

# MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is made and entered into on this 9th day of June, 2020 (“Effective Date”) by and between the parties of:

PIP-II Division; and

Accelerator Division;

## 1. PURPOSE AND SCOPE

The purpose of this MOA is to set forth the terms and responsibilities for PIP-II shift personnel utilizing the FAST Facility control room (also known as IOTA/FAST control room) while commissioning the PIP2IT accelerator.

## 2. BACKGROUND

The CMTF control room houses the consoles for LCLS-II cryomodule commissioning and PIP2IT beamline commissioning. The control room, also, contains offices, a kitchen, lunch table, and restroom facilities. The four consoles are in close proximity to one another, the two outermost being separated by 12 feet. LCLS-II 3.9 GHz cryomodule testing is slated to overlap PIP2IT beamline commissioning and HWR/SSR1 testing so, due to the COVID-19 measures in place at Fermilab, a new area is needed from which to safely operate the PIP2IT accelerator.

The FAST Facility control room located in the NML building, adjacent to the CMTF building, contains seven consoles that are spaced 5-6 feet apart. COVID-19 protective measures restrict room occupancy to 3 people. The room is currently not being utilized due to the facility being in a shutdown to install the Optical Stochastic Cooling experiment in the IOTA ring.

## 3. FAST FACILITY RESPONSIBILITIES

- a. The FAST Facility Shutdown Coordinator will notify the PIP-II Operations Coordinator of any issues, i.e. Network outage, that prevent usage of the FAST Facility control room consoles.
- b. The FAST Facility control room is restricted to an occupancy of 3 people during the COVID-19 protective measures. FAST Facility personnel must not loiter in the control room during PIP2IT shifts.

#### 4. PIP-II RESPONSIBILITIES

- a. There can only be a maximum of two PIP2IT operators per shift. PIP2IT console usage is limited to CNS61, CNS62, or CNS63.
- b. All shift personnel shall follow the appropriate ES&H guidelines pertaining to ES&H COVID-19 Risk Category 1 locations.
- c. All PIP2IT shift personnel are asked to enter the building through the southeast entrance labelled Door #2. This minimizes congestion with the higher usage northeast entrance.
- d. PIP2IT personnel must clean their console area (keyboard, phone, tabletop) before and after shift.
- e. All shift personnel are welcome to store their food in the refrigerator and use the microwave for heating up food. Please do not eat at the consoles. The conference table in the control room is a good location for lunch. Please maintain social distancing rules.
- f. The restroom facilities are accessible through the Tech Room. Please do not loiter in the Tech Room since it is a work and office area.
- g. Please conduct shift change briefings remotely. Successive shifts will be staggered by 30 minutes to comply with occupancy limits.
- h. PIP2IT personnel shall limit access to NML as necessary for their shift. Other areas of NML shall be considered Restricted Access.

#### 5. TERMS AND CONDITIONS

- a. No Hazard Analysis form is needed due to the ability to maintain > 6 ft distance between shift personnel.
- b. Usage of the FAST Facility control room is for the duration of 2 months beginning from the effective date.
- c. If the laboratory rescinds COVID-19 response measures, PIP2IT shifts will continue until the end of the 2 month period.
- d. This MOA may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.
- e. This MOA may be terminated by mutual agreement of the parties and shall automatically terminate upon completion of the 2 month period as stated herein, unless otherwise amended.

6. COMPLIANCE

a. Both parties agree to comply with the responsibilities, terms, and conditions.

b. Grievances will be directed to the FAST Facility Department Head and the PIP-II Operations Coordinator.

7. EFFECTIVE DATE AND SIGNATURE

This Memorandum of Agreement shall be effective upon the date of the last party to sign this MOA below. The parties indicate agreement with this Memorandum of Agreement by their signatures below.

PIP-II Division

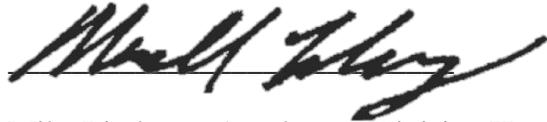


09/06/2020

Lia Meringa, PIP-II Division Head

DATE

Accelerator Division



09/06/2020

Mike Lindgren, Accelerator Division Head

DATE