

**November 11, 2015**

**MicroBooNE Experiment Operational Readiness Review  
November 23-24, 2015**

**CHARGE**

The MicroBooNE experiment has completed the commissioning of its detector and is beginning operations with the Booster neutrino beam. The primary goal of the MicroBooNE experiment is to address the anomalous excess of events at low energy observed by the MiniBooNE experiment. In addition, MicroBooNE will also make cross section measurements of neutrino-Argon interactions, and contribute to the development of Liquid Argon detector technology useful for future neutrino physics experiments. We would like the committee to review the preparations for running, plans for maintenance & operations of the detectors, and data taking and analysis, including the current status of the detector, the status of the online and offline software, and the run plan.

In particular:

1. Is there a completed Experiment Operations Plan (EOP) document? The document should include (a) a description of operations tasks and how they will be covered, (b) ES&H activities and how they will be managed, (c) organization charts showing the management structure for the experiment and how it interfaces with the laboratory, (d) the model for data processing and analysis including the budget and effort required, (e) a list of the identified resources available, and (f) a description of the roles and responsibilities of each institution together with a list of the support

required by each institution from the funding agencies.

2. Has it been demonstrated that the detector is ready for physics-quality data taking? If not, what actions are required to make the detector ready? Is there a clear plan for monitoring the data quality and has the associated infrastructure been tested? If not, what actions are required to adequately monitor the data quality?
3. Is there a well-understood run plan for FY16, consistent with accelerator schedule and performance? Have adequate resources from the laboratory and the collaboration been identified for an efficient and safe running of the experiment and for maintenance of the detector, and is it clear who is responsible for what?
4. Are there robust plans for data processing and data analysis? Have adequate resources from the laboratory and the collaboration been identified for data analysis to meet these goals?
5. Are there clear goals set for reporting and publishing the results from the experiment in a timely fashion?
6. Does the committee recommend further actions to ensure full exploitation of the MicroBooNE program?

We request a brief written closeout report from the committee addressing these questions by December 17, 2015.