Technician call in instructions

Prior to calling the tech on call the shift leader should:
>Be aware of these instructions
>Insure that tech support is necessary to maintain operability. **(Data taking)**
>Insure the concurrence of the run coordinator for the need for the tech on call.

When an operational failure occurs after 6:00 AM then wait until 8:00 AM (day shift) for assistance and use the daytime call list.

On days that the tech on call was in after midnight shift workers will use the daytime contact list for the tech on call during the hours of 8:00 AM to 5:00 PM
Please call office first.

>**Daytime call list**

Please call in this order
Tech on call (If he was called since midnight please let him sleep and go down the list)
Ed Folts   7857
Mark Stevens   6383
Scot Spiegel   5900
Heidi Fansler   6915
Ed Folts   page 584-7857
Mark Stevens   page 584-6383
Scot Spiegel   page 584-5900
Heidi Fansler   page 584-6915
If no answer, call tech on call.

Tech on call instructions for after working hours
Please allow sufficient time for the tech on call to be contacted, at times the pagers can take up to 15 minutes. **(You should allow this time between each call if you escalate down the call list.)**
Call the tech on call
Call the alternate **(can be found on the Technical Page from the Hall A web page from the Hall A home page)**
Call work coordinator on call **(usually Ed Folts)**
Call alternate work coordinator **(can be found on the Technical Page from the Hall A web page)**
Call Kees

Tech on call is allowed an 8 hour break before returning to work after being called in **(excluding multiple call ins during the night, people must sleep sometime).**

Techs will not work more than 2 consecutive shifts.

Tech on call will not work more than 4 hours without a break of at least 1/2 hour.

Tech on call will be available for any phone questions until 10:00 pm. After 10:00 PM if your questions do not affect actual data taking please enter the question into the halog with the **key word "techs"** and it will be addressed on the next regular shift.

>If there is an equipment failure that requires the opening of a system that contains over 120 VAC (Bogies and Power supplies) it will not be worked on between the hours of 10 PM and 8 AM. This restriction is being implemented due to the regulations called out in NFPA 70 E, the likelihood of a system failure due to the high rates of radiation being produced by this experiment and my concern that waking up two "qualified" technicians in the middle of the night and expecting them to be alert and together enough to troubleshoot power supplies under the new rules.

Tech on call responsibilities

Tech on call will **report to then lab within 1 hour of being called** or make appropriate arraignments with the caller.

Tech on call will be available for **phone questions until 10:00 pm**

Tech on call will make a log entry following each call in using the **techs name** and the keyword "**techs**"

Tech on call will **check the halog every morning** for non reported failures or questions.

Tech on call will assess cryogenics, magnet controls etc **first thing in the morning and prior to leaving the site at the end of the day as per the cryo checklist and insure that the listed strip charts are running on hacweb1, and if the hall is open, on hacweb2.**

At the end of the on call period it is the **outgoing techs responsibility** to put the **new techs name on the board** in the counting house and change the web page. This information can be found on Ed Folts' office door calendar and web calendar.

The tech on call will be responsible for a weekly inspection on the truck including fluid, oil, and at least ½ tank of gas.

The tech on call will be responsible for a weekly inspection on the truck, man lifts and forklift including battery and hydraulic fluid levels.