

03.09.12 EC

Present: Stepan, Maurik, Tim, Takashi, F-X, Matt, John

Please send corrections/additions to the entire mail list.

1. News

Maurik reported that Qweak has made a formal proposal to JLab for a 6 week extension. We will do something similar.

2. Starting Shifts

Installation will likely be on Tuesdays, when the machine is down anyway. We'll aim for a one day installation. Time early for installation is April 17. Shifts should begin that week. Experts and engineers (and others?) should not be assigned shifts. Probably just need one person per shift, given installation and expert crew available first 2 weeks and CLAS on shift.

We need to generate lists of experts and others who won't be assigned standard shifts.

3. Shift Czar

FX has agreed to be the HPS Shift Czar. He's learned that CLAS doesn't have a shift signup system that we can use, so he will devise something HPS specific.

4. Ecal progress.

Rosier and Guidal are at Jlab, working with FX and others to assemble the top half of the ecal.

5. Preparations for Jlab work.

Users will need to have computer accounts established, register as users, get safety training, and get badges.

It pays to do the ESH and Security Awareness safety training before coming to Jlab, so one can go immediately for a badge, which is needed for access everywhere.

Stepan will look into getting some desks for the SLAC contingent.

6. Paperwork

Stepan has already taken care of the Operating Safety Procedures and Temporary Operations Safety (OSP and TOS) document. The cooling system may need some additional documentation.

Corrections from Stepan (thanks):

Philippe Rosier and Emmanuel Rindel are at JLAB for ECal work. Guidal is the head of Orsay group. I started the paperwork but have not finished yet.