GLAST Large Area Telescope

Hardware Handling

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General Guidelines

- Do not touch flight hardware with bare hands
  - Wear cotton or nitrile gloves to pick up and handle
  - Finger cots may be used when required to touch flight equipment
- Follow ESD control procedures at all times
  - Test your wrist strap after gowing
  - Make sure it is touching your skin
- Do not handle flight equipment any more than is absolutely necessary
- Keep work area clean and free of unnecessary items
- Turn off equipment power and cover equipment with ESD-safe wrapper at the end of your shift
- If you aren’t sure what it is, TREAT IT AS FLIGHT EQUIPMENT
- TAKE YOUR TIME. Hurrying is a major cause of accidents
Hardware Transport Within the Clean Room

- Wrap or bag the item in ESD-safe material. Wrapping should completely enclosed the item.
- Do not hand-carry flight equipment from one location to another, even within the clean room. USE A CART.
Hardware Transport from Clean Room to Stores

• Wrap item in ESD-safe material. Item must be completely enclosed
• Seal wrapper
  – Vacuum/GN2 sealer available
  – Use approved tape
• Place wrapped and sealed item on a cart and move it to the gowning room
• Pack item in approved storage or shipping container
• Call Albert Conceicao (x2621) or Jerry Clinton (5435) to store item
Hardware Transport from Stores to Clean Room

- If you’re unsure of the procedure, GET HELP
  - Albert Conceicao
  - Jeff Tice
  - Jerry Clinton
  - Darren Marsh
- USE A CART. Do not hand-carry flight hardware, even the small stuff
- Protective bags and/or inner containers are not to be opened until the item is in a clean environment
  - Gowning room
  - Clean room
- Clean item protective cover/inner container in accordance with LAT-MD-00404, LAT Contamination Control Plan
Accident Procedure

• If you drop a flight hardware item . . .
  – Don’t immediately pick it up.
    • Leave it where it stops and protect it from further damage
    • Contact the responsible engineer
  – Follow the direction of the responsible engineer
  – Write a Non-conformance report detailing what happened and the direction given by the responsible engineer

• REPORT IT!!