

# Site Access Task Force Update

For the UEC Monthly Meeting Feb 24<sup>th</sup> 2023

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# The Task Force

- Set up in November, Chaired by Bo Jayatilaka & Joe Rogers.
- Meet Bi-weekly on Tuesdays 9am.
- Members are representatives of many parts of FNAL community
- The scop, to ensure:
  1. access requirements for the Fermilab Batavia Site and South Dakota Site are clear and simple to follow
  2. access is in compliance with applicable DOE orders and the Site Security Plan.

The Site Access Task Force is co-chaired by Bo Jayatilaka and Joe Rogers, and sponsored by the Interim COO, Martha Michels and CRO, Bonnie Fleming.

**Members include:**

<b>Users Representatives</b>	<b>Technical Representatives</b>
Bo Jayatilaka (co-chair) (LPC/CMS)	Joe Rogers (co-chair)
Greg Bock (ex-officio)	Griselda Lopez (site access)
Mandy Kiburg (FTBF)	Matt Kwiatkowski (cyber)
Flor de Maria Blaszczyk (PAB)	Melissa Ormond (foreign access)
Sophie Middleton [Caltech] (UEC, Muon)	Jo Fazio (IT – Project Manager of existing Site Access and Badging Project)
Simon Corrodi [ANL] (Muon)	Craig Mohler (IT)
Mayly Sanchez [Florida State] (Neutrinos)	Jeremy Sawyer (ESH)
Carla Bonifazi [UFRJ (br)] (Astro)	Aria Soha (ISD)
Stefan Hoeche (Theory)	Becky Thompson (EPE)
	Joe Pygott (South Dakota)
	Mary Jo Lyke (Procurement)



# Deliverables

We have set out a plan to deliver over the next year a more transparent process with scope in mind:

## Near Term (3 months):

- Test site access process and identify any immediate actions that can be taken to reduce the time and steps necessary for access. Consider What can we do right now to help user's get on site (e.g., better instructions, easier to fill out forms, templates to fill out for specific events).

## Mid Term (3-6 months):

- Understand and implement IT solutions to make access less complicated (e.g., removing workday from the process). Benchmark other labs to see what they are doing and what, if any information could be transferred to Fermilab.

## Long Term (6-12 months):

- Finish the Site Access and Badging IT platform while including improvements along the way. Identify how the Fermilab Welcome and Access Center will improve SAB further and ensure technology and space needs are met.



# Delivered so far/live action points

- Removal of workday step in badging/on-boarding;
- Dash-board feature to see where you are in the “process;”
- Additional institutes added to badging form;
- Working on default 1-year/making that form question more user-friendly;
- Parts of web-site to be internal and public-facing web-sites to be more user-friendly;
- Making “urgent” access easier.



# Site Access Requestors Priorities and Requests

- Better documentation (preparing)
- Eliminating badging appointments (in discussions)
- Single-form (preparing)
- Tutorials (preparing)
- Making GF open-access (FY23 completion)
- Point of Contact - making it easier (preparing)



# Next Steps, and feedback

- We are currently at the end of our “near-term” plan, we have time to hear feedback and build-upon it.
- Please email me if you want to raise any issues or concerns on access:

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