

HPS Shift Policy

Approved 6.10.14

Amended 9.4.14

1. As specified in the Conduct Of Operations (COO), the Run Coordinator (RC) and the Physics Division Liaison (PDL) share responsibility for seeing that shifts are manned during running.
2. Physicists and students in HPS are responsible for taking shifts on HPS. All physicists on HPS should share in taking shifts. It is understood that practical matters may compromise this principle somewhat.
3. All shift takers must meet certain criteria itemized here. Prior to taking his or her first-ever scheduled shift, a person must be an observer on at least one shift in order to become familiar with procedures and (typically) to finish reading the required documents listed in the COO. In addition, anyone participating in shifts must have a level of safety and radiation training described in the "Conduct of Operations" (COO) document. It provides an authoritative discussion of shift operations, including the duties and responsibilities of the shift Expert and the shift Worker.
4. The overall running schedule and the periods requiring shift takers will be proposed by the HPS Technical Coordinator to the EC for approval. With this as input, the HPS Executive Committee will distribute shifts to each of the collaborating institutions, where the fraction of shifts assigned will be proportional to the number of collaboration members who reside at that institution, and the assignments will be randomized. Institutional representatives will distribute shifts among collaboration members at each institution.
5. There are two types of shifts, "expert" and "worker", which reflect only the number of shifts an individual has already run. Experts are those familiar with running shifts in Hall B and/or familiar with the HPS hardware. A shift taker becomes an "expert" after taking at least 8 worker shifts. Shifts are distributed in blocks of 5 for both experts and workers. The number of expert shift takers at a given institution is taken into account when the shift schedule is generated.
6. A "subsystem expert" for each of the following HPS subsystems must be in residence at JLAB to be on call during all scheduled shifts: beamline, SVT, ECAL, TDAQ, slow controls. It is the responsibility of the subsystem leader to assign these shifts and communicate the assignments to the EC. Subsystem experts may not accept regular shifts during the period they are on call.
7. The PDL has the authority to reject a person for a shift if he or she thinks that the person is unqualified. The relevant institution then has responsibility for finding a suitable replacement.

8. Once the initial shifts have been assigned to the institutions, shifts can be swapped between institutions by the institutional representatives. Foreign institutions have first priority in swapping shifts. After these swaps have been completed, the shift assignments are recorded and each institution is responsible for seeing that their assigned shifts are staffed.
9. Shift assignments will be made at least 3 months in advance, to facilitate collaborators making travel plans.
10. The RC and PDL will be in charge of cancelling shifts, if conditions merit, and notifying the Collaboration through a webpage and emails. Cancelled shifts still count.
11. Certain individuals get credit for taking shifts when they are performing ancillary duties. The RC and subsystem experts who are on call are credited for one block of shifts for each week they have been assigned duty.
12. If unforeseen circumstances prevent a collaborator from taking an assigned shift, he/she should find a replacement and communicate this to the RC and PDL. If no one can be found, the latter are responsible for finding the replacement. Collaborators close to JLAB should form a local emergency shift pool that could be called on for such replacements. The institution manning the shift gets credit for doing so.
13. Expert shifts will begin at 8AM, 4PM, and 12AM. Worker shifts are slightly staggered to provide continuity across shift boundaries. They will be at 7AM, 3PM, and 11PM.