

<b>ARCS PROCEDURE:</b>	<b>AERI WEEKLY OPERATIONS</b>	<b>PRO(AERI)-003.001</b>
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## **AERI Weekly Operations**

### **I. Purpose:**

Routine procedures to be carried out weekly to maintain the tape archival of the AERI data and to verify proper operation of the air conditioners in the shelter.

### **II. Cautions and Hazards:**

None.

### **III. Requirements:**

None.

### **IV. Procedure:**

#### **A. Archive Tape Swap:**

The AERI data is archived to tapes. The data is automatically archived once per day at 01:30 GMT. The automatic archive system is configured to store seven archives before the tape needs to be changed. After seven times, the automatic archive will present a warning instructing that the tape be changed. It will not proceed to archive data until the warning is acknowledged.

1. When the warning message is displayed, open a new tape.
2. Label the tape "AERI FEB #nnn" where "nnn" stands for the number of the tape.
3. Write the date on the tape that is being put in.
4. Press the button on the DAT drive. The tape will eject within 30 seconds. Please be patient. If the tape does not eject within 30 seconds, press and hold the button until the tape ejects.
5. Write the date on the tape that is being taken out.
6. Replace the used tape in the tape case.

### **V. References:**

None.

### **VI. Attachments:**

None.