

November 20, 2023

Marc Clay  
Deputy COO

**Directorate**  
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Dear IRR Committee Members,

Thank you for agreeing to serve as a member of the Internal Readiness Review (IRR) Committee for DOE O 420.2D Phased Reviews: IRR #1a – Common, Support, Linac & MTA. This committee will assess the updates made to the Fermilab Safety Assessment Document (SAD) and Accelerator Safety Envelope (ASE) to align with DOE O 420.2D requirements, address comments and recommendations from the Fermilab Site Office, the August Accelerator Readiness Review (ARR), and the September DOE Assist Visit, and will validate readiness for the Linac and 400 MeV Test Area (MTA) segments of the Fermilab Main Accelerator to resume accelerator operations under DOE O 420.2D.

The IRR is scheduled to take place Wednesday November 29, 2023 through Friday December 1, 2023, with both on-site and virtual participation. The schedule consists of presentations, field visits, time for staff discussions/interviews as needed, and a closeout with laboratory management on Friday afternoon.

#### Review Team

- Don Gregory, on-site Chair (retired ORNL) ([gregory49@comcast.net](mailto:gregory49@comcast.net))
- John Woodford, on-site reviewer (ANL) ([woodford@anl.gov](mailto:woodford@anl.gov))
- Tyler Spears, virtual reviewer (LANL) ([tspears@lanl.gov](mailto:tspears@lanl.gov))
- Sam Hayes, virtual reviewer (LBL) ([shays@lbl.gov](mailto:shays@lbl.gov))
- Dan Broemmelsiek, on-site reviewer (FNAL) ([broemmel@fnal.gov](mailto:broemmel@fnal.gov))
- Mike Geelhoed, on-site reviewer (FNAL) ([geelhoed@fnal.gov](mailto:geelhoed@fnal.gov))
- Rachel Madiar, DOE observer (Fermi Site Office) ([Rachel.madiar@science.doe.gov](mailto:Rachel.madiar@science.doe.gov))

In order to prepare for the review:

- the Charge and Charge Questions have been attached to this letter,
- ESH Division Admin staff will reach out to you to assist in travel coordination,
- Instructions for Site Access have been attached, and
- a [review website](#) has been established that will house the review schedule and documentation.

On-site participants, please bring closed toe shoes, long pants, and shirts with sleeves for the field visits. Any other PPE needed will be provided.

Maddie Schoell ([maddiew@fnal.gov](mailto:maddiew@fnal.gov)) and Matt Quinn ([mquinn@fnal.gov](mailto:mquinn@fnal.gov)) will facilitate the review process, provide you with advance copies of documents, and ensure you have access to the resources and information you need. Please reach out to them directly for any additional assistance.

I look forward to your participations, observations, and recommendations regarding the laboratory's readiness to begin operations of Linac and MTA under DOE O 420.2D. Thank you in advance for your help.

Sincerely,

Marc Clay  
Deputy Chief Operating Officer

cc: W. Begner  
M. Convery  
B. Fleming  
R. Madiar  
L. Merminga  
M. Quinn  
J. Sawyer  
M. Schoell  
J. Scott  
R. Snyder  
S. Tingey  
A. Valishev