

400 MeV Test Area (MTA) ARR Schedule

September 9-11, 2020

Wednesday September 9th – Remote Presentations & Executive Sessions

All presentations will be on Day 1 and will be done remotely via Zoom. The ARR review committee may also call in remotely to the presentations, but the Huddle conference room has been reserved if any reviewer prefers to be on-site, and out of their office, for presentations.

All presentations will utilize the same Zoom meeting, and each presenter will have the ability to share their screen to go through their presentations. The ARR facilitator will be available to run presentations as needed.

During executive sessions, the ARR facilitator will be available to coordinate phone/Zoom call with SMEs. At this time, the ARR review committee should discuss need for on-site discussion during Day 2 Executive Sessions.

Start Time	Duration	Agenda Item	CRAD	Charge Question	Presenter/ Lead	Other SMEs
8:30 am	0:30	Executive Session			Reviewers	Maddie, Matt
9:00 am	0:05	Nigel Welcome			Nigel	Lab Management
9:05 am	0:20	Introductions, ARR Scope & Plan	1.1		Maddie	Lab Management
9:25 am	0:45	Overview <ul style="list-style-type: none"> • MTA Reconfiguration • ITA Experimental Program 	1.2		Tom/Evan	Lab Management
10:10 am	0:10	Break				
10:20 am	0:40	Facility/Hardware <ul style="list-style-type: none"> • Reconfiguration & installation status • ORCs completed & status 	3.1		Jason	
11:00 am	0:30	Safety Assessment Document (SAD) & Accelerator Safety Envelope (ASE)	2.1 & 2.2	1a, 1b	Maddie/Matt	
11:30 am	1:30	Break for Lunch				
1:00 pm	0:30	Safety Systems & Radiological Protection <ul style="list-style-type: none"> • Shielding Assessment • RSIS • Credited Controls 	2.3, 3.5 & 3.6	1b.i, 1d, 1e	Sue	Randy, Maddie

		<ul style="list-style-type: none"> • Safety Configuration Management 				
1:30 pm	0:10	Break				
1:40 pm	0:30	Commissioning & Operations <ul style="list-style-type: none"> • Overall Commissioning Plan • Interface w/ MCR <ul style="list-style-type: none"> ○ Roles/Responsibilities ○ Ops Procedures ○ Ops training 	2.4, 3.2 & 3.3	1c, 1e	Jason Evan/Todd	
2:10 pm	1:00	Experimental Process <ul style="list-style-type: none"> • MTA and/or ITA specific training • Reviews & approvals • Installation & operation • Removal, storage & shipment 	3.4	2, 3	Evan/Sue	
3:10 pm	0:10	Break				
3:20 pm	1:10	Executive Session			Reviewers	Maddie, Matt
4:30 pm		End of Day 1				

Thursday September 10th – Staggered On-Site Facility Tour & Executive Session

Day 2 is dedicated to facility tours, SME follow-up, and Executive Session time. All reviewers must be on-site to participate in the facility tour. The Huddle conference room has been reserved to facilitate in-person discussion during the Executive Session, if necessary.

Staggered tours are scheduled throughout the morning to accommodate tours for each reviewer while adhering to social distancing requirements. Tour groups are not to exceed five (5) personnel.

During the tours, reviewers will be split into groups, and each group will go on a separate tour with one facility SME. Other SMEs will be available via Zoom to answer any questions the tour group may have. Reviewers not on the tour may remain in the Huddle and may also participate with the touring group via Zoom if they so choose. They may also use this time for any follow-up from the presentations. At least one of the ARR facilitators will also be on-site and available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information.

During the executive session, reviewers may be on-site together in the Huddle to aid in group discussion, if necessary. At least one of the ARR facilitators will also be on-site and available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information.

Start Time	Duration	Agenda Item	Reviewers	In-Person SME	Remote SMEs
8:30 am	0:30	Executive Session			
9:00 am	1:15	Tour 1	1, 2, 3	Jason	Evan, Sue
		Follow-Up with SMEs	4, 5, 6, 7		
10:15 am	0:30	break			
10:45 am	1:15	Tour 2	4, 5, 6, 7	Jason	Evan, Sue
		Follow-Up with SMEs	1, 2, 3		
12:00 pm	1:30	Break for lunch			
1:30 pm	3:00	Executive Session			
4:30 pm		End of Day 2			

Friday September 11th – Executive Session and Close Out with Laboratory Management

Day 3 will include executive session time for any further follow-up and preparing for the close-out. This session may be done remotely via Zoom, or on-site in the Huddle if necessary.

The closeout will be done remotely via Zoom.

At least one ARR facilitator will be available to coordinate phone/zoom calls with SMEs to answer any questions and provide additional information. They will also help coordinate the Zoom meeting for the close out.

Start Time	Duration	Agenda Item	Presenter/Lead	Other Participants
8:30 am	1:15	Executive Session		
9:45 am	0:15	Break		
10:00 am	0:30	Closeout	John	Lab management
10:30 am		End of Day 3, End of ARR		