

Below some hopefully helpful info for new collaborators that also need access to work in the pit (=IP8) of LHCb.

There is "official" information from CERN

<http://ph-dep.web.cern.ch/ph-dep/UsersOffice/AccessAuthorizations.html>

Some things can be done before coming to CERN and that is strongly recommended, unless you enjoy going from building to building for a couple of days.

A computer account. Register with the LHCb secretariat [Nathalie.Grub@cernNOSPAMPLEASE.ch](mailto:Nathalie.Grub@cern.ch). There are 2 distinct accounts with, if you wish, different passwords:

- NICE-account for Windows computer park
- account for Linux machines

Info: <http://it-div.web.cern.ch/it-div/comp-usage/default.asp>

Recently there is a third one for computer work in the pit behind the firewall of LHCb, the so-called on-line network. Info: <http://lhcb-online.web.cern.ch/lhcb-online/environment/default.htm> But first you have to get yourself a general CERN-account.

Before actually coming to CERN you should get yourself a couple of official papers, like copy of your contract from your university and a signature from your team leader on the "User registration form". It is all described in:

<http://ph-dep.web.cern.ch/ph-dep/UsersOffice/UsersContractsInfo/UserContractsRegistration.htm> Be sure to have them all, otherwise you will never get passed the next step: the User Office.

Once having arrived at CERN, your first acquaintance with bureaucracy will be the User Office. Location and opening hours at: <http://ph-dep.web.cern.ch/ph-dep/UsersOffice/>

If all your papers are correct they will direct you to building 55 next to the main entrance to get your CERN-id.

If you want to get access to the pit you then have to take the following actions:

- Follow the basic safety courses (levels I, II, III). Sufficient info on this on: <http://lhcb.web.cern.ch/lhcb/Hot%20News/PitAccessProcedure.htm>
- The most tricky point is to get the actual access authorisation to the pit. This has to be requested via EDH. (for info see Web-site above) Problem is that some people need to give permission, which can take up to a day. But then this new info has to be uploaded to the checkpoints which might take another day. But no guarantee whatsoever. If you want to do it as quickly as possible, best is to pass immediately after the safety course by the LHCb-secretariat and explain to Natalie that you came to CERN to work on the experiment and do not want to drink coffee for 2 days before you get officially authorised to work in the pit.
- The LHCb-secretariat has a couple of visitor passes with which you can get access to the pit if accompanied by a qualified person, but these are NOT meant for people that have to work in the pit.
- Following the Level4 safety courses (4 and 4b) is obligatory. The course is available on the Web. For those of you who can access the AIS system it may be reached via: <http://sir.cern.ch> But you first have to be registered and have an AIS-account otherwise you can not effectuate your graduation from the exams. (Oxygen deficiency and electrical).

You need to do both Level 4 AND 4b and pass them (it is possible to fail!!!). There are specific risks relevant to the VELO area, even in the D3 barrack.

* To get access to the LHCb control room (on the ground floor at IP8) Bernard Corajod, who is most of the time at the pit, has to give authorisation. If he has done so, you have to go with your CERN-id to Building 124 (124-R-011, Sebastian Auerbach) in Meyrin, to get this extra feature implemented.

* Access to the pit, (EDH, under "Access Request", "Click to add a new line item", "UX85 : LHCb underground (LHCB_U). Dosimetry is not yet obligatory. But soon will be. Please attend the appropriate radiological protection course which is obligatory if you plan to get a film badge. Follow this link to find out how to register

http://safety-commission.web.cern.ch/safety-commission/SC-site/sc_pages/frame_training.html

* From the end of April '08 you will however be required to have biometric "iris" data to access the experimental area. You do not yet need a film badge but you will need a "token". If you have safety clearance up to 4b and LHCb-U you can go to building 55 and be given "token".

Please note that working around the beam pipe or the magnet requires permission. Ask if you don't have any or are unsure contact Themis Bowcock or Eddy Jans for further information.

- Don't forget that you are obliged to wear safety equipment which INCLUDES steel capped shoes and a hard hat with lights. These are available from the store.
- In general the beam pipe is very fragile, and surrounded with fragile sensing equipment. Do not approach it, not touch it, and certainly not drop anything on it! Remember that upstream of the VELO the beam pipe is relatively strong and well attached, but downstream from the VELO exit window it relies only on the protection which has been installed, and which may be incomplete in places.
- During evacuation there are additional risks. If the beam pipe is punctured and suffers implosion, this could seriously damage your hearing, and expose you to a possible risk of coming into contact with beryllium or breathing beryllium dust.
- For these reasons, when the beam pipe is under vacuum, people are forbidden from working above it, or approaching within 3m, for the region downstream of the VELO. This situation will be clearly signalled with signs around the area. Around the VELO close cabling work is also forbidden. Work is permitted under the false floor, but should be discussed on a case by case basis. The personnel involved will receive relevant advice on how to behave around the area.
- During bake out there are again additional risks. The isolation may be imperfect, and even on the outside of the isolation may reach above 100 deg C. There is also a risk to the equipment, the disconnection of one thermocouple may result in the entire 2 week beam pipe commissioning period having to be repeated. And of course the area is heavily used by the beampipe team. During this time NO work is allowed around the VELO.
- Note that, under normal circumstances, the evacuation of the beam pipe is an infrequent occurrence, but will occur at least one more time before the startup.
- In conclusion: the work around the VELO has for safety reasons to be closely coordinated. If you plan to work around the VELO please make sure that you contact Themis Bowcock

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VeloAccessIP8 < LHCb < TWiki

(Themis.Bowcock@cernNOSPAMPLEASE.ch, +41764872250) or Eddy Jans (eddy@nikhefNOSPAMPLEASE.nl, +31206922085 or +41764872192) to receive their OK and possibly additional safety instructions.

This topic: LHCb > VeloAccessIP8

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