

ARCS PROCEDURE:	RESET VISIT TASK LIST	PRO(OPS)-004.002
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## RESET Visit Task List

### I. Purpose:

The purpose of this procedure is to define and outline the tasks that are performed during the regularly scheduled visits to the remote sites. This procedure is not and can not be all inclusive, but is intended to help ensure that the instrumentation gets a thorough testing at each visit.

### II. Cautions and Hazards:

- Upon arrival, review the site-specific ES&H procedures. This is to remind the visitors of any special concerns and to review the locations of emergency equipment.

### III. Requirements:

- RESET tools.
- Calibration equipment.
- Procedures manuals.

### IV. Procedure:

#### A. Steps:

1. Check with the local operators to determine if they have any small or unreported concerns that need taken care of. Inquire if there are any known island maintenance functions scheduled that might cause interruptions to the site operation.
2. With the local operators, perform the daily rounds. This ensures that they are performing them properly and lets the RESET team see any anomalies the operators may not recognize.
3. Review the data stored on ADaM to see if there are any identifiable problems with the data. It may be necessary to compare the data on the ADaM with the data seen on the User Interface.
4. Check and record calibration due-dates of the deployed instruments.
5. Inspect all instrument connections, grounding, and mounting hardware.
6. Check the vans for any signs of water leaks, seal damage, rusting, leveling, tampering, and any other than normal sign of deterioration.

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7. Replace malfunctioning or uncalibrated instrumentation. If more than one instrument needs exchanging, do one at a time, with each instrument being fully functional and checked before the others are replaced.
8. Check and record the calibration dates of any replacement instruments, particularly if the instrument was in the site-spares storage. Make sure that it has at least six months of time still remaining before calibration is due.
9. Using the Site Operations Procedures Manual, perform the field calibration procedures, the calibration checks, and any scheduled maintenance that is called for in the procedures manuals.
  - Plan at least a five day normal operating period after all of the maintenance and calibration procedures are performed, prior to RESET returning to CONUS. This time period is used to ensure that no malfunctions occur from the new settings and that all procedures were performed correctly.
10. Record the new calibration settings and or changes using the forms provided in the manual. Do this both manually and electronically. These settings are brought back to Operations for recording and checking.
11. Perform inventory of all spare instruments and check the calibration dates of the spares to determine their status. These instruments should have one year left before their calibration due-date is left in site-spares status. Remove any that are to expire within a six-month period for shipment back to calibration site.
12. Inventory all of the spare parts, hardware, tools and any other items that may need replacing by the next visit. Record any needs.
13. Prepare instruments due for shipping back for shipment and package them per instructions in procedures.
14. Coordinate return shipment with necessary customs' forms and Federal Express shipping agent. It may be necessary to contact the operations office for shipment handling, if the containers are too large to be shipped by FEDEX.
15. Perform local operator training as needed.
16. Update all documentation changes that are made necessary by the new calibration settings and instrument changes. Record on the forms provided.
17. Download copies of the datalogger configuration files to two computers (laptops), or bring them back to TWPPO on a zip drive.

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18. Perform the public relations functions that are scheduled for each visit. Education briefings, local VIP briefings, etc.
19. Make any necessary local purchases. Check on the bank account that is set up for local use to ensure that it is funded. Perform any other business functions as deemed necessary.

**V. References:**

1. ARCS Installation/RESET Manual, MAN(OPS)-002, and any special documentation that is brought along with the team.

**VI. Attachments:**

None.