Rod crate shipping Certification

- The following individuals can train others in the proper procedures for Rod crate shipping.

    Susanne Kyre
    Dan Callahan

- The following individuals have been trained in the rod crate shipping procedures by someone authorized to do so in the list above.

Trainee	Trainer Authorization	Date

ROD CRATE SHIPPING PROCEDURE

- Vacuum the outside of an empty crate
- Bring the crate into the highbay cleanroom
- Create a shipping list (see attached spreadsheet), a blank file rod-shipment-blank.xls can be found on the desktop of the highbay cleanroom database computer, save the new file under a new name (-2, -3 …) and e-mail it to Susanne and Duccio
- Create a pro-forma invoice, sample invoice can be found on: http://hep.ucsb.edu/cms/shipping2.html

  - crate dimensions are: 36"x48"x60"
  - weight is about 200kg
  - Values: Rod unpopulated $100.00
                      Rod populated 6 modules $790.00
                      Rod populated 12 modules $1,480.00
  - Ship to:
    CERN,
    CH-1211, Geneva 23, Switzerland
    Batiment 186, niveau superior, Salle 1-F03
    Attn. Duccio Abbaneo
    Tel. +41 76 487 4074
    Fax +41 22 76 78400
    e-mail: Duccio.Abbaneo@cern.ch

- Write a PO (account 8Z) to Air Sea Freight Forwarders for the shipment and bring it to Dave Prine in purchasing, he'll contact them to set up a pick-up date
- Set up a shocklog for the shipment, the shocklog software is installed on the database computer in the highbay cleanroom and on Susanne computer
  - Unscrew the top screw in the side of the shocklog and plug in the cable to connect it to the computer
  - Start up the shocklog program on the computers desktop
  - Select: establish full communication with the shocklog
  - Select the setup tab
  - Check that the Setup Name is CMS_TOB-36days
    - Time slots interval should be at 2 min
    - Summaries interval should be at 2 hours
  - In the Setup Start Date field click on "change"
  - In the Date/time Editor click "now" to set the shocklog to start recording immediately
  - Click OK
  - Click "Send" to send the updated setup to the shocklog

- o Click "yes", "yes" again, then "accept" and "yes" to synchronize the shocklog with the PC clock
  - o The shocklog will now be updated, this takes a few minutes
  - o Click on "ok" to accept the finished download
  - o Select the Monitor tab
  - o Check that the shocklog is working properly:
    - The shocklog status should get updated every 10 seconds
    - Status should be: Running, No recorded data
    - Only the green pwr LED on the shocklog device should be flashing every 4 seconds
  - o If this is not the case:
    - Select the Download tab
    - Click on the "Start" button
    - Click "yes" to restart the shocklog
    - Click "ok"
  - o If the red stop LED is also flashing wait a few minutes until only the green pwr LED is flashing
  - o If the shocklog is working properly, disconnect it from the computer
  - o Click "exit" to exit the shocklog program
- Attach the shocklog to the wall of the crate
- Get the rod boxes ready:
  - o get the rod box from the cabinet
  - o cross out its barcode label on the outside of the drawer
  - o remove its magnet from the wall chart
  - o make sure all the clamps holding the rod in the box are tight
  - o close the box and make sure all the screws are in the lids
  - o slide the box into a pink plastic sleeve, fold over the ends and tape them
- Enter the shipment in the database:
  - o Open Big Browser
  - o Connect to the database
  - o Enter the logon password
  - o Go to the transfer page
  - o Add a new card for the transfer (scan the barcode from the shipping label)
  - o Enter the shipment information
  - o Click the "Update" button to make the database entry
- Attach the shipping barcode label to the top of one of the rod boxes
- Pack the rod boxes in the crate using Paul Tipton's packing instructions, place the rod box with the shipping barcode on the top level.
  - o Packing instructions:
  http://www.pas.rochester.edu/~tipton/Packaging_instructions.pdf

- Attach address labels to the outside of the crate

Rod shipment #1
this shipment includes 21 rods
shipped: 1/4/05

Sr. #	Rod #	Type	Comment
1	30240100000105	SS4_H	needs rod frame fix, unpopulated rod
2	30240100000103	SS4_H	needs rod frame fix, unpopulated rod
3	30240100000109	SS4_H	needs rod frame fix, unpopulated rod
4	30240100000176	SS4_H	needs rod frame fix, unpopulated rod
5	30240100000059	SS4_H	needs rod frame fix, unpopulated rod
6	30240100000008	SS4_H	needs rod frame fix, unpopulated rod
7	30240100000137	SS4_H	needs rod frame fix, unpopulated rod
8	30240100000003	SS4_H	needs rod frame fix, unpopulated rod
9	30240100000134	SS4_H	needs rod frame fix, unpopulated rod
1	30240100000067	SS6_H	needs rod frame fix, unpopulated rod
2	30240100000089	SS6_H	needs rod frame fix, unpopulated rod
3	30240100000001	SS6_H	needs rod frame fix, unpopulated rod
4	30240100000129	SS6_H	needs rod frame fix, unpopulated rod
5	30240100000192	SS6_H	needs rod frame fix, unpopulated rod
6	30240100000020	SS6_H	needs rod frame fix, unpopulated rod
1	30240100000016	SS4_L	change AOH, unpopulated rod
2	30240100000030	SS4_L	change AOH, populated rod, stiffening silicone isn't fully cured on modules # 5129, 5113, 5121, 5127
3	30240100000006	SS4_L	change AOH, populated rod, modules are not stiffened
4	30240100000010	SS4_L	change AOH, populated rod
5	30240100000058	SS4_L	change AOH, populated rod
1	30240100000023	SS6_L	change AOH, unpopulated rod