

## Experiment Changeover Days.

This document covers procedures and policies for changeover/installation days. Exceptions must be negotiated and approved well in advance.

We install new groups and uninstall the previous groups on Wednesday. This allows two non-weekend days before and after installation where lab staff is available to help with problems. All equipment at the test beam must undergo a safety inspection known as an Operational Readiness Clearance (ORC). Prior to coming, test beam personnel will supply users with safety requirements. There is space available at the test beam to stage equipment outside the beam enclosures and groups are encouraged to arrive Monday (or earlier) before installation, do preliminary setup, and get advice and pre-inspections before the ORC.

The group must install and be ready for an inspection by Wednesday afternoon. FTBF has technicians to assist with this process – particularly the mechanical installation. Installations that take longer than one day must be coordinated with FTBF beforehand. Once the final installation is complete, a group of subject matter experts (SMEs) will come to inspect for the ORC process. Complete means equipment (including power supplies) is mounted and in place, cables are dressed in final position, gas lines are hooked up, and travel is checked for motion tables. Final debugging and troubleshooting can take place after the safety clearance allows full powering of equipment.

Once everything meets SME approval, the ORC document then goes to the PPD safety officer, the PPD division head, and the AD safety officer, the AD operations manager, and the AD division head, in that order (PPD and AD proceed in parallel). Everyone must sign off before the group can take beam and this process takes time. The goal is to get beam clearance by the end of installation day, but groups should realize this is not guaranteed and plan accordingly.

Changeover days start at 7am on Wednesdays. Previous groups must stop taking beam and start their uninstallation by that time. Technicians are available to assist with both uninstalls and new installs. New users should have already arranged with our techs on needed assistance.

If there are 2 groups operating opposing 12 hours shifts, schedules should be negotiated before the groups arrive. Beam shifts are typically split at 8 am and 8 pm but other options are available if both groups sign off on the time sharing before they arrive. Please see our policy on beamtime for more information.

Groups that are uninstalling need to make sure that shipping arrangements have been made (budget codes, itemized list), radioactive surveys have been arranged, and that any equipment remaining behind is placed in a locked cabinet that FTBF can provide. Please be aware this facility is used by many people and it is best for you to lock your equipment. See more details in policy on "Leaving Equipment". Also, make arrangements to return any equipment you may have borrowed.

### **Two groups are installing on the same day, both need ORCs**

If 2 groups are installing on the same day and both need ORCs, they will be inspected at the same time if possible. Both groups should be ready before the committee arrives. If one anticipates they will take much longer than a day to install, we need to know beforehand, so we can plan accordingly. Once the ORC is approved, we will decide on beamtime for the rest of that day and when one group will hand off to the other. Typically, handoff will follow the agreed upon shift schedule.

### **Two groups installing, one needs an ORC**

Wednesday is the standard installation day and the accelerator often takes that time to do maintenance to disrupt our schedule as little as possible. Even if there is one installed group ready to go, we will still take down time during the day to install the second group. ORCs can only be done during normal weekday dayshift hours. At 5pm, assuming the ORC is done, control defaults to the group following agreed upon shift schedule.