

Appendix A. Tobyhanna Standing Operating Procedures

U.S. Army Medical Materiel Agency
Maintenance Engineering & Operations Directorate
Medical Maintenance Operations Division, Tobyhanna PA
External Standing Operating Procedures

MCMR-MMM-DP

April 2004

1. Purpose

To provide guidance to units and organizations requesting services from the U.S. Army Medical Materiel Agency (USAMMA) Medical Maintenance Operations Division, Tobyhanna (MMOD-PA) at Tobyhanna Army Depot, Tobyhanna PA.

2. Scope

These procedures are applicable to all units and activities requesting support.

3. Mission

The USAMMA Medical Maintenance Operations Division, Tobyhanna, provides depot-level services and functions in support of TDA and TOE medical equipment and is the center of excellence for optical equipment, audiometers and dental handpieces. MMOD-PA has the capability to refurbish and rebuild medical equipment to like-new condition, provide repair and return services, administer a Medical Equipment Standby Equipment Program (MEDSTEP), and provide on-site support.

4. Hours of Operation

Normal duty hours are 0630 to 1600 (ET) Monday through Friday. If you need assistance or service please contact the following personnel:

Chief	(570) 895-7744	DSN 795-7744
Shop Supervisor	(570) 895-7134	DSN 795-7134
Production Control	(570) 895-7601	DSN 795-7601
Work Order Status	(570) 895-7843	DSN 795-7843
Fax	(570) 895-7699	DSN 795-7699
Website:	http://www.usamma.army.mil/maintenance/index.html	

5. Services Available

5.1. All TO&E equipment except high capacity x-rays

5.2. All TDA equipment listed in Table 1

5.3. On-site technical assistance (requested through USAMMA)

5.4. Telephonic technical assistance

5.5. Military Entrance Processing Station (MEPS) Direct Exchange Program equipment listed in Table 2

5.6. Medical Equipment Standby Program

5.7. Training

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TABLE 1. TDA EQUIPMENT		
MICROSCOPES	PHOROPTERS	LENSOMETERS
Nikon – Labophot 1 & 2	Marco RT300	Marco 101
Olympus – BH & U	Leica 11625	Leica 21 65 70
All Cambridge	All American Optical	
All Leica	All Bausch & Lomb	
All AO		
All Bausch & Lomb		
<u>SLIT LAMP</u>	<u>KERATOMETER</u>	<u>VISION TESTER</u>
TOPCON – SL30 & SL6E	Leica 71 21 35	AFVT 2300
<u>AUDIOMETERS</u>		
All Tracor/Tremetrics		
All Maico		
All Beltone		
Grason-Stadler – GSI10, 16, 27, 27A, 28, 33 and 38		
<u>DENTAL HANDPIECES</u>		
Impact Air 45		
Kavo 635		
Kavo 642		
Lares 557-757		
Mid West, XGT		
Mid West, Shorty 1 and 2 Speed (Slow Speed)		
Mid West, Tradition (High Speed)		
Mid West, Shorty Nose Cone (Fits on Shorty 2 Speed)		
Mid West, Proply Angle		
Mid West, Quiet Air		
Mid West, 8000 I		
Star, 430		
Star, Titan Scaler		

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TABLE 2. MEPS EQUIPMENT			
NSN	NOMENCLATURE	MODEL	MFR
6515-01-C01-0001	Audiometer	HT Wizard	Tremetrics
6515-01-305-1161	Audiometer	RA400	Tracor, Inc.
6515-01-C19-0018	Bio-Acoustic Simulator	BA-201	Quest Electronics
6640-00-930-9034	Centrifuge, Lab	CL	International Equip Co.
6640-01-141-0798	Centrifuge, Lab	225	Fischer Scientific
6640-01-432-0443	Centrifuge, Lab	C412	Jouan, Inc.
6640-01-C03-0004	Centrifuge Lab	708T	Drucker, Co.
6640-01-C03-0005	Centrifuge Table Top	Centra CL4	International Equip Co.
6640-01-C03-0006	Centrifuge, Lab	Z230	National Labnet
6515-01-C05-0001	Electrocardiograph	Elite	Burdick Corp.
6515-01-430-3523	Electrocardiograph	Elite II	Burdick Corp.
6540-00-299-8587	Lantern Color Perc. Tester	Farnsworth	Macbeth Division
6540-00-181-8037	Lens Measuring Instr.	12603	Cambridge Instr.
6540-00-299-8134	Lens Measuring Instr.	21-65-70	Bausch & Lomb
6540-01-417-7951	Lens Measuring Instr.	101	Marco Equipment
6540-01-C12-0001	Lens Measuring Instr.	EL-7S	Cambridge Instr.
6530-01-429-4649	Light Exam	48600	Welch Allyn, Inc.
6650-01-207-0829	Microscope Binocular	Labophot	Nikon, Inc.
6650-01-325-3747	Microscope Optical	Various	American Optical
6515-01-C13-0001	Monitor, Vital Signs	SPOT 420	Welsh Allen
6515-01-416-1966	Monitor, Vital Signs	Vitalmax 800	Pace Tech, Inc.
6540-01-432-1910	Refractor, Automatic Eye	1200M	Marco Equipment
6540-01-432-1912	Refractor, Automatic Eye	595	Humphrey Instr.
6540-01-C18-0003	Refractor, Automatic Eye	ARK-760A	Marco Equipment

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(continued) TABLE 2. MEPS EQUIPMENT			
NSN	NOMENCLATURE	MODEL	MFR
6540-01-375-9031	Vision Tester, Stereoscope	2300	Stereo Optical Co.
6670-01-C19-0005	Scale, Person Weighing Digital	PW200-3011	Mettler Toledo

6. Requesting Services

6.1. Prior to sending any nonstandard medical equipment not listed in the table above, call DSN 795-7601 to ensure that the items can be supported at this Division.

6.2. When shipping equipment for servicing please use the following address:

US Army Medical Materiel Agency
 Medical Maintenance Operations Division – PA
 Warehouse 4, Bay 1
 Tobyhanna Army Depot
 Tobyhanna PA 18466-5063
 DODAAC: W25AT5

6.3. All units, organizations, facilities or agencies other than active army (P84 and medical P1 funds) are required to reimburse USAMMA for all services. Army National Guard and Army Reserve units are not required to submit funding citations as their respective Headquarters provide funds on an annual basis to cover their medical equipment. Funding documentation from other reimbursable customers must include the following:

- Document number to include owning DODAAC and address
- Funding citation
- Authorized amount (amount authorized for service)
- Point of contact and telephone number
- Nomenclature of item
- National stock number, management control number, or non-standard number
 - Model number and quantity sent with serial numbers
 - Any accessories, maintenance manuals, or other materiel that may be required to perform service on the equipment
 - Identification of all accessories

6.4. Questions concerning funding or fund citations may be answered by calling the Production Controller at 570-895-7601 or DSN 795-7601.

6.5. All customers may request maintenance services by submitting either a DA Form 2407 (or automated equivalent), DD Form 1348-1 or DD Form 1149 shipping documents.

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6.6. All equipment that comes in reusable containers should be shipped in those containers. All other equipment should be properly packaged so that no further damage will occur. Place a copy of the maintenance request inside the container with the equipment.

6.7. Accessories and maintenance manuals must be sent with the equipment to prevent delays in the repair or service. All accessories sent with the equipment shall be indicated in the remarks section of the shipping document.

6.8. The Maintenance Expenditures Limit (MEL) shall be included in the remarks section of the shipping form. Failure to include the MEL will result in delays.

6.9. When active army units submit equipment that belongs to a serviced unit, the owning units address and DODAAC will be annotated in the remarks section of the shipping document.

6.10. Equipment items not listed in services available or on the USAMMA maintenance website will not be sent without prior coordination.

6.11. The USAMMA MMOD-PA is not responsible for billing customers. For questions concerning billing please call the USAMMA Resource Management Division at 301-619-2111 or DSN 343-2111.

7. Direct Exchange

7.1. The MMOD-PA provides an equipment Direct Exchange Program for the MEPS. When a piece of equipment fails, the MEPS calls the MMOD-PA for an exchange. The replacement equipment is sent out immediately to the requesting MEPS. The MEPS then sends their broken equipment to MMOD-PA for repair and placement back into the Exchange Program.

7.2. The MMOD-PA provides a Direct Exchange Program for selected equipment. To qualify for a DX, the equipment must be the same make and model, and must be repairable. No direct exchange will be complete until both parties are satisfied with the equipment they received.

8. Medical Standby Equipment Program (MEDSTEP)

The MMOD-PA provides a loaner item for selected items. A list of MEDSTEP assets available at the MMOD-PA is published periodically in the SB 8-75 series bulletins. MEDSTEP assets may only be utilized to provide temporary replacement for equipment being serviced at the MMOD-PA. When the owners original equipment is received back, the MEDSTEP item, to include all accessories, must be returned to the MMOD-PA. Reimbursable customers that use MEDSTEP must provide funds as necessary to restore the MEDSTEP item back to serviceable condition.

9. Cannibalization Point

The MMOD-PA maintains unserviceable assets of selected medical equipment for cannibalization. Authorized customers may request parts from cannibalization for mission critical medical equipment when parts are not available from any other source.

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10. Training

Repair and calibration training of various medical equipment is available. Training is tailored to meet your requirements. Training can be provided either in your facility or in the Division facilities. On-site training costs are based upon travel, per diem, the labor rate and training hours. Contact us about your training needs at (570) 895-7613 or DSN 795-7613.

Chief, Medical Maintenance
Operations Division
USAMMA