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Updating the Weekend On-call Schedule

I. Purpose:

The purpose of this procedure is to provide a process for updating the weekend on-call schedule for ARCS-1 and ARCS-2 sites.

II. Cautions and Hazards:

None.

III. Requirements:

Larry Jones or Clif Meyer will send a weekly notification of the personnel on call for the week.

IV. Procedure:

A. Steps:

1. Retrieve personnel on-call schedule from Larry Jones or Clif Meyer on Monday morning.
2. Update "Ops Duties and Personnel" document to reflect the current schedule.
3. Retrieve the "Ops Duties and Personnel" in the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP Server and update the following information:
 - Date: Should be current date.
 - Update the date of the personnel beginning the on-call date.
 - Update the personnel on-call during working hours, after hours, and ATOSS Technician.
 - Review the contact list below and be sure that all information is current (remember to include this when updating any personnel change in the future)
4. Copy schedule, paste into an email, and send to "twp-ops@lanl.gov"
5. Update the Answering Service on-call schedule.
6. Retrieve the "Answering Service on-call schedule" folder from the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP Server.
7. Retrieve the file of the person who is on-call after hours and update.
8. Scroll down halfway to the "Personnel On-call for the week" and the date that the on-call schedule begins.

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- Be sure that all information is current.
9. Save and print
 10. Retrieve the "Answering Service Fax" document from the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP Server.
 11. Update the date to current date.
 12. Fax the Answering Service On-call Schedule to New Mexico Communications at 1-800-821-9338.
 13. Retrieve the "Ops On-call Manus Fax" from the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP server.
 14. Update the follow information:
 - Date: Should be current date.
 - Update the date of the personnel beginning the on-call date.
 - Update the personnel on-call during working hours, after hours, and ATOSS Technician.
 15. Print and fax to ARCS-1 Manus at 675-470-9193
 16. Retrieve the "Ops On-call Nauru Fax" from the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP server.
 17. Update the follow information:
 - Date: Should be current date.
 - Update the date of the personnel beginning the on-call date.
 - Update the personnel on-call during working hours, after hours, and ATOSS Technician.
 18. Print and fax to ARCS-2 Nauru at 674-444-3278
 19. Retrieve the "TWPPO On-call Sign" folder from the "Ops on-call" folder. It can be found in the "TWPPO Admin" folder on the TWP server.
 20. Update the following information:
 - Date: Should be current date.
 - Update the date of the personnel beginning the on-call date.
 - Update the personnel on-call during working hours, after hours, and ATOSS Technician.
 21. Switch the on-call phone (5-5696) in Larry Jones' office to the on-call technical person's cell phone.

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- Instructions are posted by the phone

V. References:

None.

VI. Attachments:

None.