Operations
MDCD	Mobile Data Collection Device
OIC	Officer In Charge
PFE	Postal Furnished Equipment
PM	Project Manager
POOM	Post Office Operations Manager
PWS	Print Work Station
	Stand-alone system for printing "Firm Sheets"
RJ-45	Registered Jack-45: An eight-wire Connector used in Ethernet networks
SFAS	Standard Field Accounting System
TAM	Technology Acquisition Management
TTT	Train-the-Trainer
USPS	United States Postal Service
UPS	Uninterruptible Power Supply
VSAT	Very Small Aperture Terminal

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B – IMDAS Large Site Survey Form

Clarifications

Section A: verify information given in the "Site Details Form" obtained from JLL's extranet site. If any of these details are incorrect, please enter correct information to the right.

Questions 4 and 5: if Finance or SFAS numbers are unknown: from existing scanner press shift key, press configuration key, enter password "11111111" (#1 x 8), select option 5 to list the SFAS and Finance #'s.

Questions 16 and 17: a "Large Configuration" has an IIMS Downscale Computer.

Question 17: responses must be ≥ 2 .

Questions 24 and 25: a name & phone # of a qualified Alternate Site Contact is required in case the primary Site Contact is unavailable for any reason.

Question 28: if the Site Contact did not receive the Handbook have them check with the Post Master. If none, they should contact their District IMD Coordinator to obtain a copy.

Infrastructure ID: _____	
Site Name: _____	
Site City: _____	
Surveyor's Name: _____	
Survey Actual Date: _____	

A. Site Information

* How many planned new IMD's? (as noted on the "Site Details Sheet") _____

- Was the Site Area Name provided correct? YES _____ NO _____
- Was the Site District Name provided correct? YES _____ NO _____
- Was the Site Name provided correct? YES _____ NO _____
- Was the Site Finance Number provided correct? YES _____ NO _____
- Was the Site SFAS Number provided correct? YES _____ NO _____
- Was the Site Street Address (Physical) provided correct? YES _____ NO _____
- Was the Site City (Physical) provided correct? YES _____ NO _____
- Was the Site State (Physical) provided correct? YES _____ NO _____
- Was the Site Zip Code (Physical) provided correct? YES _____ NO _____
- Was the Site Time Zone provided correct? YES _____ NO _____
- Was the Daylight Savings Time observed provided correct? YES _____ NO _____
- Was the Site Shipping Address provided correct? YES _____ NO _____
- Was the Site Shipping City provided correct? YES _____ NO _____
- Was the Site Shipping State provided correct? YES _____ NO _____
- Was the Site Shipping Zip provided correct? YES _____ NO _____
- Is there another Large Configuration being installed in this facility? YES _____ NO _____
- If yes, how many Large Configurations are there in total (including the one being surveyed)? _____

B. Site Contact Info

- Site Contact Name for Installation: _____
- Site Contact Office Phone #: _____
- Additional Site Contact Phone or Pager #: _____
- Site Contact Email: _____
- Is the Site Contact the person providing info for this survey? YES _____ NO _____
- If no, who is being surveyed? _____
- Site Alternate Contact Name for Installation: _____
- Site Alternate Contact Phone #: _____
- Additional Site Alternate Contact Phone or Pager #: _____
- Site Alternate Contact Email: _____

C. IMDAS Site Preparation Handbook


- Was a Large Site Preparation Handbook received by the site? YES _____ NO _____
- If yes, who received the Site Preparation Handbook: _____

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B - IMDAS Large Site Survey Form (continued)

Question 35: typically, the best time to start an install is approximately 1 hour before the last scanner is expected to be returned/available.

Section E: note that a new "Large Configuration" system will come with a dedicated printer.

Question 42: this site may also have another "Small Configuration", "Large Configuration" and/or a PWS.

Question 48: the MDCC Cradles are constructed of 2-slot modules that are assembled into larger cradles. Each cradle has one power cable and one data cable with a coaxial connection.

D. Hours of Operation & Site Access

- 30 What time does the first carrier/clerk typically begin work? _____
- 31 What time does the first carrier/clerk typically begin using the scanners? _____
- 32 What time do scanners start returning? _____
- 33 What time does the last scanner typically get returned? _____
- 34 What are the operational hours of this facility? _____
- 35 What is the best time to begin the IMDAS installation? _____
- 36 Will the Site Contact listed above be the person to grant access for the install (note that in many, but not all, cases the install will occur after normal business hours)?
 YES ____ NO ____
- 37 If "No", who will be responsible for providing access? _____
- 38 Phone # of person providing access: _____
- 39 Additional Contact Phone or Pager # for person providing access: _____
- 40 Additional comments, if relevant, regarding hours and access: _____

E. Printer and PWS

- 41 Is this a Print Workstation (PWS)?
 YES ____ NO ____
- 42 If it is a PWS, will it be a stand alone, or is it to be combined with another configuration?
 Stand alone ____ Combined ____ N/A ____
- 43 If it is not a PWS, is it to be combined with a PWS?
 YES ____ NO ____ N/A ____
- 44 If there is no base rack, where will the printer be located? _____
- 45 Is there an available outlet (including power strip) within 54" of the printer?
 YES ____ NO ____
- 46 Additional comments, if relevant, regarding printer and PWS: _____

F. Current Equipment Inventory

Indicate quantities of each item currently installed for this configuration. If this is to be a combined system as noted above, include all equipment from both configurations.


- 47 Scanners: _____ (note: ask for spares and others outside of rack)
- 48 Cradles: _____ (note: only # of cradles, not slots)
- 49 IIMS Downscale CPU: _____
- 50 IIMS Downscale Monitor: _____
- 51 IIMS Downscale Keyboard: _____
- 52 IIMS Downscale Mouse: _____
- 53 UPS: _____
- 54 External or Spare UPS Battery: _____
- 55 Spare Scanner Batteries: _____
- 56 Racks: _____
- 57 Power Strip: _____
- 58 Printer: _____
- 59 Other Items (please describe): _____

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B - IMDAS Large Site Survey Form (continued)

Section G: if the response to question 60 or question 71 is "Yes", then survey the new location where the IMDAS will be located.

Rack count depends on the planned device count, as shown in the table below.

Planned No. of IMDAS Scanners	No. of Base Racks	No. of Expansion Racks	Total No. of Racks
1 - 5	0	0	0
6 - 32	1	0	1
33 - 66	1	1	2
67 - 160	1	2	3
161 - 224	1	3	4

Question 71: if the response to question 70 is "Yes", the response to question 71 is "N/A"

Questions 76 and 77: capture all space modifications required to facilitate the IMDAS installation.

G. Space Considerations


60 Will the IMDAS equipment be installed in a different location than the current location of the MDCD equipment?	YES ____ NO ____
61 If there is no rack today and there will be 6 or more new scanners installed, is there an accessible place to locate the new rack and/or the new equipment?	YES ____ NO ____ N/A ____
62 If yes, please describe:	
63 Has the site created a nonstandard installation by putting scanners on the top shelf, monitor shelf, or putting too many cradles on any shelf?	YES ____ NO ____
64 If the racks have scanners on both sides, is each side accessible?	YES ____ NO ____ N/A ____
65 If the scanners are only located on one side of a rack(s), is that side accessible?	YES ____ NO ____ N/A ____
66 Given the number of new devices to be installed, is accessibility to the rack(s) and/or space on the rack(s) an issue?	YES ____ NO ____
67 If yes, please describe:	
68 Are the racks bolted or otherwise secured to either the wall or the floor?	YES ____ NO ____
69 If yes, please describe:	
70 Is the floor at the racks level? (Less than full bubble off in any direction)	YES ____ NO ____
71 If no, is there an alternate location that is level where the rack can be placed?	YES ____ NO ____ N/A ____
72 Please describe the alternate location:	
73 Is there anything that hampers access to the racks and space for an installer?	YES ____ NO ____
74 If yes, describe:	
75 Where is the facility planning to put the old rack?	
76 Are any space modifications required between now and the scheduled install?	YES ____ NO ____
77 If yes, please describe:	

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B - IMDAS Large Site Survey Form (continued)

Section H: If equipment is being moved, evaluate the new location.

Question 78 - see Section 3.2 of the Large Site Prep Handbook for guidance on how to use the IIMS Downscale computer to determine whether the configuration is LAN enabled (operating as AOI) or dial up (operating as non-AOI). If no IIMS Downscale computer is available, the site contact is to provide this information.

VSAT - (Very Small Aperture Terminal) is *not* considered LAN-capable.

Questions 87 and 88: relate to the analog modem line, NOT the facility voice lines.

Questions 89 and 90: capture all connectivity modifications required to facilitate the IMDAS installation.

Note: an analog modem line will NOT be required for the new IMDAS System *if* the site is LAN enabled and a LAN drop is to be used.

Section I: If equipment is being moved, evaluate the new location.

Question 93: the available outlet must be a duplex or other receptacle with two ports available.

Question 96: If a single base rack is needed a common electrical outlet is acceptable. If a base rack and one or more expansion racks are to be used, then each base & expansion rack will require a 20 amp dedicated electrical outlet.

Questions 97 and 98: capture all power modifications required to facilitate the IMDAS installation.

Section J: if equipment is being moved, evaluate new location.

Question 102: "Required" as a result of this survey.

H. Connectivity

78 Please indicate here whether the existing configuration is LAN enabled or dial up.
 LAN enabled _____ Dial up _____ N/A _____

79 Is there an available LAN drop for the scanner system?
 YES _____ NO _____

80 Is the LAN drop within 11 feet of the IMDAS equipment?
 YES _____ NO _____ N/A _____

81 Is there an analog modem jack available?
 YES _____ NO _____

82 If yes, is the phone jack within 11 feet of the modem?
 YES _____ NO _____ N/A _____

83 Are the phone/data cables arranged so that they do not cross foot traffic?
 YES _____ NO _____

84 If no, can they be rearranged so that they do not cross foot traffic?
 YES _____ NO _____ N/A _____

85 Are there standard jacks for the phone/data connection(s) (RJ11 for phone, RJ45 for data)?
 YES _____ NO _____ N/A _____

86 Is the analog line Touch Tone or Pulse?
 TOUCH TONE _____ PULSE _____ N/A _____

87 Is a dial-out prefix (such as '9') required?
 YES _____ NO _____

88 If yes, what is the dial-out prefix?

89 Are any network/phone line modifications **required** between now and the scheduled install?
 YES _____ NO _____

90 If yes, please describe:

91 Does the site currently have a Downscale computer?
 YES _____ NO _____

92 Where is the wiring closet located? Please provide room number/name, if applicable, or brief description of location:

I. Electric

93 Is there an available electrical outlet within 54" of the bottom center of each rack or within 54" of the proposed equipment location for a system not requiring a rack?
 YES _____ NO _____

94 Are all electrical cables out of the way of any foot traffic?
 YES _____ NO _____

95 If no, can they be rearranged out of the way of foot traffic without an extension cord?
 YES _____ NO _____ N/A _____

96 Does the Site Contact verify that the existing circuits meet the IMDAS system requirements, **based on the number of base & expansion racks**?
 YES _____ NO _____

97 Are any electric changes required prior to equipment install?
 YES _____ NO _____

98 If yes, please describe:

J. HVAC

99 Is all equipment at least 2 feet away from all heating/air conditioning vents?
 YES _____ NO _____

100 Is all equipment at least 2 feet away from all steam/hot water/radiator pipes?
 YES _____ NO _____

101 Is all equipment at least 2 feet away from any window A/C unit?
 YES _____ NO _____

102 Are any HVAC changes planned or required prior to installation?
 YES _____ NO _____


103 If yes, please describe:

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B - IMDAS Large Site Survey Form (continued)

Question 109: identify only substantive and relevant issues that will have a detrimental effect on delivery of the IMDAS system. Leave blank if none.

Questions 118 and 119: identify only NEW issues not yet noted in any of the responses given above.


K. Equipment & Delivery Logistics	
104 Can the equipment be delivered using the loading dock?	YES _____ NO _____
105 Can the loading dock be accessed by a tractor trailer?	YES _____ NO _____
106 Is the route from the loading dock to the location where the new equipment is to be installed in any way restricted?	YES _____ NO _____
107 If yes, please describe:	_____
108 Is there a pallet jack or other similar device available for delivery pallets?	YES _____ NO _____
109 Please describe any relevant access limitations of the loading dock (e.g., unusual hours, types of delivery vehicles):	_____
110 Where should the installer park his/her vehicle?	_____
111 Where will the new equipment be located at the site after delivery and prior to install?	_____
112 Who will take ownership of the equipment when it arrives?	_____
113 Can large shipping boxes be disposed of at this location, <i>if necessary</i> ?	YES _____ NO _____
114 If yes, please indicate where.	_____
115 Can large pallets be disposed of at this location, <i>if necessary</i> ?	YES _____ NO _____
116 If yes, please indicate where.	_____
117 Additional comments, if relevant, regarding equipment and delivery logistics:	_____
L. Site Preparation & Modifications	
118 Are there any other facility modifications planned, other than those noted above , that may impact the installation of the IMDAS equipment?	YES _____ NO _____
119 If yes, please describe:	_____
120 Is there anything not otherwise noted that the installer needs to be aware of?	YES _____ NO _____
121 If yes, please describe:	_____

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix B - IMDAS Large Site Survey Form (continued)

The USPS Site Contact must clearly understand what modifications, if any, are required to accommodate the new IMDAS system. The Site Contact will receive a call approximately 2 weeks before the scheduled installation date to verify that the site has been made ready for the new IMDAS system.

I have reviewed the responses to this survey and the sketch and agree that they are materially correct. I understand my responsibilities for preparing the site for the new IMDAS system.

Site Coordinator's Signature _____

Date Survey Completed _____

Surveyor's Signature _____

The USPS Site Contact should direct any further questions/comments about site readiness modifications and payment for those modifications, associated with the IMDAS program, to his/her associated District IMD Coordinator.

Issues requiring action by USPS (surveyor to check all that apply)

- ☐ Spatial - see Section G above and Survey Sketch
- ☐ Connectivity - see Section H above and Survey Sketch
- ☐ Electrical - see Section I above and Survey Sketch
- ☐ (HVAC) Heating, Ventilation & Air Conditioning - See Section J above and Survey Sketch


*** A copy of this completed & signed survey and the accompanying survey sketch must be left with the USPS Site Coordinator ***

MOTOROLA GENERAL BUSINESS INFORMATION

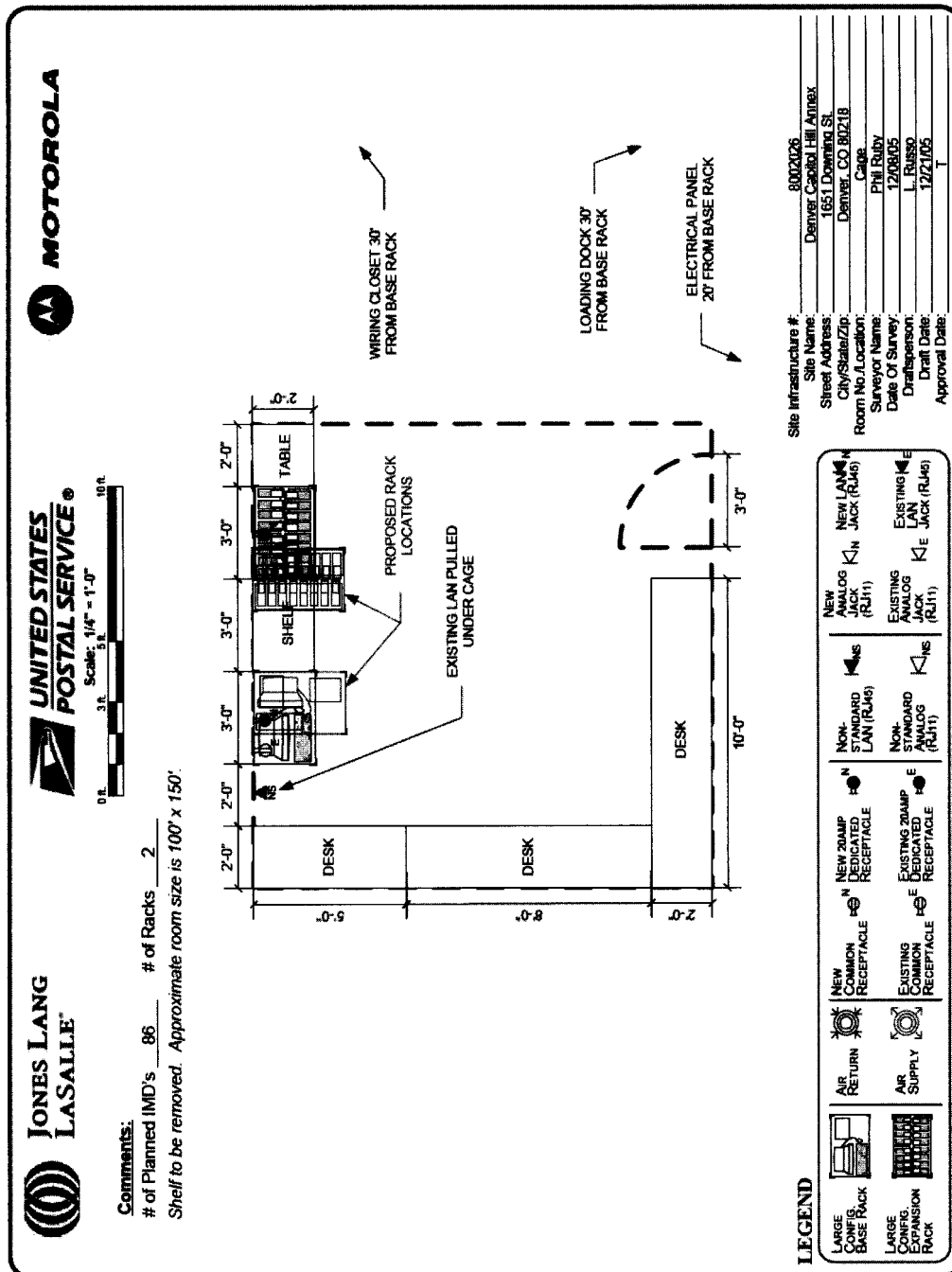
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix C – Surveyor Drawing




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD)	Version Date: 19-Feb-07
	MOTOROLA GENERAL BUSINESS INFORMATION	
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix D – Site Readiness Checklist

Site Readiness: call large sites 2 weeks before scheduled installation

Review survey results and note issues flagged before calling to record the following information.


	Comment	Yes	No
<u>Contact/Site Information – Confirm:</u>			
Site Contact name			
Site Contact daytime phone number			
Site Contact alternate phone number			
Alt. Site Contact name			
Alt. Site Contact daytime phone number			
Alt. Site Contact alternate phone number			
Site physical address			
Site shipping address			
<u>Site Readiness</u>			
<u>LSPH:</u> has the site received the Large Site Preparation Handbook Vers. 22?			
<u>Readiness:</u> are you familiar with the site preparation requirements?			
<u>Strategy:</u> will the IMDAS system still be installed where it was surveyed?			
<u>Site changes:</u> has the area surveyed for the IMDAS system installation undergone any changes since the survey was taken? Construction or rearrangement? To what affect?			
<u>Electrical:</u> we note that (blank) electrical work is/is not required. (If required) Have all necessary electrical upgrades and improvements, been completed? Is the (are the) outlet(s) to be used still available?			
<u>Connectivity:</u> we note that (blank) connectivity work is/is not required. (If required) Have all necessary LAN or dial up upgrades and improvements been completed? Is the jack to be used still available?			
<u>Space:</u> we note that (blank) space changes are/are not required. (If required) Have all necessary space changes been completed?			

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Installation	Comment	Yes	No
<u>Scanners</u> : have you been informed of the number of scanners you are to be receiving?			
<u>Date</u> : are you aware that your installation date is (blank)?			
<u>Delivery and Receipt</u> : the new equipment should be delivered approximately 3 days before a scheduled installation. Who will take receipt of the equipment and safeguard it?			
<u>Escort</u> : who grant access to the Installer and attend the installation, even outside of normal business hours?			

Final Comments


- *Inform* the IMD Site Coordinator that the subcontractor will be calling to coordinate the precise time of installation, and that the IMD Site Coordinator must be on site for the entire installation and testing. ****Prepare* the Site Coordinator for the fact that the installation appointment may be late at night, regardless of what "best time" was identified during the survey.***
- *Tell* the IMD Site Coordinator that the system can only be installed as documented during the survey, with rare exception
- If the new system will replace a PWS, or if the new system will not be placed where the MDCD system was positioned, *stress* that the site is to confirm that the existing or new LAN or phone receptacles and power receptacle are active before the installation
- *Ask* the IMD Site Coordinator if he/she anticipates any issue proceeding with the installation (eg. logistics related to the space, availability of required personnel)
- *Tell* the IMD Site Coordinator that for existing base racks that are bolted down, they must be unbolted before the installation appointment, then re-bolted by local maintenance after the installation is complete
- *Ask the IMD Site Coordinator to clean the MDCD system equipment and racks before the scheduled installation, by removing dust and debris*

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix E – 7342 FORM (Equipment)


<i>Read reverse for details on preparation and distribution of this form.</i>		U.S. Postal Service MATERIAL INSPECTION AND SHIPPING REPORT		<i>The contract number (and delivery order number, if any) must appear on all packages and papers relating to this shipment.</i>	
Contractor: Motorola Inc.			Contract No. 3AAERD-04-Q-6070		
Address: 7031 Columbia Gateway Drive Columbia, Md 21046-2289			Del. Order No. 3AAERD-04-M-0664		
			Shipping Point Elgin, IL		
			Sequence No. of Reports Against This Contract/ Order: Packing List #		Contract/Order Completed Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Brief Description of Article	Quantity	Item Number	Destination		Date Shipped
Basic Unit #1 s/n xxxxxxxxxxxxxx PAN Add-on Charging Cradle – 8 slots Attachment Solution * See Packing List for Detail Description	1 1 1 1	3G 3G8 3G14B 3G16A	U.S. Postal Service Automation CMC 8403 Lee Highway Dewey Bldg Merrifield, VA 22082-8150 Attn: USPS IT Office Name: Automation CMC <facility name> Infrastructure_ID Finance_NB 8403 Lee Highway Merrifield, VA USPS, certifies that the articles described "Description of Article" field have been completed in accordance with acceptance requirements.		7/15/2005 7/15/2005 7/15/2005 7/15/2005
Inspection I I certify that the above-described articles have been inspected by me or under my supervision and they conform to contract requirements, except for any deficiencies herein reported. (Deficiency reporting is applicable to consignee examination only; plant examiner will reject deficient articles.)			Shipment I certify that the above-described articles comply in all respects with all requirements of the contract and that the articles were shipped in the quantities and on the date indicated.		
Signature of Contracting Officer's Authorized Representative		Date	Signature of Contractor's Authorized Representative		Date
Name and Title (Type or print)			Name and Title (Type or print)		
PS Form 7342 , September 1986		(Previous Editions of This Form Are Obsolete)		1. Contracting Officer	

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
	Document Control No. PMO-DH- 9-13-V22-80806	Rev 23

Appendix F – Form 7342 (Services)


Read reverse for details on preparation and distribution of this form.		U.S. Postal Service MATERIAL INSPECTION AND SHIPPING REPORT		The contract number (and delivery order number, if any) must appear on all packages and papers relating to this shipment.	
Contractor: Motorola Inc.			Contract No. 3AAERD-04-Q-6070		
Address: 7031 Columbia Gateway Drive Columbia, Md 21046-2289			Del. Order No. 3AAERD-04-M-0664		
			Shipping Point Elgin, IL		
			Sequence No. of Reports Against This Contract/ Order: Packing List # -I		Contract/Order Completed Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Brief Description of Article	Quantity	Item Number	Destination		Date Shipped
Large Sites – Supplier Installed	1	17A	U.S. Postal Service Automation CMC 8403 Lee Highway Dewey Bldg Merrifield, VA 22082-8150 Attn: USPS IT Office Name: Automation CMC <facility name> Infrastructure_ID Finance_NB 8403 Lee Highway Merrifield, VA USPS, certifies that the articles described "Description of Article" field have been completed in accordance with acceptance requirements.		7/15/2005
Inspection1 I certify that the above-described articles have been inspected by me or under my supervision and they conform to contract requirements, except for any deficiencies herein reported. (Deficiency reporting is applicable to consignee examination only; plant examiner will reject deficient articles.)			Shipment I certify that the above-described articles comply in all respects with all requirements of the contract and that the articles were shipped in the quantities and on the date indicated.		
Signature of Contracting Officer's Authorized Representative		Date	Signature of Contractor's Authorized Representative		Date
Name and Title (Type or print)			Name and Title (Type or print)		
PS Form 7342, September 1986		(Previous Editions of This Form Are Obsolete)		1. Contracting Officer	

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

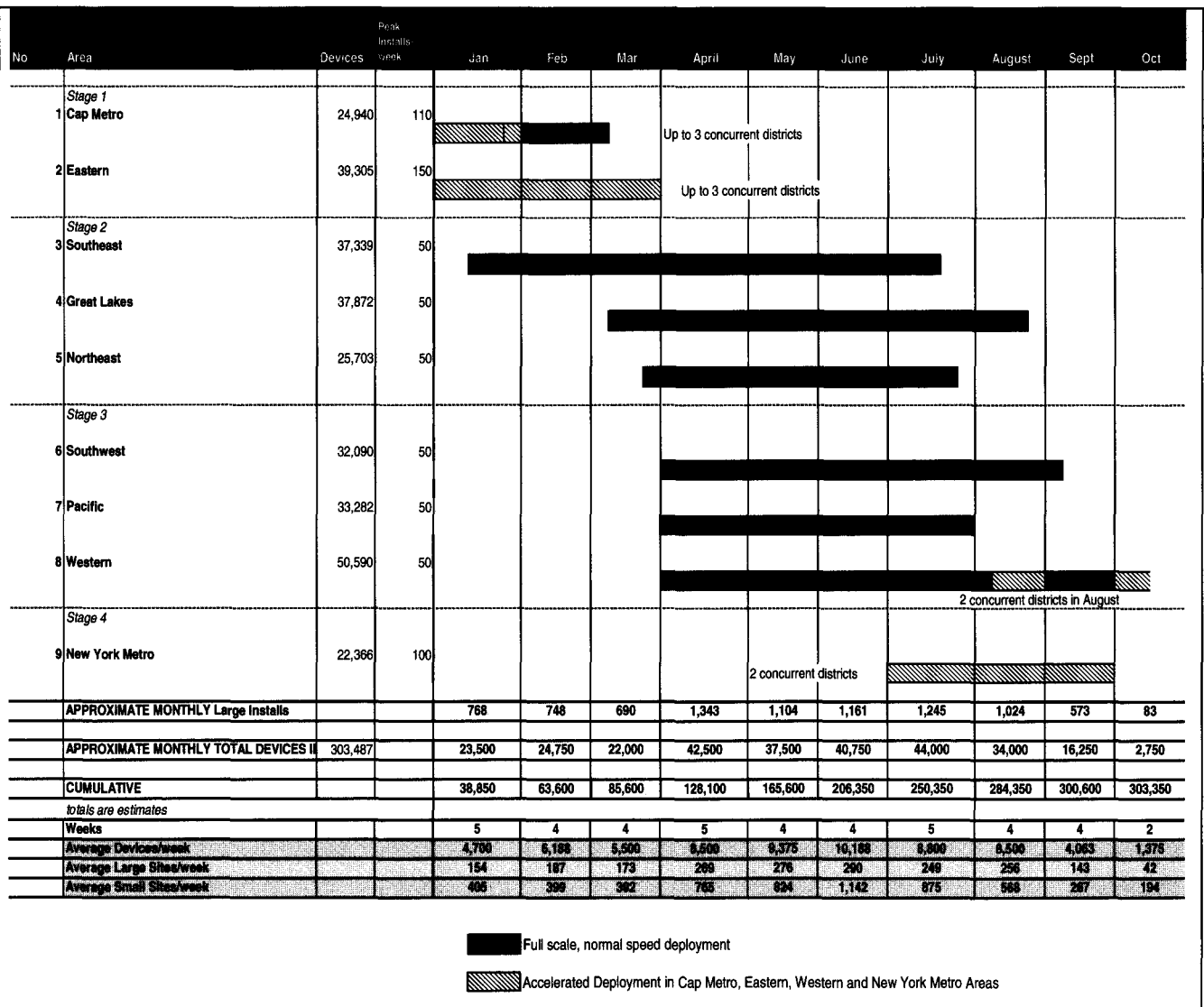
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH-9-13-V22-80806		Rev 23

Appendix G – IMDAS Deployment Macro Schedule




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped and issued by Configuration Control.

PMO-DH-9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix H – Recommended/Acceptable Rack Configurations

Rack configurations will vary depending on the number of IMDs that the site receives. The recommended configurations shown on the following pages maximize the number of IMDs that can be stored on each rack by allowing access to both sides. In some sites, however, access to both sides of the rack may not be possible given space and/or operational constraints. In these cases, although not recommended, it is acceptable to place two rows of cradles on each shelf. It must be noted that in any single-sided configuration where two IMD cradles are stored on one shelf, when attempting to retrieve an IMD located on the lower shelves, users should be trained and reminded to always bend at the knees rather than at the waist to minimize the possibility of injury. Under any circumstances, the distance between the base rack and any expansion rack cannot exceed 12 feet.

In all cases, the state and local safety regulations should be adhered to ensure safe access and egress to and from the IMDAS equipment.

Deviation Process

If neither the recommended nor the acceptable rack configurations mentioned in this document are feasible, due to space and/or operational constraints, there is a deviation process in place for each site to submit safe alternatives. In order to be considered for a deviation, each site must submit a deviation form (see attached) justifying the reason for the deviation. The deviation is then submitted to the District IMD coordinator, who will assess the feasibility of the deviation. The District IMD Coordinator is encouraged to visit the site to ensure that none of the provided rack configurations can be feasibly accommodated. Once the deviation has been approved by the District IMD Coordinator, it is then submitted to the respective Area IMD Coordinator for review and approval. If approved by the Area IMD Coordinator, the deviation will then be submitted to the Headquarters IMDAS Program Office Representative for final review and approval.


It is important that the site identify any potential deviation immediately to ensure that the review and approval process can be completed in time to complete any site readiness issues that may need to be resolved at a minimum of two (2) weeks prior to the scheduled install date.

MOTOROLA GENERAL BUSINESS INFORMATION

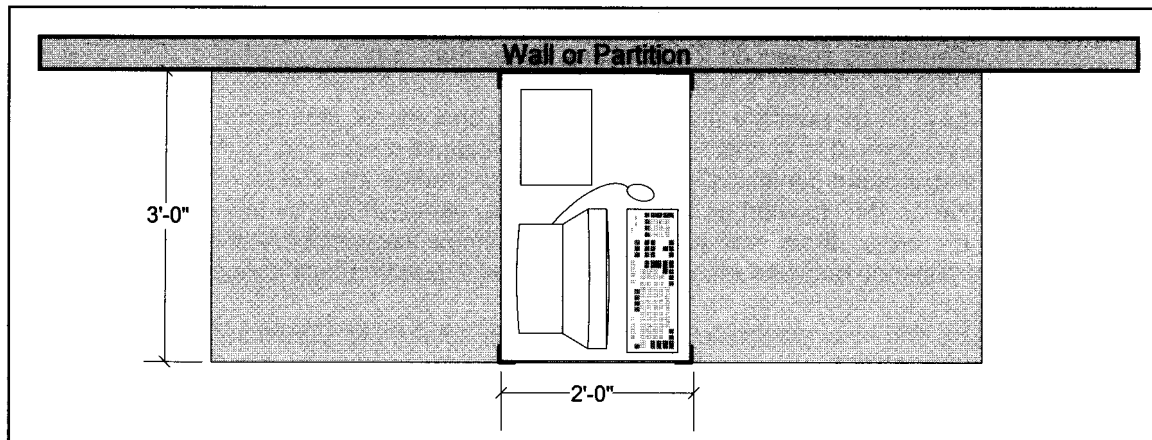
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

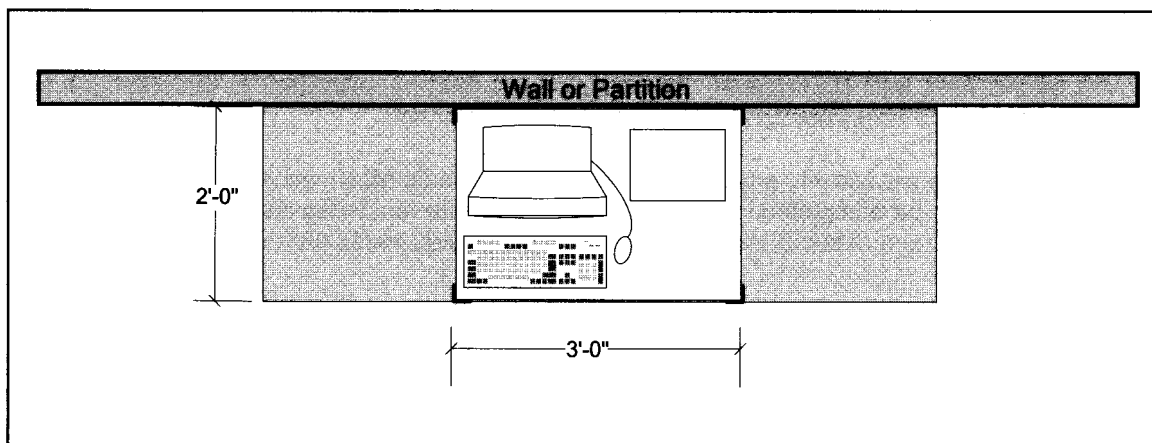
Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

**Recommended Configuration for
Systems up to 32 IMDs**



Acceptable Configuration for Systems up to 32 IMDs



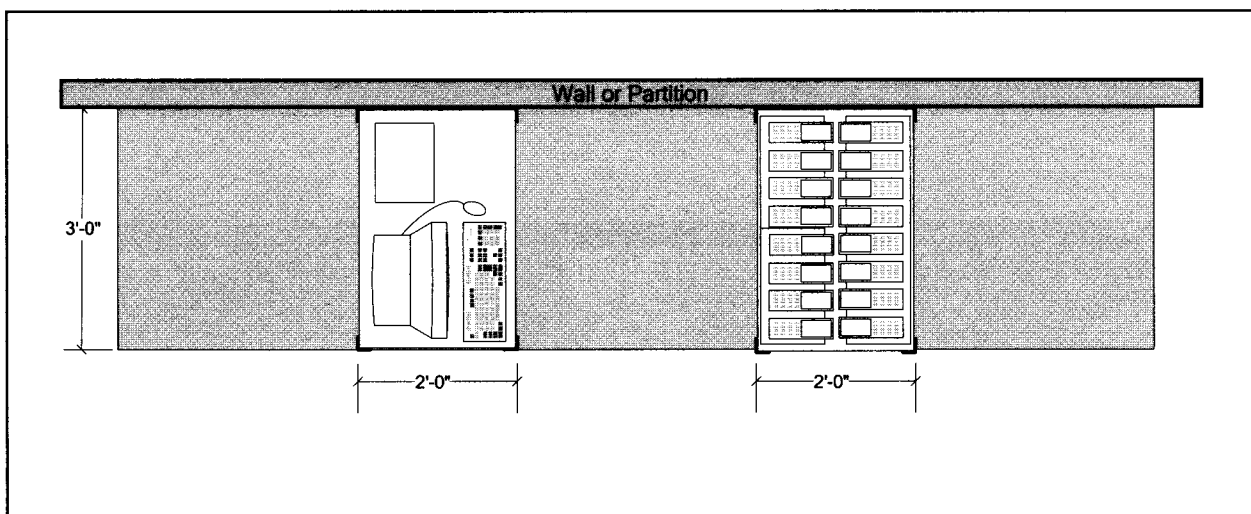
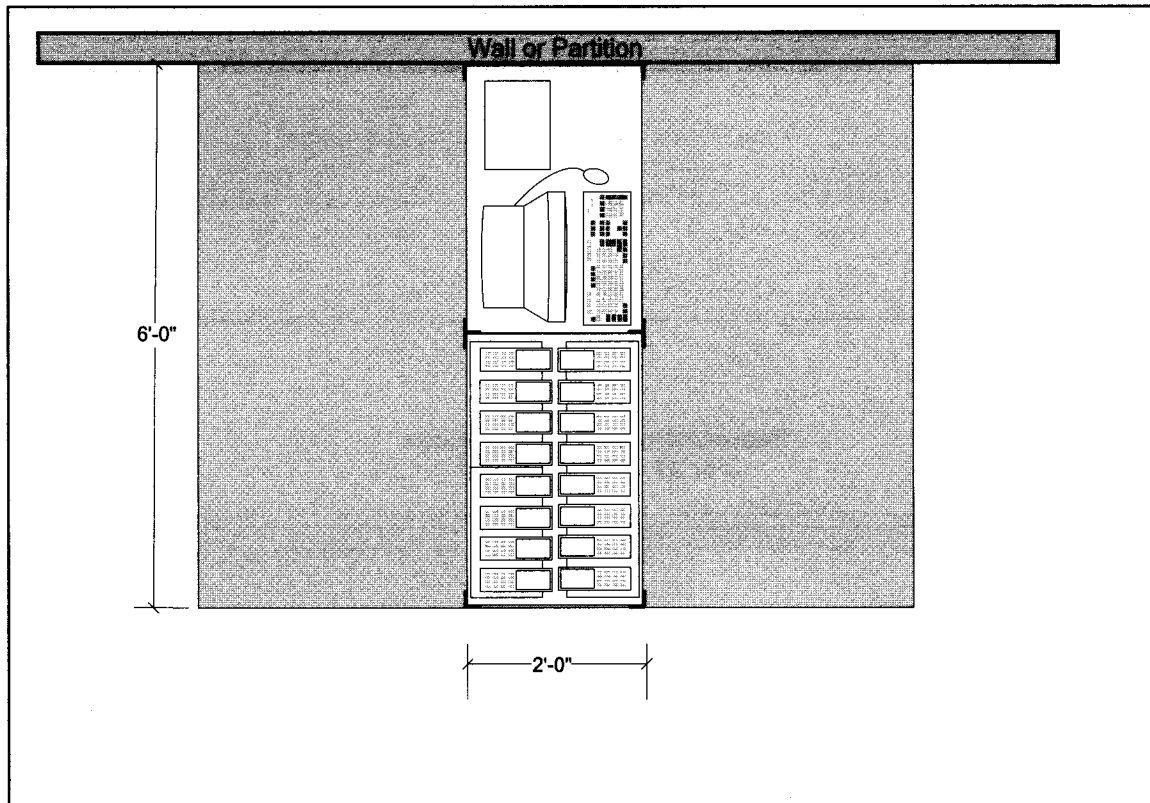
MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

Recommended Configurations for 33 - 96 Scanners




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

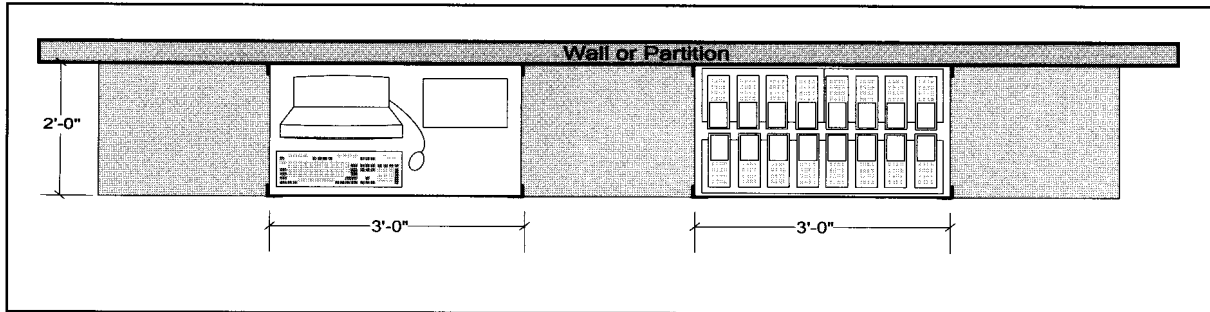
: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

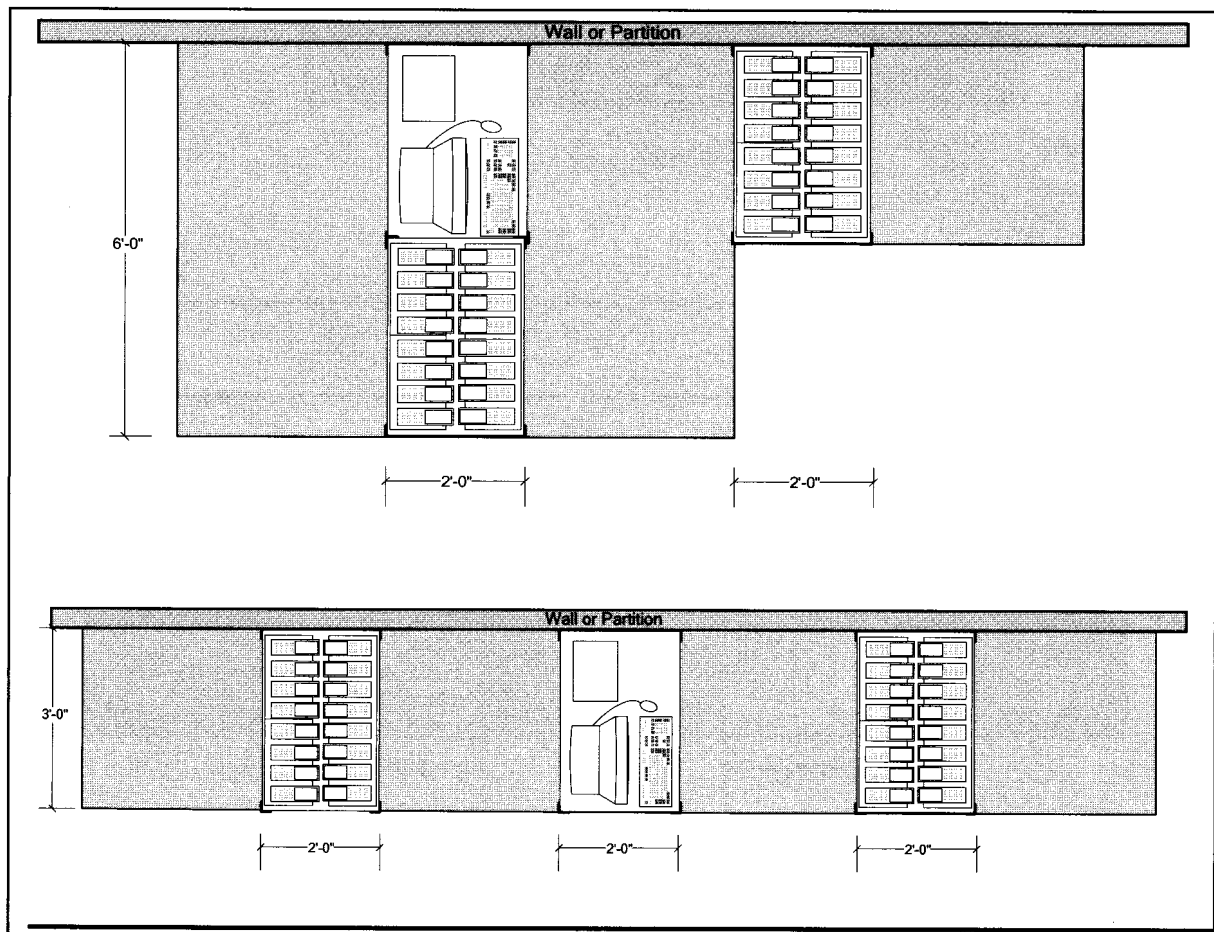
 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Acceptable Configurations

for 33 – 96 IMDs



Recommended Configurations For 97 - 160 Scanners




MOTOROLA GENERAL BUSINESS INFORMATION

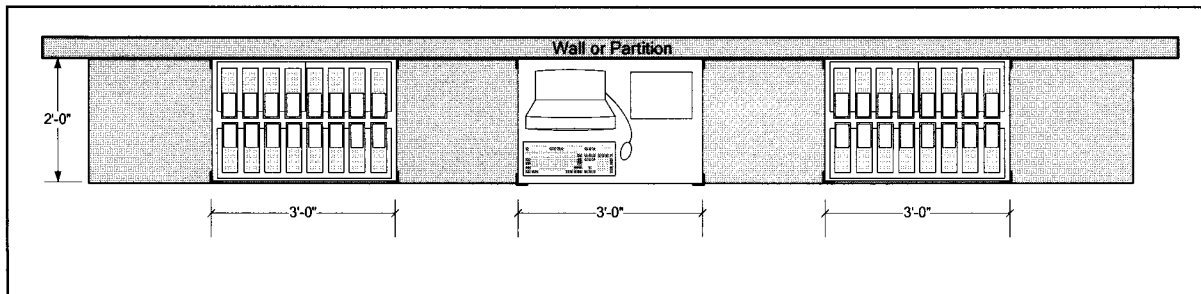
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

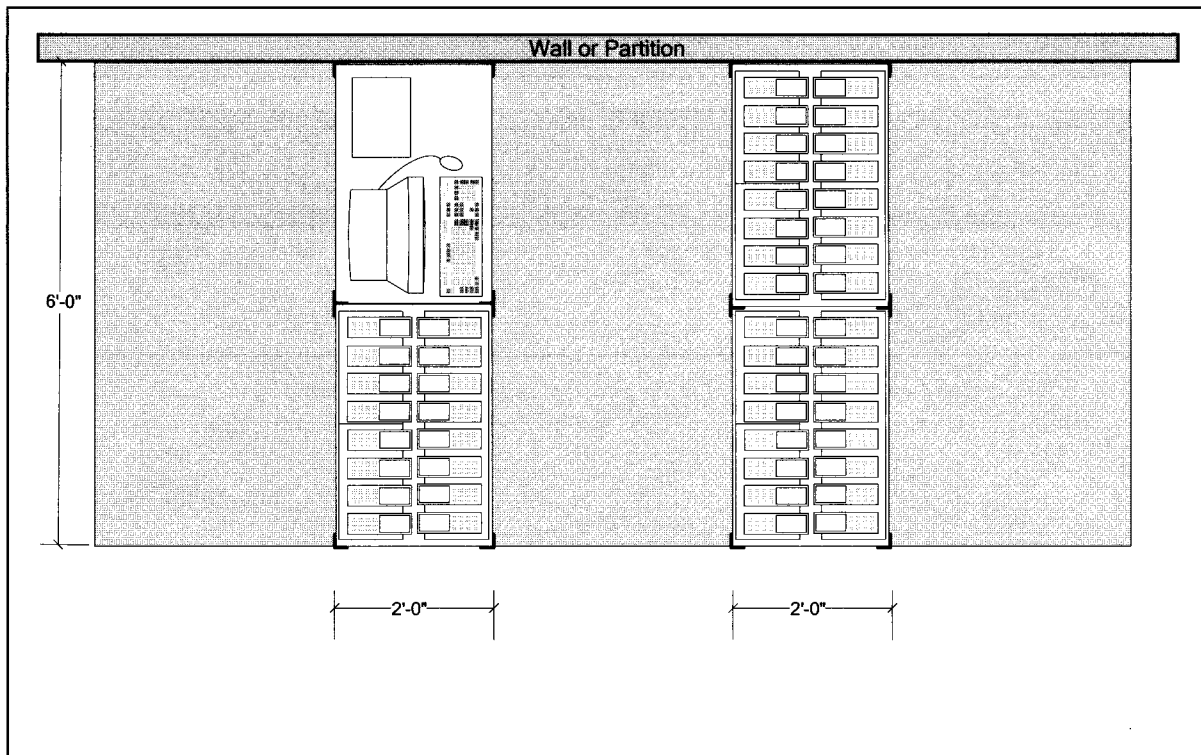
Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Acceptable Configurations for 97 - 160 Scanners



Recommended Configurations for 161 - 224 Scanners




MOTOROLA GENERAL BUSINESS INFORMATION

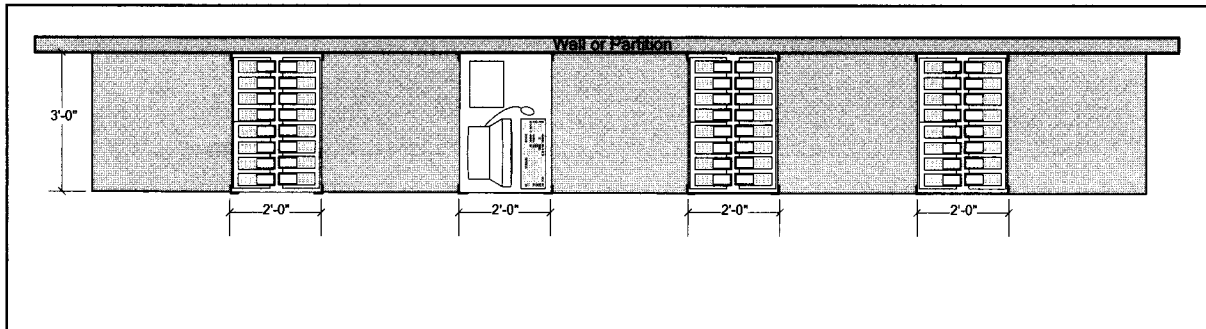
This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

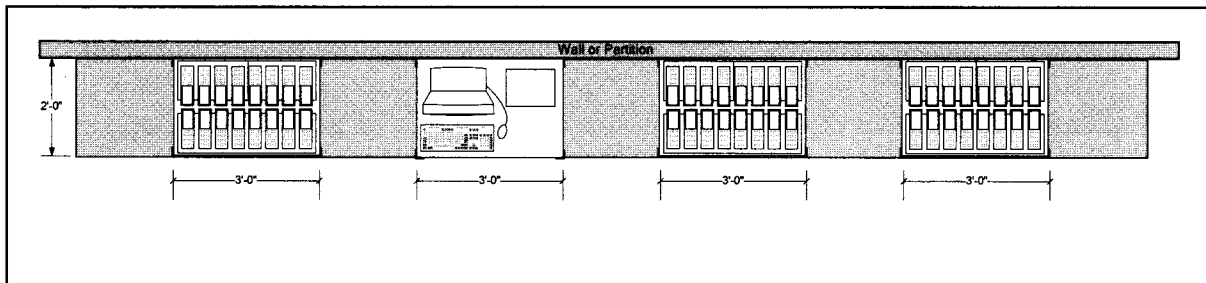
Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Recommended Configurations for 161 - 224 Scanners



Acceptable Configurations for 161 - 224 Scanners




MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Request for IMDAS Installation Deviation

Date:

Area:

District:

Site Name:

System Infra. ID No.:

Address:

Site Coordinator:

Site Coordinator Phone Number:

JUSTIFICATION: [Insert justification for deviation request]

SUMMARY: [Insert summary of proposed deviation]

Attachments: [Site Survey, current floor plan, proposed floor plan, other supporting information as required by justification.]

Approval Status: ☐ Approved ☐ Approved as Noted ☐ Denied

 IMD District Coordinator Date

 IMD Area Coordinator Date

 IMDAS Program Office Date


Comments:

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix I – Large Dial-Up Sites (Deleted)


(This page intentionally left blank)

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix J – Asset Recovery

During IMDAS deployment, the existing MDCD equipment at large sites (sites installed by Motorola) shall be recovered and handled according to either a spares recovery process or an asset recovery process. The details of each process are found below.

The following equipment shall be included in the spares recovery and asset recovery activity. Note that MDCD racks are not included:

Large Site components

Component Description	Components to be boxed by Motorola for shipment to the CPC
Down Scale IIMS - Computer	Yes
Down Scale IIMS - Monitor	Yes
Down Scale IIMS - Keyboard	Yes
Down Scale IIMS - Mouse	Yes
Down Scale IIMS – UPS/surge suppressors	Yes Motorola will pack the UPS and External battery (controller) in USPS provided boxes.
Down Scale IIMS - Cables	Yes
MDCD Device	Yes Batteries shall be shipped with the equipment but they must be removed from the device or deactivated before shipping to prevent activating the device in the mail.
MDCD Cradle	Yes
MDCD Cradle cables	Yes
MDCD Spare battery(s)	Yes
MDCD Rack – Base unit	No
MDCD Rack – Space saver	No
MDCD Rack – wall unit	No


Print Work Station components

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Component Description	Components to be boxed and shipped to the CPC
PWS - Computer	Yes
PWS - Monitor	Yes
PWS - Keyboard	Yes
PWS - Mouse	Yes
PWS – Line Conditioner/surge suppressors	Yes Motorola will pack the line conditioner in USPS provided box or suitable carton.
PWS – Cables	Yes
MDCD Device (if any)	Yes Batteries shall be shipped with the equipment but they must be removed from the device or deactivated before shipping to prevent activating the device in the mail.
MDCD Cradle	Yes
MDCD Cradle cables	Yes
PWS- Printer	Yes

Spares Recovery Process:

For installations designated as Spares Recovery sites, all of the MDCD components identified above will be packed and shipped to the Critical Parts Center for support during the IMDAS transition. The site will receive a call from Pilot to confirm a MDCD equipment pickup date. The pickup date should be within 48 hours after the IMDAS equipment has been successfully installed.

Motorola shall:


- Provide containers that have construction and cushioning to meet commercially accepted standards appropriate to the items being packed (this excludes containers for UPS and controller which are furnished by USPS)
- Provide containers that are able to withstand up to four reshipments without damage to the components
- Shall include the USPS provided containers (for UPS and controller) in the installation kit for the designated number of recovery sites
- Pack the spares components per commercially accepted standards
- Capture serial numbers, by site, for the UPS batteries and controllers and supply that list to the USPS on a weekly basis.
- Label the containers for processing within the USPS system

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

The USPS shall:

- Be responsible for all shipping/mailling costs of spares to the CPC
- Provide customized containers for shipping of the UPS and controller.
- Deliver customized containers to the Motorola for inclusion in the appropriate site installation kit. (Headquarters)
- Placing all MDCD equipment in rolling stock, UPS units on the bottom.
- **Be responsible for labeling the rolling stock and ensuring that the equipment is picked up by Pilot. If Pilot has not contacted the site within 48 hours to arrange for pickup, please contact your District Coordinator.**
- The initial quantity of sites designated for "Spares Recovery" is the first 2,675 installations that replace large MDCD configurations. The first 2,675 of these sites will include recovery of the UPS and controller (5,350 total devices) or line conditioner at PWS sites. After the required number of UPS and controllers has been recovered, these items will be left at each facility for eventual local disposal per USPS regulations.

Initially, only the UPS Controller and External battery were to be shipped back using scheduled transportation. However, to expedite receipt of spares at CPC and reduce damage in transit, all MDCD equipment targeted for spares recovery shall be trucked to CPC using the USPS contract with Ryder Logistics (Pilot).

The USPS does not intend to increase these spares recovery quantities unless MDCD failure rates reduce the depot spares below acceptable safety levels. Per the contract, Motorola will receive 60 days prior notice.


Shipping Address: Critical Parts Center (CPC) IMDAS Spares Recovery 2801 Fortune Circle Drive Indianapolis, IN 46241	Point of Contact: Paul Casteel Material Expeditor 317-227-6616
---	--

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

SAMPLE PLACARD

From: _____ (enter Fedstrip)

Container: _____ 1 of _____

Scheduled Pick Up Date: _____

IMDAS SPARES RECOVERY PROCESS

Critical Parts Center (CPC)

IMDAS Spares Recovery

2801 Fortune Circle Drive

Indianapolis, IN 46241

ATTENTION: PAUL CASTEEL

Material Expeditor


317-227-6616

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Process for Asset Disposal once adequate spare equipment is recovered:

Large Site Asset Recovery Process:

Once the spares recovery activity has been completed, remaining installations will be processed as asset recovery sites. The USPS will manage the entire asset recovery process for the MDCD equipment identified in the tables (except for the UPS and Controller). This equipment will be sent to the Materials Distribution Center (MDC) in Topeka, KS.

Preparing for Shipment:

Equipment shall be prepared for shipment as follows:

- Sites shall utilize any suitable container for shipping the components to the MDC. This includes:
 - Empty cartons in which the IMDAS equipment was shipped
 - Gaylord Boxes on a pallet
 - Rolling Stock (BMC, APC, GPMC, etc.)
- Sites shall attach a placard to the outside of each container (see sample placard). The number of containers is used for tracking.

Motorola shall:

- Dump/deposit the MDCD components in available containers; commercial packing standards do not apply.

The USPS shall:


- Assure there are enough containers available to hold the disassembled MDCD equipment. If extra equipment is needed, rolling stock can be obtained from local area Mail Processing Centers. **Note:** A BMC can hold approximately 1 pallet of material
- Assure that equipment is shipped intact (not-cannibalized)
- Remove batteries from the MDCD scanners before shipping
- Load refilled IMDAS cartons in wheeled equipment before shipping
- Notify the District IMD Coordinator when the equipment is sent to Topeka.
- Contact Safety Kleen regarding pickup of UPS (see enclosed instructions)

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

SAMPLE PLACARD

From: _____ (enter
Fedstrip)

Container: _____ 1 of _____


IMDAS Reclamation Process
USPS Material Distribution Center
Attn: Pat Fruits
7215 S.W. Topeka Blvd., Bldg. # 7
Topeka, KS 66624-9998

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

**SPARES RECOVERY AND ASSET RECOVERY OF MDCD EQUIPMENT
FROM SMALL SITES (INSTALLED BY USPS)
DURING IMDAS DEPLOYMENT**

During IMDAS deployment, the existing MDCD equipment at small sites (sites installed by USPS) shall be recovered and handled according to either a spares recovery process or an asset recovery process. The details of each process are found below.

**FOR SMALL SITES IN CAPITAL METRO and EASTERN AREAS
ONLY:**

The following equipment shall be included in the spares recovery activity.

Small Site components

Component Description	Component to be boxed by USPS employees and shipped to the MDC
MDCD Device	Yes Batteries shall be shipped with the equipment but they must be removed from the device or deactivated before shipping to prevent activating the device in the mail.
MDCD Cradle	Yes
MDCD Cradle cables	Yes
MDCD Spare battery(s)	Yes
UPS/Surge suppressor	Yes
Modem	Yes

Preparing for shipment:

The equipment shall be processed for shipping as follows:

- Sites shall utilize the cartons in which the IMDAS equipment was mailed to pack the MDCD equipment for return to the processing center.
- Sites shall complete and affix an Express Mail label attached to each container.
- The site Fedstrip and the total number of cartons being shipped shall included on the label or carton for tracking purposes.
- Remove or deactivate the MDCD scanner battery.

Shipping Address:


IMDAS Spares Recovery Process
Critical Parts Center (CPC)
Attention: Paul Casteel
IMDAS Spares Recovery
2801 Fortune Circle Drive
Indianapolis, IN 46241

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

ASSET RECOVERY OF MDCD EQUIPMENT FROM SMALL SITES (INSTALLED BY USPS)

During IMDAS deployment, the existing MDCD equipment in small sites will be recovered for reclamation processing. The following equipment shall be returned to the processing center:

Small Site components

Component Description	Component to be boxed by USPS employees and shipped to the MDC
MDCD Device	Yes Batteries shall be shipped with the equipment but they must be removed from the device or deactivated before shipping to prevent activating the device in the mail.
MDCD Cradle	Yes
MDCD Cradle cables	Yes
MDCD Spare battery(s)	Yes
UPS/Surge suppressor	Yes
Modem	Yes

Preparing for shipment:

The equipment shall be processed for shipping as follows:

- Sites shall utilize the cartons in which the IMDAS equipment was mailed to pack the MDCD equipment for return to the processing center.
- A G-10 shipping label shall be attached to each container.
- The site Fedstrip and the total number of cartons being shipped shall be added for tracking purposes.
- Remove or deactivate the MDCD scanner battery.

Shipping Address:

IMDAS Reclamation Process
USPS Material Distribution Center
7215 SW Topeka Blvd. Bldg #7
Attn: Pat Fruits
Topeka KS 66624-9998

Point of Contact:


Patrick Fruits-Management Analyst
Topeka MDC
785-861-2712 (2945 fax)

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

SAMPLE G-10

UNITED STATES POSTAL SERVICE
 MATERIAL DISTRIBUTION CENTER
 TOPEKA KS 66624-9607

Postage & Fees Paid
 USPS
 Permit No. G-10

US POSTAL SERVICE
 ATTN: IMDAS RECLAMATION
 7215 SW TOPEKA BLVD BLDG 7
 TOPEKA, KS 66624-9998

FEDSTRIP: _____

Carton _____ of _____


If necessary, you may make copies of this form and tape it to the packages.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix K – Safety Notice

Notice

TO: Plant Manager
Safety Office
MDOs
Union Representatives
Employee Bulletin Board
Vehicle Maintenance Facility Postmaster

Local Site Coordinator:

_____ (name / phone number)

Contractor Name:

_____ Motorola / JLL

Dates in Facility:

Location of Work:

IMDAS PROGRAM

**Environmental, safety and health, and engineering controls
have been established for this project.**

Comments: Please notify all security personal that contractors will be working in this facility after normal business hours.

If there are any questions or concerns relative to this project, please contact the above Site Coordinator or the IMDAS Program Manager, Glenn Gordon, at 703-280-7869


**This notice should be posted by the local Site Coordinator
at least 72 hours before the contractor is on the premises.**

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 5/30/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix L – Roles and Responsibilities


Roles and Responsibilities Matrix						
Milestones	Activity	Activity Detail	Responsibility (1=Primary Responsibility; 2=Secondary Responsibility)			
			Contractor	USPS IMD Site Coordinator	USPS District IMD Coordinator	USPS Deployment Mgr
	Objective: identify crystal clear roles, responsibilities and accountabilities					
Survey Scheduling						
	1.1 Schedule survey and install date	In micro schedule	1			
	1.2 Call site to confirm survey date	3 weeks prior to survey	1	2	2	
	1.3 Adjust schedule (if required)	Make schedule adjustments as required	1			
	1.4 Ship site prep handbook	Send to site coordinator	1	2		
Survey Collection						
	2.1 Conduct survey	Includes survey and drawing	1	2	2	
	2.2 Sign and copy survey for site coordinator		1	2		
	2.3 Return survey	Send site survey and drawing to central location	1			
	2.4 Load survey	Survey uploaded into database	1			
	2.5 Complete Visio	Produce visio drawing and post onto database	1			
	2.6 Survey reports	Provide survey analysis reports on periodic basis to appropriate Motorola/USPS personnel	1			
Drawing Review						
	3.1 Produce drawing	In case of phone survey, produce drawing at time of install	1			
	3.2 Return drawing	Send drawing to central location	1			
	3.3 Produce visio drawing and post onto database		1			
Site Readiness Confirmation						
	4.1 Verify site readiness	Call 2 weeks prior to install. Elevate site readiness issues to USPS Deployment Mgr and/or IMD coordinator	1		2	2
	4.2 Resolve site readiness issues	Communicate schedule issues to JLL PM			2	1
	4.3 Confirm schedule	Adjust install date on micro schedule if required	1			
Equipment Delivery						
	5.1 Stage equipment		1			
	5.2 Ship equipment	In accordance with install schedule	1			
	5.3 Receive equipment	Elevate equipment delivery issues	2	1		
Install Complete and Conditional Acceptance						
	6.1 Install IMDAS devices		1			
	6.2 Perform acceptance test		1	2		
	6.3 Obtain conditional acceptance	Obtain conditional acceptance from site coordinator	1	2		
7. Asset Recovery						
	7.1 Recover assets	Recover old assets	1			
	7.2 Package assets	Package	1			
	7.3 Send package to Motorola			1		
	7.4 Adjust asset records	Asset records need to be updated for removal of old assets and deployment of new assets		2	1	
8. Final Acceptance Confirmation						
	8.1 Confirm final acceptance	2 weeks after install.	1		1	2

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/13/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix M – Contingency Planning

Note: references to "Site Coordinator" also pertain to his/her Designated Representative


A. Site Readiness / Equipment Delivery			
A1	Site deemed "not ready" per Site Readiness Verification call with Site Coordinator	JLL Project Manager	<p>Note that site readiness phone calls are currently scheduled to occur 2 weeks prior to the installation schedule. A site is deemed "not ready" when work necessary to conform to IMDAS program requirements has not been performed. Such work may be 1) required installation of power receptacle(s), 2) required installation of a LAN/phone receptacle (when neither is available), 3) required reconfiguration of the space in which the IMDAS equipment will be located, or 4) missing or damaged expansion rack.</p> <p>The JLL PM will escalate site readiness issues via email to Motorola PMO, the USPS District and Area IMD Coordinators, USPS IMAQ, as well as the USPS HQ-PMO. If, within three business days of notification, USPS IMAQ offers assurances that the required work will be performed before the installation, the Installer will be directed to keep the installation appointment. If USPS IMAQ cannot offer such assurances, the installation is rescheduled and equipment is delivered as originally scheduled. Motorola shall make every effort to reschedule the installation during the Area's deployment window.</p>
A2	Equipment is not delivered to site, as shown on exception shipping report in advance of the installation date	JLL PM	<p>Each day, the JLL PM for each active district will be reviewing Motorola shipping and delivery exception reports to monitor the progress of equipment bound for the site and escalate issues as required. If installation must be aborted because of shipping matters (agreed in advance with USPS IMAQ) the JLL PM will send email notification to Motorola PMO, the USPS District and Area IMD Coordinators, USPS IMAQ, and the USPS HQ-PMO.</p>
B. Schedule			
B1	USPS cancels the installation greater than 10 business days before the scheduled installation	USPS IMAQ	<p>The installation is rescheduled. Equipment will be delivered as originally scheduled unless notification is received 4 weeks in advance of scheduled installation.</p>
B2	USPS cancels the installation 10 or less business days before the scheduled installation	USPS IMAQ	<p>The installation is rescheduled and the site will incur an additional site cost. Equipment will be delivered as originally scheduled.</p>
C. Schedule / Readiness			
C1	Access is denied	JLL Installer	<p>If access is denied for cause, Motorola is responsible for an installation failure. If access is denied without cause, the deployment team will immediately escalate the issue via telephone to the USPS District and Area IMD Coordinators, as well as USPS IMAQ, as needed. If the installation is aborted, the local USPS site is responsible for an installation failure. In either case, installation is rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.</p>
C2	Site Coordinator is not on site	JLL Installer	<p>The deployment team will immediately escalate the issue via telephone to the USPS District and Area IMD Coordinators, as well as USPS IMAQ, as needed. If the Site Coordinator does not arrive within an hour after escalation to the District IMD Coordinator, installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date, and the site will incur an additional cost.</p>

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix M – Contingency Planning (Continued)


C3	JLL Installer does not or cannot show up	Site Coordinator / JLL Installer	If the Installer's company is unable to replace the scheduled Installer, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Motorola will be responsible for an installation failure and installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
C4	JLL Installer is delayed	JLL Installer	If the Installer or substitute Installer anticipates arrival at the site within one hour after the scheduled time of installation, the site will be notified about the installation delay and the installation will proceed. If no Installer anticipates reaching the site within one hour after the scheduled time of installation, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Motorola will be responsible for an installation failure and installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
C5	Site deemed "not ready"	JLL Installer	A site is deemed "not ready" when work necessary to conform to IMDAS program requirements has not been performed. Such work may be 1) required installation of power receptacle(s), 2) required installation of a LAN/phone receptacle (when neither is available), 3) required reconfiguration of the space in which the IMDAS equipment will be located, or 4) missing or damaged expansion rack. The deployment team will immediately escalate site readiness issues via telephone to the USPS District and Area IMD Coordinators, as well as USPS IMAQ, as needed. If USPS IMAQ disagrees that the site is not ready, the Installer will be directed to proceed with the installation. If the USPS IMAQ agrees that the site is not ready, the installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date and the site will incur an additional cost.
C6	Equipment not on site	JLL Installer	The deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. If it is shown that the equipment was delivered but not properly managed by the site contact, the site will incur an additional cost. If it is shown that the equipment was not delivered, Motorola will be responsible for an installation failure. In either case, installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D. Inventory Issues			
D1	LIM CPU missing / DOA / dysfunctional / damaged	JLL Installer	The Installer contacts the local RDC (regional distribution center) for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. The Installer will note the serial number of the spare CPU on the 7342 form.
D2	LIM monitor missing / DOA / dysfunctional / damaged	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed.
D3	Ethernet switch missing / DOA / dysfunctional	JLL Installer	The Installer utilizes the ethernet switch from his Installer Spares Kit.
D4	IMD missing / DOA / dysfunctional (within spares kit capability)	JLL Installer	The Installer replaces the IMD from his Installer Spares Kit and notes the serial number(s) of the bad/missing IMD(s) and the spare IMD(s) used on the 7342 forms.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix M – Contingency Planning (Continued)


D5	IMD missing / DOA / dysfunctional (beyond spares kit capability)	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. The Installer notes the serial number(s) of the bad/missing IMD(s) and spare IMD(s) used on the 7342 forms. If all required spares are not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D6	IMD battery missing / DOA / dysfunctional / damaged (within spares kit capability)	JLL Installer	The Installer replaces the IMD battery out of his Installer Spares Kit.
D7	IMD battery missing / DOA / dysfunctional / damaged (beyond spares kit capability)	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not available before the Installer leaves the site, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D8	IMD cradle missing / DOA / dysfunctional / damaged (within spares kit capacity)	JLL Installer	The Installer replaces the IMD Cradle out of his Installer Spares Kit and notes the serial number(s) of the bad/missing IMD Cradle(s) and the spare IMD Cradle(s) on the 7342 forms.
D9	IMD cradle missing / DOA / dysfunctional / damaged (beyond spares kit capability)	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D10	New base rack missing / dysfunctional	JLL Installer	The Installer contacts the local RDC for delivery of a replacement rack and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not available within two hours, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D11	New base rack damaged	JLL Installer	If the rack has sustained any structural damage (due to crushing, buckling or breaking), the Installer will treat the rack as if missing, as above (reference D11). Minor scratches, missing hardware and dysfunctional components such as doors and keyboard trays or missing top mats will be provided and installed through the Sparing Program by Motorola within 24 hours.
D12	Cradle power supply missing / DOA / dysfunctional (within spares kit capacity)	JLL Installer	The Installer replaces the IMD cradle power supply out of his Installer Spares Kit.
D13	Cradle power supply missing / DOA / dysfunctional (beyond spares kit capacity)	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D14	Surge protector missing / DOA / dysfunctional (within spares kit capacity)	JLL Installer	The Installer replaces the surge protector out of his Installer Spares Kit.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix M – Contingency Planning (Continued)


D15	Surge protector missing / DOA / dysfunctional (beyond spares kit capacity)	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D16	Printer missing / DOA / dysfunctional	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D17	UPS missing / DOA / dysfunctional	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the conclusion of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
D18	Keyboard or mouse missing / DOA / dysfunctional	JLL Installer	The Installer contacts the local RDC for delivery of spare equipment and arranges for a substitute Installer to cover the installation at the second site, if needed. If the spare is not on site before the start of the acceptance testing, the deployment team will abort the installation and notify USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
E. Field Acceptance Testing Issues			
E1	IMDAS system does not pass the Field Acceptance Test, after troubleshooting and Tier 3 Help Desk support	JLL Installer	The Installer restores the MDCD system and contacts the deployment team, which will abort the installation and inform USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
E2	7342 form with barcode did not arrive with IMDAS equipment documentation	JLL Installer	The Installer may have access to images of the 7342 forms for printing in advance of the installation. If not, the Installer will carry spare unique barcodes as part of the Sparing Program.
E3	IMD Site Coordinator cannot perform the "Track and Confirm" exercise	JLL Installer	If the USPS site coordinator cannot verify that data has been posted to the PTS website within 30 minutes of verified data transmission to the NIM, the Installer will check off the relevant connectivity box on the acceptance testing form and the Site Contact will sign the 7342 forms, indicating conditional acceptance.
E4	LIM has the wrong site specific data	JLL Installer	The Installer will perform the LIM configuration script to redefine site specific data on the provided LIM.
E5	LIM does not attach to the NIM (which is active), after troubleshooting and Tier 3 Helpdesk support	JLL Installer	The Installer restores the MDCD system and contacts the deployment team, which will abort the installation and inform USPS IMAQ via telephone and Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix M – Contingency Planning (Continued)


F. Site Issues			
F1	LAN receptacle cannot be reached with provided network cable	JLL Installer	If the LAN network cable cannot reach the LAN receptacle, the Installer will use a pre-fabricated cable from his Installer Spares Kit. If no LAN receptacle can be reached with any cable from the Spares Kit, but a phone receptacle can be reached, the system will be installed as 'dial-up'. If neither LAN nor phone receptacles can be reached, the site will be deemed "not ready" (reference C5).
F2	LAN receptacle does not work, after performance of troubleshooting activities	JLL Installer	If within reach, the Installer will use an active phone receptacle to complete the installation as 'dial-up'. If neither LAN nor phone receptacles can be reached, the site will be deemed "not ready" (reference C5).
F3	Phone receptacle cannot be reached with provided phone cable	JLL Installer	If the provided phone cable cannot reach the phone receptacle, the Installer will use a pre-fabricated cable from his Installer Spares Kit. If no phone receptacle can be reached with any cable from the Spares Kit, the site will be deemed "not ready" (reference C5).
F4	Phone line does not work, after performance of troubleshooting activities	JLL Installer	The Installer attempts to reach another analog jack with provided phone cable or pre-fabricated cable from the Installer Spares Kit. If no phone receptacle can be reached, the site will be deemed "not ready" (reference C5).
F5	Power receptacle cannot be reached with provided power cords (72")	JLL Installer	If each required power receptacle cannot be reached, the site will be deemed "not ready" (reference C5).
F6	Power receptacle does not work	JLL Installer	If any required power receptacle does not work, and no alternate, compliant, and functional receptacle can be used, the site will be deemed "not ready" (reference C5).
F7	MDCD connectivity to the USPS network cannot be verified by Installer or Site Coordinator	JLL Installer	The Site Contact, working with the USPS Helpdesk, will be permitted to investigate the connectivity problem for 60 minutes. After that time, the deployment team will be notified of the problem, abort the installation and notify USPS IMAQ via telephone and the Motorola PMO, the USPS District and Area IMD Coordinators, and the USPS HQ-PMO via email. Installation will be rescheduled as soon as mutually agreeable, ideally within three days of the original installation date.
G. Misc Issues			
G1	New base rack is not bolted down (but old rack was)	JLL Installer	The Installer proceeds with the installation. USPS is responsible for bolting the rack down after installation.
G2	Old base rack has not been unbolted	JLL Installer	The Installer will notify the Site Contact that the rack must be unbolted before installation begins. If the rack cannot be unbolted within one hour, the site will be deemed "not ready" (reference C5).
G3	The 7342 forms are not found with the IMDAS equipment	JLL Installer	The Installer uses a blank 7342 form, referencing the Packing List or similar document recording the required serial numbers of the system components and asks the Site Contact to sign the form, acknowledging that the system components have been received and are working properly.
G4	Site refuses to sign the 7342 forms	JLL Installer	If the inventory ordered has been received and the system has successfully passed the acceptance testing, the IMDAS equipment will remain installed. The Installer will ask the Site Contact to sign the 7342 form, noting any issues on the forms. If the Site Contact continues to refuse, the deployment team will contact USPS IMAQ for resolution.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07


 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix N – Frequently Asked Questions

1. How can I get an extra copy of the Site Preparation Handbook?

Contact your District IMD Coordinator.

2. Will I, as the local Postmaster, set the installation schedule for my location? Can I influence this schedule?

The installation schedule is established by the Contractor, working with USPS Headquarters personnel and District IMD Coordinators. The District IMD Coordinators will involve the local USPS facility regarding schedule, to the extent that it is necessary.

3. Is the local IMD Site Coordinator responsible for the new equipment prior to installation?

Yes. The local IMD Site Coordinator is responsible for accepting the delivery of the new equipment, and for keeping it in a safe and secure location until the Contractor completes the installation.

4. The site survey identified site deficiencies. Now what?

The IMD Site Coordinator is responsible for ensuring that all deficiencies are addressed prior to the installation.

5. What is the next step after I have completed the site survey and site readiness checklist?

Approximately 2 weeks prior to the scheduled installation, the Contractor will confirm that the site is ready for installation.

6. We have completed the Site Readiness Verification, and are within the 3 week window prior to installation. An unforeseen situation has arisen which will prevent the site from being able to comply with the schedule as established. Who should we contact?

Contact your District IMD Coordinator immediately. In some cases, the local facility may be required to pay a re-scheduling fee.

7. The site is scheduled to receive a specific number of hand held devices, but needs more devices. Can the installation contractor install more units?

No. The installation contractor can only install those units that were shipped to the site with your new system. Contact your District IMD Coordinator if you need more units.

8. Can we perform a self installation of the new IMDAS system for a large configuration?


No. Large configurations must be installed by the Contractor.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

9. How does the contractor verify that the power and communication requirements have been met by the USPS site?

The Contractor will only verbally and visually confirm with the IMD Site Coordinator that the power and communication requirements have been met. The Contractor will not verify amperage or trace wires/lines to confirm dedication/sufficiency. Offices needed assistance with verifying power and communications may contact their local maintenance support office for assistance.

10. How does an IMD Site Coordinator verify power/communication requirements?

The IMD Site Coordinator may verify the sufficiency of existing power and communications systems in accordance with Section 3.2. Or, the IMD Site Coordinator may contact its maintenance and IT departments for verification of existing systems.

11. What if my small site becomes a large site after the initial installation by the contractors?
How do I get the new/additional equipment?

After installation of the IMD system, changes to the system can be made. Additional equipment can be procured through the IMA (Intelligent Mail Asset) process.

12. What if there is DOA (dead on arrival) equipment?


Installers will be required to have spares of small components of the IMD system on hand. Larger components may need to be obtained from a centralized Contractor location and may not be available on the day of installation. The installer will work with the local site, the District IMD Coordinator and others, as appropriate, to ensure that the site has an operable system prior to departing the site.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

Appendix O - Uninterruptible Power Supply Battery Management and Disposal Instruction

MDCD Uninterruptible Power Supply (UPS) controllers and external batteries will no longer be in service at large configuration sites after the new Intelligent Mail Data Acquisition System (IMDAS) is deployed. Management at the local sites will be responsible for properly disposing of the MDCD UPS "Powerware" controller unit(s) and external battery unit(s), which each contain several sealed gel cell lead-acid batteries, in accordance with local, state, and federal laws.

Because they contain lead and sulfuric acid, lead-acid batteries must be managed as a hazardous waste if they are not recycled or otherwise reclaimed. **Therefore UPS controller units and external battery units must not be thrown in the trash.** To ensure that the batteries inside these units are properly recycled and to protect Postal Services facilities from the penalties and liability associated with mismanagement, USPS has arranged for a vendor – Safety Kleen – to provide nationwide recycling services. Facilities that have made arrangements with other suppliers (e.g., EnerSys) to recycle the batteries contained in the UPS units are permitted to do so.

How to arrange for Safety Kleen to pick up and recycle UPS Controller/External Battery Units

Facilities can procure battery recycling services from Safety Kleen using eBay. Please refer to the "Hazardous and Regulated Waste Management" catalog and item numbers 1124201 through 1124206 (depending on the facility's pricing segment). The cost for this service, which includes the cost of the 15 gallon drum used to transport the controller and external battery unit, is \$117.00 per set.

Prior to shipment off site, UPS batteries should be managed as follows:

How to Store UPS Controller/External Battery Units

The UPS "Powerware" controller and external battery units should be kept intact. Do not attempt to remove the batteries from the units. Safety Kleen or the selected supplier will collect the intact units and ensure that they are responsibly disassembled.

The UPS units should be stored in cool, dry and well-ventilated areas, away from all equipment and foot traffic. The units should be stored in a flat position (i.e., the same position that the units are placed when they are in use) and placed on a low shelf or in a plastic container.

The units should not be stacked more than three units high and may not be placed outdoors.

Transportation containers (15-gallon drums) will be provided by Safety-Kleen at the time of pick-up.

Damaged/Leaking Batteries


UPS controller and external battery units with damaged/leaking batteries may show signs of corrosion such as a moist or powdery substance (usually light tan or white in color) coming from inside the units. Do not attempt to remove the batteries from the units or open the units to inspect

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

the batteries. Handle all UPS units suspected of containing damaged/leaking batteries (due to suspicious external visual signs) as described below.

UPS units with damaged/leaking batteries must be stored in non-reactive, structurally secure, closed/sealed containers, such as plastic buckets or drums or durable plastic bags (e.g., garbage bags) that are tied or taped closed. Each container must be leak proof and should be labeled "Used Batteries" or "Waste Batteries". These containers should not be placed outdoors and should be stored in cool, dry and well-ventilated areas, away from all equipment and foot traffic.

Powerware, the manufacturer of the UPS controller and external battery units, has agreed to pick up and properly dispose of units that have leaking batteries. Facilities that discover UPS units with damaged/leaking batteries should contact Anita Briggs, Lockheed Martin, via phone at 607-751-6867 or via e-mail at anita.briggs@lmco.com. Anita will work with Powerware to arrange a pick up. Please be prepared to provide the following information:

- 1) Part Number and Serial Number of UPS
- 2) Facility/Site Name and Address
- 3) Facility/Site ID Number (Finance Number and SFAS ID)
- 4) Facility/Site Contact Name located on site and Contact Name Phone Number

Response to Spills/Leaks

Although leaks from the gel cell batteries inside the UPS controller and external battery units are rare, leaks can occur. If there appears to be visible evidence of leakage on the outside of the unit(s) or surrounding storage area, wear plastic, neoprene, or other non-cloth type gloves to avoid direct skin contact with the leaking substances or residue. Avoid direct contact with other items such as clothing that can be damaged or cover the leaking unit(s) with plastic sheet barrier before handling. UPS units with damaged/leaking batteries should be stored and managed as discussed above. Any remaining residual evidence of leakage (e.g., on support shelf or pallet) can be neutralized and removed by carefully wiping it up using damp paper towels or cloth. Repeat as necessary. To neutralize it, sprinkling some baking soda on the dampened surface, let stand a few minutes, and then clean it up with damp paper towels or cloth. Waste cleaning items (e.g., used paper towels, cloths or gloves) should be placed inside a plastic bag and the plastic bag may then be disposed of in the normal trash.

Safety Considerations

As previously discussed, employees should wear plastic gloves and other protective equipment when handling damaged or leaking UPS units or attempting to clean leaking residue. In addition, employees should exercise caution when lifting UPS units, which may weigh as much as 50 pounds.

Shipping Documentation


Safety-Kleen or the selected supplier will provide the bill of lading/shipping paper upon pick up of the UPS units. A facility representative will be asked to sign the shipping papers to indicate that they are knowledgeable of the status of the UPS units (and batteries inside) and to confirm the

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

quantity. After signing the shipping documentation, the facility representative should watch the supplier load the drum(s) containing the UPS units into the vehicle. This shipping documentation should be filed on site and retained for 3 years.


If you have additional questions on how to properly recycle UPS batteries, please contact your Area Environmental Specialist.

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07

 MOTOROLA IMDAS Program	Small Site Preparation and Installation Handbook for the Intelligent Mail Devices (IMD) MOTOROLA GENERAL BUSINESS INFORMATION	Version Date: 19-Feb-07
Document Control No. PMO-DH- 9-13-V22-80806		Rev 23

MOTOROLA GENERAL BUSINESS INFORMATION

This document is controlled electronically (softcopy). Once printed out (hardcopy) the document becomes uncontrolled, and remains uncontrolled unless stamped controlled and issued by Configuration Control.

: PMO-DH- 9-13-V22-80806

Date Modified: 6/19/07