



Muon Department Meeting

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Department Meeting

May 15, 2023

Today's Meeting Agenda

- Safety updates
 - Events, Incidents
 - Discussion
- General Updates
 - Admin
 - Purchases
 - Site Access
 - Office Space
 - Housing
 - FWP

- AOB/Discussion

Safety

We need everyone to go home safely, without injury. Please prioritize protecting yourself and your colleagues

- It's important to slow down or stop to address safety concerns.
 - If someone is concerned or confused, take the time to pause and work through the issue.
 - If needed, update the work plan and seek approvals.
 - Nobody should give anyone a hard time for slowing down for these reasons
- Psychological Safety
 - Psychological safety is the belief that it's OK to take interpersonal risks without fear of undue consequences. In a psychologically safe environment, people are **more likely to speak up when they see their team or organization heading down the wrong path**. They're more likely to brainstorm and experiment in ways that help teams innovate, and **they're less likely to go along with risky behaviors** that create an unsafe workplace. Psychological safety **allows a person to be themselves**, which strengthens morale, sense of belonging, and employee retention.
 - Psychological safety is the belief that you won't be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes.

Recent Safety Incidents

- 4/19/2023 – First Aid, Batavia - The employee was using a drill press to cut a hole in a thin piece of stainless steel. They were holding the piece of metal in place with their bare hand. When the drill press started to make the hole in the metal, the metal quickly rotated and cut the employee's left thumb. The employee received first aid at the Fermilab medical office. It is recommended to utilize a vise to hold materials in place while using the drill press.
- 4/25/2023 – First Aid, Batavia – An employee was soldering connectors onto a magnet that was already positioned on a stand. Since the magnet was already placed on the stand it caused an awkward posture and position. As they were holding the solder wire with the left hand and the soldering iron with the right, they lost grip on the iron causing it to fall and contact the left thumb causing a burn. First aid provided by the Fermi Occupational Medical Office.

ORPS – February 15, 2023 – April 4, 2023

- During a walkthrough of Lab 5, the injection molding machine was discovered with multiple panels open. The breaker at the 480V distribution panel that feeds the machine was still on and not locked out. The breaker on the front of the machine was off, but not locked out.
- Immediate actions:
 - Upon discovery, ESH personnel were requested to the site. The Electrical Safety Officer locked out the panel to put the machine into a safe, controlled state.
 - The Associate Lab Director for Particle Physics implemented a work pause on the machine until the event review could be completed.
 - An event review team was identified and completed fact-finding activities. Causal analysis is underway.



Injection Molding Machine, with panels open



Injection Molding Machine, open control panel showing machine switched off

Admin Updates

Latoya Woods has started a new position on the 2nd floor with COO Scott Tingey! We will miss her, but please congratulate her when you see her.

The Muon Department welcomes Cathy Barker to the 9th floor!

Sonya and Cathy are working on splitting up requests, so for the short term, please send emails requests copying both.

A few things that will help in the short term:

- Please enter Travel parameters into a TA form, & put Sonya and Cathy as prepares and “save draft”. They can add relevant info, attachments, etc and then submit for approval
- Use the purchase form rolled out to the division in March (see next slide)



Purchases

<https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/Forms/Purchase%20Request%20Template>

Effective **May 8, 2023**, the PRT is **REQUIRED** for all PPD-initiated purchases

- Standardizes the request format
- Outlines the purchasing flow
- Color-coded to identify what information is required
 - Color coding applies to data entry fields too
- Embeds multiple attachments into one file, allows for electronic signatures
 - PF-18
 - New Sole Source
 - Computer Justification

The PRT is located here: <https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/Forms/Purchase%20Request%20Template>

- ALWAYS go to the SharePoint site and DOWNLOAD THE MOST RECENT VERSION OF THE PRT
- Use Excel or Google Sheets to edit the PRT
 - If you choose Google: do **not** convert the file to a Google Sheet - keep the PRT in .xlsx format
 - Do **not** use a freeware program or app to edit the PRT

Quick reference videos on filling out PRT are located here: <https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/Forms/Purchase%20Request%20Template/Powerpoint%20%26%20Video%20files>

If you have *general* finance questions and you aren't sure who to they should go to, please contact askppdfinance@fnal.gov

- Your request will then be routed to the appropriate Finance liaison
- If you already know the correct Finance liaison, please email them directly – you will receive a quicker response!

1. The preferred format for approvals for any requisition is:
 1. Vendor Name
 2. Project/Task
 3. Approval from owner of P/T for the order.
2. Please remember to hide those tabs of the template not being used.
3. **Once the form is filled out, please send to Sonya+Cathy**

Site Access

- Please always refer to the official site access page for most up to date information: <https://get-connected.fnal.gov/accessandbadging/access/>
 - Quick link to check status of a request
https://fermi.servicenowservices.com/access_request_status.do
 - Quick link for User/Affiliate
<https://get-connected.fnal.gov/accessandbadging/access/>
 - Quick link for Business Visitor
 - <https://get-connected.fnal.gov/business-visitor/>
 - Please note that business visitors don't get a QR code until after their immigration forms are uploaded by customs: <https://get-connected.fnal.gov/visa/business-visits/>
 - We have been planning critical visits for Tuesday-Friday and encouraging people to arrive the day before
- PPD is working to establish coordinators between our user/affiliate/business visitor base and Site Access
 - Provide proactive assistance and affiliation-specific knowledge to visitors completing the access forms and overall guidance on the access process;
 - Be the first tier in assisting visitors
 - Escalate issues and questions to the Global Services and Security Operations departments as needed

Housing

- Summer housing requests were processed April 20th
- It seems that due to limited supply, housing is mostly unavailable for the summer
- The lab is working to provide housing advice to people, possibly with our negotiated rates with nearby folks
- Please make sure that if you have people visiting they prepare housing in advance, as the dorms are not going to be a convenient option
- Andrei manages the Mu2e Housing, Chris manages g-2 housing.
 - If there are open rooms in these houses and extra Muon department demand, we should utilize the space
 - Note: all Mu2e house spots are booked through the summer (mid-August)

Field Work Proposal

Department management is working with the lab to submit our FWP's for FY24-25

As discussed in the winter Muon Department retreat, we are prioritizing requests for project deliverables, and ops support required to complete the project

- Additional support is requested for computing, analysis, etc

Muon g-2 plans to operate the magnet for ~6 months in FY24, and then complete operations scope

Mu2e continues to ramp up operations

Office Space

- Want to ensure workspaces for everyone
 - Ideally personal cubicles for people here for extended periods
 - Improve isolation some have felt in the crossover (or offsite)
 - Ensure short-term visitors have places to work as well (some hoteling possible)
 - Some offices have been mostly unused in 3 years
- Discussing with (resident) Mu2e Early Career folks actions to improve the floor
 - Some other floors have storage lockers for regular visitors to store items in (as opposed to storage in desks in offices)
- During COVID-high, we adopted policy allowing people to use the glassed-in office on WH9E to have personal space with only a few people in the office
 - What other ideas do you have now?

Advertisements - Looking ahead of Snowmass Series

Thursday - 5/18 : Muon Collider (Sergo Jindariani, Diktys Stratakis)

Tuesday - 5/23 : Theory (Bogdan Dobrescu, Stefan Hoeche and Michael Wagman)

Thursday - 5/25 : Advanced Muon Facility (Sophie Middleton)

We/Thu - 6/14-6/15: ACE workshop (register by June 2nd)

Open Discussion

What concerns or questions do you have?

How are things going for people?

What ideas do you have for improvements?