



Procedure for Removal and Disposal of 8mm Tapes

CS/CCD/Facility Operations Department

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Purpose

This procedural document is intended to provide the process and guidelines for pulling 8mm tapes for disposal from storage cabinets, visual verification check of tapes for disposal, and disposal of tapes into a collection dumpster or bin. This procedure will focus on the disposal of tapes from the eleven experiments that have authorized the disposal of all of their tape media. The goal of adhering to this procedure is to ensure that only tapes with authorization for disposal will be pulled and that the disposal of tapes is safely carried out.

Resources

- 2 people, 1 person to pull tapes and a 2nd person for visual verification check of tapes for disposal (2nd person is someone other than the person who pulled the tapes)
- Carts, collection dumpster or bin

Steps

1. Open only one blue storage cabinet drawer at a time. Check labels on tape cartridges to examine the tapes for experiment number and/or name. Remove only tapes that contain one of the eleven experiment numbers and/or experiment names on the tape cartridge label. See page 2 for the list of eleven experiment numbers and/or experiment names.

Warning: Storage cabinets may tip over if more than one cabinet drawer is opened.

2. Place tapes for disposal on cart for visual verification check for one of the eleven experiment numbers and/or experiment name on the labels of the tape cartridges. The visual verification step must be performed by a different person (someone other than the person who pulled the tapes).
3. Move tapes to the collection dumpster or bin.
4. Place only tapes from the eleven experiments into the collection dumpster or bin for disposal.

Other Information

- All tapes must be rad surveyed before tapes are disposed. Jose Delao, Rad tech from PDD will perform the rad survey.

- All questions about tape disposal should be direct to Tim Kasza (x2695) or Keith Coiley (x2755) from Core Computing Division.
- Any compression of tape media or consolidation of tape storage cabinets must be coordinated with the Core Computing Division representatives list above.

List of Eleven Experiment's: Authorized the disposal of all of their tape media.

Experiments

Number	Name
1. E871	HyperCP
2. E831	FOCUS
3. E832	KTEV
4. E791	
5. E687	
6. E773/E799	
7. E781	SELEX
8. E835	
9. E771	
10. E769	
11. E866	NuSea