**Minutes and Action List of Sept 16 2019 ArgonCube2x2 Instalaltion Meeting**

 Attendance: John, Jim, Gary, Min Jeong, Howard, Sai, Ting, Clarence and Steve

* Jim mentioned there is a switch on breaker box panel (PP-NMB-1-D1) for the Minerva DAQ

racks. We will use it to disconnect power to racks before decommissioning.

 We have some discussion on water target survey requirement. Howard mentioned we will likely need to survey the target from both downstream and upstream ends.

* + Jim commented that the expansion of the water target is confined by the neighboring target while 100% filled -- the target may touch its neighbor targets. We need clarification on this.
  + It will take 2 weeks to fill the target with water, survey and empty it
  + Maybe we should the target off the current location before doing the detail survey.
  + Need to discuss the work with Minerva collaboration and neutrino division management.

 Clarence gave a very detailed description of Minerva electronics disassembly. Here are some comments:

* + There are a few PMT storage boxes in Whiteband building. We should find whether we need to move them to MINOS hall
  + We need couple of storage cabinets in the MINOS hall to storage electronics boards, fibers and cables.
  + There is a suggestion to separate works needs to be done on the lifter and works can be done on the floor
  + We can also use some clarification on to inspect damaged fiber and cables in the procedure
  + Looks like we can use a scissor lift loft instead of articular arm lifter for electronics disassembly work. We shall try both lifter type out
  + Need to start write the hazard analysis for electronics disassembly work

 On electronics rack layout.

* + Steve to find out the exact size of Minos and Minerva racks
  + we need to access both front and back of the racks.
  + We suggest to turn the rack side way and leave about 30" space between racks
  + There are also posts on the west catwalk we need to get around.
  + We also need to push the racks to be as close as possible to the catwalk guard rails  so we have enough egress space on the catwalk
* Min Jeong is also rethinking of the location for the cryogenic condenser.
* Jim and Angela posted the decommissioning environmental  review. John is working on updating the JHAs.
* Action list:
  + Howard to finalize the requirement for water target survey
  + Jim and Ting to find out the shipping method from Kevin McFarland for veto scintillator
  + Clarence to finish the disassembly procedure incorporating comments
  + Steve to find out rack size and space requirement at downstream end
  + Gary to relocate the racks by turning them sideway and also add 30” gap between racks for opening door panels
  + Gary to shorten the Minerva support rails to 5’ instead of 10’
  + Gary to remove the gas TPC vessel and service station from the layout
  + Steve to follow up the Minerva electrical disconnection procedure
  + Ting, Jim and John to discuss technician need and availability
* Next meeting is Sept 30. We will focus on tasks for getting ready to start the decommissioning (listed below for reference)

**Startup preparation for decommissioning in October**

* JHAs, technician review, task code
* MSB, MINOS and tunnel clean up
* Strongback and steel cart inspection
  + arrange with Angela?
* Minerva electrical disconnection
  + transform to Minerva rack
  + conduits on detector?
* Minerva electronic disassembly shifter
  + phyicisits plus techs
  + lifter training class arrangement
    - boom lift? scissor lift?
* Storage area for electronics:
  + Storage cabinet in Minos?
  + Other building like Lab 6?
* Shipping arrangement for Minerva veto scintillator
  + Rochester to pay the shipping cost
  + Container, packaging material
* Scrap material transfer
  + railhead storage arrangemt
  + free fermilab truck