



News

K. Burkett

PPD Department Heads Meeting

September 20, 2023



Everyone is worthy of respect
Encourage discussion



Genuinely listen
Collaborate



Respect the messenger
Have courage



Own your voice
Be kind



Fresh perspectives lead to
innovation



Encourage others to speak
Share the air

Outline

- Safety
- Work planning, AIB report conclusions
- Budget
- Housing
- Physics Slam
- Winter Break
- Saturday Morning Physics
- Taxonomy and Nomenclature matrix

Safety

- Safety is the lab's highest priority
- It is important that you communicate this to your teams through your words and actions

We strongly encourage you all to lead off your group meetings with a discussion of safety

Be sure people are aware of the Weekly Event Summaries:

<https://fermicloud.sharepoint.com/sites/FNALO365-WeeklyEventSummaries/>

Share and discuss any relevant topics from those summaries

Safety – Example from Muon Department

Safety

Slides shown at the last few
Muon Dept meetings

Reminder:

- “Event Summaries” are available every week in fermi news (email) + inside.fnal.gov
- Bee stings, sudden movements, falls
- Ongoing investigations as well
- Please complete training, especially safety training, work planning, etc.

Events Under Review

- IERC Power Issue (ORPS event, Level 1 Review)
- Smoke Detector System Activation (Level 1 Review)
- Faulty Pilot Light (ORPS event, Level 2 Review)
- Contract Iron Worker on the PIP-II LINAC Construction Site Fall from Height (ORPS event, Level 3)
- Work Pause on Radiological Work/Access to Radiation Areas (ORPS event, Level 3)

Slide from Brendan Kiburg

Safety Culture

- The lab is trying to improve safety culture and create a Safety Conscious Work Environment (SCWE)

“a work environment in which employees feel free to raise safety concerns to management without fear of retaliation”

- Closely tied to our discussions of psychological safety
- Some of our front-line supervisors are taking part in Safety Culture training this week

Look to have a meeting with those who participated in the training to discuss how we can promote such an environment in PPD

Safety Culture

Safety

Slides shown at the last few Muon Dept meetings

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.

 Fermilab

Slide from Brendan Kiburg

Work Planning

- In light of some of the recent events at the lab and at other labs, there is a renewed emphasis on work planning
- Gaps were identified in what we have written in some HAs
- Some of the issues identified in the AIB report of the PIP-II incident have similarities with issues identified in prior ORPS investigations

Work Planning

AIB report - WPC/ISM issues

- CON 1 – Work tasks were not defined in sufficient detail, which did not allow for adequate identification of hazards and hazard controls to be developed
- Other FRA events with similar issues:
 - Natural gas line damaged at IB4 dewar pad project
 - Scope of work was well defined, but the hazard analysis did not match up with the scope.
 - Ammonia Shipping and Storage Issues
 - Process was not defined on how ammonia would come onsite or where it would be stored once onsite prior to use
 - Item removed from CMTS Cave
 - Class 0 material, personnel performing work was not familiar with requirements/training of Class 0 and impacted material
 - Lab 5 Injection Molding Materials left in uncontrolled state
 - Shut machine off at machine, not the breaker. Machine left in exposed / uncontrolled state. No LOTO was performed.

Work Planning

AIB report – WPC/ISM issues

- CON 3 – FRA, WCEI, Nucor, and Harris Management has not ensured that hazard controls are developed, implemented, and that work is performed within those controls.
- Other FRA events with similar issues:
 - ISD shoulder injury requires surgery
 - Work was being performed with poor ergonomics not in align with the operator's manual to start the weedwhip
 - Tripped breaker when working on networking switch box at FCC
 - Hazards were understood but the appropriate mitigations were not identified or implemented
 - SBN Far small fire
 - Heat tape turned on without review/approval from POC.
 - Unplanned radiation dose
 - Changing the operating parameters without identifying potential impacts or hazards.
 - Miter saw hand injury
 - Miter saw guarding was not operating effectively and was not identified to be an issue prior to or during use

Work Planning

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- Gaps were identified in what we have written in some HAs
- Some of the issues identified in the AIB report of the PIP-II incident have similarities with issues identified in prior ORPS investigations
- Next Steps:

Please work with your teams to scrutinize existing HAs

Consider where we don't have documented plans/procedures and write them

Supervisors should be sure that people performing the work have had input on the plans, understand them, and follow them

Budgets (1)

- Government Shutdown:

In the event of a government shutdown, the lab has sufficient funds to operate for roughly two months before we would have to curtail activities

We have flexibility to move funds between B&Rs so there should be no need for some groups to stop work earlier

If a government shutdown approaches two months, the lab will implement the “Min Safe” program to safely ramp down facilities, but we are far from that right now



Budgets (2)

- Though we don't have the final budget yet, FY24 looks like it will be a very challenging year

Based on the House and Senate marks, the overall HEP budget is up less than the project budgets, so research and operations must be reduced

In preparation for the lab's budget briefing to HEP last month, we were given an exercise where we were asked to cut several \$M from research and ops. In that exercise we kept research flat and made reductions by deferring M&S purchases or other maintenance

In addition, we expect indirect rates to go up due to increases in mission support to properly support the mission of the lab. Combined with salary increases, the total rate is expected to increase by 9-10%

No discussion of layoffs

Budgets (3)

- Project work overall should be increasing, but we still need to see exactly where that shows up at the lab.

Once we have the results on resource leveling after the resource negotiations, we may explore with other directorates a second pass of resource negotiations to see if there are holes in other projects that could be filled with PPD labor

We will take a second look at most job openings and likely hold them to consider if they can be filled internally before hiring new staff

- This will be even more of a challenge for people funded on research

Few opportunities to move people onto projects

Are there technical roles that they can fill? Are there roles in mission support that they can take?

FY24 Accelerator Run

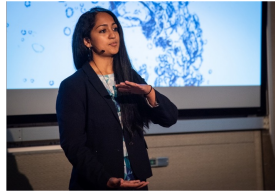
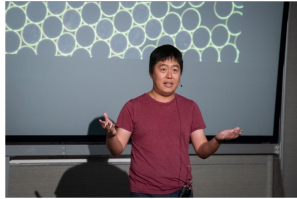
- Start of FY24 operations will be delayed for several reasons
 1. LINAC repairs mean the complex couldn't start turning back on before ~November 1
 2. We need to respond to comments from the ARR review of SAD/ASE updates to be in compliance with the updated DOE Order 420.2D on *Safety of Accelerators*
 3. Working to understand our power costs and how that couples to the budget for accelerator operations in FY24
- Should have a better understanding of the timeline to address #2 in the coming weeks and then we will share expectations for the start of the run

Housing

- Changes in village housing rules/rates have been delayed until January 1
 - Current residents were all asked if they want to extend into October 1-December 31
 - Applications for new residents will be considered once requests from current residents have been accommodated
- New housing policy will exclude FNAL staff from eligibility, as well as limiting the length of stay to less than five years unless approved by Director and FSO
 - A few exceptions have been granted for staff already living in the village with special circumstances
 - We're investigating the list of people impacted by the five-year rule. Most appear to be spokespeople that have their name on a house used by the group/experiment
- Use of DOE funds for housing will require documented approval
 - The plan to obtain this approval has changed slightly
 - CFO is preparing a list of B&Rs currently used, which will be transmitted to Alan Stone. He will contact PMs for approval.

Physics Slam (1)

Fermilab Research Slam → National Lab Research SLAM!
1 slide, 3 minutes, 10 great talks



Fermilab is hosting a Research SLAM on **October 6** and we need your help! The Research SLAM is a competition where contestants are challenged to share a compelling presentation of their Fermilab related research for a public audience, using only one slide and no props, with a time limit of three minutes.

Judges will select the top three presenters to advance to the **National Lab Research Slam**. One will be selected by the National competition to participate in the National Lab Research SLAM on November 17 in Washington, DC!

Physics Slam (2)

Why Participate? Benefits of Fermilab's Research SLAM!

- Great science communication experience
- Career development and visibility
- Leads to other events or participation in local competitions
- Promotes collaboration and networking
- Re-use SLAM videos for public materials/branding
- Creates a network of communicators that can be leveraged for K–12 programs, VIP visits, other communication campaigns
- Visibility for National Lab/DOE strategic priorities
- A fun & inclusive face on science!
- For more information, please email Rebecca Thompson at Rebecca@fnal.gov or Spencer Pasero at spasero@fnal.gov



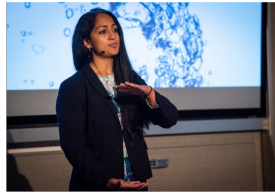
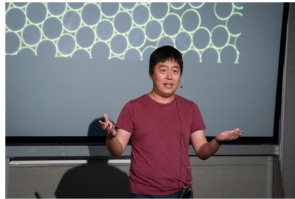
2 9/11/23

Fermilab Physics Slam | National Lab Research Slam

Slide from Becky Thompson

Physics Slam (3)

Who's eligible?
What are the rules?
Where do I sign (up)?



- Active Fermilab post-doctoral and early career researchers (Ph.D. in last six years) are eligible
- Three-minute time limit
- No props
- One slide
- Sign up at: <https://forms.office.com/g/NJybXjgk0y>
 - Or use the QR code!



Physics Slam – Next Steps

- Only one person has volunteered so far, and they will be talking about LDMX
- Please encourage eligible members of your group to participate
- I will be contacting you about postdocs or junior scientists that might present at the Physics Slam, and can reach out to them directly if needed

Saturday Morning Physics Volunteers Needed

- For the first time since 2020, Saturday Morning Physics (SMP) will offer in-person tours of Wilson Hall, SiDet, the Main Control Room, and SQMS.
- New tour procedures require that each tour have 1 trained tour escort per 10 students participating in a tour. Those trained escorts must be fingerprinted and background checked to ensure student safety.
- Each tour will have roughly 100 students so will need 10 trained tour escorts for each of the tours. Many volunteers are needed.
- Volunteers do not have to know how to *give* a tour, they are there to ensure the students are safe.
- SMP is held from 9am-12pm Saturday from 9/23-12/9. Sign up for as many Saturdays as you'd like.
- For more information on the program as well as a schedule, visit <https://saturdaymorningphysics.fnal.gov/> or email Rebecca Thompson rebeccat@fnal.gov
- To let the team know you are interested in volunteering, please fill out this form. <https://forms.office.com/g/bPBvkmgx5E>



Winter Break

- The lab is planning for a Winter Break again this year, as in recent years

Taking advantage of the break is encouraged, but it is not mandatory.

The sole purpose is to allow as many people as possible to take a break and further enjoy their time away, knowing that there is little activity on site during this period.

Using only 4 days of leave (half-days on Dec. 22 and Dec. 29, and full days on Dec. 26, 27, and 28), either as vacation days, floating holiday (if available), or leave without pay, allows for 11 consecutive days off during the break period.

- The lab will not shut down, but instead will slow to minimum operations and ongoing critical activities.
- More information as we get closer

Taxonomy and Nomenclature Matrix

- General idea is to write down all the different types of people that come to the lab and what rules there are for access, travel support, computing, etc. based on our contract
- This should be a reference that we use to answer questions like, “Are we allowed to pay for X for this person with research funds?” or “can a student drive a lab vehicle?”

Categories of people (6)

- Federal Employees
- FRA Employees
- Users/Affiliates (Non-Employees)
- Subcontractors
- Visitors
- Other (Special Cases)



Characteristics of those categories (12)

- Accountability
- Authority
- Badging Type
- Contract Funded Support
- Escort/Host
- Housing
- HR/ESH
- Information Access
- Paying for Work
- Property
- Roles
- Site Access

Taxonomy and Nomenclature Matrix (2)

Categories of People breakdown into Genus and Species (Examples)

FRA EMPLOYEES								
FRA Regular Employee			Regular Employees	FRA Non-Regular Employee (EM)			Non-Regular Employees	FRA Employees
FRA Full Time FRA Employee	FRA Part Time FRA Employee	FRA Term Employee		FRA Employed Student/ Intern/Seasonal	FRA On Call Employee	FRA Temp Employee		

USERS/AFFILIATES (NON-EMPLOYEES)											
Scientist Emeritus/Retired Guests	Joint Appointee (incoming)	User		User	Affiliate		Affiliate	Students		Users/Affiliates (Non-Employees)	
N/A	N/A	Onsite User	Offsite User		User sponsored subcontractor, consultant, or other representative	Onsite		Affiliate sponsored subcontractor, consultant, or other representative	Offsite		FRA Member Sponsored or DOE/NNSA interns

Taxonomy and Nomenclature Matrix – Simple Example

Characteristics	Category	FRA EMPLOYEES						
		FRA Regular Employee			Regular Employees	FRA Non-Regular Employee (EM)		
		FRA Full Time FRA Employee	FRA Part Time FRA Employee	FRA Term Employee		FRA Employed Student/ Intern/Seasonal	FRA On Call Employee	FRA Temp Employee
Contract Funded Support	May receive subsidy (via contract funds) to offset housing (allowable)	Only as provided by relocation policy and terms of employment	Only as provided by relocation policy and terms of employment	Only as provided by relocation policy and terms of employment		Only as provided by relocation policy and terms of employment	Only as provided by relocation policy and terms of employment	Only as provided by relocation policy and terms of employment
Contract Funded Support	May be funded by FRA contract funds for mission-related travel/conf/training	Yes	Yes	Yes		Yes	Yes	Yes
Contract Funded Support	Travel and Per Diem paid via PO	No	No	No		No	No	No
Contract Funded Support	May be funded by FRA contract funds for travel to and from Fermilab	On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy	On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy	On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy		On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy	On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy	On an as-needed basis only, as outlined in Travel Policy and Flexible Work Arrangements Policy

Taxonomy and Nomenclature Matrix – Where to find it

Home | About | Science | Jobs | Contact | Phone Book

Newsroom | DUNE at LBNF | Come visit us | Resources for

Fermilab Policies

The Fermilab Policies website contains labwide policies and procedures. Search for a policy or procedure using the search bar or by browsing the policy categories below. Search will look for an exact word, using two words will return results that include both words anywhere within the policy or procedure.

Policies or procedures that are public are in blue. Policies or procedures that require a login to access are in gray. You must be logged into ServiceNow to view these policies and procedures.

Posted on Policies Page

Available in DocDB:
<https://directorator-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=715>

Taxonomy and Nomenclature Matrix – Next steps

- Please take a look at the matrix and see if there are issues relevant to you that are unclear. Let me know what you find.
- Inform the members of your teams who need to know this information, and especially your admin staff, so that they will be able to reference it when needed