ATLAS HEC Testbeam Shift Responsibilities

1 Once Per Shift

- Record the shiftchange in the general logbook and keep this logbook up to date. Record all unusual events (ie HV trips etc.) in this logbook.
- Run XCALMON, the monitoring software by pressing the button on atlhp-h6 or entering `xcalmon` at the prompt on atlhp-h6 (ensure the DAQ software and purity monitoring software are not running concurrently). Print a summary (press the 'print monitor histo' button) and append to XCALMON folder. Percent differences should be within 2%. Pedestals within 1 ADC count. If they are not, call the expert.
- Run purity monitoring software by entering `bm_run` at the prompt on atlhp-h6 (ensure the DAQ software and xcalmon are not running concurrently). Compare purity spectra to reference plots. Print and append to purity log.
- Fill in the checklist and append to Check-list binder.
- Monitor diskspace by entering `bdf` at the unix prompt on atlhp-h6 (or by looking at the graphical disk space monitoring window, if it is activated). If `/data2` disk becomes $\geq 75\%$ full, call expert.
- Stability runs should be taken *once per day* using 120GeV electrons on impact points H and I.

2 Once Per Data Run

- Enter run header information in the DAQ system carefully (ie: with exact beam energies). The DAQ software is initiated by entering `daqctl` at the prompt on atlhp-h6 (ensure xcalmon and purity monitoring software are not running concurrently).
- Fill in the run summary logbook.
- Ensure a minimum of 500 random triggers are taken with each run.
- Run the hec_adc online software for each run by clicking on the *online* button on the atlhp-h6 display, or by entering `online.scr` at the unix prompt. Print the run summary into the binder.
- The maximum size for any data file is 200mb. File size can be calculated with the approximate formula: $0.0003125 \times \#_{time\ slices} \times \#_{evts} \leq 175mb$.

3 Please Note

- Door Access: Physically open and close doors to access the experimental area briefly only. If a door is left open longer than 1 minute (five minutes for door 166), the area will go into free access- this means that a SPS control room operator must search the zone after the access.

- Film badges are mandatory.
- Please arrive 15 minutes early for your shift.
- No smoking in the beam hut.