SDS Hard Drive Replacement

I.   Purpose:

This procedure describes how to replace Site Data System (SDS) Removable Hard Drive (HD). On-Site Observers should perform this task at the request by TWPPO, which will take this action when the "Removable % full" entry in the "Quality Control" section of the HandS Web pages shows that the disks are nearing capacity. Observers can also check the capacity of the disk by looking at the "Disk" section of the HandS Web pages. In addition, TWPPO will provide a copy of the "SDS Removable HD Swap Verification Sheet" when requesting the disk swap. This verification sheet will ensure that all removable hard drives are properly placed and accounted for prior to mailing.

Note: Items in *italics* are tasks you type using the keyboard, and <u>underlined items</u> are mouse actions. Everything else is an explanation of what you will see or accomplishing following those steps.

II.   Cautions and Hazards:

None.

III.   Requirements:

Do not proceed with the HD swap without a swap verification sheet.

IV.   Procedure:

A.   Logging in to the "R1" Computer

1.   Type username: *oper*

2.   Type password: *ru4reel*

B.   Logging in to the HandS Web Pages

1.   Launch Netscape browser (if already there, proceed to step 2).

2.   Go to the HandS Web page (if already there, go to step C).

a)   Enter the HandS URL in the Netscape browser by typing:

<u>http://\<facility\>.twp.arm.gov/ds/hands</u>, where:

⇒   \<facility\> = 'c1' for Manus

⇒   \<facility\> = 'c2' for Nauru

⇒   \<facility\> = 'c3' for Darwin

C. Accessing "Disk" Section of HandS

1. <u>Click on the "Disk" menu item at the top of the HandS Web page</u>

   At this point, you will see two lists: 1) a list of mountable disks, and 2) a list of ALL disks and their capacities. The mountable disks list shows the state of each mountable disk. If the disk is mounted, then "Yes" will appear in the "Mounted" column for that disk. If the disk is not mounted, then "No" will appear in the "Mounted" column. There is also an action column for each mountable disk. The action column provides either a "Mount" or a "Dismount" button, which allows you to mount a dismounted disk, or dismount a mounted disk.

D. Dismounting Mountable Disks

1. <u>Click the "dismount /disk1" action in the "Mountable disks" list</u>

   The "action button" will become red and change to "Mount" so that the newly mounted disk1 can be dismounted at a later time. This is also proof that the disk was successfully dismounted.

2. <u>Click the "dismount /disk2" action in the "Mountable disks" list</u>

   Again, the "action button" will become red and change to "Mount" showing that /disk2 was successfully dismounted.

3. Go to the SDS HD bay and look at the lights on the Hard Drive (HD) in Disk Slot #1 (labeled with a red tag and black letters). Then, only if the LED labeled 'DISK' is NOT blinking and is NOT lit:

   a) Lift the handle and pull out Removable HD in Disk Slot #1.

   b) On the HD label, write " OUT" and the date with a permanent marker.

   c) Put the HD in the "Media to be **MAILED**" container

4. From the "Media to be **ARCHIVED**" container take a HD of the same color as that removed from SDS, and place it in the "Media to be **MAILED**" container.

5. Go to SDS computer and look at the lights on the Hard Drive (HD) in Disk Slot #2 (also labeled with a red tag and black letters). Then, only if the LED labeled 'DISK' is NOT blinking and is NOT lit:

   a) Lift the handle and pull out Removable HD in Disk Slot #2.

   b) On the HD label, write "OUT" and the date with a permanent marker.

   c) Put it in the "Media to be **ARCHIVED**" container.

E.   Remounting Blank Mountable Disks

1.   From the **"BLANK** Media" container take two HDs (one at a time) of the same color, remove the anti-static bag and:

a)   Check the "SDS Removable Hard Drive (HD) Swap Verification Sheet" and verify the correct hard drives are being inserted in Slots #1 and #2.

b)   Write the "IN" date on both HDs on the blank labels.

c)   Insert them into the open Disk Slot #1 and Disk Slot #2, respectively (the yellow lights will blink while the disks are initializing).

2.   Only AFTER the LEDs labeled 'DISK' go out on both HDs in Disk Slot #1 and Disk Slot #2, return to the SDS monitor and click on "Mount" for each of the Mountable Disks. After the disks have successfully mounted, they will no longer appear red in the "Mountable Disks" list.

F.   Finishing Up

1.   If told to do so, follow any additional special instructions from TWPPO.

2.   Check the removable hard drive locations against the "SDS Removable Hard Drive (HD) Swap Verification Sheet". If there are no inconsistencies, sign and date the form and fax to Monty Apple. If there are discrepancies, call Monty Apple at 307-674-0197 or fax at 307-674-1504, for instructions.

3.   Go back to the "Media to be **MAILED**" container and put the HDs in the two empty anti-static bags.

V.   References:

1.   ADaM Removable Hard Drive Management System (Hard Drive Swap Procedure) — PRO(ADAM)-046.

VI.   Attachments:

1.   Sample SDS Removable Hard Drive Swap Verification Sheet

Attachment 1: Sample SDS Removable Hard Drive Swap Verification Sheet

SDS Removable Hard (HD) Swap
Verification Sheet
Date: _____

When you complete the hard drive swap, the hard drives should be in the following Configuration:

SDS HD Bay:
Slot 1 Red C
Slot 2 Red A

Hard drives in the "Media To Be **MAILED**" container:
Yellow A
Yellow C

Hard drives in "**ARCHIVED** Media" container:
Red B
Green B
Blue B
Yellow B

Hard drives in "**BLANK** Media" container:
Green A
Green C
Blue A
Blue C

When you complete the swap, please sign and date this sheet and fax to:

TWPPO
505-667-9122

Thank you.

_____   _____
Signature   Date