

This document outlines initial beam request, run extensions with no extenuating circumstances, and beam time make up if severe accelerator issues.

### **Initial Request for Beam**

The Fermilab Test Beam operates 24 hours per day, 7 days per week, with a 12-week maintenance shutdown in July, August, and September. User run periods are 12 hours per day, for one week, Wednesday through Tuesday. Wednesdays are installation and safety inspection days for new experiments.

Users may request 12 hours per day (one shift) for up to three consecutive weeks. When planning the tests and deciding on how many weeks to request, keep this in mind. If no other users requests time during a run period, a user may take advantage of 24 hours of running.

Two or more groups may run together during a period. One group will be designated primary for a 12 hour period. During that time, that group decides on controlled accesses, beam energy, and beam intensity. If this works for other groups, they may take parasitic runs at the same time.

### **Extension of beam time.**

Users occasionally have problems with either their own equipment or they are unable to complete the desired tests on time. In that case, users may want to extend their beamtime. If no other users is in the following block of time (unlikely scenario), we will grant an extension. If there are users, the new group has priority and the original group will need to uninstall. If the two can run, and the older group is parasitic, we will take that on a case by case basis. Users are welcome to look for empty space on the schedule and try to run at a different time.

### **Severe Accelerator Downtime**

If there is a severe problem with the machine and a user loses the majority of their beam time, we will look for a time in the schedule to accommodate them. We will not reschedule other users. Many groups have to plan months in advance and cannot change plans.