



## **ROD CRATE RECEIVING PROCEDURE**

- Vacuum and wipe the outside of the crate
- Bring the crate into the highbay cleanroom
- Open the lid
- Receive shipment in database (shipment barcode is on one of the top boxes in the crate)
- Using the shipping list, print 3 barcode labels for each rod in the shipment
- Label a magnet with each rod number and place it on the wall chart
- Remove a rod box from the crate
- Place a barcode label on the large lid of the box
- Remove the small lid and place a barcode label on the rod frame (above the connectors)
- Crimp a grounding lug to the end of the green/yellow ground wire
  - o Strip ~3/8" of the insulation off using the smallest size stripper
  - o Push the lug over the exposed wire
  - o Crimp it close to the lug using the red marked crimp slot
  - o Crimp the insulation further away from the lug using the ins slot
- Replace the small lid and remove all but 2 screws from the large lid (diagonally opposed on the far ends)
- Place the rod box in a drawer and place a label on the outside of the drawer
- Repeat until the crate is empty
- Remove the shocklog (mounted to the sidewall of the crate) and read out the data:
  - o Remove the top screw in the side of the shocklog device
  - o Plug in the cable from the computer to the shocklog
  - o Open the shocklog program
  - o Select item #2: establish full communications...
  - o After the computer has successfully established communications with the shocklog device, select the Download tab
  - o Select: Stop and download data
  - o Enter the filename as: monthddy (example: mar0805) using the current date
  - o Click on the Report button to view a summary report
  - o Print out the report for our files and e-mail the results to Duccio [Duccio.Abbaneo@cern.ch](mailto:Duccio.Abbaneo@cern.ch) (print it to Adobe PDF to create a file)
  - o If there was an alarm, check at what date/time it occurred and how large the acceleration was. Check the detailed data by selecting the Examine Data tab and double clicking on the filename. You can then scroll through the list of the time

summaries or select the Events tab to see a detailed report of the event